

The Frontier CC x e2i Skills and Career Fair

4 September 2026 | 10.00am – 4.00pm

*Multi-Purpose Hall (MPH), The Frontier Community Club
60 Jurong West Central 3, Singapore 648346*

JOB LISTING BOOKLET

Register online: <https://go.gov.sg/tfcce2i>

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.

Participating Companies

Legend:  – PMET Roles

#1 AcePLP

- BIM/CAD Engineer 
- BIM/CAD Technical Specialist 
- BIM/CAD Trainer 

#2 Asia Sync Network

- Assistant Officer/ Executive/ Assistant Manager - Operations.
- Sales cum Admin
- Sales cum Admin
- Manufacturing Operator
- Manufacturing Technician 

#3 Birch Forest Trading

- Senior Warehouse Assistant
- Junior Warehouse Assistant

#4 CBM

- Accounts Officer 
- Admin Executive
- Admin Officer
- Area Manager 
- Assistant Engineer 
- Assistant General Manager 
- Assistant Head 
- Assistant Projects Manager 
- Assistant Sustainability Consultant 
- Building Executive 
- Building Manager 
- Carpark Attendant
- Complex Manager 
- Contract Executive 
- Drafter 
- Environmental Control Coordinator 
- Facilities Manager 
- Facilities Management Executive 
- Field Engineer 
- Fire Safety Manager 
- Foreshore Engineer 
- Green Mark Manager 
- Instrumentation & Control Engineer 
- Lead Technician 

- Licensed Plumber
- Operations Manager 
- Projects Executive 
- Projects Manager 
- Property Executive 
- Property Officer 
- Property Manager cum FSM 
- Quality Assurance Officer 
- Quality Control Officer 
- Quality Manager 
- Quantity Surveyor 
- Response & Service Officer 
- Senior Building Executive 
- Senior Security Officer
- Technical Executive 
- Technician 
- Workplace Safety and Health Officer 

#5 CEVA Logistics Solutions Singapore

- Logistics Assistant (Contract Logistics)
- Customer Service Officer (Contract Logistics)
- Quality Inspector (Contract Logistics, Aviation) 
- Logistics Analyst 
- Customer Service Executive - Airfreight

#6 Hot Palette (Asia Pacific)

- Service Crew (Full time)
- Service Crew (Part-Time)

#7 LS2 Services

- Cleaner
- Cleaner Team Leader
- Technician 
- Storeman

#8 NannyPro

- Childminders (Full and Part-Time)
- Nannies (Full-Time & Part-Time)

#9 Novotel Singapore on Stevens | Mercure Singapore on Stevens

- Food & Beverage Captain
- Junior Housekeeping Supervisor
- Commis Cook
- Senior Guest Services Agent
- Houseman

#10 Sankyu Singapore

- Warehouse Assistant
- Customer Service Representative
- Traffic Controller
- Shipping Officer
- Prime Mover Driver
- Forklift Driver
- Lorry Attendant

#11 Service Connections HR Consultancy

- ICT Trainer
- Discipline Officer 

#12 Singapore Post

- Mail Ambassador

#13 SQ 1 Development

- Office and Commercial Cleaners (General / Indoor Cleaner)
- Outdoor Cleaner
- Restroom Cleaner
- Multi-skilled cleaner / Machines Operator
- Supervisor
- Pantry lady / Tea lady

#14 SR Consulting Services

- Warehouse Assistant

#15 Sun City Maintenance

- Cleaner
- Operations Supervisor 
- Operations Executive 
- Operations Manager 

#16 Sushi-Tei

- Service Crew (Waiter / Waitress)
- Restaurant Supervisor 
- Senior Cook 
- Assistant Leading Cook 
- Leading Cook 
- Part Time (Waiter / Waitress)
- Part Time (Cook) 
- Marketing Executive (1 year contract) 

#17 Vantive Manufacturing

- Technicians (Manufacturing/Molding/Extrusion) 
- Operators
- Lab Analyst 

#18 Watami Food Service Singapore

- Service Crew
- Kitchen Crew
- Dishwasher
- Management Trainee 

#19 Wilson Parking (Singapore)

- Business Development Executive 
- Call Centre Officer
- Enforcement Officer
- Operations Executive 

#1 AcePLP

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
BIM/CAD Engineer 	- Higher Nitec/Degree in Construction or Engineering related background - No experience required - Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc.	- Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Delivery Management Accreditation Scheme. Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. With AcePLP's assistance, you will find your ideal career. - You will receive 2 months of training in BIM/CAD by an Approved Training Provider. You will attain WSQ-recognized certifications.	Working Hours: 5.5 days/week, Mon-Fri 8:30am to 5:30pm Sat 8:30am to 12:30pm Employment Type: Full-Time Job Type: Full-time Location: Singapore 579700
BIM/CAD Technical Specialist 	- Degree/Diploma in Construction or Engineering related background. - Prior experience in BIM modelling and/or coordination. - Experience in computational BIM or 4D/5D BIM is highly advantageous.	To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training	Working Hours: 5 days/week, Mon-Fri 8:30am to 6:30pm Employment Type: Full-Time Job Type: Full-time Location: Singapore 579700
BIM/CAD Trainer 	- Degree/Diploma in Construction or Engineering related background. - Prior experience in BIM modelling and/or coordination. - Experience in computational BIM or 4D/5D BIM is highly advantageous.	To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training	Working Hours: 5 days/week, Mon-Fri 8:30am to 6:30pm Employment Type: Full-Time Job Type: Full-time Location: Singapore 579700

#2 Asia Sync Network

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Officer/ Executive/ Assistant Manager - Operations.	- Attend key handover appointments with our sales agents to document property condition in detail, including taking extensive photos and notes for our records. - Protect our corporate clients by identifying and recording any pre-existing issues in the property so they are not unfairly held responsible at the end of the lease. - Coordinate with contractors and vendors for repairs, touch-ups and maintenance, ensuring work is done properly and on time. - Liaise with building management and service centres to resolve practical issues (access cards, defects, appliance issues, air-con service, etc.). - Visit a wide range of properties across Singapore, from condos and landed homes to high-end residences, gaining exposure to	This role is supports expatriate housing for multinational clients by taking care of the "on-the-ground" details that keep homes in good condition and tenants happy. You will work closely with our Corporate Housing Relationship Manager and sales agents.	Working Hours: 40 hrs/week, 9am - 6pm Job Type: Full time Location: Singapore 079903

