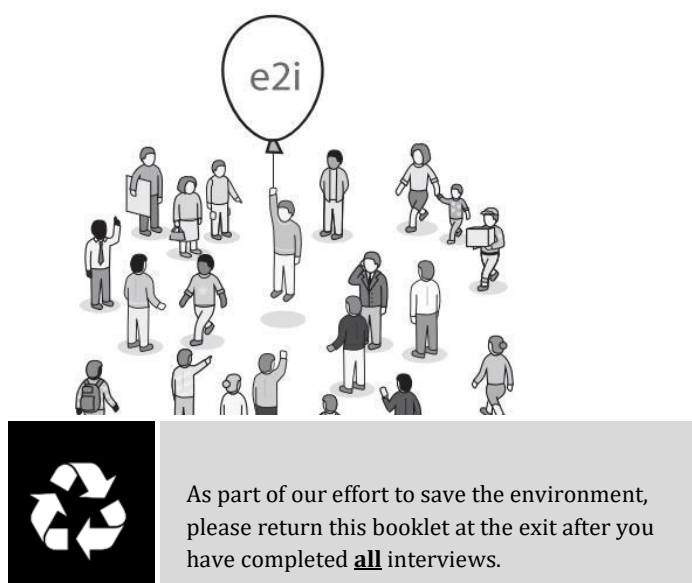


e2i Skills & Career Fair @ West Coast (29 August 2025)

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 1-Group

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Marketing Manager	<ul style="list-style-type: none"> Diploma/Degree in Marketing, Communications, Business Administration or an equivalent combination of education and work-related experience 5– 10 years' experience in Marketing Additional exposure in Hotels, F&B, Advertising agencies, or a combination of any above are highly desired related industries. Demonstrated expertise in online marketing as well as offline Creative and on the pluses for new technology trends in the F&B industry Proficiency in Excel, Word, PowerPoint; Photoshop skills will be a plus Strong communication skills in English. Local language a plus (to liaise with Local language speaking associates) Team Player and good interpersonal skills as the role must influence key stakeholders in other departments" 	<ul style="list-style-type: none"> Lead, conceptualize, manage, and coordinate marketing efforts of Executives to promote the venues allocated Manage and ensure effective and efficient planning and execution by Executives for all web, SEO/SEM, email, social media and advertising campaigns, including updating the website Suggest benchmark metrics, measure and report monthly performance of all digital marketing campaigns, distribution channel initiatives and access against goals (ROI & KPIs) including end-to-end customer experience across multiple channels and various touchpoints Strengthening brand presence and customer relationships through social and earned media, monitoring both outlet and competitors' presence on social media for enhancement Identify, cultivate and manage relationships with partners for events and programmes Develop and implement innovative community outreach programmes Work with the in-house design team and external vendors to develop marketing materials, including photography brochures, invitations, EDMs etc Cultivate good relationships with a strategic network of relevant media and work with vendors on ad-hoc projects to position the brand(s) at the core of current conversations Strategic planning with the Culinary, Event Sales and Operations Team to develop a 	<ul style="list-style-type: none"> Mon - Fri, 9am to 6pm Postal Code: 159552

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		cost-effective and efficient marketing activity calendar	
Assistant Restaurant Manager	<ul style="list-style-type: none"> • Candidate must possess at least 5 years relevant experience in casual/fine dining/event execution • A strong knowledge of wine is preferable • Acute financial management skills, strong business acumen and excellent knowledge of latest sales and marketing trends. • A customer-centric individual who thrives on learning and growing in the culinary and hospitality industry 	<ul style="list-style-type: none"> • To provide and ensure operating standards are according to procedures and standards established by the F&B Department. • Daily rollcall with the service team to drive operations effectiveness, cleanliness of the restaurant, accurate food order taking, servicing the customer, promotions etc. • Event planning and execution, work closely with kitchen crew to ensure food order is accurate and prompt during events service to ensure consistent exceeding of established standards and guest's expectation. • Attention to details, encouraging a culture of high standards throughout the team. High emphasis on customer service and management. • To be knowledgeable in all service techniques and actively seek guest feedback and respond to service issues accurately and efficiently in professional manner with a suitable service recovery. • Cultivate a motivated and high performing team that is clear and committed in delivering clear goals and target. • Ensure operational profitability, suggest and recommend improvements to achieve better sales target. • Administer for reservation list, staff roster, recruitment process, daily sales report, inventory report and other operation reports for management review. • Supervising of employee and provide training and development plans. 	<ul style="list-style-type: none"> • 9 hours (Rotating Shift)/ • Split Shift (Depending on outlets) • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensuring the cleanliness of the outlet and periodic maintenance and preventive maintenance of the outlet's equipment and assets. 	
Bartender/ Bar Captain	<ul style="list-style-type: none"> Candidates possess at least minimum GCE' N' Levels. Candidates possess at least 2 years' bartender experiences, preferably in fine dining environment. Candidate to possess basic barista knowledge Completed Basic Food Hygiene course. Good working knowledge of bar operations and strong technical skills in bartending. Neat and well groomed. Positive working attitude and good communication skills. Able to work staggered hours/ shifts, Weekend and Public Holiday. Detailed, energetic and highly motivated. 	<ul style="list-style-type: none"> To prepare and serve alcoholic and non-alcoholic drinks consistently with company's beverage standard. Assist manager in the efficient running of the day-to-day operation including setting up and closing of the bar counter. Maintain bottles & glasses in a functional manner to support efficient drink preparation and promotion of beverage. Responsible for the cleanliness of the glasses, utensils, bar equipment & station. Take beverage orders from serving staff or directly from patrons accurately & promptly. Assist the restocking and replenishment of bar inventory and supplies. Arrange beverage by FIFO (FIRST IN FIRST OUT) by dates." 	<ul style="list-style-type: none"> 9 hours (Rotating Shift)/ Split Shift (Depending on outlets) Islandwide
Chef De Partie (Japanese/ Western)	<ul style="list-style-type: none"> Candidate must possess at least 1 to 2 years' relevant experience in dining cuisines. Must have completed Basic Food Hygiene course. Possess a strong sense of initiative. Manage and maintain sanitation and hygiene standards. Willingness to learn and adapt to various line positions with locations. Willing to work on weekends and public holidays 	<ul style="list-style-type: none"> Assist Chef with creation and preparation of food Ensure that food handling and hygiene regulations are followed in accordance with NEA Standards. Prepare and cook dishes on the menu according to restaurant's standards of quality, recipe, consistency and timelines. Ensure all equipment is cleaned and kept properly. Track the inventory of the kitchen and food supplies. Work closely and cooperate with other staff in order to achieve highest possible satisfaction of food items. 	<ul style="list-style-type: none"> 9 hours (Rotating Shift)/ Split Shift (Depending on outlets) Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
F&B Service Crew (Captain)	<ul style="list-style-type: none"> • A positive attitude and genuine enthusiasm for customer service • Interest in the Food & Beverage industry, with a desire to learn and grow • A team player with a friendly and professional demeanor • Comfortable working in fast-paced environments, including busy meal services and events • Willingness to work rotating shifts, weekends, and public holidays" 	<ul style="list-style-type: none"> • "Support the Outlet Manager and service team in the smooth daily operation of the restaurant • Ensure readiness for service by completing all pre-opening duties efficiently • Exhibit thorough knowledge of the food and beverage menu, including ingredients, preparation styles, and dietary notes • Engage with guests warmly and professionally, answering questions and providing recommendations to elevate the dining experience • Take accurate orders and serve food and drinks in a timely manner • Assist with cashiering duties, handling payments with accuracy and integrity • Coordinate and assist during events or private bookings, ensuring service timelines are met • Promote seasonal items, set menus, and house specials with confidence • Maintain high standards of cleanliness, hygiene, and presentation at all times 	<ul style="list-style-type: none"> • 9 hours (Rotating Shift)/ • Split Shift (Depending on outlets) • Islandwide
F&B Service Crew (Supervisor)	<ul style="list-style-type: none"> • A positive attitude and genuine enthusiasm for customer service • Interest in the Food & Beverage industry, with a desire to learn and grow • A team player with a friendly and professional demeanor • Comfortable working in fast-paced environments, including busy meal services and events • Willingness to work rotating shifts, 	<ul style="list-style-type: none"> • Support the Outlet Manager and service team in the smooth daily operation of the restaurant • Ensure readiness for service by completing all pre-opening duties efficiently • Exhibit thorough knowledge of the food and beverage menu, including ingredients, preparation styles, and dietary notes • Engage with guests warmly and professionally, answering questions and providing recommendations to elevate the dining experience 	<ul style="list-style-type: none"> • 9 hours (Rotating Shift)/ • Split Shift (Depending on outlets) • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	weekends, and public holidays	<ul style="list-style-type: none"> Take accurate orders and serve food and drinks in a timely manner Assist with cashiering duties, handling payments with accuracy and integrity Coordinate and assist during events or private bookings, ensuring service timelines are met Promote seasonal items, set menus, and house specials with confidence Maintain high standards of cleanliness, hygiene, and presentation at all times 	
Guest Relations Executive/ Supervisor	<ul style="list-style-type: none"> Candidates must possess at least 1 year of Call Centre / Hospitality experience. Proficient in Microsoft Office (especially Excel and PowerPoint). Customer service oriented, result driven & good team player. Able to work weekends and public holidays. 	<ul style="list-style-type: none"> To deliver professional and expert concierge services to customers. To handle customer requests or enquiries via phone, email, and/or chat. Interact with customers to provide information in response to inquiries and to handle and resolve complaints. Establish relationships with customers with positive customer experience feeling after every contact. Communicate responses in a clear, professional, timely and concise manner. Work with team and resources to provide customer with requested service. 	<ul style="list-style-type: none"> 9 hours (Rotating Shift)/ Split Shift (Depending on outlets) Islandwide
Junior Sous/ Sous Chef (Western)	<ul style="list-style-type: none"> Candidate must possess at least 4 to 5 years' relevant experience in Western cuisine Must have completed Basic Food Hygiene course. Possess a strong sense of initiative. Manage and maintain sanitation and hygiene standards. 	<ul style="list-style-type: none"> Assist Head Chefs with creation and preparation of Western cuisine. Ensure that food handling and hygiene regulations are followed in accordance with NEA standards. Ensure that quality, quantity, and correctness of food items served and displayed are as per company's and Chef's standard recipes 	<ul style="list-style-type: none"> 9 hours (Rotating Shift)/ Split Shift (Depending on outlets) Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Willingness to learn and adapt to various line positions with locations. Willing to work on weekends and public holidays. 	<ul style="list-style-type: none"> Check that quantity and quality of items ordered are received and stored in proper condition. Ensuring highest quality of food served in the appropriate time frame. Responsible for food and menu planning, organizing event menu, food costing and quality control. Other ad-hoc duties as requested. 	
Service Crew (Part time)	<ul style="list-style-type: none"> A positive attitude and genuine enthusiasm for customer service Interest in the Food & Beverage industry, with a desire to learn and grow A team player with a friendly and professional demeanor Comfortable working in fast-paced environments, including busy meal services and events Willingness to work rotating shifts, weekends, and public holidays 	<ul style="list-style-type: none"> Support the Outlet Manager and service team in the smooth daily operation of the restaurant Ensure readiness for service by completing all pre-opening duties efficiently Exhibit thorough knowledge of the food and beverage menu, including ingredients, preparation styles, and dietary notes Engage with guests warmly and professionally, answering questions and providing recommendations to elevate the dining experience Take accurate orders and serve food and drinks in a timely manner Assist with cashiering duties, handling payments with accuracy and integrity Coordinate and assist during events or private bookings, ensuring service timelines are met Promote seasonal items, set menus, and house specials with confidence Maintain high standards of cleanliness, hygiene, and presentation at all times. 	<ul style="list-style-type: none"> Not available Islandwide
Social Media Strategist	<ul style="list-style-type: none"> At least 5 years of experience in driving social media content and strategy 	<ul style="list-style-type: none"> Developing and Implementing Social Media Strategies: Involves researching the market, understanding target 	<ul style="list-style-type: none"> Mon - Fri, 9am to 6pm Postal Code: 159552

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Prior experience in hospitality, events, or lifestyle industries is a strong plus. Portfolio of social media work (even personal passion projects count!) Work hours tailored to project and team requirements 	<p>audiences, analyzing competitors, and defining objectives and metrics for digital initiatives.</p> <ul style="list-style-type: none"> Managing Social Media Campaigns: Oversee the execution of campaigns across various platforms, ensuring they are effective and aligned with the overall strategy. Analyzing Data and Metrics: Track and analyze key performance indicators (KPIs) to assess campaign effectiveness and identify areas for optimization. Collaborating with Teams: Work closely with marketing and sales team to ensure a cohesive and effective digital presence. Staying Current with Digital Trends: Stay informed about the latest trends, technologies, and best practices in the digital landscape. Identifying Opportunities for Growth: Seek out new opportunities to enhance the company's digital presence and achieve business objectives. Content Strategy: Play a key role in content planning, creation across different channels. Community Management: Interacting with followers, responding to comments and messages, and fostering a positive online community. 	
VVIP Manager	<ul style="list-style-type: none"> 7+ years in a luxury hospitality or high-end F&B environment (Michelin, 5-star hotels, private members' clubs). Strong understanding of fine dining, premium wines, and luxury service etiquette. Proven track record of handling elite clientele 	<ul style="list-style-type: none"> Curate and deliver ultra-personalized service to VVIP clientele across our venues. Manage and grow relationships with VVIPs Coordinate all aspects of a guest's journey — from reservation to post-dining follow-up. Maintain a private database of guest preferences, histories, and feedback. 	<ul style="list-style-type: none"> Mon - Fri, 9am to 6pm Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>discreetly and professionally.</p> <ul style="list-style-type: none"> • Exceptional interpersonal, communication, and problem-solving skills. • Fluent in English; multilingual is a significant advantage. • Impeccable grooming, presentation, and emotional intelligence. • Availability to work flexible hours, including evenings, weekends, and holidays. • Global mindset with cultural awareness and adaptability. 	<ul style="list-style-type: none"> • Train front-of-house teams in elite service protocols and confidentiality standards. • Act as an ambassador for the brand in high-society circles and hospitality events. • Partner with operations, culinary, and events teams to ensure flawless execution. • Handle service recovery and guest concerns swiftly, tactfully, and privately. 	
Wedding & Events Coordinator	<ul style="list-style-type: none"> • Minimum 1 year experience in Hospitality, F&B or Events / Wedding coordination industry. • Customer-focused individuals with a solid sales track record, preferably in a related industry. • Possess lots of drive and eagerness to exceed sales targets. • Possess strong interpersonal skills, result-oriented, with strong planning and organizational skills. • Able to multi-task and thrive within a fast-paced and highly challenging environment. • Strong analytical and negotiation skills. • Proficient in MS Office applications. 	<ul style="list-style-type: none"> • Co-ordinate, monitor and execute all events and activities independently. • Conceptualize and prepare event proposals customized to individual events. • Liaise with internal stakeholders and external vendors • Assist Sales Planner with the coordination of the event to ensure a smooth and successful event. • An eye for detail to design event items such as signage and menu as per event requirement • Ad-hoc work with marketing team to deliver high quality and sales driven events. 	<ul style="list-style-type: none"> • Mon - Fri, 9am to 6pm • Postal Code: 159552

#2 AETOS Holdings

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Auxiliary Police Officers (Armed)	<ul style="list-style-type: none"> At least 3 GCE 'N'/'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy) 	<ul style="list-style-type: none"> Attend to security enquiries in the premises. Conduct armed security patrol on the premises. Consolidate incident reports. Perform armed access control and security screenings. Perform armed security surveillance at the command Centre 	<ul style="list-style-type: none"> Rotational day or night shifts Islandwide
Auxiliary Police Officers (Enforcement) (Unarmed)	<ul style="list-style-type: none"> At least 3 GCE 'N'/'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy) 	<ul style="list-style-type: none"> Attend to security enquiries in the premises. Conduct armed security patrol on the premises. Consolidate incident reports. Perform armed access control and security screenings. Perform armed security surveillance at the command Centre 	<ul style="list-style-type: none"> Rotational day or night shifts Islandwide
Security Officer / Senior Security Officer (Unarmed)	<ul style="list-style-type: none"> Minimum Secondary 2 and above No colour blindness or hearing defects Able to work shift duties (Including extended shift, weekends & public holidays) Proficient in spoken and written English Additional requirements for Part-Time. Must be a trained security officer with a valid PLRD License 	<ul style="list-style-type: none"> Manning of static/access control points Checking of passes and other documents at static/access points Screening and checking of all personnel and vehicles entering and exiting the premises Patrolling and guarding client's personnel and properties Operating metal/explosive detectors/x-ray machines at checkpoints Issuing of visitor/contractor pass in exchange for their identification cards Attending to alarm activation CCTV Monitoring Responding to incidents such as unattended bags, etc. Maintaining records of all incidents Checking boarding, staff, and valid entry passes 	<ul style="list-style-type: none"> Rotational day or night shifts Islandwide

#3 C&W Services (S)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaner	<ul style="list-style-type: none"> Possess prior cleaning experiences 	<ul style="list-style-type: none"> Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.) Performing and documenting routine inspection and maintenance activities Carry out heavy cleaning tasks whenever required Cooperate with rest of the staff Follow all health and safety regulations 	<ul style="list-style-type: none"> 7pm to 4pm Fusionopolis Postal Code: 138634
Contract Manager	<ul style="list-style-type: none"> Possess relevant tertiary related diploma/degree 5 years of relevant experience Able to work in a fast-paced environment 	<ul style="list-style-type: none"> Prepare cost estimation, endorse, and ensure all costing by any contractor is properly checked and endorsed Prepare and report financial projections and carry out budgetary and expenditure control of Contractors' contract prior to commencement of each financial year arising from maintenance charges and other charges to provide appropriate contingencies Prepare and recommend monthly or progress payment claims, and final account submitted by the term contractors' and to ensure timely and complete submissions to the Authority for payment including all substantiations in accordance with the conditions of contract of the respective term contractors' contract. Evaluate and carry out joint measurements with Contractors on their claims for the Purchase Order/ Works Order (including Bills of Items of Work) and endorse that they are prepared and computed correctly in accordance with the 	<ul style="list-style-type: none"> Monday to Friday: 08:30 to 17:30 hrs with 1 hour meal break Postal Code: 629637

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>maintenance term contracts, Contract Price and Option Price</p> <ul style="list-style-type: none"> Assess and recommend claims submitted by term contractors to ensure that the claims submitted are in accordance with the contract provisions and rates used are in accordance with the Schedule of Rates or Fixed Schedule of Rates Administer the term contract works to be carried out by Contractors, including advising the Authority on Contractors' claims and verifying 'star-rate' quotations on behalf of the Authority; check, vet and recommend the 'star-rate items' submitted by the Contractors, before the start of works, are reasonable and in accordance with fair market prices for the Authority's acceptance; collate all statistical returns, vet guarantees and warranties; finalize the Purchase Order/ Works Order amount, etc.; Check, verify and confirm Contractors' invoices to ensure that the invoices are tally with Purchase Order/ Works Order/ Endorsed Quotation, where applicable Compile all payment claims, interim certificates, Purchase Order/ Works Order (including Bills of Items of works) and invoices and ensure timely submission to the Authority for payment Review and prepare specifications, evaluate, and recommend tender submissions and carry out contract documentation as described in the Requirement Specifications. There are demand aggregated contracts for specialist systems and common services across PA and all districts. As such, the 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Managing Agent awarded shall be responsible for preparing tender documents, evaluating and awarding the tenders for this demand aggregated specialist systems and common services</p> <ul style="list-style-type: none"> • Prepare the tender documents, evaluate and award the tenders for demanding aggregated specialist contracts within a single Community Centre/Club/Building but cuts across all districts, even if the specialist systems are located in other districts • Evaluate, verify and recommend that ""star rate items"" submitted by Contractors, before the start of works, are reasonable and in accordance with fair market prices for the Authority's acceptance. To collect all statistical returns, vet guarantees and warranties; finalize Purchase Order/Works Order amount, etc. • Prepare and recommend final payment to work done by term Contractors • Obtain and monitor the Performance Bonds, Bankers Guarantees and any other forms of insurance • Draft and prepare any form of period and non-period contract which is required by the Authority to carry out works related to Community Centre/Club/Building or other PA properties facilities for the Community Centre/Club/Building or other PA properties to call tender/quotation • Prepare quotation/tender documents including mechanical and electrical, civil, and structural, and any other specialist system for the term contracts 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Officer	<ul style="list-style-type: none"> • Preferably O' levels and above • Prior experience in Contact Centre environment will be an advantage • Ability to operate in a fast-paced environment 	<ul style="list-style-type: none"> • Professionally manage incoming and outgoing calls by providing accurate and consistent information. • Ability to communicate clearly and manage customers' feedback. • Organized and able to multi-task in fast paced environment. • Maintain good service. • Perform administrative tasks assigned. • Any other ad-hoc duties as assigned. 	<ul style="list-style-type: none"> • 8-hours Rotating Shift / 5 days 8am - 6pm • Postal Code: 469001
Facilities Executive	<ul style="list-style-type: none"> • Diploma/Degree with 3 years' relevant working experience • Candidates from Facilities Management / Construction Background are advantageous. 	<ul style="list-style-type: none"> • Assist the Facilities Manager in the daily operations • Deputize as and when required if the Facilities Manager is not around • Manage the team of technical officers, sub-contractors, supervise & coordinate facility management activities and ensure all works adhere to legal regulations • Attend to any cases raised including after hours by the Client which includes the tenants where applicable • Preparation of monthly and incident reports pertaining to the site(s) • Ensure smooth operations on site(s) • Manage ad-hoc project(s) • Facilitate incident investigation whenever necessary 	<ul style="list-style-type: none"> • Mon - Fri 8.30am - 5.30pm, Sat 8.30am - 12.30pm • Postal Code: 469001
Property Executive	<ul style="list-style-type: none"> • Degree / Diploma in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent • 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance 	<ul style="list-style-type: none"> • Assist the Building Manager in the daily operations • Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations • Preparation of monthly and incident reports pertaining to the site(s) 	<ul style="list-style-type: none"> • Monday to Friday : 08:30 to 17:30 hrs • Postal Code: 469001

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Knowledge in building works and facilities management Possess good communication skills in liaising with both internal and external stakeholders 	<ul style="list-style-type: none"> Ensure smooth operations on site(s) Manage ad-hoc project(s) Facilitate incident investigation whenever necessary 	
Property Executive (Township - East)	<ul style="list-style-type: none"> Min Diploma with 3 years relevant experience Bachelor Degree with relevant internship experience Good communication skills, both written and spoken Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> The Property Executive of the team's main duty is to ensure the team's service deliveries meet service standards as stipulated in the Performance Management Framework. Acting as the Team Leader, the PE will assist Property Managers to review and ensure that the team members comply with the above KPIs. He or she should also analyze IEMS cases and take preventive actions to resolve common feedback issues, including liaising with term contractors, planning preventive maintenance schedules, etc. He or she will coordinate seepage and roof leakage cases, including inspection and follow up rectification, advance planning to resolve recurrent cases etc. He or she should also be involved in MSO joint agency solutioning team to resolve site issues. 2 He or she should also be the buddy of new PO and guide the teams on technical aspects. Besides service delivery, he or she will assist Property Managers to conduct ad hoc inspections, MP walks, verification of work orders etc. Any other duties as and when assigned. Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. 	<ul style="list-style-type: none"> Monday to Thursday: 08:30 to 17:30 hrs with 1 hour meal break Friday: 08:30 to 18:00 hrs with 1 hour meal break Postal Code: 440050, 550266, 760290

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Property Executive (Township - North)	<ul style="list-style-type: none"> Min Diploma with 3 years relevant experience Bachelor Degree with relevant internship experience Good communication skills, both written and spoken Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> "The Property Executive of the team's main duty is to ensure the team's service deliveries meet service standards as stipulated in the Performance Management Framework. Acting as the Team Leader, the PE will assist Property Managers to review and ensure that the team members comply with the above KPIs. He or she should also analyze IEMS cases and take preventive actions to resolve common feedback issues, including liaising with term contractors, planning preventive maintenance schedules, etc. He or she will coordinate seepage and roof leakage cases, including inspection and follow up rectification, advance planning to resolve recurrent cases etc. He or she should also be involved in MSO joint agency solutioning team to resolve site issues. 2 He or she should also be the buddy of new PO and guide the teams on technical aspects. Besides service delivery, he or she will assist Property Managers to conduct ad hoc inspections, MP walks, verification of work orders etc. Any other duties as and when assigned. Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. 	<ul style="list-style-type: none"> Monday to Friday: 08:00 to 17:00 hrs / 08:30 to 17:30 hrs with 1 hour meal break Saturday (Alt): 08:00 to 13:00 hrs Postal Code: 760290
Property Executive (Industrial)	<ul style="list-style-type: none"> Min Diploma with 3 years relevant experience in facilities management i commercial or industrial real estate 	<ul style="list-style-type: none"> Ensure the day-to-day operations of the facility(s) or campus, including janitorial, life-safety, engineering, site services, and general maintenance are implemented and carried out in a manner consistent with C&W policies 	<ul style="list-style-type: none"> Monday to Friday: 08:30 to 17:30 hrs with 1 hour meal break Saturday: 08:30 to 13:00 hrs Postal Code: 629637

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good communication skills, both written and spoken • Team player, able to work independently with minimal supervision 	<p>and client directives. Ensure all contracts are reviewed on a regular basis and are bid out as required and confirm invoices match contract pricing</p> <ul style="list-style-type: none"> • Supervise all maintenance programs relating to the interior and exterior conditions and appearance of the properties • Under the direction of the Facility Manager, respond promptly to requests for building maintenance, repairs, cleaning needs, etc. from building occupants and for the implementation of ongoing contract programs to address and resolve needs and problems • Compile information necessary to ensure all site-specific documentation and reports are completed accurately and on time, including (and as applicable): Property Information Book, Site Operating Manual, Emergency Procedures Manual, IIPP Manual, Local Code Compliance Log, ADA Compliance Log, OSHA Log, Safety Meeting Log, Elevator Logs, Janitorial Log, Purchase Order Log, Vendor Certificates of Insurance, As-built Drawings, IIPP Manual, Paid Invoices File, General Files, Contract Files, Annual Property Conditions and Year- end Performance Report and other reports and documentation as required • Prepares budgets, financial reports (monthly and quarterly), contracts, expenditures and purchase orders related to the facility(s) or complex as directed • Assist in providing information and reports necessary for the development of capital budgets for the facility. This includes 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>contributions towards a five-year plan of maintenance, facility improvement, and cost reduction initiatives</p> <ul style="list-style-type: none"> • Collect, analyze and prepare reports of such statistical data as may be required to provide accurate and current assessment of facility management objectives • Expected to be thoroughly familiar with the management contract, vendor agreements, and other building/facility contracts and all requirements contained therein • Monitor and ensure that tenants and vendors comply with insurance requirements and coordinate all claims as required • Proactively inspect the facility, systems, rooms, common areas, etc. and report back any findings or issues to the Facility Manager 	
Property Officer	<ul style="list-style-type: none"> • Higher Nitec / Nitec in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent • 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance 	<ul style="list-style-type: none"> • Assist the Building Manager in the daily operations • Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations • Preparation of monthly and incident reports pertaining to the site(s) • Ensure smooth operations on site(s) • Manage ad-hoc project(s) • Facilitate incident investigation whenever necessary 	<ul style="list-style-type: none"> • Monday to Friday: 08:30 to 17:30 hrs, Sat 08:30 to 12:30 hrs • Postal Code: 469001
Property Officer (Venue Management)	<ul style="list-style-type: none"> • Diploma with 1 year's relevant working experience • Candidates from Facilities Management / Construction background are advantageous. 	<ul style="list-style-type: none"> • To monitor the maintenance plans/schedules for soft FM services for cleaning, waste management and façade cleaning. • To monitor the performance of services vendors, subcontractors etc for delivery of soft FM services and adjust 	<ul style="list-style-type: none"> • Monday to Friday: 08:30 to 18:00 hrs • Postal Code: 397629

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>maintenance plans when necessary</p> <ul style="list-style-type: none"> • To prepare and submit timely inspection reports, particularly for Event Spaces, and propose inventory of spares. • To conduct monthly Equipment checks with Venue Operation. • To conduct daily venue inspections and coordinate reactive cleaning or repair work with cleaning or technical team. • To carry out annual SFPM and coordinate with Hard FM colleagues on any Building & Fabric related issues/works. • To prepare all administrative matters for the handing over and taking over of event spaces. • To prepare all Event related administration – Variable cost, event billing etc. • To provide supervise Facility Attendants (FA) on sitewide barricades deployment, set up and teardown for event or/and maintenance work as well as FOP changeover between training. • To supervise FAs on routine preventive and corrective maintenance on sitewide barricades. • To keep track of all service reports by maintaining a hard copy filing system as well as digitalising to keep the soft copy on Share point • To administrate all finance related matters such as Purchase Request, Service Order. • To monitor TAM case(s) are attended and completed promptly within the contractual timing. • Execute, supervise and manage venue Ad hoc project works ensuring quality and safety at work and completion in timely manner. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To prepare and submit incident report within 12 hours from incident. 	
Property Officer (Industrial)	<ul style="list-style-type: none"> Min NITEC with 3 years relevant experience in facilities management Good communication skills, both written and spoken Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> Manage and oversee the preventive and corrective maintenance works related to hard FM (e.g. Building, M&E services, Plumbing & Sanitary)/ soft FM (e.g. Cleaning, Waste, Pest Control, Landscape, etc) Lead a team of technicians or property officer in fulfilling our service deliverables. Attend to feedback from building occupants or users on building operations. Manage and oversee Contractors in carrying out their duties, maintenance work and ensure they perform according to expectations. Manage & oversee the performance of vendors or service providers engaged by JTC (e.g. security officers, carpark operator, lifts servicing team, etc.) Compile service reports and send them to Client. Plan and implement improvement work for the buildings under his/her care. Inspect building common areas and tenanted spaces, reporting all defects and non-compliances and take the necessary follow-up actions to close the cases. Attend tenancy fit-out meetings. Carry out enforcement duties. Source for quotations for ad-hoc repair works, parts replacement or other work. Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement works. Order and keep track of spares, inventories, and tools for maintenance works 	<ul style="list-style-type: none"> Monday to Friday: 08:30 to 17:30 hrs with 1 hour meal break Saturday : 08:30 to 13:00 hr Postal Code: 629637