	- different locations and property types. - Act as a practical problem-solver for day-to-day housing matters, keeping both internal teams and tenants informed of progress.and/or Chemical Handling is an advantage.Knowledge with MES & ERP is an added advantage		
Sales cum Admin	- Promote and market the company's products/services to potential clients. - Support sales activities and assist in generating new business opportunities. - Maintain customer relationships and follow up on enquiries. - Perform data entry for client details and update information into the system accurately. - Ensure all records and data are complete, correct, and up to date. - Assist with general administrative duties as assigned. - Work closely with the team to support daily operations. - Requirements - Minimum [insert education level, e.g. N/O Level, Diploma, or equivalent]. - Good communication and interpersonal skills. - Basic computer skills and ability to perform accurate data entry. - Responsible, detail-oriented, and able to work independently. - Sales or admin experience is an advantage, but fresh candidates may be considered.	We are looking for a Sales cum Admin Executive to support both sales and administrative functions. The role will involve promoting the company's products/services, handling customer inquiries, and providing accurate data entry and administrative support.	Working Hours: 40 hrs/week, 9am - 6pm Job Type: Full Time Location: Singapore 079903
Sales cum Admin	- Promote and market the company's products/services to potential clients. - Support sales activities and assist in generating new business opportunities. - Maintain customer relationships and follow up on enquiries. - Perform data entry for client details and update information into the system accurately. - Ensure all records and data are complete, correct, and up to date. - Assist with general administrative duties as assigned. - Work closely with the team to support daily operations. - Requirements - Minimum [insert education level, e.g. N/O Level, Diploma, or equivalent]. - Good communication and interpersonal skills. - Basic computer skills and ability to perform accurate data entry. - Responsible, detail-oriented, and able to work independently. - Sales or admin experience is an advantage, but fresh candidates may be considered.	We are looking for a Sales cum Admin Executive to support both sales and administrative functions. The role will involve promoting the company's products/services, handling customer inquiries, and providing accurate data entry and administrative support.	Working Hours: 24 hrs/week, 9am - 6pm Job Type: Part Time Location: Singapore 079903
Manufacturing Operator	- Perform daily machinery setup & check with dedicated checklist. - Manage different machinery settings	Looking for a reliable and hardworking Manufacturing Operator to support our production operations.	Working Hours: 40 hrs/week Job Type: Full time

	competently to correspond to different product programs. • Perform machinery (and tool) routine inspections on a periodic basis. • Prepare raw material and/or chemicals (during production runs) that are required for the dedicated process(es). • Conduct inspection (during production runs) on input material to ensure integrity of material is not compromised. • Conduct fundamental quality checks (during production runs) on output products to ensure quality standards/requirement is met. • Perform data-entry/logging activities to ensure proper documentation of production process(es). • Conduct work-in-progress checks using machinery inline monitoring system(s). • Communicate quality and/or machinery issue(s) timely to the supervisor. • Perform tool switch, program change and/or other necessary machinery procedures when switching product types. • Conduct periodic switch/replacement of machinery consumables. • Provide support to scheduled machinery maintenance works. • Operate multiple machinery runs simultaneously, when necessary. • Support production runs (pre-trained) at other functional manufacturing areas, when necessary. • Perform 5S activities and maintain care for dedicated work-areas. • Participate in handover briefing during the start and end of each working shift. • Participate in shopfloor Quality and/or Continuous Improvement activities (e.g. Gemba walk), when applicable. • Perform ad-hoc duties as assigned by the Manager, to support team and organization goals.	The successful candidate will operate production machinery, perform assembly and quality checks, maintain accurate production records and ensure that all work is completed safely and according to company procedures.	Location: Singapore 619607
Manufacturing Technician	• Perform equipment & task operations in support of daily production runs. • Perform part/process conversion with validated recipes and parameter-setting, during start-up and mass production runs. • Train Manufacturing operators with the use of SOPs and WIs. • Communicate and work with Manufacturing & Engineering stakeholders to resolve line issues timely. • Conduct primary investigations and root cause analysis for process/output defects. • Manage the inventory level of raw material, chemical and machinery consumable, on the shopfloor. • Perform precision measurement	• We are seeking a skilled and responsible Manufacturing Technician to support daily production, equipment operation, troubleshooting and process improvement activities. The successful candidate will work closely with manufacturing engineers, process engineers and production supervisors to ensure that products are manufactured safely, efficiently and according to quality requirements. • Manufacturing Technician roles commonly involve equipment operation, technical assembly, testing, troubleshooting, preventive maintenance, production documentation and compliance with safety and cleanroom procedures.	Job Type: Full time Location: Singapore 619607

	analysis with pre-set limits and tolerances. • Perform periodic preventive maintenance tasks for equipment. • Perform manual chemical analysis for relevant processes. • Undertake assigned duties/responsibilities as required.		
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#3 Birch Forest Trading

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Warehouse Assistant	• Minimum GCE 'N' Level/NITEC • Good command of the English language. • Must be able to work in a fast-paced warehouse environment. • Able to work overtime if required • Only Singaporean need apply	• Fulfillment of Online orders: Picking and packing of goods according to the packing list and delivery order • Receive and inspect incoming goods • Racking of incoming goods (No Forklift required) • Perform cycle count and physical inventory check • Maintain good housekeeping in the warehouse • Perform any other duties assigned by the superior based on warehouse needs	Working Hours: 44 hrs/week, 8:30AM to 5:30PM Employment Type: Full-Time Job Type: Others Location: Singapore 628535
Junior Warehouse Assistant	• Minimum GCE 'N' Level/NITEC • Good command of the English language. • Must be able to work in a fast-paced warehouse environment. • Able to work overtime if required • Only Singaporean need apply	• Fulfillment of Online orders: Picking and packing of goods according to the packing list and delivery order • Receive and inspect incoming goods • Racking of incoming goods (No Forklift required) • Perform cycle count and physical inventory check • Maintain good housekeeping in the warehouse • Perform any other duties assigned by the superior based on warehouse needs	Working Hours: 44 hrs/week, 8:30AM to 5:30PM Employment Type: Full-Time Job Type: Others Location: Singapore 628535

#4 CBM

Singapore's leading Integrated Facility Management (IFM) provider (founded 1971, formerly City Building Management), offering engineering, environmental/cleaning, security, carpark, project management, managing-agent and FM consultancy services, with a workforce of around 2,100.

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Officer 	• ITE and CAT graduates are welcome • Comfortable working with numbers and Microsoft Excel • Good teamwork and communication skills • Meticulous, responsible, independent, and willing to learn • Prior experience in finance/accounts is an advantage but not required	• Support day-to-day Accounts Receivable (AR) operations, including DO sorting, data entry in Excel, data verification, and issuance of sales invoices • Support day-to-day Accounts Payable (AP) operations, including 3-way matching of AP invoices and preparation of payment processing • Ensure accurate and timely processing of invoices and payments under guidance • Assist in the preparation of monthly financial reports • Coordinate and follow up with internal teams and external	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore 437844

		customers/suppliers on outstanding matters Perform other ad-hoc duties as assigned	
Admin Executive	Possess a recognized Diploma or above from a recognized tertiary establishment with minimum 2 years relevant accounting experience. SAP accounting experience and expertise is preferred.	- Provide general administrative support to various internal divisions/sites - To manage the administration of QMS documentation and to assist in internal audit activities. - Assist in procurement of office supplies and equipment - Manage office general admin and sourcing for purchases - Process service orders and billing - Correspond and co-ordinate with clients, suppliers and contractors - Prepare Banker's Guarantee and insurance coverage for projects - Update ISO documentations periodically - Assist in preparing reports, generate quotations & contracts - Perform customer service function as below (if required) - Provide call centre / technical helpdesk support and services - Provide front desk service and attend to visitors' enquiries - Perform general administrative duties, such as data entry, stationery ordering and accounting, pantry ordering, handling emails, faxes, etc - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore 437844
Admin Officer	N/O Level / NITEC with 3 years of relevant experience	- Handling HR matters for Project Division - Perform clerical / administrative duties; typing, filing, data entry, prepare reports. - Manage, keep record and update all submission document and liaise internally with Finance - Handle administrative works for projects - Any general ad hoc duties	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)
Area Manager 	Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent Singaporean/PR only	- Oversee and manage the performance delivery of facility management service at respective zones - Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings - Identify and troubleshoot problems and provide professional advice to the team - Develop standard operation procedure and internal work flow to maintain smooth operation at sites - Manage relation to client/ authorities, being the liaising point of contact - Oversee area budgeting and expenses - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)

Assistant Engineer 	- Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	- Assist to perform Energy and Engineering audits. - Working closely with Energy Managers to provide accurate and informative reports. - To perform Measurement and Verification of the performance of M&E Plant. - Managing energy improvement and retrofitting projects. - Help evaluate existing buildings for appropriate energy conservation measures, - Understand financial terms, payback, ROI and related energy saving calculations. - Any other duties as and when assigned by management	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)
Assistant General Manager 	- Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling commercial or/and industrial building. - Good knowledge of BMSMA Act. - Contract Management skillset is a must; - Overseas regular building maintenance and repairs; - Maintaining and updating Standard Operation procedures; - Monitoring of maintenance budget; - Coordinate council meetings and AGM; - Dispute management; - Knowledge of BMSMA is mandatory;	- Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. - Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. - Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings - Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. - Promote good relations with our staff, contractors and management. - Ensure renewal of MA contract - Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures. - Conduct monthly council meeting and AGM. - Oversee preparation of annual budget and implement cost saving measures. - Provide timely guidance and advices for Site Team under his/her charge.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore
Assistant Head 	- Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute - At least 5 years of relevant experiences in facilities management and business development portfolios - Able to work independently with minimum supervision - Able to conduct market outreach and marketing - Proactive and independent - Dynamic and multi-tasking capabilities	- Oversee the overall performance of Service teams. - Ensure contract compliance and meet or exceed KPIs. - Identify lapses and formulate action plans for improvement - Foster a culture of service excellence and continuous improvement - Monitor and update account processes and procedures - Collaborate with Site Leads to develop and execute strategic business plans - Cultivate teamwork, collaboration and personal development within the team. - Attending operation meeting and discussion with clients - Maintain data integrity in management systems	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)

		• Uphold safety protocols and crisis management procedures • Enforce compliance with Health, Safety, Environmental and Risk Management policies. Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Oversee contractor on/off boarding, induction and adherence to standards • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovation solutions to improve efficiency and productivities • Any other ad-hoc works assignment by the management.	
Assistant Projects Manager 	• At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems.	• To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • To support the delivery of projects on time, within budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport. • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. • Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. • Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules). • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager. • Maintain project documentation	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)

		including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management.	
Assistant Sustainability Consultant 	• Tertiary education in Environmental Engineering, Sustainability, Building Services or related field. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignment within short notice period.	• Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives • Any other ad-hoc assignments assigned by the Management.	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)
Building Executive 	• Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. Singapore Citizen or PR.	• Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore

Building Manager 	Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. Possess FSM/WSH/GMFM or relevant certificates is preferred.	- Oversee and manage Facility Management Services at building(s) that he/she is assigned to - Manage term contractors/ specialist contractors to ensure smooth operation of buildings - Manage relation to client/authorities/ tenants - Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns - Attend to feedback by tenants/ clients, to recommend and take remedial actions - Budgeting and managing expenses - Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)
Carpark Attendant	- Must possess at least Primary/Secondary School/ "O" level - Must able to communicate in English - Able to work shift schedule is preferable - With own transportation is preferable - Able to endure outdoor environment	- Check and ensure the carpark is in operations, report accordingly if there are any abnormalities - Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) - Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) - Ensure the cleanliness of the parking systems and carpark environment - Any other ad-hoc assignments assigned by the Management	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)
Complex Manager 	- Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. - Good knowledge of BMSMA Act. - Others skill sets - Contract Management skillset is a must; - OverseeEs regular building maintenance and repairs; - Maintaining and updating Standard Operation procedures; - Monitoring of maintenance budget; - Coordinate council meetings and AGM; - Dispute management; - Knowledge of BMSMA is mandatory; - Knowledge of Electrical and M&E.	- Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. - Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. - Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. - Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. - Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. - Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)

		authority on matter pertaining to the Corporation and its property. • FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. • MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation and management HQ office	
Contract Executive 	• Diploma in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience.	• Support of maintenance and project works function • Undertaking costs analysis for repair and maintenance project work	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time