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensure all statutory licenses and permits are renewed timely (e.g. building signage, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.) Assist the SFM in preparing the monthly kpi presentation slides and management report. To undertake other work assignments which the Management may assign. 	
Property Officer (Township - East)	<ul style="list-style-type: none"> Min Higher / Nitec with internship experience in property/estate/facilities management or building/facilities maintenance Good communication skills, both written and spoken Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> Coordinate with contractors to maintain the common areas such as cleaning, conservancy, landscaping and horticultural work, as well as improvement and cyclical projects at public housing flats in designated Town Councils Conduct inspections on the ground and to follow up with the contractors on the rectification of the defects. Follow up issuance of works orders to contractors and check on rectification of works and process payments Engage and manage with residents' feedback and to perform call back service when the defects are rectified within the timeline Discuss and follow up on maintenance issues with grassroots leaders Assist grassroot leaders to organize grassroot activities, if required Perform arrears visitations Attend MP's house visits, grassroots and upgrading meetings after office hours Attend to urgent cases referred by Managers, grassroots leaders and EMSU Do cross audit of estate inspections, arrears visitations and special duties when assigned 	<ul style="list-style-type: none"> Monday to Thursday: 08:30 to 17:30 hrs with 1 hour meal break Friday: 08:30 to 18:00 hrs with 1 hour meal break Postal Code: 440050, 550266, 760290

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist the Property Managers to lead the guide the Property Officers team (Senior) Perform any related duties as required and directed. Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. 	
Property Officer (Township - North)	<ul style="list-style-type: none"> Min Higher / Nitec with internship experience in property/estate/facilities management or building/facilities maintenance Good communication skills, both written and spoken Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> Coordinate with contractors to maintain the common areas such as cleaning, conservancy, landscaping and horticultural work, as well as improvement and cyclical projects at public housing flats in designated Town Councils Conduct inspections on the ground and to follow up with the contractors on the rectification of the defects. Follow up with issuance of works orders to contractors and check on rectification of works and process payments Engage and manage with residents' feedback and to perform call back service when the defects are rectified within the timeline Discuss and follow up on maintenance issues with grassroots leaders Assist grassroot leaders to organize grassroot activities, if required Perform arrears visitations Attend MP's house visits, grassroots and upgrading meetings after office hours Attend to urgent cases referred by Managers, grassroots leaders and EMSU Do cross audit of estate inspections, arrears visitations and special duties when assigned Assist the Property Managers to lead the guide the Property Officers team (Senior) 	<ul style="list-style-type: none"> Monday to Friday: 08:00 to 17:00 hrs / 08:30 to 17:30 hrs with 1 hour meal break Saturday (Alt) : 08:00 to 13:00 hrs Postal Code: 760290

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform any related duties as required and directed. Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. 	
Quantity Surveyor	<ul style="list-style-type: none"> Possess relevant tertiary Quantity Surveying and building related diploma/degree 3 years of relevant experience in Quantity Surveying Able to work in a fast paced environment 	<ul style="list-style-type: none"> Cost Estimation and Budgeting: Prepare cost estimates, financial projections, and budget controls for contractors' contracts, ensuring proper checks and endorsements for all costing and payments. Contract Management and Payment Processing: Oversee the administration of term contracts, evaluate claims, carry out joint measurements, and recommend payment claims based on contract terms and rates. Tender and Contract Documentation: Prepare, evaluate, and award tenders for specialist systems and services, including the preparation of tender documents, specifications, and contract documentation. Invoice and Claim Verification: Review and verify contractors' invoices and claims, ensuring they align with Purchase Orders, Works Orders, or endorsed quotations before submission for payment. Risk and Compliance Management: Monitor performance bonds, guarantees, and insurances, and ensure compliance with contract terms, including verifying "star-rate" items and guarantees. 	<ul style="list-style-type: none"> Monday to Friday: 08:30 to 17:30 hrs with 1 hour meal break Postal Code: 629637
Shift Technical Executive	<ul style="list-style-type: none"> NITEC/ HIGHER NITEC or equivalent certificate in Electrical / Mechanical /Building/ Facilities Management from a 	<ul style="list-style-type: none"> Assist the Building Manager in the daily operations Lead a team in the provision and implementation of 	<ul style="list-style-type: none"> Rotating shift 08:00 – 20:00 20:00 – 08:00 4 days shift rotating

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>recognized technical institute with a minimum of 5 years relevant experience</p> <ul style="list-style-type: none"> • or Diploma in Electrical / Mechanical /Building/ Facilities Management from a recognized polytechnic with a minimum of 3 years of relevant work experience or N Level with 10 years relevant experience 	<p>maintenance services at designated site(s)</p> <ul style="list-style-type: none"> • Troubleshoot building services failures • Supervise, plan and organize a team of on-site Contractors in carrying out planned and ad-hoc maintenance and their work routines • Ensure efficient and effective maintenance of Client's facilities through routine check and preventive maintenance strategies • Source, negotiate and follow up with Contractors on repair and replacement work to ensure work done according to specifications • Preparation of monthly and incident report pertaining to the site(s) 	<ul style="list-style-type: none"> • Postal Code: 469001
Technical Executive	<ul style="list-style-type: none"> • NITEC/ HIGHER NITEC or equivalent certificate in Electrical / Mechanical /Building/ Facilities Management from a recognized technical institute with a minimum of 5 years relevant experience • or Diploma in Electrical / Mechanical /Building/ Facilities Management from a recognized polytechnic with a minimum of 3 years of relevant work experience or N Level with 10 years relevant experience" 	<ul style="list-style-type: none"> • Assist the Building Manager in the daily operations • Lead a team in the provision and implementation of maintenance services at designated site(s) • Troubleshoot building services failures • Supervise, plan and organize a team of on-site Contractors in carrying out planned and ad-hoc maintenance and their work routines • Ensure efficient and effective maintenance of Client's facilities through routine check and preventive maintenance strategies • Source, negotiate and follow up with Contractors on repair and replacement work to ensure work done according to specifications • Preparation of monthly and incident report pertaining to the site(s) 	<ul style="list-style-type: none"> • Monday to Friday: 08:30 to 17:30 hrs, Sat 08:30 to 12:30 hrs • Postal Code: 469001

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Technical Officer	<ul style="list-style-type: none"> Diploma with 1 year's relevant working experience Candidates from Facilities Management / Construction Background is advantageous." 	<p>Operation Role</p> <ul style="list-style-type: none"> Manage day-to-day operations, daily data log in, and attend daily operation toolbox meeting. On duty to standby for response to emergency fault calls after officer hour. Liaise with site users and prepare and submit work proposal for job requests received; Prepare costing, condition assessment, and proposal for Corrective Maintenance works before required Timeframe in contract. Execute Adhoc works including construction projects which involve building A&A works, Structural Repairs, renovation projects, M&E equipment installation projects, etc., and submit Certification of Completion before Purchase Order need by date; Supervise sub-contractors' work, check and certify Maintenance Works service reports. Participate in site maintenance programs such as Management By Walking Around (MBWA) with users; Safety inspection; 6S, etc.; <p>Maintenance Role</p> <ul style="list-style-type: none"> Attend daily operation toolbox meetings, and participate in site maintenance programs such as MBWA with users; Safety inspection; 6S, etc. Coordinate with Service Partners (SP) and Inspection team to plan Annual & Monthly Schedule (including scheduled inspections) according to Quality Control Procedures and submit for approval. Responsible for inventory records, drawings, documentation, Defect Liability 	<ul style="list-style-type: none"> Monday to Friday: 08:30 to 17:30 hrs Postal Code: 469001

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Period registers, and legal registry. <ul style="list-style-type: none"> • Compile and maintain service reports, Licenses/Certificates on site. • Prepare and submit Certificate of Completion for Maintenance Works and Services monthly and prepare monthly claims. • Follow up Contractor SP to carry out corrective maintenance and to rectify defects reported by Quality Control/Quality Assurance auditor/Users; • Perform additional role such as Safety Lead and/or FSM Inspection. 	

#4 Dim Sum

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew	<ul style="list-style-type: none"> • Secondary 	<ul style="list-style-type: none"> • Provide excellent customer service, take orders, serve food and drinks, maintain cleanliness, process payments, and assist the team in a fast-paced environment. 	<ul style="list-style-type: none"> • Shiftwork • Islandwide
Dim Sum Chef	<ul style="list-style-type: none"> • Secondary 	<ul style="list-style-type: none"> • Prepare, cook, and innovate a variety of traditional and modern dim sum dishes, ensuring high quality, consistency, and presentation while maintaining a clean, organized kitchen. 	<ul style="list-style-type: none"> • Shiftwork • Islandwide

#5 Duck King One Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
General Cleaner (Part-Time)	<ul style="list-style-type: none"> • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to 	<ul style="list-style-type: none"> • Washes, stacks, sorts, and stores dishes, glassware, utensils, and cookware. 	<ul style="list-style-type: none"> • 35hrs • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> 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"> Maintains a clean kitchen and keeps dish area organized and free of clutter. Sets up dish stations, including dishwashing machines and sinks. Maintains clean, dry floors throughout the shift. Cleans and sanitizes storage areas, including freezers and refrigerators. 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. Maintains the cleanliness of dry storage areas and the organization of storage shelves. Assists in food prep and any other duties set forth or requested by the chef and other managers as needed. Follows sanitation and cleaning procedures. Ensures that dishwashers are in working order and reports problems as they arise. Assists with closing, including aiding in the sanitation of cooking and food preparation stations. 	
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 holidays Candidate with Food Hygiene certificate will be an added advantage 	<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 Ensure appealing plate presentation Ensure area of responsibility are clean, tidy and organized Ensure general cleanliness and hygiene in food preparation and storage are in accordance with NEA and SFA guidelines 	<ul style="list-style-type: none"> 44 Hrs Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Check stock level, order and replenish of stock in FIFO order • Ensure sufficient stock for daily operation; stocks and ingredients keep fresh and follow FEFO (first expired first out) system • Ensure compliance with all health and safety regulations within the kitchen area • Ensure 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 • Cleans and sanitizes storage areas, including freezers and refrigerators • 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 	
Kitchen Assistant (Part-Time)	<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 holidays • Candidate with Food Hygiene certificate will be an added advantage 	<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 • Ensure appealing plate presentation • Ensure areas of responsibility are clean, tied and organized • Ensure general cleanliness and hygiene in food preparation and storage are in accordance with NEA and SFA guidelines • Check stock level, order and replenish of stock in FIFO order 	<ul style="list-style-type: none"> • 44hrs • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure sufficient stock for daily operation; stocks and ingredients keep fresh and follow FEFO (first expired first out) system • Ensure compliance with all health and safety regulations within the kitchen area • Ensure 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 • Cleans and sanitizes storage areas, including freezers and refrigerators • 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 holidays • 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 the kitchen area • Ensures correct and safe use of all equipment and tools • Deals effectively with guests and workplace associates using SOP at all times • Any other duties as directed 	<ul style="list-style-type: none"> • 44hrs • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Stall Assistant (Part-Time)	<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 the kitchen area Ensures correct and safe use of all equipment and tools Deals effectively with guests and workplace associates using SOP at all times Any other duties as directed 	<ul style="list-style-type: none"> 35hrs Islandwide

#6 Exceltech

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Officer / Executive	<ul style="list-style-type: none"> Candidate must possess at least a Diploma, Advance/Higher/Graduate Diploma in Accountancy or equivalent. At least 3-5 years of working experience in the related field is required for this position. Able to multi-task and work under pressure with sometimes tight reporting timelines. Proficient in MS Office, especially Excel and other related IT programs. Willingness to learn with a pleasant disposition. A team player who is meticulous, self-motivated, and independent with a strong sense of responsibility. 	<ul style="list-style-type: none"> Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts. Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting Ensure accounting records and treatment comply with SOP and Accounting Standards General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines 	<ul style="list-style-type: none"> 8:30am - 6pm Postal code: 609601
Administrative Assistant / Officer	<ul style="list-style-type: none"> Education: "N" & "O" Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, 	<ul style="list-style-type: none"> The MCST Admin Officer is responsible for providing comprehensive administrative 	<ul style="list-style-type: none"> 9am - 6pm, 9am - 1pm Postal Code: 609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>business administration, or a related field.</p> <ul style="list-style-type: none"> • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage. • Experience: Minimum one (1) year experience in property management, particularly in strata-living contexts. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Basic competency in Microsoft Office Suite. • Familiarity with property management software is a plus. 	<p>support to the MCST Property Management team.</p> <ul style="list-style-type: none"> • This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders. • The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties. • Key Responsibilities: Administrative Support: Provide comprehensive administrative support to the MCST Property Management team. • Manage office supplies and ensure the office is well-organized. • Record Keeping: Maintain accurate and up-to-date records of all property activities, including maintenance logs, financial documents, and resident communications. • Organise and archive documents for easy retrieval. • Communication: Serve as the primary point of contact for resident inquiries and requests, ensuring timely and professional responses. • Facilitate communication between the property management team, residents, and external vendors. • Meeting Coordination: Assist in organising and preparing for the Annual General Meeting (AGM) and monthly council meetings. • Prepare agendas, distribute meeting materials, and take minutes during meetings. • Financial Administration: Assist with preparing and processing invoices, payments, and financial reports. • Monitor and track expenditures against the budget. • Vendor Management: Coordinate with service providers and contractors for maintenance 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and repair work. Maintain a database of approved vendors and service providers.</p> <p>Compliance:</p> <ul style="list-style-type: none"> • Ensure all property activities comply with relevant laws, regulations, and company policies. • Assist in the preparation for audits and inspections. • Resident Relations: Help organize community events and initiatives to promote resident engagement and satisfaction. • Address and professionally resolve resident concerns and complaints. • Data Management: Enter and update data in property management software systems. • Generate reports and provide data analysis as required. • General Office Duties: Perform general office duties such as filing, photocopying, and managing correspondence. • Ensure the office environment is clean, safe, and conducive to work. • Ad hoc duties may be required on an as-needed basis. 	
Assistant / Facilities Manager	<ul style="list-style-type: none"> • Relevant bachelor's degree holder in Engineering, Facilities Management, or equivalent. • Minimum 3 years of post-degree experience in related Facility Management or equivalent 	<ul style="list-style-type: none"> • Ensure that a building or facility is properly maintained, operated, and managed Oversee maintenance and repair work • Manage operating budgets and resources Ensure compliance with safety and environmental regulations • Manage staff and contractors Coordinate with other departments and stakeholders, and plan and implement facility improvements • Possess strong organizational and leadership skills Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously • Experience in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Building Technical Officer	<ul style="list-style-type: none"> Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work. General competency in the use of computers. Capable in English writing and reporting. 	<ul style="list-style-type: none"> Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures Lead technical investigation in response to fault calls Review documentation on procedures and schedules of maintenance works Track consumable and non-consumable items Review risk assessments in accordance with regulatory and organizational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices Engage in continuous improvement initiatives to improve time, cost, and quality management Support the use of the latest smart facilities management trends or technologies. 	9am - 6pm, 9am - 1pm
Building / Facilities Technical Officer	<ul style="list-style-type: none"> Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work. General competence in the use of computer. Capable in English writing and reporting. 	<ul style="list-style-type: none"> Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures Lead technical investigation in response to fault calls Review documentation on procedures and schedules of maintenance works Track consumable and non-consumable items Review risk assessments in accordance with regulatory and organizational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices Engage in continuous improvement initiatives to improve time, cost, and quality management Support the use of the latest smart facilities management trends or technologies. 	9am - 6pm, 9am - 1pm
Cleaning Crew	<ul style="list-style-type: none"> No formal qualification required Working days - Between 5 to 6 days 	<ul style="list-style-type: none"> General cleaning duties. Vacuuming, sweeping, and mopping floors of various types. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Dusting ceilings, light fittings, countertops, and loose furniture. Scrubbing and sanitizing toilets, sinks and fixtures. Emptying waste bins. Washing and drying windows 	
Cleaning Supervisor	<ul style="list-style-type: none"> 2 year experience in relevant industry will have an added advantage. Good communication skills, both written and spoken. Team player, able to work independently with minimal supervision. 	<ul style="list-style-type: none"> Check equipment condition. Monitor the Service team. Coordinate and liaise with clients at work site. Facilitate effective communication and engagement at the workplace. Handle complaints and feedback from clients. Handle reassignment of tasks when needed. Identify training needs for all soft-skill staff. Inspect work done daily. Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications. Monitor cleaning material stock level and re-order materials, if required. Provide help and guidance to immediate reports. Submit report, if required. Any other ad hoc duties as and when required. 	9am - 6pm, 9am - 1pm
Condominium / Building / Complex Manager (MCST)	<ul style="list-style-type: none"> Education: Diploma/Degree in real estate management, business administration, or a related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience. Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. Computer Literacy: Competence in property 	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained. Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency. Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community. Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	management software and office applications.	<ul style="list-style-type: none"> • Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes. • Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies. • Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. • Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. 	
Condominium Manager (MCST)	<ul style="list-style-type: none"> • Education: Diploma/Degree in real estate management, business administration, or a related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. • Minimum five (5) years of experience. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property management software and office applications. 	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained. • Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency. • Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community. • Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping. • Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes. • Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies. • Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. • Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Drafter (Project Engineer)	<ul style="list-style-type: none"> • Possess 3 years of proven experience in AutoCAD/REVIT/BIM, preferably in mechanical engineering field. • Possess excellent computer skills in AutoCAD software, BIM and MS Office (Excel, Powerpoint, Word & Project). • Independent, team player with ability to multi-task. • Possess strong communication and organization skills 	<ul style="list-style-type: none"> • The Drafter is responsible for supporting civil engineering projects by contributing to both the technical design and planning, as well as managing project costs. • This dual role involves assisting in the development and execution of engineering plans, conducting site inspections, and ensuring construction activities align with project specifications. • Additionally, the position includes preparing accurate cost estimates, bills of quantities, and monitoring budgets to ensure project profitability. • By bridging engineering and financial functions, the role helps ensure the successful and cost-effective completion of projects, while complying with industry regulations and company standards. • Critical Work Function Key Tasks Project Engineering Design and Planning Key Tasks: • Assist in developing civil engineering project plans and design blueprints. Support in performing site investigations and surveys to gather relevant data. • Prepare technical drawings, design specifications, and documentation. • Coordinate with project teams to ensure compliance with engineering standards and regulations. • Prepare CAD drawings, REVIT/BIM to support customer's project specifications and requirements. • Create drawings based on PDF, hand drawn or verbal instructions using AutoCAD to support customers' project requirements. • Prepare drawings and compile documentation for project submission. • Quantity Estimation and Cost Management Key Tasks: • Measure and calculate material quantities for construction works. • Calculate material requirements and liaise with internal team for accurate and timely material orders. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Prepare cost estimates, bills of quantities (BOQ), and tender documents. • Assist in analyzing project costs and comparing them with initial budgets. • Monitor and track project expenses to ensure budget adherence. • Tender and Contract Administration Key Tasks: • Assist in preparing tender documents, including BOQs, specifications, and schedules. Evaluate contractor bids and provide recommendations to the project team. • Support in administering contracts, including preparing and reviewing variation orders and claims. • Ensure that all contract documentation is accurate and complete. • Project Documentation and Reporting Key Tasks: • Prepare and maintain project-related documentation, such as progress reports and valuation certifications. • Assist in the preparation of cost control reports, including tracking of variations and adjustments. • Keep records of all site activities, including material usage, labour, and equipment. • Ad-hoc duties may be required on an as-needed basis. 	
Facilities Engineer (Mechanical Electrical)	<ul style="list-style-type: none"> • Minimum a Mechanical Engineering Degree or Electrical Engineering Degree from a recognized tertiary establishment. • 5 years of experience in M&E Facilities operations at large-scale development (>50,000 sqm). • Experience in managing M&E upgrading and retrofitting works, installation of new M&E systems, as well as testing & commissioning work with the ability to respond and investigate the cause of 	<ul style="list-style-type: none"> • The duties of the Facilities Engineer shall include but not be limited to the following - Review proposed M&E systems design by considering design for maintainability, design for safety and SDC operational needs based on different building types At the building commissioning stage, attend training sessions and understand the operations of the various M&E systems • To attend the testing & commissioning of each M&E system • Able to perform chiller system fault detection and diagnosis 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>system fault and failure for major M&E equipment such as ACMV, Fire Protection systems, HT, LT, ELV, and the BMS System.</p>	<ul style="list-style-type: none"> • Conduct physical site surveys using a variety of equipment and tools • Prepare sketches and notes and perform electronic data collection • Coordinate field staff and process field data • Interface with C&S engineers, M&E engineers, architects, landscape architects, specialist vendors, and general vendors • Verify the accuracy of data, including measurements and calculations conducted at the Property Research testing and commissioning evidence, including maps, physical evidence, and other records to obtain data needed for building systems and equipment condition appraisal • Prepare site documents and present findings to SDC • Preparation of strategic facility management plan for the next five (5) years • Preparation of operation manuals for the FM team • Develop an energy and sustainability framework for the building • Preparation of business continuity plans for the building owner and Resilience studies. 	
Facilities Manager (IFM)	<ul style="list-style-type: none"> • Minimum five (5) years of relevant experience in a similar capacity, preferably in managing properties of similar scale and nature. Experience in the takeover of at least two (2) new developments in the past five (5) years. • At least three (3) years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred. 	<ul style="list-style-type: none"> • (Note: The duties outlined below are not exhaustive and may be subject to change as required.) • Coordinate with the Client's representative (SO) on the rectification of defects, tracking of outstanding works by the Main Contractor, maintenance programs, and sub-contractor schedules using appropriate software and tools. • Ensure all outstanding works are completed satisfactorily. • Manage emergency repairs, ad-hoc breakdowns, troubleshooting activities, and provide technical support where necessary. • Act as a point of coordination between the Main Contractor, sub-contractors, and the Client. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Consolidate and submit technical reports and findings to the Client and SO as required. Oversee Permit-to-Work (PTW) processes and related compliance matters. Manage workplace health and safety requirements, including ensuring risk assessments are submitted and adhered to by all sub-contractors. Conduct inspections and spot checks to maintain compliance. Oversee works management processes, including preparation of monthly progress reports, certification of completed works, and administration of variation orders. Conduct regular statutory and compliance inspections (e.g., fire safety, structural inspections) and submit corresponding management reports to the Client. Manage customer service matters, ensuring timely and professional resolution of feedback or complaints from tenants, users, or members of the public. Support general office management activities, including maintenance of supplies, coordination of bill payments, and other administrative support as required by the Client. Carry out any other tasks necessary for the smooth operations of the property or as directed by the Client SO. Prepare and submit periodic reports on the status of operations in a format acceptable to the Client SO. Represent the Client in managing tenant-related matters professionally and efficiently. Ensure the smooth day-to-day operation of all facilities management services. 	
Facilities Officer	<ul style="list-style-type: none"> Min Nitec in Electrical/Mechanical Engineering with 1 years' experience. 	<ul style="list-style-type: none"> The duties of the Facility Officer shall include but are not limited to the following: Working in a team to manage daily works. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Involve in inspection of horticultural works, upgrading building projects and building maintenance issues. Liaising with contractors and attending to improvement works and feedback from the customers. In addition, you are required to participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers. Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulation. Plan and schedule preventive maintenance and identify improvement works. Supervise the contractor's work. Update maintenance records and stock inventory in the system. Attend to tenants' requests, feedback and complaints. Monitor tenancy fit out and building improvement works. Response/Operate the fire alarm system. Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations. Any other duties as assigned 	
Facilities / Building Manager	<ul style="list-style-type: none"> Relevant bachelor's degree holder in Architecture or Engineering or Facilities Management or equivalent. Minimum 2 years of post-degree experience in related Facility Management or equivalent. Preferably Certified Fire Safety Manager by SCDF/equivalent. LEW7 or LEW8 licence will be a plus. 	<ul style="list-style-type: none"> Develop quality standards and procedures for preventive and corrective maintenance work. Formulate plans to improve facility operations and establish incident response procedures Evaluate the services provided by third parties against contractual terms and scope of work Maintain trust and rapport with users through consistency in service standards Evaluate technical reports and progress reports to propose recommendations Review tender specifications and risks in bidding and evaluate quotations from third-party service 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>providers Review subcontractor maintenance contracts, Service Level Agreements (SLA) and budget plans</p> <ul style="list-style-type: none"> • Cascades organizational Workplace Safety and Health (WSH) practices and Quality and Environmental Management System (QEMS) standards and sustainability guidelines according to the organisation's green building strategy • Deploy resources to support operations and identify recruitment needs and areas for technical and business management training and development to ensure the achievement of performance metrics • Analyses the viability of proposed continuous improvement initiatives to improve time, cost and quality. • Implement the latest smart facilities management trends and technologies 	
Helpdesk Officer	<ul style="list-style-type: none"> • Min GCE 'O' Level 1 years of admin support experience • Good Customer Service Skills Proficient in MS Excel and Word • Able to multi-task, meticulous and independent • Able to start work on short notice. 	<ul style="list-style-type: none"> • Operate a Help Desk to manage all issues relating to facilities feedback, service requests, and any other issues. • Manned facilities for receiving, logging, tracking and responding appropriately to user requests or feedback that are received via phone, e-mail and other communication platforms (e.g., WhatsApp/Telegram/Chat bot). • They shall act as the first line of response to channel urgent feedback, faults, defects, breakdown, repairs, and damages to the relevant maintenance staff. • They will inform user of the outcome and actions taken to rectify the problem as a form of closure to each feedback. • They shall close the feedback loop with all users on the status of issues raised to the maintenance teams in relation but not limited to the following matters: • All queries and requests relating to services and events support; 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Notification of faults and complaints relating to the services from NP community and members of public; Requests for temporary changes to the delivery and scope of services; Notification and responding to emergency calls; Monitoring of alarms; Update of progress regarding any fault notified to the Helpdesk; and All other issues raised by users. They shall maintain and upkeep all faults/defects reported into the CMMS, phone calls, emails etc, and to ensure that reported faults are being channelled to the staff for immediate response and follow-up. They shall categorise the feedback based on the KPIs and inform the urgency of the matter to relevant contractors/maintenance staffs. They shall prepare monthly reports for tracking suggestions, complaints, breakdown etc. received together with their resolved status. 	
Junior Software Engineer (Internet of Things)	<ul style="list-style-type: none"> Good electronics background with understanding of embedded system programming in C, C++, and Python Basic experience with Arduino IDE for sensor testing Basic understanding of IoT data formatting, generation, management, and processing. Comfortable using Git for version control Self-motivated, problem-solver, and able to work independently and as part of a team 	<ul style="list-style-type: none"> We are looking for a highly motivated candidate with strong interest in working with IoT and facilities management systems. We are developing new IoT solutions for smart facility management applications. The team is exploring new frontiers and developing applications around cutting edge IoT technologies. The role encompasses using C, C++, and Python programming for the sensor node, LoRa gateway, and fabrication of Internet of Things (IoT) devices. This role will work with existing developers on maintaining existing IoT devices & systems and developing new IoT hardware, devices, and systems. 	9am - 6pm, 9am - 1pm
Property & WSH Coordinator	<ul style="list-style-type: none"> ISO 9001 & 140001, OHSAS 45001 knowledge preferred Strong knowledge of WSH practices & local WSH 	<ul style="list-style-type: none"> Workplace Safety and Health (WSH), perform WSH activities such as risk assessment, safety inspection for office building, and 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>statutory regulations</p> <p>Proficient in Microsoft computer application skills.</p>	<p>conduct safety briefings Assist in developing, implementing, monitoring, and reviewing WSH activities, systems, programmes, and databases to ensure it is up-to-date, in compliance with legal requirements and improve when necessary</p> <ul style="list-style-type: none"> • Fulfilment of the assigned WSH KPIs and provide advice/guidance to staff, WSH champions, and WSH internal auditors • Handle and be responsible for audits for various QHSE standards: ISO 9001, ISO 14001, and ISO 45001 • Responsible for audit preparation documentation, internal and external audit, inspection matters, and product classification approvals not limited to ISO Management Systems ISO 9001:2015, ISO 45001:2018 bizSAFE, Risk Assessment, Safe Work Procedure (SWP) and Workplace Response, Fire Safety matters and SGSecure Develop and promote effective environmental management systems in Company per ISO 14001 standards 	
Property Executive (IFM)	<ul style="list-style-type: none"> • Minimum Diploma in Building, Facilities or Engineering. • Minimum 3 years of related working experience. • Knowledge of facilities operations & maintenance. • Team Player and willing to learn. • Effective communications with stakeholders 	<ul style="list-style-type: none"> • Supervise and ensure that all types of routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract. • Oversees preventive and corrective maintenance works in regard to cleaning, pest control, security, fire protection system, security system, plumbing & sanitary system, building works, etc. • Liaise and coordinate with Contractors to ensure timely maintenance works are done. • Compile all term contract service reports. • Attend to all complaints / feedback, incidents and crisis situations and submit incident report. • Offer first hand solutions to Facilities Manager on breakdown / complaints. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Inspect site areas and report all defects and non-compliances to the Management. Update the Client on any disruptions, feedback, fitting-out and maintenance work conducted on site. Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement work and work completion form/job sheet once work is completed for billing purposes. Ensure all statutory licenses and permits are renewed timely (e.g. fire cert, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.) Prepare the monthly presentation slides and management report. To undertake other work assignments which the Management may assign. 	
Property Executive (MCST)	<ul style="list-style-type: none"> Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. Experience: Experience in property management, particularly in strata-living contexts. Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. Computer Literacy: Competence in property management software and office applications. 	<ul style="list-style-type: none"> The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title. These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environments for all residents and owners. Key Responsibilities: Strategic Management: Overseeing, developing, and implementing property management strategies to enhance asset value. Operational Leadership: Leading the property management team, including Property Officers and other staff, in day-to-day operations. Stakeholder Relations: Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers. Financial Oversight: 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Managing budgets, financial planning, and reporting for the property.</p> <ul style="list-style-type: none"> • Contract Administration: Overseeing the negotiation and management of contracts with external vendors. • Compliance and Risk Management: Ensuring all property operations comply with local regulations and standards and managing risks associated with property management. • Ad hoc duties may be required on an as-needed basis. 	
Property Officer (MCST)	<ul style="list-style-type: none"> • Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property management software and office applications. 	<ul style="list-style-type: none"> • The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value. • These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners. • Key Responsibilities: • Maintenance and Upkeep: Ensuring regular maintenance and repair of communal facilities. • Financial Management: Assisting in budget preparation, managing expenditures, and overseeing service charge collections. • Regulatory Compliance: Ensuring the property complies with local building codes, safety regulations, and environmental laws. • Communication and Coordination: Acting as a liaison between the Management Corporation, residents, and other stakeholders. • Contract Management: Negotiating and managing contracts with various service providers. Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs. • Emergency Response: Coordinating with emergency 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		services and implementing procedures during emergencies. Ad hoc duties may be required on an as-needed basis.	
Property / Facilities Executive (FM)	<ul style="list-style-type: none"> • Minimum Diploma in Building or Facilities disciplines from a recognised tertiary establishment (with M&E background is preferred). • At least 3 years of relevant working experience. 	<ul style="list-style-type: none"> • The duties of the Property Executive shall include but are not limited to the following: • Supervise workers on maintenance matters, service facilities, conservancy work and others • Manage the day-to-day permit to work system • Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting. • Provide technical support and attendance where necessary and act as an authorized person. • Manage and act as the coordination point between the Main Contractor and the client; • Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner • Co-ordinate, manage and monitor all corrective and preventive maintenance programmes. • Attend to complaints and feedback from tenants. • Investigate and report tenancy infringements by tenants. • Assist in all surveys required by the client • Attend to any other matter as assigned from time to time. 	9am - 6pm, 9am - 1pm
Quantity Surveyor	<ul style="list-style-type: none"> • Degree / Diploma in Building / Quantity Surveying. • At least 3 years of working experience in building/ quantity surveying experience. • Pro-active attitude 	<ul style="list-style-type: none"> • Responsible for quantity take off and cost estimation. • Preparation of tender submission with specific deadline. • Source, negotiate and award of contracts to vendors. • Responsible for material order processing and cost control. Evaluate and process vendors claims. • Prepare progress claims for submission in timely manner. Finalise project accounts with clients and vendors. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other duties as assigned by Contracts Director / Manager. Experience in pre & post contract-administration. Prepare cost submission / pricing / quantity take off / cost evaluation. Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player & able to meet tight deadlines. Able to carry out procurement and cost management process. Source for subcontractors and suppliers. 	
Senior Property Executive (IFM)	<ul style="list-style-type: none"> Minimum Diploma in Building, Facilities Management, or related disciplines from a recognised institution. Candidates with Mechanical and Electrical (M&E) background are preferred. Prior experience in public space management will be an advantage. 	<ul style="list-style-type: none"> As this role pertains to public space management, the successful candidate should be prepared to undertake shift work when necessary. (Note: The duties outlined below are not exhaustive and may be subject to change as required.) Supervise maintenance workers and contractors on service facilities, conservancy work, and related maintenance activities. Manage and administer the Permit-to-Work (PTW) system effectively. Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting activities. Provide technical support, act as an authorized person, and coordinate between the Main Contractor and Client. Handle customer service-related matters by ensuring timely and professional responses to feedback from tenants or members of the public. Coordinate, manage, and monitor all corrective and preventive maintenance programmes to ensure timely execution. Attend to complaints and feedback from tenants, ensuring follow-up actions are taken promptly. Investigate and report tenancy infringements committed by tenants. Assist in conducting surveys and data collection exercises as required by the Client. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Attend to other duties as assigned from time to time by the Client or Management. 	
Supervisor / Senior Supervisor (M&E)	<ul style="list-style-type: none"> Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent. Minimum 3 years of related experience. General competence in the use of computers. Capable of English writing and reporting. 	<ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures Conduct technical investigations in response to fault calls Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organizational Workplace Safety and Health (WSH) policies and practices Report accidents, near misses and incidents in accordance with WSH reporting practices Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organizational requirements Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies 	9am - 6pm, 9am - 1pm
System Administrator	<ul style="list-style-type: none"> Degree/Diploma in Computer Science/Information Technology. Basic knowledge of computer networks/infrastructure. Strong analytical and problem-solving skills. Able to handle sensitive information confidentially. Minimum 2 years of experience in a similar field. Strong knowledge of MS 365 and Azure. 	<ul style="list-style-type: none"> System Maintenance and Configuration: Install, configure, and maintain hardware and software for the organization's infrastructure. Monitor system performance to ensure everything runs smoothly and securely. Regularly update systems to provide necessary patches and upgrades. Network Management: Manage network servers and technology tools. Set up user accounts and workstations. Monitor network performance and integrity. Security: Ensure security through access controls, backups, and firewalls. Frequently review security protocols and adjust as needed. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Respond to and resolve help desk requests. Data Management: Oversee data storage solutions and database systems. Ensure data recovery and backup procedures are in place and function correctly. Manage and store backups. Troubleshooting and Support: Troubleshoot issues and outages. Upgrade systems with new releases and models. Provide technical support and training to other employees. Documentation and Policy Development: Develop expertise to train staff in new technologies. Build an internal wiki with technical documentation, manuals, and IT policies. Document system performance and plan for future upgrades. Collaboration and Communication: Work closely with IT project managers and other technical staff. Collaborate with other departments to understand their technical needs and implement IT solutions. Report regularly on operation status. 	
Team Manager (MCST)	<ul style="list-style-type: none"> Education: Bachelor's degree in Property Management, Real Estate, Business Administration, or related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. Experience: Experience in property management, particularly in strata-living contexts. Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role. Computer Literacy: Proficiency in property management software and office productivity tools. 	<ul style="list-style-type: none"> The Property/Team Manager (HQ) Senior Manager Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health. This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction. Key Responsibilities: Leadership and Team Management: Lead and develop a high-performing property management team, setting clear objectives that align with business goals. Foster a collaborative environment that encourages innovation and efficiency. 	9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Operations Management: • Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. • Drive initiatives that enhance property functionality and resident satisfaction. • Financial Management and • Business Results: Develop and rigorously manage the property's budget, optimising costs, and maximising financial performance. • Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals. • Stakeholders Relations: Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. • Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management. • Compliance and Regulatory Adherence: Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities. • Maintain readiness for audits and ensure compliance with all documentation practices. • Strategic Planning and Execution: Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency. • Lead sustainability initiatives to position the property as eco-friendly and cost-efficient. • Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. • Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. • Ad hoc duties may be required on an as-needed basis. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Technician (Roving)	<ul style="list-style-type: none"> Min. Higher Nitec or Diploma in Facilities Management related prior experience in the facilities maintenance field with a minimum of 2 or more years' related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects. Valid Driving License, own reliable vehicle preferred 	<ul style="list-style-type: none"> Job Description - Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations. Maintain and ensure efficient operation of properties/facilities Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility Excellent Customer Service and good communication skills. Site-to-Site Travel required <p>Key Responsibilities</p> <ul style="list-style-type: none"> Maintenance and Repairs - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. Troubleshoot and diagnose equipment and system issues; including appliances where applicable. Execute repairs and replacements while adhering to safety standards Preventive Maintenance – Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues. Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety Documentation – Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks Vendor Management – Coordinate with external service providers and evaluate their work Emergency Response – Maintain accurate records of maintenance activities and logs On-call coverage for emergencies after office hours, weekends, and holidays Energy Efficiency – Identify opportunities for energy-saving initiatives Health and Safety - Adhere to safety guidelines and report hazards promptly 	8:30am - 6pm, 8:30am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Technician / Senior Technician (Electrical / M&E)	<ul style="list-style-type: none"> Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Min 2-3 years of related experience. General competency in the use of computer; and Capable in English writing and reporting 	<ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures Conduct technical investigations in response to fault calls Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organizational Workplace Safety and Health (WSH) policies Ensure compliance with Quality and Environmental Sustainability regulatory and organizational requirements Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies 	9am - 6pm, 9am - 1pm
Technician / Senior Technician (FM)	<ul style="list-style-type: none"> Nitec in Mechanical Engineering, Electrical Engineering, Facilities Management or equivalent. General competency in the use of computers; and Capable in English writing and reporting 	<ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures. Conduct technical investigations in response to fault calls. Provide summary reports on preventive and corrective maintenance works. Comply with regulatory and organisational Workplace Safety and Health (WSH) policies. Report accidents, near misses and incidents in accordance with WSH reporting practices. Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices Environmental Sustainability regulatory and organisational requirements. Engage in continuous improvement initiatives to improve time, cost and quality management. Support the use of the latest smart facilities management trends or technologies. 	9am - 6pm, 9am - 1pm