		- Assisting in stabling client's requirements and undertaking feasibility studies - Performing value management and cost control - Advising on procurement strategy - Identifying, analysing and developing responses to commercial risks - Providing advice on contractual claims - Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports - Administer term contractors A&A works - Valuing completed work and arranging payments - Understanding the implications of health and safety regulations - Any other ad-hoc assignments assigned by the Management.	Job Type: Permanent Location: Singapore
Drafter 	- Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. - Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.	- Prepare detailed drawings and plans based on designs from architects, engineers, or project managers. - Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing. - Review and update drawings to comply with building codes, safety standards, and project specifications. - Collaborate with architects, engineers, and other team members to resolve design or technical issues. - Maintain organized records of drawings and revisions. - Coordination drawings for on-site use. - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5.5 days/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)
Environmental Control Coordinator 	- Higher Nitec/diploma - ECC certification (preferred)	- Support Sites in overseeing the implementation of the Environmental Sanitation Programme. - Assist each Site to ensure compliance to the Environmental Public Health Act and its subsidiary regulations and code of practices - Implement minimum routine cleaning and disinfection frequencies, with attention paid to high-risk areas (e.g. high-touch surfaces used by vulnerable persons, and areas with high risk of contamination are to be cleaned more frequently); - Implement minimum six-monthly thorough periodic cleaning and disinfection of the specified premises, including areas not easily accessible and not covered by routine cleaning (e.g. out-of-reach window panels, ceiling and wall fans); - Ensure out yearly (minimally) maintenance of surfaces or fixtures, which includes the associated stipulated routine cleaning frequency (where relevant);	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore

		- Inspect the premises daily and after periodic cleaning and disinfection works; - Put in place a cleaning and disinfection protocol to respond to incidents involving bodily discharge; - Ensure that workers are trained and provided with the necessary equipment and cleaning agents to carry out effective cleaning and disinfection; - Achieve desired outcome-based cleanliness indicators after the completion of cleaning operations; and - Implement a pest management plan, inclusive of a comprehensive pest management survey to be conducted minimally once every 6 months to review the effectiveness of the pest management plan. - Prepare environmental reports for management and clients. - Maintain environmental records and documentation.	
Facilities Manager 	- Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. - Candidate with IT and digital knowledge in built environment will be an advantage. - Good communication (verbal and written) skills and possess strong presentation skills. - Ability to multi-task and manage multiple projects simultaneously. - Problem Solving & Analysis - Passion in promoting digital transformation and technology solutions.	- Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities Maintenance Management System on site projects. - Budget & Financial Management. Develop and manage the administrative budget, monitoring expenditures and identifying cost-saving opportunities. - Planning & Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc on site. - Implementation & Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility. - Monitoring & Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate decisions and report for stakeholders. - Maintenance & Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT devices are functioning optimally. - Collaboration & Reporting. Stakeholder Communication with stakeholder. Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance. - Liaise with vendors, service providers, and contractors for any necessary sensor replacements, upgrades, or system modifications. - Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems. - Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)

		through smart lighting systems). - To source, evaluating vendors and negotiating contracts to support project implementation. - Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction. - Any other assignments as and when directed by the Management.	
Facilities Management Executive 	- Diploma in Facilities Management, Engineering, Building Services, or related discipline. - SIFMA CFME accreditation preferred - Tier 4 - Minimum 3 years relevant facilities management or maintenance experience. - Experience in building maintenance or IFM environment preferred. - Candidates without Diploma must possess substantial relevant minimum 8 years experiences	- Site Operations & Maintenance Coordination - Coordinate and monitor daily maintenance and operational activities at assigned sites. - Attend to faults, complaints, breakdowns, and service requests. - Assist in preventive, corrective, and cyclical maintenance scheduling and follow-up. - Conduct routine site inspections and monitor rectification works. - Ensure facilities remain safe, operational, and properly maintained. - Contractor Supervision - Supervise contractors, technicians, and vendors carrying out maintenance works. - Ensure works are carried out safely, properly, and according to specifications. - Verify work completion and follow up on outstanding rectifications. - Monitor contractor attendance, performance, and service standards. - Reporting & System Updates - Update maintenance records, service reports, and work order status in FM systems. - Prepare site reports, inspection reports, quotations follow-ups, and operational updates. - Upload field data, inspection findings, and photographs into the Computerised FM System. - Maintain proper documentation and site records. - Client Coordination - Liaise with site users, clients, and contractors on operational matters. - Assist in resolving operational issues and complaints promptly. - Support management during audits, inspections, and meetings.	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Islandwide
Field Engineer 	- Major in Electronic, Electrical or Engineering - ITE or Diploma and above	- Site preparation and co-ordination, preparation of submission documents. - Coordinate & liaise with various related parties including customer, sub-contractor on site to ensure project requirement are met. - Provide on site installation, validation and commissioning of equipment - Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)

		deployment of resources. Responsible for the implementation, testing and commissioning of system. Undertake any other duties and responsibilities as assigned by management, Other ad-hoc duties when assigned	
Fire Safety Manager	- Valid Fire Safety Manager Certificate recognised by SCDF. - Minimum 3 years FSM experience in commercial, institutional, or large occupancy buildings. - Good knowledge of fire safety regulations and systems. - Strong coordination and communication skills.	- Conduct fire safety inspections and audits. - Ensure compliance with SCDF regulations and Fire Safety Act requirements. - Maintain fire protection systems, records, and certifications. - Coordinate fire drills, evacuation exercises, and emergency response planning. - Investigate fire incidents and recommend corrective measures. - Provide fire safety advisory and training to site personnel.	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Islandwide
Foreshore Engineer 	The Facility Management Manager's staff managing the Foreshore structures shall have a degree in Civil & Structural (preferably with Marine works experience) engineering or equivalent with relevant expertise in maintenance of foreshore structures in the past three (3) years.	- The foreshore operation team is responsible to oversee the foreshore maintenance and projects for foreshore facilities including its maintenance contracts, works and services with adequate engineering and administrative staff. - Scope of work for Foreshore Engineers - The Facility Management Manager will manage the foreshore maintenance and projects, maintenance contracts for foreshore facilities (such as Floating Sea Barriers, Land Barriers, Sea Barriers, Security Cagings etc) awarded by the Authority and other items (management of contractors for clearing of vegetation for security cameras and upkeeping/replacement of signages) required by the Authorities. - To prepare, call and administer contracts for Maintenance Works to be carried out on the foreshore structures, offshore structures, seabed, structure wall like seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock jetty, wharf, floating pontoon, coastal security fencing, seabed security fencing, maintenance dredging and floating sea barrier, etc. - To ensure the floating sea barriers, jetties, revetments, seawalls and shorelines are protected against damages, erosion/siltation and unauthorised usage and that the public and land mass behind the structure are adequately protected. This includes the supervision of works and the certification of completion and certification of payment for completed works, to be payable to the foreshore term contractor and/or contractors of maintenance contracts by the Authority. The repairs, maintenance	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: East

		and works to the foreshore structures shall adhere to the relevant authorities' laws regulations and practices (e.g. NParks, URA, MPA, SLA and BCA etc). • Ensure inspection of foreshore and offshore structures is being carried out in accordance with the foreshore structure contract and report any damages and repairs as required. All inspection report shall be certified by an Engineer as stated in the maintenance contract(s), to advise on the recommendations by the Engineer into an action plan for the Home Teams. • If any required work (i.e. additions and alternations, or breakdowns) falls outside the scope of the foreshore maintenance contract(s), Facility Management Manager shall make recommendations to Home Team agencies to address the required work. Upon approval by Home Team agencies, Facility Management Manager shall follow-up with these recommendations. Such follow-up works may include preparing and drafting of documents for Contract Variation submission, conducting market research for solutions from external vendors and following up with the procurement. • To inspect the foreshore and offshore structures together with the term contractor and/or contractors of maintenance contracts on an ad-hoc basis when complaints and or feedback are received or as and when requested by Authority. • To provide a 24x7 standby services off site to address any fault related to the security fencing, floating sea barrier, etc. The work is to ensure term contractor response within the Contract requirement to address the issues and provide update to the Authority. Where properties are restricted, Authority/Term Contractor will provide boat services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. • To provide technical advisory services for Marine Engineering Works and Maintenance of such Components beyond Civil Engineering-work types, necessary for the proper maintenance of such Marine Structures to the end of their structural life. • When any projects are completed, to carry out a joint site inspection with the engineer and Authority's representative. Any defects or unsatisfactory work will have to be rectified by the term contractor. If everything is in order, the Facility	
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		Management Manager shall certify the final payment and forward to the authority for payment to the term contractor. • For the repair of marine structures, Facility Management Manager shall coordinate with the end users and term contractor and/or contractors of maintenance contracts, as most works are carried out at low tide which sometimes occurs at odd hours of the day e.g. midnight or dusk. Working hours is also limited as the tides rise and falls within a 6 hour cycle. Facility Management Manager shall price in the Tender Sum for all costs and expenses to provide the necessary manpower to supervise and inspect such works during the aforesaid working hours. The Facility Management Manager shall not claim for any additional costs, etc. • In relation to the breakdown and repairs and the potential concerns on the Foreshore Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and robust technical proposals for review, of further repairs to be executed. • The Facility Management Manager shall pro-actively document, monitor and track the following for foreshore structures including but not limited to seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock, jetties, wharves, floating pontoon, fencing, maintenance dredging and floating sea barrier, etc. The Facility Management Manager shall track, highlight and plan for replacement of the components with minimum disruptions to operations. The information to document, monitor and track include: • Date of Completion (including details of consultants, contractors etc), • Design Lifespan (including key sub-components – such as bollards, roller fenders, fenders, key restraining bolts, corrosion anodes etc.), • Design Intent, • Engineering Performance Envelope, • Defects (Type, Severity, Location (Including Geo-Location), Remedy Actions, Date, Cost etc) • Maintenance of Classification Status of Relevant Facilities (e.g. Floating Pontoons), if applicable. • Documentation and Safekeeping of MetOcean Information, if available • Documentation and Safekeeping of Hydrographic Surveys to identify areas of sediment accretion and/or erosion within the sea-space of the locations. • The Facility Management Manager shall provide insights from the	
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		trending of key information, such as defects and remaining lifespan, to advise and recommend Authority on the optimal solution to upkeep availability of the foreshore structures with the emphasis on minimum disruptions to operations and cost-effectiveness of solution. Facility Management Manager shall leverage on data analyst/collation to tabulate and forecast physical barrier repairs and budgeting. They should be able to use data analytical tools to present their findings and business solution. This should also apply to all fault reporting for bases so that HTDs can target areas of concern and plan for effective preventive maintenance plans. • The Facility Management Manager shall plan, manage and carry out 5-yearly periodic structural inspections for the foreshore structures, seawalls, sea revetments, jetties, wharves, floating pontoons and sea-based fencing. The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with the relevant past experiences in seaward facilities, to carry out the structural inspection. The appointed PE shall furnish and endorse a report encapsulating the scope of the inspection and shall include the following: • Visual inspection of the seaward structures to ascertain the condition of the structures, the loading on the structures and whether there is evidence of any structural works that are or were carried out without any prior approval. The report shall include the age of the structures, documentation of defects and noteworthy observations and recommendations for the safe usage of the seaward structures. • Carry out full structural inspection of the seaward structures if the appointed PE • 5-Yearly Periodic Structural Inspection • reasonably suspects or is of the opinion that there is any defect, deformation or deterioration in the structure of seaward structures that will or will be likely to endanger or reduce the structural stability or integrity of any part of the structures; and • is of the opinion that it is necessary to carry out a full structural investigation of the seaward structures in order to ascertain the cause of the defect, deformation or deterioration. c) Recommend appropriate measures or other works to ensure the structural stability or integrity of the seaward structures.	
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		This scope of works shall be reimbursable under Annex H Schedule of Rates, Table 10 "Fee for Period Structural Inspection of Foreshore Structures, Seawalls, Sea Revetments, Jetties, Wharves, Floating Pontoons and Sea-Based Fencing" Where properties are restricted, Authority/Term Contractor will provide ferry services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority.	
Green Mark Manager 	Positive attitude, hardworking with pleasant personality	- QSustainability & Energy Management - Lead and support sustainability, Green Mark, and energy efficiency initiatives across assigned sites. - Assist clients and stakeholders in implementing environmental sustainability programmes aligned with GreenGov and corporate sustainability objectives. - Identify opportunities for energy optimisation, operational efficiency improvements, and reduction of utility consumption. - Promote green initiatives, recycling programmes, and environmental enhancement efforts within facilities operations. - Energy Audit & Performance Analysis - Conduct preliminary energy audits and energy performance assessments for building systems and equipment. - Analyse historical energy consumption, utility trends, and cost data to identify energy wastage and optimisation opportunities. - Monitor and assess the performance and efficiency of major M&E systems including: - Air Conditioning & Mechanical Ventilation (ACMV) systems - Mechanical ventilation systems - Electrical distribution systems - Data centre systems	Working Hours: 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Islandwide
Instrumentation & Control Engineer 	- Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. - Minimum 3 years of experience in building automation, HVAC controls, or energy management. - Strong knowledge of BMS platforms. - Experience with PLC programming and control systems. - Understanding of HVAC systems and energy efficiency principles.	- prove energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. - Design, program, and modify Building Management Systems (BMS) and control strategies - Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. - Conduct energy audits and performance assessments. - Perform system commissioning, testing, and validation. - Integrate smart meters, sensors, and automation technologies. - Monitor system performance and	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)