#7 Gao Ji Food (S) Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Foodstall Assistant	<ul style="list-style-type: none"> Able to work independently without much supervision 	<ul style="list-style-type: none"> Working at food outlets or restaurants; Place orders for customers, collecting payment, Food preparation, Opening/closing of stalls 	<ul style="list-style-type: none"> 10am - 6pm Postal Code: 128392
Processing Worker	<ul style="list-style-type: none"> Hands on skills & Good hygiene practices 	<ul style="list-style-type: none"> Working in our central kitchen; proper operation of production machine (sealing machine, blast freezer); help in manual work (stuffing of bean curd, forming and molding of bean curd skin); Assist quality checks on raw material 	<ul style="list-style-type: none"> 7.30am – 5:15pm (1 hour plus breaktime) Postal Code: 128392

#8 Han's Group

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Outlet Manager	<ul style="list-style-type: none"> Need to have at least 2 years of experience in management 	<ul style="list-style-type: none"> In charge of the outlet, which includes daily operations, business results and leading the team in delivering excellent service and quality to meet customers' satisfactions at all times. 	<ul style="list-style-type: none"> 10 hours flexible Island wide
Cook	<ul style="list-style-type: none"> At least 6 months of working experience in the kitchen 	<ul style="list-style-type: none"> Cooking, frying & grilling 	<ul style="list-style-type: none"> 8 hours flexible Island wide
Cook (Part Time)	<ul style="list-style-type: none"> At least 6 months of working experience in the kitchen 	<ul style="list-style-type: none"> Cooking, frying & grilling 	<ul style="list-style-type: none"> Flexible Island wide
Kitchen Assistant	<ul style="list-style-type: none"> Need to be able to work on weekends 	<ul style="list-style-type: none"> Preparing ingredients, cutting vegetables and cooking pasta 	<ul style="list-style-type: none"> 8 hours flexible Island wide
Kitchen Assistant (Part Time)	<ul style="list-style-type: none"> Need to be able to work on weekends 	<ul style="list-style-type: none"> Preparing ingredients, cutting vegetables and cooking pasta 	<ul style="list-style-type: none"> Flexible Island wide
Service Crew	<ul style="list-style-type: none"> Need to be able to work on weekends 	<ul style="list-style-type: none"> Cashiering, making coffee and sandwiches and making sure the pastry is properly displayed. 	<ul style="list-style-type: none"> 8 hours flexible Island wide
Service Crew (Part Time)	<ul style="list-style-type: none"> Need to be able to work on weekends 	<ul style="list-style-type: none"> Cashiering, making coffee and sandwiches and making sure the pastry is properly displayed. 	<ul style="list-style-type: none"> Flexible Island wide

#9 HSBC Life

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Agency Development Manager	<ul style="list-style-type: none"> • Diploma/Degree holder in any discipline. • Language(s) required: Mandarin and English • Strong communication and interpersonal skills. • Self-motivated, proactive and results given. • Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> • The ADM is a representative who refers candidates to the unit manager. • Helps the unit manager and learns on the job before being a manager. <ul style="list-style-type: none"> - Personal production - Growing the client base - Referring to new candidates to the unit manager • Besides the functions listed under role of FP, an ADM performs these additional functions: <ul style="list-style-type: none"> - Refers potential candidates to unit manager or director. • Develops an operation, marketing and action plan to refer candidates for recruitment. <ul style="list-style-type: none"> - Does marketing and business plan to grow the business. - Helps supervisor administer and manage the business. This Does not include coaching and Joint fieldworks which must be done by the direct supervisor. - Helps the director or manager to meet the organization sales and recruitment targets. - Provides guidance with new FPs that were referred to the manager or director. • Keeps up to date and applies company, industry and regulatory guidelines. <ul style="list-style-type: none"> - Be familiar with HSBC code of conduct and act accordingly. 	<ul style="list-style-type: none"> • 9.30am - 6.30pm • Islandwide
Financial Services Manager	<ul style="list-style-type: none"> • Diploma/Degree holder in any discipline. • Language(s) required: Mandarin and English • Strong communication and interpersonal skills. • Self-motivated, proactive and results given. 	<ul style="list-style-type: none"> • Recruit FPs. • Manage and supervise FPs. • Do personal sales. • Develop a client base. • Recruit, coach, develop and monitor a team of up to 15 FPs who are compliant, productive and achieve their sales targets and persistency. 	<ul style="list-style-type: none"> • 9.30am - 6.30pm • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability to work independently and as part of a team. 	General Responsibilities: <ul style="list-style-type: none"> Validate the FNAs and ILP related transactions of their FPs to ensure clients' affordability and product suitability. Do JFW Assessments and coaching with representatives. Have monthly meetings with their team and do make-up meetings with those absent. Ensure all information required for fact find form was fully obtained and documented. Ensure that insurance applications are duly completed by their representatives e.g., health questions are fully answered. Plan and execute a business strategy for growth. Plan for recruitment and growth of the sales team. Develop and manage their FPs Lead his or her unit. Coach and motivate FPs and build a highly professional, competent and productive team. Check the quality of business and monitor persistency of FPs. Effectively manage and monitor the professional conduct of the FPs. To check that FPs properly document the FNAs and insurance applications and that they follow industry, regulatory, company requirements and guidelines. Ensure they meet compulsory training, CPD hours, coaching, JFW and meeting requirements. Administer and manage the business. Do personal sales remain relevant and current. Be familiar with HSBC code of conduct and act accordingly. 	