		recommend continuous improvements. • Ensure compliance with energy efficiency standards and local regulations. • Prepare technical reports, documentation, and cost-benefit analyses. • Strong communication and teamwork skills. • Problem-solving mindset and willingness to learn. • Any other duties as and when assigned by management.	
Lead Technician 	• N/O Level / NITEC with 5 years of M&E experience • Preferable with CERT or hospital Supervisory or experience is advantage	• Coordinate and assist in daily operation • Report and record any occurrences of breakdown to the M&E systems, the cause and remedial action taken • Liaise with vendor and contractors where necessary • Team lead and supervision of technician • Trouble shoot and restore to operational status of any failure to the M&E Systems	Working Hours: 5.5 days/week, 44 hrs/week Location: Singapore
Licensed Plumber 	• Minimum 5 years of experience in the construction/ M&E engineering industry. • Experience in large-scale construction or infrastructure projects is an added advantage. • Experience in using CAD and 3D model is an added advantage.	• Install, maintain, repair plumbing system including water supply, drainage, gas and sanitary systems. • Interpret and work from construction drawings, blueprints and specifications. • Conduct regular inspections to identify and resolve issues in plumbing systems. • Cut, assemble and install pipes and fittings using hand and power tools. • Ensure plumbing systems meet local and national plumbing codes and safety regulations. • Respond to emergency service calls and troubleshoot system issues. • To carry out the necessary plumbing work submission to Authority. • Any other duties as assigned.	Working Hours: 5.5 days/week, 44 hrs/week Job Type: Permanent Location: Islandwide
Operations Manager	• Must possess at least GCE 'N' Levels and above	• Manage daily security operational activities at assigned project sites • Management of security officers • Budgeting and managing expenses as allocated • Managing customer relations and business operation processes • Develop Standard Operating Procedures and good practices to accomplish desired service standards • Any other ad-hoc assignments assigned by the Management.	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore 437844
Projects Executive 	• At least 3 years of PM experience in M&E systems installation. • Working at site-based at Changi Airport and able to travel from site to site (if required). • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or	• Manage Chiller Plant upgrading project for a high rise commercial and office building • Conduct Green Mark and energy related audits as required, identifying potential energy and carbon reduction opportunities and strategies; • Develop energy and water savings initiatives and plans • Working closely with properties	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)

	weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office.	managers to provide accurate and informative reports • Self-driven, resourceful and a good team player • Help evaluate existing buildings for appropriate energy conservation measures. • Understand financial terms, payback, ROI and related energy saving calculations • Any other ad-hoc assignments assigned by the Management.	
Projects Manager 	• Possess Tertiary or equivalent qualification and with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent Singaporean/PR	• Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)
Property Executive 	• Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	• Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)

		- Oversee all work is carried out timely and smoothly by the staffs - Any other ad-hoc assignments assigned by the Management.	
Property Officer 	Diploma/Degree with at least 3 years relevant working experience preferably with Commercial Building/ Grade A building experience	- To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required - Ensure fortnightly checks are conducted to vacant units - Escalate feedback to OM where necessary - Attending to tenants enquired through emails when required - Facilitating repair, liaise with vendors and contractors where necessary - Report to OM in the event it cannot be rectified within a reasonable time - Obtain quotation for minor repairs - Manage vendors and contractors - Any other ad-hoc assignments assigned by the Management	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)
Property Manager cum FSM 	- Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling office and commercial units. - Good knowledge of BSM Act. - Others skill sets - Contract Management skillset is a must; - Oversees regular building maintenance and repairs; - To perform as a Fire Safety Manager for the estate; - Monitoring of maintenance budget; - Coordinate council meetings and AGM; - Good Knowledge of Electrical and M&E	- ADMINISTRATIVE FUNCTIONS - Advise on all matters relating to the affairs of the Management Corporation Strata Title (Corporation) and its property. - Implement all instructions, by-laws, and prescribed requirements under the Building Strata Management Act (BSMA) 2004. - Convene, co-chair, and record minutes for Council Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EOGMs). - Handle all enquiries, complaints, reports, and correspondence pertaining to the administration of the Corporation, its property, and Subsidiary Proprietors. - Engage, with prior approval from the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers, and other professional service providers as necessary for the proper management of the building/estate. - Act on behalf of the Corporation, as directed, in response to notices or orders issued by competent public or statutory authorities relating to the Corporation and its property. - FINANCIAL FUNCTIONS - Collect, demand, and recover all monies due to the Corporation, and take necessary steps, including legal action when required, to recover outstanding sums, as directed or approved by the Corporation. - Disburse payments for all approved expenses such as rates, taxes, premiums, rental, licence fees, statutory charges, professional fees, repairs, maintenance, and any other recurrent expenditure incurred on behalf of the Corporation. - Maintain proper and accurate	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Islandwide

		accounting records for all monies received and expended. • Prepare and submit an annual budget for the Corporation's review, including recommendations for contribution rates (e.g. Maintenance Fund). • Provide monthly financial statements and status reports to the Corporation after the close of each calendar month. • Oversee the requisition and evaluation of quotations to ensure proper cost control. • Initiate, negotiate, and award contracts, subject to Council's approval and in accordance with procurement protocols. • Drive cost savings and value creation through adoption of technology, sound financial management, and efficient operational practices. • MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and maintain the property in good operational condition, ensuring compliance with all relevant legislation, standards, and regulatory requirements. • Prepare specifications, call for tenders, evaluate submissions, and provide recommendations to the Corporation. • Conduct regular inspections to ensure all facilities, equipment, and common areas are properly serviced and maintained by staff and contractors. • Develop and implement preventive maintenance programmes for the property. • Supervise site staff, including performance management, conduct, and discipline, in the best interests of the Corporation. • Build, foster and establish excellent cordial relationship with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative. • Perform any other duties assigned by the Corporation or the HQ office.	
Quality Assurance Officer 	• Posses recognised diploma in Engineering, Facilities or Estates Management or equivalent training in Quality Management System (QMS), ISO requirement and its application	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore

		• Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. • Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations.	
Quality Control Officer 	• Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application.	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. • Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. • Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations.	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore
Quality Manager 	• Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application. • The candidate shall pass the Quality Management Systems Auditor / Lead Auditor Training Course in ISO or other equivalent certification	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore

		services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. • Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. • Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. • Sampling Requirements • At least 10% of scheduled maintenance activities across all sites must be audited, including site and documentation checks. • Monthly checks must be conducted for ad-hoc works, with records submitted every 6 months. • Audits for ad-hoc works must cover at least: 20% of completed work orders, or 20 work orders, whichever is greater. • Corrective Actions • Must immediately rectify issues identified through audits or incidents at its own cost. • Measures must be implemented to prevent repeated incidents and improve the QMS continuously.	
Quantity Surveyor 	• Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience. - Singaporean/PR	• Support of maintenance and project works function • Advising on procurement strategy • Prepare cost estimate • Endorse and ensure all costing by Contractors is properly checked and endorsed • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Prepare and recommend monthly progress payment claims and final account submitted by Contractors • Evaluate and carry out joint measurement with Contractors (e-PO, Final BQ, etc.) • Administer Contractors works - check & verify quotations / "star rate" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract)	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)

		- Obtain and monitor Performance Bonds, Bankers Guarantees and insurances - Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports - Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. - Prepare recommendation report (exercise option / CVR etc.) - Carry out random audits of not less than two (2) projects on maintenance replacement per month - Administer term contractors A&A works - Any other ad-hoc assignments assigned by the Management.	
Response & Service Officer 	- Must possess at least Class 2B License - Must possess at least Primary/Secondary School/ "O" level	- Responds to activations to provide on-site assistance on daily operational faults in EPS and any other situation/incidences - Conducts scheduled and routine checks to ensure the full serviceability of the EPS and area of the car parks - Performs daily maintenance of the EPS with procedures to troubleshoot and diagnose routine problem - Conducts enforcement and control within the car park purview to assist with the relevant feedback/complaints from client/motorists - Assist with the festive season on ground supports within the car park precinct - Adhere to organisational Workplace Safety and Health (WSH) practices	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore
Senior Building Executive 	Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. Singapore Citizen or PR.	- Assist and report directly to Building Manager (BM) in all operation & maintenance concerns - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary - Providing updates on ad-hoc and outstanding issues - Attending to clients feedback or requests - Coordinates the preventive and corrective maintenance works schedule with the contract and client. - Inspect works carried out are proper and in satisfaction - Liaising and managing contractors - Planning of maintenance schedule - Review and planning monthly maintenance schedule - Oversee all work is carried out timely	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore

		- and smoothly by the staffs - Any other ad-hoc assignments assigned by the Management.	
Senior Security Officer	Must posses PLRD Licence	- Conduct security monitoring with use of surveillance systems, detect and report security breaches - Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas - Respond to security incident and emergencies and report to key Management staff when necessary - Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security - Any other ad-hoc assignments assigned by the Management	Working Hours: 6 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Islandwide
Technical Executive 	- Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. - Posses WSHO/FSM or other relevant certificates.	- Assist and report directly to Building Manager (DBM) in all operation & maintenance concerns: - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary - Interfacing with the clients: - Attend monthly meeting with client & prepares the minutes of the meeting - Providing updates on ad-hoc and outstanding issues - Attending to clients feedback or requests - Coordinates the preventive and corrective maintenance works schedule with the contract and client. - Coordinate and manage projects: - Provide costing and proposals for ad-hoc works/projects - Evaluate the quotations submitted by contractor and provide a formal quotation to the client - Inspect works carried out are proper and in satisfaction - Liaising and managing contractors - Leading the on-site technical teams: - Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task - Planning of maintenance schedule - Review and planning monthly maintenance schedule - Oversee all work is carried out timely and smoothly by the staffs - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be advised)
Technician 	N/O Level / NITEC with 2 years of relevant experience	- Maintenance of facilities and services - Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently - Regular inspection of grounds and	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore (to be

		facilities to ensure they are in good working order - Attend to breakdown, servicing, repairing and emergency requests - Any work assigned by Superior	advised)
Workplace Safety and Health Officer 	- Valid MOM-approved WSHO registration. - Minimum 3 years relevant WSH experience in building or construction environments. - Strong understanding of WSH legislation and risk management. - Good incident investigation and reporting skills.	- Conduct site safety inspections, audits, and risk assessments. - Review PTW applications, method statements, and safe work procedures. - Investigate incidents, accidents, and near misses. - Recommend corrective and preventive safety measures. - Conduct toolbox meetings and WSH briefings. - Ensure contractors comply with WSH requirements and regulations. - Monitor safety performance and compliance records.	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Islandwide

#5 CEVA Logistics Solutions Singapore

A leading global supply-chain solutions provider and part of the CMA CGM group, offering end-to-end contract logistics, air/ocean/ground freight and warehousing across more than 170 countries. Incorporated in Singapore in 1973, it serves as a key hub in the Asia-Pacific region.

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Logistics Assistant (Contract Logistics)	Possess working experience in warehouse environment and knowledge in WMS / SAP system will be an advantage. Possess forklift license or other experience in operating MHEs will be an advantage. Pleasant and friendly disposition with good communication and strong interpersonal skills. Willing to work long hours and able to work under pressure in a fast-moving environment. Physically fit, meticulous and able to multi-task.	Responsible for the good running of the warehouse operation picking and packing based on the order sheet by customer. Perform scanning and putting away of goods. Checking on the quality and quantity items for receiving & releasing of goods. Liaising with internal customer service team and external service providers / suppliers. Perform cycle count and stock take. Perform system transaction (GR / GI) in Warehouse Management System (WMS) and SAP	Working Hours: 5 days/week, 7.30am - 4.48pm Employment Type: Full-Time Job Type: Permanent Location: Singapore 498793
Customer Service Officer (Contract Logistics) 	Preferably Diploma in Logistics or Business Admin. Product and System knowledge & MS Office Skills. Customer Service Orientated	Communicate with customer, warehouse and forwarder in day-to-day operations. Responsible to meet all operational key performance indicators and required service standard. Ensure proper keeping of cycle count sheet by respective Customer Service Executive / Officer for audit trail purpose. Responsible in reconciling all stock discrepancies. Shipment booking and transport arrangement. Experience in order processing. Collate and compute the monthly KPI report. Ensure the Customer Service Executive / Officer submit the KPI per established schedule. Maintain inventory accuracy between us and customer's WMS system.	Working Hours: 8am - 5pm Employment Type: Full-Time Job Type: Permanent Location: Singapore 498793
Quality Inspector (Contract Logistics, Aviation) 	Work experience in the aviation industry would be an advantage. CAAS M10 / L11 / L12 would be an advantage. Proficient in Microsoft	Inspect aircraft spares. Verify aircraft spares to ensure appropriate accompanying documents from the OEMs, vendors and suppliers. Work	Working Hours: 8am - 5.30pm (Monday - Thursday) Employment Type: Full-