#10 Jobshine

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Restaurant Manager	<ul style="list-style-type: none"> • Open for Singaporean/SPR/LTVP • A minimum of 2-3 years of experience in managing a restaurant or F&B service operation. • Preferred candidate from fast food restaurant background. • Sales-oriented with proven ability to meet and exceed sales targets. 	<ul style="list-style-type: none"> • Oversee all aspects of the assigned outlet's operations, including its financial performance. • Ensure optimal customer satisfaction by preparing the outlet for services and maintaining a clean and tidy environment. • Drive sales and lead the team to achieve sales targets. • Display initiative, leadership qualities, and the ability to motivate both oneself and the team. • Build relationships with regular guests alongside the Restaurant Manager, understanding their requirements to ensure total satisfaction. • Coordinate all reservations to maximize outlet capacity. • Take full ownership and responsibility for the assigned outlet, ensuring smooth service flow with the team. 	<ul style="list-style-type: none"> • 10 hours per day (including weekends)
Bus Captain (Class 4)	<ul style="list-style-type: none"> • Singaporeans, SPR and Malaysian Work Permit with Valid Class 4 Singapore driving license. • Minimum 1 years of driving experience, preferably in passenger transport. • Strong knowledge of Singapore road regulations and safety practices. • No criminal record. • Excellent customer service and communication skills. • Ability to work flexible hours, including 	<ul style="list-style-type: none"> • Operational Oversight: Stay prepared to take control of the autonomous vehicle at any moment to ensure safety. • Active Monitoring: Continuously monitor systems and surroundings to address safety issues in real time. • Safety Protocols: Follow and enforce safety guidelines and regulations. • Feedback Loop: Provide actionable feedback to improve autonomous systems. • Customer Interaction: Engage with passengers, answering questions to create a positive experience. 	<ul style="list-style-type: none"> • Multiple Time Slot

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	weekends and public holidays.	Incident Reporting: Document and report incidents or near-misses for resolution.	
Hawker Stall Assistant	<ul style="list-style-type: none"> Valid Basic Food Hygiene Certificate Only Singaporean, Permanent Resident or Long-Term Visit Pass (LTVP) may apply 	<ul style="list-style-type: none"> Server/Cashier/Minor Cooking/Ingredients preparation Washing and Cleaning Ensuring stalls meet food safety and cleanliness standards 	<ul style="list-style-type: none"> Working Days: Tuesday - Sunday (Including Public Holidays) Working Hours:- 5:30am ~ 3:00pm 6:30am ~ 3:00pm 7am ~ 3:00pm
Kitchen Staff	<ul style="list-style-type: none"> Trial Training will be provided Open for Singaporean/SPR/LTVP 	<ul style="list-style-type: none"> Prepare toast and simple dishes such as curry chicken and mee siam Handle food orders efficiently Assist with cashiering duties Maintain hygiene and cleanliness in the workstation and shop Perform any ad hoc tasks assigned by the supervisor 	<ul style="list-style-type: none"> 6am-5.30pm
Restaurant Manager	<ul style="list-style-type: none"> Proven experience as a restaurant manager or similar role. Preferred candidate from fast food restaurant background. Strong leadership, motivational, and people management skills. Excellent customer service and communication skills. Knowledge of best practices for training staff and managing restaurant operations. Ability to manage multiple tasks. Strong problem-solving aptitude and ability to handle customer complaints. Open for Singaporean/SPR/LTVP 	<ul style="list-style-type: none"> Oversee and manage all areas of the restaurant, making final decisions on matters of importance to guest service. Meet restaurant financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. Control costs by reviewing portion control and quantities of preparation, minimizing waste, and ensuring high quality of preparation. Maintain a safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures, complying with legal regulations. Publicize the restaurant by designing and placing advertisements; inviting food editors to review the restaurant; contacting local magazines with featured ideas; encouraging local businesses to 	<ul style="list-style-type: none"> 10 hours per day (including weekends)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>hold social events at the restaurant.</p> <ul style="list-style-type: none"> • Achieve restaurant operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying trends; determining system improvements; implementing change. • Plan menus by consulting with chefs; estimate food costs and profits; adjust menus. • Maintain ambiance by controlling lighting, background music, glassware, dinnerware, and utensil quality and placement; monitor food presentation and service. • Estimate food needs, place orders with distributors, and schedule the delivery of fresh food and supplies. • Ensure positive guest service in all areas; respond to complaints by taking appropriate actions to turn dissatisfied guests into return guests. • Investigate and resolve complaints regarding food quality and service. • Develop employees by providing ongoing feedback, establishing performance expectations, and conducting performance reviews. 	
Service Crew (Tea Barista)	<ul style="list-style-type: none"> • No experience required as on-the-job training will be provided • Pleasant disposition and well-groomed • Cooperative and helpful with other team members • Excellent and positive service attitude 	<ul style="list-style-type: none"> • Great remuneration package • Salary commensurate with experience. • Handle daily operations activities (hands-on) such as Cashiering, Kitchen duties, and Tea making • Involve in closing of shop (only applicable for night shift staff) 	<ul style="list-style-type: none"> • Multiple Time Slot

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Able to work shifts, weekends, eve of public holidays and public holidays on 6 days per week, on rotating shifts Independent and able to multi-task Able to commence work in short notice will be an added advantage Other duties as assigned by superior 	<ul style="list-style-type: none"> Attend to walk-in customers promptly Maintain cleanliness and tidiness in work areas- Assist in stock taking / recording <p>Answer incoming calls and handle delivery orders"</p>	
Service / Kitchen Crew	<ul style="list-style-type: none"> No experience required, freshers can apply Trial Training will be provided Open for Singaporean/SPR/LTVP 	<ul style="list-style-type: none"> Responsible for delivering excellent customer service, taking orders, serving food and beverages. Ensuring a clean and pleasant dining environment. Taking accurate orders and relaying them to kitchen staff promptly. Collaborating with other team members and communicating effectively to ensure a smooth flow of service. 	<ul style="list-style-type: none"> Multiple Time Slot
Stir-Fry Cook	<ul style="list-style-type: none"> No experience required, freshers can apply Trial Training will be provided Open for Singaporean/SPR/LTVP 	<ul style="list-style-type: none"> Stir fry rice and noodles dishes Prepare food items for stir fry <p>Maintain the cleanliness and hygiene of the outlet</p>	<ul style="list-style-type: none"> Multiple Time Slot

#11 Mcdonald's Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Restaurant Management Trainee	<ul style="list-style-type: none"> High energy and a strong passion for delighting customers Fun and cheerful personality with a great SMILE 	<ul style="list-style-type: none"> Be part of a friendly service team Greet and serve customers in a fast and friendly manner Learn about food preparation and customer service Ensure that the restaurant is clean 	<ul style="list-style-type: none"> 8 hours, 6pm onwards Islandwide
Guest Experience Leader	<ul style="list-style-type: none"> High energy and a strong passion for delighting customers 	<ul style="list-style-type: none"> Serve as the Hospitality Expert/Lead in the restaurant Deliver exceptional in-store feel good experiences at all times 	<ul style="list-style-type: none"> 8 hours rotating shift Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Fun and cheerful personality with a great SMILE Communication Customer Handling 	<ul style="list-style-type: none"> Implement and execute Service Centric and Family Marketing initiatives and programmes Create feel good moments and turn them to memories that last, exceeding guest's expectation 	
Service Crew (PT)	<ul style="list-style-type: none"> High energy and a strong passion for delighting customers Fun and cheerful personality with a great SMILE Communication Customer Handling Decision Making 	<ul style="list-style-type: none"> Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations Supervise store operations, cash control, and shift management Manage a high-performance team and develop their talents Drive recruitment, training, and marketing campaigns 	<ul style="list-style-type: none"> 9 hours rotating shift Islandwide
Service Crew (FT)	<ul style="list-style-type: none"> High energy and a strong passion for delighting customers Fun and cheerful personality with a great SMILE 	<ul style="list-style-type: none"> Be part of a friendly service team Greet and serve customers in a fast and friendly manner Learn about food preparation and customer service Ensure that the restaurant is clean 	<ul style="list-style-type: none"> 3pm to 11pm Islandwide
Evening Crew (FT)	<ul style="list-style-type: none"> High energy and a strong passion for delighting customers Fun and cheerful personality with a great SMILE 	<ul style="list-style-type: none"> Be part of a friendly service team Greet and serve customers in a fast and friendly manner Learn about food preparation and customer service Ensure that the restaurant is clean 	<ul style="list-style-type: none"> 5pm to 10pm Islandwide

#12 Peregrine Security

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service / Concierge	<ul style="list-style-type: none"> Must have excellent communication skills, a customer-focused attitude, basic computer proficiency, and the ability to handle 	<ul style="list-style-type: none"> A Customer Service Representative is responsible for handling customer inquiries, resolving complaints, providing information about products and services, and ensuring a positive 	<ul style="list-style-type: none"> 12hrs Postal Code: 387298

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	inquiries and resolve issues calmly and efficiently, with prior customer service experience preferred.	customer experience through effective communication and problem-solving.	
Security Officer / Senior Security Officer	<ul style="list-style-type: none"> Completed Protected Area and Protected Places (PAPP) and Conduct Security Screening on Personnel & Bags (CSSPB) course. 	<ul style="list-style-type: none"> Security personnel are responsible for registering visitors and contractors, managing visitor passes and keys, and operating security monitoring and screening systems. They conduct routine patrols, respond to security and emergency incidents following SOPs, and provide personnel and vehicular access control. Additionally, they perform situational reports (sitreps) during each shift and manage traffic control. 	<ul style="list-style-type: none"> 12hrs Postal Code: 387298
Senior Security Officer (Rider)	<ul style="list-style-type: none"> SSO Rank. Completed Protected Area and Protected Places (PAPP) course. All Roving Officers (at least 3 years of driving experience). 	<ul style="list-style-type: none"> The Roving Patroller is responsible for patrolling 66kV transmission substations and unmanned infrastructure across mainland Singapore and Jurong Island. Working alone in an assigned sector, they must complete at least one patrol per 12-hour shift. Their duties include checking perimeter security, such as fences, CCTV cameras, and the Fence Intrusion Detection System (FIDS), to detect and prevent unauthorized activities. Any defects or security issues must be photographed and reported immediately to the Security Command Centre (SCC). Patrollers must follow security procedures, wear the proper uniform and safety gear, and stay alert during their shifts. They should be physically fit, observant, and able to use security equipment effectively to help maintain site security. 	<ul style="list-style-type: none"> 12hrs Postal Code: 387298

#13 Sin Chew Woodpaq

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Class 4/5 Drivers	<ul style="list-style-type: none"> • Must possess a valid Singapore Class 4 driving license • At least 3 year of driving experience in Class 4 vehicle • Good driving records required • Responsible, with good work attitude • High safety awareness • 	<ul style="list-style-type: none"> • Timely delivery of cargo to and fro various locations • Correctly load cargo at various locations, adhering to the policies and procedures of each loading location • Correctly and safely securing cargo before moving vehicle • Safe handling of trailer for mounting and offloading of containers • Conduct daily inspections of the vehicle at the end of the day and report any problems or damage to company immediately • Perform pre/post trip vehicle inspection in accordance with company's safety procedures. • Maintain assigned vehicle in good working conditions and cleanliness of vehicle • Comply with all road safety rules and regulations and safe work practices, procedures and policies at all times. • Ensure proper documentation of all delivery and collection orders • Any other roles and responsibilities as assigned by Management. 	<ul style="list-style-type: none"> • M-F: 8am to 5pm, S: 8am to 12.30pm • Postal Code: 637066
Customer Service Executive (Tuas)	<ul style="list-style-type: none"> • Minimally 2 years of working experience • Prior customer service or sales coordinator experience will be an advantage • Experience in logistics industry will be an advantage • Friendly and welcoming disposition • Has initiative, independent and able to work in dynamic environment 	<ul style="list-style-type: none"> • Provide introductory information about the company and its products and services to new customers • Respond to customer inquiries • Advise customers on products or services to best suit their specific requirements • Prepare quotations and follow up with customers for their acceptance. • Document customer interactions when necessary, compiling job related documents to ensure that 	<ul style="list-style-type: none"> • M-F: 8am to 5pm • Postal Code: 637066

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good command of written and verbal English • Excellent organizational and multitasking skills • 	<p>customer requirements are met.</p> <ul style="list-style-type: none"> • Prepare delivery orders and other relevant documents. • Communicate all necessary job requirements clearly and efficiently to other stakeholders to ensure that customers' requirements/instructions are addressed. • Resolve customers' concerns, if any. • Build and maintain long term business relationships with new and existing customers 	
Operations Packer cum Mover	<ul style="list-style-type: none"> • Candidate must be physically fit, as job requires physical handling of cargo • Willing to learn • Team player • 	<ul style="list-style-type: none"> • Operate simple tools and equipment to pack, wrap, assemble/dismantle, move wide range of cargoes on & off site • Moving machines and wooden carting • Assist to keep track of inventory and cargo movements • Assist to load/unload items onto and off trucks • Work as a team to complete assigned jobs each day • Deliver professional packing and moving service while complying with safety requirements • Assist in ad-hoc and routine tasks 	<ul style="list-style-type: none"> • M-F: 8am to 5pm, S: 8am to 12.30pm • Postal Code: 737860 / 637066
Safety Coordinator	<ul style="list-style-type: none"> • Minimum 2 years of relevant safety experience, preferably in Land Transport Authority (LTA) projects. • Possess a WSQ Certificate in Workplace Safety and Health (WSH) or other related safety qualifications. • Preferred Certifications (added advantage): • WSQ Implement Incident Management. 	<ul style="list-style-type: none"> • Assist in managing Workplace Safety & Health, EHS and fire safety related matters in the company • Assist in creating workplace safety awareness and developing a strong safety culture in the company • Promote safe practices in the company and conduct safety related training • Provide recommendations for improving safety in the workplace 	<ul style="list-style-type: none"> • M-F: 8am to 5pm, S: 8am to 12.30pm • Postal Code: 637066

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> WSQ Respond to Fire Emergency in Buildings (RFEB). CERT First Aider Course certification. Skills & Attributes: Strong interpersonal and communication skills. Knowledge of ISO 45001 audit requirements will be an added advantage. Able to work independently with minimal supervision. A proactive team player who can collaborate effectively with people at all levels. 	<ul style="list-style-type: none"> Prepare safety related reports and documentation for safety meetings and reporting Responsible for the implementation and enforcement of all applicable workplace safety and EHS rules and regulations. Perform daily site inspection to conduct safety audits on personnel and equipment and take appropriate corrective actions if necessary Prepare and conduct toolbox meetings Implement and enforce Permit-To-Work (PTW) system for all high-risk activities such as working at height, lifting operations and etc. Investigate incidents, submit accident reports and make recommendations for corrective actions. Ensure compliance of all workplace safety procedures and legislations. Assist in ISO and Bizsafe audit Involve in creating MOS and lifting plans for projects Any other duties as instructed by the WSHO and Management 	
Sales Executive	<ul style="list-style-type: none"> Minimally 2 years of working experience Working experience in logistics or freight forwarding industry preferred Prior sales experience will be added advantage Proactive, willing to learn Independent, with sense of urgency and responsibility Good command of written and verbal English Excellent organizational and multitasking skills Possess own transport 	<ul style="list-style-type: none"> Focus on expanding and developing market share Work closely with other departments to secure and grow new and existing customers. Execute sales strategies to achieve set sales objectives with support from other departments Follow up on potential customer prospects to clinch the sales Present job proposals to customers and lead commercial negotiation with customers Regular business reviews with customers to ensure customer 	<ul style="list-style-type: none"> M-F: 8am to 5pm Postal Code: 637066

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		satisfaction and business expansion <ul style="list-style-type: none"> Establish and maintain good professional relationship with key accounts and critical personal at customers Coordinate across different departments to ensure jobs are carried out smoothly Understand the needs and requirements of customers and provide the right advice and assistance to the customers Follow-up and co-ordinate with customers, operational/logistics & other matters Share customer feedback, and information to relevant parties to resolve customers' issues, if any 	
Warehouse Admin – Changi South	<ul style="list-style-type: none"> 'O' level and above Computer literacy Order processing Customer Service skill 	<ul style="list-style-type: none"> Liaise with both internal and external customers and supplier Monthly customer management report Generate monthly billing cycle within the month end closing period WMS and customer system administration Any other duties as assigned 	<ul style="list-style-type: none"> Monday-Friday: 8:30am to 06:00pm Postal Code: 486354
Workplace Safety & Health Officer cum FSM (Tuas)	<ul style="list-style-type: none"> Singaporeans Only Minimum 2–3 years of relevant safety experience, ideally in construction, manufacturing, marine, logistics or oil & gas industries. Min Diploma in Occupational Safety & Health, Engineering, or in related discipline Must be Registered WSHO (Workplace Safety and Health Officer) with the Ministry of Manpower (MOM). 	<ul style="list-style-type: none"> Act as appointed Workplace Safety and Health Officer (WSHO) and Fire Safety Manager (FSM) Managing the CERT Team Promptly execute WSHO and FSM legislative roles and responsibilities as stipulated in the Fire Safety Act, Fire Safety (Fire Safety Managers) Regulations and other relevant fire safety regulations; and Workplace Safety & Health Act, Workplace Safety and Health (Workplace and Health Officers) Regulations and other relevant EHS regulations. Responsible for all EHS matters, consultation and legal compliance 	<ul style="list-style-type: none"> M-F: 8am to 5pm, S: 8am to 12.30pm Postal Code: 637066

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Have successfully completed the Fire Safety Manager Course approved by the Singapore Civil Defence Force (SCDF). Must be registered as an FSM with SCDF. Familiar with ISO 45001 and local WSH frameworks. Familiar with Workplace Safety and Health Act, Risk Management Regulations, and Code of Practices (CPs) issued by MOM/WSHC. Strong communication and training skills to drive a safety culture on site. Proficient in safety documentation, audits, and safety software. 	<ul style="list-style-type: none"> Develop, review, approve and manage risk assessment and related supporting documents (e.g. method statement/safe work procedure, training competency, safety data sheet etc); Review, issue, control and manage permit-to-work for working-at-height, confined space, lifting operation, hot work and fire protection system impairment. Develop, review and maintain EHS documentation, safe work procedure, emergency response plan, data and record as well as training material. Arrange and conduct EHS trainings (online, virtual and physical trainings), table-top exercises, emergency drill exercises, site inspections, audits, coaching discussions, incident investigation and EHS committee meetings. Promote positive EHS awareness, culture and practices through role model demonstration, proactive communication, constant engagement, know-how sharing and program participation. Provide EHS technical support, legal update and consultation as well as follow up EHS action items till resolution. Work with local team for driving EHS implementation and improvement in risk management, operational control as well as emergency preparedness and response. Liaison with local authorities for EHS compliance and partnership, including mandated report submission to local authorities, licence/permit/certification/registration renewal etc. Advise on matters pertaining to occupational health and safety, 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>fire safety as well as environmental management. ☐</p> <ul style="list-style-type: none"> Attend to SCDF annual building fire certificate, petroleum and flammable materials storage license as well as emergency response plan renewal. Report to EHS Function and provide monthly update promptly. Responsible and coordinate for yearly audit (ISO45001:2018 & Bizsafe). Carry out any other duties as required in the WSHA. Other duties as assigned by the Management. 	

#14 Sushi Tei

Leading Cook	<ul style="list-style-type: none"> Applicants with prior relevant experience will be advantageous. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to work in fast-paced F&B environment with minimal supervision. Able to start work in a short notice 	<ul style="list-style-type: none"> Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. Ensure that all workstations are clean, tidy and ready for the start and end of the business day. Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. Uphold the hygiene standard of ingredient handling and the dishes served. Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. 	<ul style="list-style-type: none"> 8hrs Postal Code: 169208

		<ul style="list-style-type: none"> Perform stock count for monthly closing inventory. <p>Training and uniforms will be provided</p>	
Part Time (Cook)	<ul style="list-style-type: none"> No experience required as training will be provided. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to start work in a short notice 	<ul style="list-style-type: none"> Adhere to SOP on the preparation of food and provide guidance Ensure that all work stations are clean, tidy and ready for the start and end of the business day. Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. Uphold the hygiene standard of ingredient handling and the dishes served. Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. Perform stock count for monthly closing inventory. <p>Training and uniform will be provided</p>	<ul style="list-style-type: none"> 8hrs Postal Code: 169208
Part Time (Waiter / Waitress)	<ul style="list-style-type: none"> No experience required as training will be provided. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to start work in a short notice 	<ul style="list-style-type: none"> Responsible for providing courteous and efficient food & beverage services to the guests. To present menu, take order, suggest and recommend appropriately. Attend and respond to guests' needs promptly and professionally. Setting up table arrangement and ensure cleanliness in the restaurant. To perform other duties as assigned by superior 	<ul style="list-style-type: none"> Minimum 5 hours Postal Code: 169208

Restaurant Supervisor	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in a short notice 	<ul style="list-style-type: none"> • Greeting and lead arriving guests to assigned table in a friendly manner, make them feel welcome and at ease. • Present Ordering iPad /Menu to the customers. • Attend to guest's request, be helpful and answer politely. • Recommend signature and popular dishes to customers. • Check food before presenting it to guests and ensure all items ordered are served accordingly. • Seek customers' permission prior to clearing of the empty dishes. • Follow service procedures and familiarize with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly. • Take incoming calls and provide information regarding respective restaurants. • Relay customer feedback or comments to the duty manager in charge. • Manage daily cashiering duty to ensure all transactions are accurate & done efficiently. • Ensure complete table set up according to service SOP. • To perform other duties as assigned by superior. 	<ul style="list-style-type: none"> • Minimum 5 hours • Postal Code: 169208
Senior Cook	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous. • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in a short notice 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. • Ensure that all work stations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. 	<ul style="list-style-type: none"> • 8hrs • Postal Code: 169208

		<ul style="list-style-type: none"> • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. <p>Training and uniform will be provided</p>	
Service Crew (Waiter / Waitress)	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous. • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in a short notice 	<ul style="list-style-type: none"> • Responsible for providing courteous and efficient food & beverage services to the guests. • To present menu, take order, suggest and recommend appropriately. • Attend and respond to guests' needs promptly and professionally. • Setting up table arrangement and ensure cleanliness in the restaurant. • To perform other duties as assigned by superior. 	<ul style="list-style-type: none"> • 8hrs • Postal Code: 169208

#15 The Singapore Edition

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Demi Chef	<ul style="list-style-type: none"> • Strong knowledge of food preparation and presentation • Ability to work under pressure in a fast-paced environment • Good knife skills and basic culinary techniques • Attention to detail and consistency in food quality • Team player with good communication skills • Ability to follow recipes and instructions accurately 	<ul style="list-style-type: none"> • Demi Chef plays an important role in support of several hotel functions and support cleaning and basic kitchen preparation needs. • Whether preparing fresh clean linen and spotless dining ware for guests to enjoy, operating and maintaining cleaning equipment and tools (e.g., dishwashing machines, hand wash stations), or transporting dishware across the hotel, these associates do whatever it takes to get the job done. 	<ul style="list-style-type: none"> • Rotating Shifts • Postal Code: 249731

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Willingness to learn and develop culinary skills 		
Director of Restaurant	<ul style="list-style-type: none"> Exceptional leadership and team-building skills Strategic planning and business development abilities Strong financial acumen including budgeting, forecasting, and cost control Excellent communication, negotiation, and interpersonal skills Ability to analyze data and market trends to drive business growth Knowledge of health, safety, and sanitation regulations Proficiency with restaurant management software and POS systems 	<ul style="list-style-type: none"> Areas of responsibility include Restaurants/Bars and Room Service, if applicable. Supervises daily restaurant operations and assists with menu planning, maintains sanitation standards and assists servers and hosts on the floor during peak meal periods. Strives to continually improve guest and employee satisfaction and maximize financial performance in areas of responsibility. Determines training needed to accomplish goals, then implements plan. 	<ul style="list-style-type: none"> No Shift Work Postal Code: 249731
Duty Manager	<ul style="list-style-type: none"> Strong leadership and team management skills Excellent communication and interpersonal skills Ability to handle guest complaints and resolve issues effectively Good organizational and multitasking abilities Proficient in property management systems (PMS) and Microsoft Office Ability to make decisions under pressure Knowledge of health, safety, and security regulations 	<ul style="list-style-type: none"> Serves as the property Manager on Duty and oversees all property operations, ensuring that the highest levels of hospitality and service are provided. Represents property management in resolving any guest or property related situation. Manages the flow of questions and directs guests within the lobby. Serves as Guest Relations Manager and handles the tracking of service issues. 	<ul style="list-style-type: none"> Rotating Shifts Postal Code: 249731
F&B Agent / Captain (Signature Restaurant / Room Service)	<ul style="list-style-type: none"> Excellent communication and customer service skills Attention to detail and a good memory for orders Ability to work well in a team environment Professional appearance and hygiene standards Knowledge of food and beverage menus and service etiquette 	<ul style="list-style-type: none"> Serve food courses and alcoholic beverages to guests. Set tables according to type of event and service standards. Answer questions on menu selections. Communicate with the kitchen regarding menu questions, the length of wait, re-cook orders, and product availability. 	<ul style="list-style-type: none"> Rotating Shifts Postal Code: 249731

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to multitask and work under pressure • Willingness to work flexible hours (nights, weekends, holidays) 	<ul style="list-style-type: none"> • Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. • Record transaction in MICROS system at time of order. • Check in with guests to ensure satisfaction with each food course and/or beverage. • Maintain cleanliness of work areas, China, glass, etc., throughout the day. • Complete closing duties, including restocking items, turning off lights, etc. • Present physical and accurate check to guest and process payment. 	
F&B Host / Hostess	<ul style="list-style-type: none"> • Excellent communication and customer service skills • Attention to detail and a good memory for orders • Ability to work well in a team environment • Professional appearance and hygiene standards • Knowledge of food and beverage menus and service etiquette • Ability to multitask and work under pressure • Willingness to work flexible hours (nights, weekends, holidays) 	<ul style="list-style-type: none"> • Our jobs aren't just about putting food on the table that our guests will enjoy until they ask for their bill. • Instead, we want to build an experience that is memorable and unique – with food and drinks on the side. • Our Guest Service Experts take the initiative and deliver a wide range of services to make sure that guests enjoy their meal. • Whether setting tables, communicating with the kitchen, interacting and serving guests, or cleaning work areas and supplies, the Guest Service Expert makes transactions feel like part of the experience. 	<ul style="list-style-type: none"> • Rotating Shifts • Postal Code: 249731
Guest Relations Agent	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Strong organizational and multitasking abilities • Problem-solving and conflict resolution skills • Proficiency in Microsoft Office and hotel management systems • Professional appearance and demeanor • Ability to remain calm and courteous under pressure • Strong attention to detail 	<ul style="list-style-type: none"> • The Guest Relations Supervisor is responsible for ensuring exceptional guest experience and promoting customer satisfaction and retention. • This role involves actively engaging with guests, coaching team members, and maintaining high service standards throughout the property. • Take the initiative to deliver a wide range of services that guide guests through their entire stay. • They are empowered to move about in their space and do what needs to be done. 	<ul style="list-style-type: none"> • Rotating Shifts • Postal Code: 249731

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Whether processing operational needs, addressing guest requests, completing reports, or sharing the highlights of the local area, the Guest Relations Agent makes transactions feel like part of the experience. 	
Guest Service Agent	<ul style="list-style-type: none"> Excellent communication and interpersonal skills Strong organizational and multitasking abilities Problem-solving and conflict resolution skills Proficiency in Microsoft Office and hotel management systems Professional appearance and demeanor Ability to remain calm and courteous under pressure Strong attention to detail 	<ul style="list-style-type: none"> Process all guest check-ins, check-outs, room assignments, and room change/late check-out requests. Secure payment; activate/reissue room keys. Ensure rates match market codes, document exceptions. Verify/adjust billing for guests. Communicate to appropriate staff when guests are waiting for an available room. Advise guest of messages. Clear departures in computer system. Coordinate with Housekeeping to track room status and guest concerns. File guest paperwork or documentation. Operate telephone switchboard station. Run and check daily reports, contingency lists, and credit card authorization reports. Supply guests with directions and information. Answer, record, and process all guest calls, requests, questions, or concerns; follow up to ensure each has been met to guests' satisfaction. Arrange transportation for guests/visitors. Count and secure bank at beginning and end of shift. Cash-guests' checks, process all payment types, vouchers, paid-outs, charges, and provide change. Notify Loss Prevention/Security of any reports of theft. 	<ul style="list-style-type: none"> Rotating Shifts Postal Code: 249731
Quality Manager	<ul style="list-style-type: none"> Strong knowledge of quality standards, methodologies, and compliance requirements Excellent analytical and problem-solving skills 	<ul style="list-style-type: none"> The position is responsible for implementing quality assurance processes that meet the company's mission and brand standards, target customer needs, ensure employee satisfaction, and focus on continuous improvement at the property level. 	<ul style="list-style-type: none"> No Shift Work Postal Code: 249731

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Proficiency in quality tools such as root cause analysis, PDCA, FMEA Good communication and interpersonal skills for training and reporting Ability to lead cross-functional teams and manage projects Attention to detail and commitment to continuous improvement Familiarity with data analysis software and statistical process control (SPC) 	<ul style="list-style-type: none"> This position champions the quality function and builds support for change. 	
Revenue Manager	<ul style="list-style-type: none"> Excellent analytical and quantitative skills Proficiency in Excel and data visualization tools (e.g., Tableau, Power BI) Strong understanding of distribution channels, pricing strategies, and market dynamics Effective communication and presentation skills Ability to work collaboratively with sales, marketing, and operations teams Detail-oriented with strong organizational skills Strategic thinking and problem-solving abilities 	<ul style="list-style-type: none"> Manages rooms and function space inventory and ensures inventory is allocated and restricted properly to maximize revenue and profits for hotels in the market. Responsible for building rates, packages and hotel sales strategy information in the hotel(s)' inventory systems. The position makes pricing and positioning recommendations for market hotels. Conduct analysis of revenue, profit and demand associated with hotel rooms and space inventory. Position contributes to forecasts, budgets, weekly and daily projections. Position critiques sales strategy effectiveness and prepares historical and future analysis of revenue and profit opportunities. 	<ul style="list-style-type: none"> No Shift Work Postal Code: 249731
Technician / Senior Technicain	<ul style="list-style-type: none"> Strong problem-solving and analytical skills Ability to read and interpret technical manuals, schematics, and blueprints Proficient in using diagnostic tools and software Good communication skills for reporting and teamwork Attention to detail and accuracy 	<ul style="list-style-type: none"> Respond and attend to guest repair requests. Communicate with guests/customers to resolve maintenance issues. Perform preventive maintenance on tools and kitchen and mechanical room equipment, including cleaning and lubrication. Visually inspect tools, equipment, or machines. Carry equipment (e.g., tools, radio). Identify, locate, and operate all shut-off valves for 	<ul style="list-style-type: none"> Rotating Shifts Postal Code: 249731

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to work independently and manage time efficiently • Knowledge of safety regulations and protocols 	<p>equipment and all utility shut-offs for buildings.</p> <ul style="list-style-type: none"> • Maintain maintenance inventory and requisition parts and supplies as needed. • Communicate each day's activities and problems that occur to the other shifts using approved communication programs and standards. • Display basic knowledge or ability to acquire knowledge in the following categories: air conditioning and refrigeration, electrical, mechanical, plumbing, pneumatic/electronic systems and controls, carpentry and finish skills, kitchen equipment, vehicles, energy conservation, and/or general building. • Perform all surface preparation, painting, minor drywall and wood trim repair, light bulb and A/C filter replacement and the complete and thorough cleanup of the painting or repair area. • Test, troubleshoot and perform basic repair on all types of equipment, plumbing (e.g., plunge toilets and unclog drains), electrical components including lamps, cosmetic items, extension cords, vacuum cleaners, internet devices, replace electrical switches and outlets, and other guestroom items. • Program TV's and perform general housekeeping and engineering-related inventory duties. • Use the Lockout/Tagout system before performing any maintenance work. • Perform repairs on interior and exterior landscaping as well as external landscaping sprinklers. • Display basic computer skills including inputting air handler schedules and making temperature changes. 	

#16 Yusen Logistics

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Air Export Officer (Admin / Customer Service) – Changi Air Freight Centre	<ul style="list-style-type: none"> • Able to work independently in a fast-paced environment. • Minimum 2 years' experience in Airfreight and familiar with export process • Competent in Incoterms 2010 	<ul style="list-style-type: none"> • Coordinate with designation and customer for shipping instruction • Booking flights with procurement team • Arrange for shipments collection with customers and Air Traffic team • Basic knowledge of cargo commodity as per IATA rules and regulation • Track and monitor shipments status and inform customers accordingly • Maintain good rapport with both internal and external stakeholders • Handle all customers' enquiries timely and effectively • Work closely with internal operations to meet customers' requirements. • Ensure compliance with customers' Standard Operating Procedures (SOP). • Ensure all data is updated correctly in the system • Work with billing team to close off jobs and issue invoices • Take lead in issue resolutions • Implement improvements to enhance service capability within the team • All other adhoc work tasks assigned by Supervisor / Manager. 	<ul style="list-style-type: none"> • Monday-Friday: 8:30am to 06:00pm • Postal Code: 819454
Shipping / Documentation Officer / Senior Office	<ul style="list-style-type: none"> • Basic MS Office knowledge/Skill • Organized, meticulous and able to work in a fast-paced environment • Pleasant personality and a good team player 	<ul style="list-style-type: none"> • Issue Customers' shipping invoices using customer's in-house system. • Liaise with customers' overseas sellers, buyers by email correspondence and phone. • Liaise with Shipping Lines, Service Providers, SICC and Gulf Cooperation Council (Embassies) on the arrangement of shipping documents. • Prepare and submit Singapore International Chamber of Commerce (SICC) Certificate of Origin to SICC for endorsement for the regions of Middle East 	<ul style="list-style-type: none"> • Monday-Friday: 8:30am to 06:00pm • Postal Code: 486354

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To submit to MFA (Ministry of Foreign Affairs) for further endorsement and submit to various pre-arrangements of customer clearance over at importing countries. Send email and arrange all endorsed documents for final buyers for buyers to prepare pre-arrangement of custom clearance over at importing countries. Prepare payment vouchers for Closing of Finance documents for our customers Update daily Key Performance Indicator (KPI) reports. Involve in monthly KPI review meeting with our customers over at our office / customer premises. 	
Warehouse Officer (Admin / Customer Service) - Alexandra	<ul style="list-style-type: none"> Basic MS Office and WMS or SAP knowledge/skill Computer literacy Order processing Customer Service skill 	<ul style="list-style-type: none"> Handling day-to-day shipment, attending customer enquiries, follow up & monitoring till shipment closure. Liaise with both internal and external customers and supplier. Coordination of transport booking and schedule. WMS and customer system administration. Perform any other duties as directed by supervisor from time to time. 	<ul style="list-style-type: none"> Monday-Friday: 8:30am to 06:00pm Postal Code: 159943
Warehouse Officer (Admin / Customer Service) – Jalan Ahmad Ibrahim	<ul style="list-style-type: none"> Basic MS Office knowledge/Skill Computer literacy Order processing Customer Service skill 	<ul style="list-style-type: none"> KPI / Inbound / Outbound / Discrepancy reports. transportation arrangement, Liaising with Customer & Transporters. Data Entry on Inbound & Outbound Monitoring of order fulfillment status. Co - ordinating with warehouse operations team. Prepare monthly billing for customers to accounts department perform put-away, picking and packing when required Other ad hoc duties as per assigned 	<ul style="list-style-type: none"> Monday-Friday: 8:30am to 06:00pm Postal Code: 639931

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Warehouse Officer (Admin / Customer Service) – Tuas	<ul style="list-style-type: none"> • Basic MS Office and WMS or SAP knowledge/skill • Computer literacy • Order processing • Customer Service skills • Possessing certification for permit declaration on Tradenet would be an advantage 	<ul style="list-style-type: none"> • KPI / Inbound / Outbound / Discrepancy reports. • Transportation arrangement, Liaising with Customer & Transporters. • Data Entry on Inbound and outbound • Monitoring of order fulfillment status. Co - ordinating with warehouse operations team. • Prepare weekly/monthly billing for customers to accounts department • Other ad hoc duties as per assigned 	<ul style="list-style-type: none"> • Monday-Friday: 8:30am to 06:00pm • Postal Code: 638996
Warehouse Officer (Operations) – Bedok North	<ul style="list-style-type: none"> • Computer literacy • Minimum 1 year of experience • Operate Reach Truck (would be an advantage) • Valid Forklift license (would be an advantage) • Able to carry heavy goods, willing to perform OT 	<ul style="list-style-type: none"> • GR Inbound receiving of cartons / packages. Manual checking and tallying of physical goods required. • Monitoring emails for urgent orders. Expedite the dispatch of urgent orders. • Data Entry • Locating and identification of inbound cartons / packages in warehouse. • Able to carry light cartons up to 10 kg. • Possess forklift license and able to operate reach trucks. • Able to commit to OT when required and able to carry heavy goods. • Other ad hoc duties as per assigned 	<ul style="list-style-type: none"> • Monday: 8:00am to 06:00pm • Tuesday-Friday: 8:00am to 5:45pm • Postal Code: 489949
Warehouse Officer (Operations) – Changi South	<ul style="list-style-type: none"> • Basic MS Office and WMS or SAP knowledge/skill • Minimum 1 year of experience • Computer literacy • Operate Reach Truck (would be an advantage) • Valid Forklift license (would be an advantage) 	<ul style="list-style-type: none"> • Perform warehouse duty of inbound, outbound activities, ensure proper cargo checking upon receipt and issuing. • Administration of WMS, stock take & cycle count activities, housekeeping of warehouse area, safe warehouse practices and security. • Communication and coordination with customers on day-to-day basis on in & out shipment. • Coordination of transport booking and schedule • Any other duties as assigned from time to time 	<ul style="list-style-type: none"> • Monday-Friday: 8:30am to 06:00pm • Postal Code: 486354

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Warehouse Officer (Operations) – Penjuru	<ul style="list-style-type: none"> • Computer literacy (would be an advantage) • Minimum 1 year of experience • Operate Reach Truck (would be an advantage) • Valid Forklift license (would be an advantage) • Experience in using WMS (SAP) will have an advantage 	<ul style="list-style-type: none"> • Perform warehouse duty of Receiving, checking, retrieving, loading & unloading, repacking and palletizing for both import and export cargo. • Ensure proper cargo checking upon receipt and report any irregularity observed to supervisor. • Execute daily inbound, inventory management, and outbound operation tasks as per customer's SOP • Email communication with customers on service tasks and task status • Perform any other duties as directed by supervisor from time to time 	<ul style="list-style-type: none"> • Monday-Friday: 8:30am to 06:00pm • Postal Code: 609216
Warehouse Officer (Operations) – Tuas	<ul style="list-style-type: none"> • Computer literacy • Minimum 1 year of experience • Operate Reach Truck (would be an advantage) • Valid Forklift license (would be an advantage) 	<ul style="list-style-type: none"> • Perform Receiving / Tallying / Put-Away. • RF scanning, Picking, Packing and Cycle counting. • Loading and unloading of goods. • Able to operate Stacker / Forklift (Possess a valid / certified Forklift License) • Able to perform overtime when required • Must be physically fit. • Other ad hoc duties as per assigned 	<ul style="list-style-type: none"> • Monday-Friday: 8:30am to 06:00pm • Postal Code: 638996
Warehouse Officer / Senior Officer (Operations) – Serangoon North	<ul style="list-style-type: none"> • Computer literacy • Minimum 1 year of experience • Operate Reach Truck (would be an advantage) • Valid Forklift license (would be an advantage) • Experience in using WMS (SAP) will have an advantage 	<ul style="list-style-type: none"> • Performs receiving, breaking shipment bulks, packing, storing in the warehouse • Distribute/transport raw materials for outbound shipping and inbound to be sent to various production floor/rooms • Stuffing and Un-stuffing in and out of truck/container using Pallet jack • To crate and uncrate shipments according to operating procedures and safety measures and update status on crating progress daily • To support on cycle and physical count when required • Ensure cleanliness / safety in the warehouse at all times • Disposing of pallets / empty cartons according to defined disposal methods • Operating of warehouse equipment such as pallet jet and 	<ul style="list-style-type: none"> • Monday: 8:00am to 06:00pm • Tuesday-Friday: 8:00am to 5:45pm • Postal Code: 554532

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		ensure the equipment is well maintained at all times <ul style="list-style-type: none"> Performs other job-related functions as and when required by superior 	
Warehouse Senior Officer – Jalan Ahmad Ibrahim	<ul style="list-style-type: none"> Computer literacy Minimum 1 years of experience Operate Reach Truck (would be an advantage) Valid Forklift license (would be an advantage) Experience in using WMS (SAP) will have an advantage Customer Service skill 	<ul style="list-style-type: none"> Lead a team of warehouse officers Liaising with customers on operation matters Perform Receiving / Tallying / Put-Away. RF scanning, Picking, Packing and Cycle counting. Prepare and submission of reports to customers. Other ad hoc duties as per assigned 	<ul style="list-style-type: none"> Monday-Friday: 8:30am to 06:00pm Postal Code: 639931
Warehouse Senior Officer (Operations) – Tuas	<ul style="list-style-type: none"> Computer literacy (would be an advantage) Minimum 1 year of experience Operate Reach Truck (would be an advantage) Valid Forklift license (would be an advantage) Experience in using WMS (SAP) will have an advantage Customer Service skill 	<ul style="list-style-type: none"> Perform Receiving / Tallying / Put-Away. RF scanning, Picking, Packing and Cycle counting. Loading and unloading of goods. Able to operate Stacker / Forklift (Possess a valid / certified Forklift License) Able to perform overtime when required Must be physically fit. Other ad hoc duties as per assigned Lead a team of warehouse officer 	<ul style="list-style-type: none"> Monday-Friday: 8:30am to 06:00pm Postal Code: 638996

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):

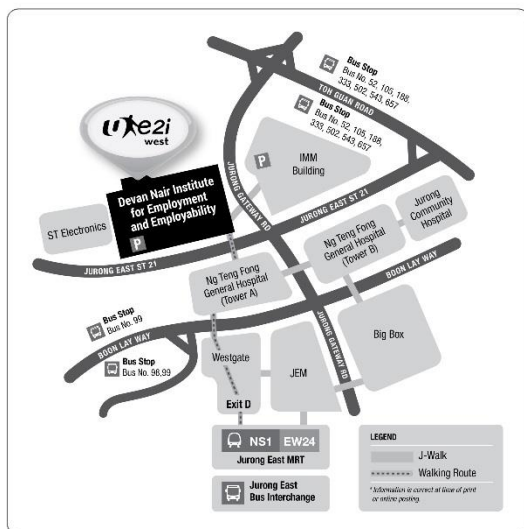


e2i west

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

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:

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 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
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