	Office & presentation skills. Excellent interpersonal & influencing skills	on continuous improvement projects to improve work areas and procedures. Facilitate period audits from civil aviation authorities and customers. Maintain shelf-life records for aircraft spares with limited life. Monitor and conduct surveillance audits on all store's activities within the bonded stores. Raise discrepancy reports for any discrepancies found on any aircraft spares in the bonded stores.	Time Job Type: Permanent Location: Singapore 819829
Logistics Analyst 	Degree or Masters in Logistics, Supply Chain Management, Engineering, or Business with a relevant specialization	Leverage on lean principles to increase operational performance and optimise warehouse resources, creating value for internal and external stakeholders	Working Hours: Monday - Friday: 9am - 5.45pm Employment Type: Full-Time Job Type: Permanent Location: Singapore 627575
Customer Service Executive - Airfreight	Minimum GCE 'O' levels	Main areas of focus and accountability of the role – detail in order of importance the main areas of accountability of the role:	Employment Type: Full-Time Job Type: Permanent Location: Singapore

#6 Hot Palette (Asia Pacific)

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Service Crew (Full time)	You will be assigned to any of the station within the restaurant including service, cashiering, dish-up and kitchen duties. You are required to perform duties such as restaurant opening and closing preparation, food and beverages preparation, serving food and beverages to customers, taking orders and ensuring all dishes match the order ticket and maintaining the restaurant house keeping. You may also be required to perform other duties as set out in the Operations Manual Guide or assigned by your supervisor.	- Deliver Excellent Customer service and enhance overall customer experience. - Maintain hygiene, safety and operational standards	Working Hours: 5 days/week, 8 hours Employment Type: Full-Time Job Type: Permanent Location: Singapore 179803
Service Crew (Part-Time)	You will be assigned to any of the station within the restaurant including service, cashiering, dish-up and kitchen duties. You are required to perform duties such as restaurant opening and closing preparation, food and beverages preparation, serving food and beverages to customers, taking orders and ensuring all dishes match the order ticket and maintaining the restaurant house keeping. You may also be required to perform other duties as set out in the Operations Manual Guide or assigned by your supervisor.	- Deliver Excellent Customer service and enhance overall customer experience. - Maintain hygiene, safety and operational standards	Working Hours: 5 days/week, min 4 hours Employment Type: Part-Time Job Type: Permanent Location: Singapore 179803

#7 LS2 Services

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaner	Nil	Perform cleaning on the premises as directed by your supervisor	Working Hours: 5.5 days/week, 8 hours

		• Maintain cleanliness of assigned areas • Sweep and vacuum the floor or carpets in the assigned area • Wash and maintain the cleanliness of the surroundings and toilets • Wipe table tops, shelves and partitions of assigned areas • Empty waste bins • Any other duties as assigned	Employment Type: Permanent Job Type: Full-time Location: Singapore 658064
Cleaner Team Leader	• Nil	• Perform cleaning on the premises as directed by your supervisor • Maintain cleanliness of assigned areas • Sweep and vacuum the floor or carpets in the assigned area • Wash and maintain the cleanliness of the surroundings and toilets • Wipe table tops, shelves and partitions of assigned areas • Empty waste bins • Any other duties as assigned.	Working Hours: 5.5 days/week, 8 hours Employment Type: Permanent Job Type: Full-time Location: Singapore 658064
Technician 	• Minimum NITEC/Higher NITEC in Engineering or related discipline. • Relevant experience in maintenance and repair of mechanical or electrical equipment preferred. • Able to troubleshoot equipment faults and perform preventive maintenance. • Basic computer skills for report preparation and record keeping. • Responsible, hands-on, and able to work independently. • Willing to work at Changi Airport. • Working Hours: 5.5-day work week, Monday to Friday: 8:00 AM to 5:00 PM, Saturday: 8:00 AM to 12:00 PM	• Servicing and repairing cleaning equipment including high pressure jet, leaf blower, scrubbing machine, vacuum cleaner, battery operated cart etc • Inspecting and assessing the functionality of cleaning machines • Trouble shooting machineries breakdowns • Conducting routine maintenance and safety checks • Preparation and submission of maintenance reports • Liaise with external vendors for necessary equipment repair • Inspect and monitor quality standards of cleaning chemical, equipment / tools • Perform asset tagging to ensure accountability of equipment • Prepare inspection finding reports and communicate with internal staff / vendors on any faults, and follow up to ensure rectification • Any ad-hoc assignments	Working Hours: 5.5 days/week, 8AM-5PM Employment Type: Permanent Job Type: Full-time Location: Singapore 658064
Storeman	• Minimum at least 1 years of relevant experience • Ability to work independently or as part of a team. Previous experience as a service technician or in a related field. Hands-on experience in installation, maintenance, and repair of equipment or systems. • Good organizational and time management skills to handle multiple tasks. Adherence to workplace safety standards and protocols.	• Prepare, count and distribute stocks to various designated locations within the workplace. Receive, inspect, and store stocks in good order. • Ensure the stocks are stored in compliance with safety standards and industry best practices. Maintain accurate inventory records, tracking stock levels and replenishes supplies, as required, Monitor stock level and update quantities daily via system. Moving heavy pallets and goods using a forklift. Dilution of chemical daily. Maintain clean, organised, and safe storage areas. Work closely with procurement to ensure timely availability of materials. Any ad-hoc assignment	Working Hours: 5.5 days/week, 7.30am - 5pm (Alternate Saturday) Employment Type: Permanent Job Type: Full-time Location: Singapore 658064

#8 NannyPro

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Childminders (Full and Part-Time)	- Min. language proficiency : Written and Spoken English and/or one of mother tongue. - Enjoy learning and be part of community - All races welcome	- Create a stimulating, nurturing, and safe environment for the child - Establish the routine of the child - Plan and prepare meals and bottles for, and feed, the child - Prepare child for naps and bedtime - Bathe the child and dress up. - Change diapers, potty training when necessary. - Administer medicine to child when necessary.	Working Hours: 44 hrs/week, Monday - Friday 8am - 7pm Employment Type: Full-Time Job Type: Contract Location: Singapore 530203
Nannies (Full-Time & Part-Time)	- Min. language proficiency : Written and Spoken English and/or one of mother tongue. - Enjoy learning and be part of community - All races welcome	- Create a stimulating, nurturing, and safe environment for the child - Establish the routine of the child - Plan and prepare meals and bottles for, and feed, the child - Prepare child for naps and bedtime - Bathe the child and dress up. - Change diapers, potty training when necessary. - Plan and lead educational activities, including reading, with the child - Administer medicine to child when necessary. - Perform housework related to child-minding, including washing the children's clothes, cleaning up after meals, tidying play areas, and washing bottle - Light household chores if required – eg. Ironing, mop the floor, etc.	Working Hours: 44 hrs/week, Monday - Friday 8am - 7pm Employment Type: Full-Time Job Type: Contract Location: Singapore 530203

#9 Novotel Singapore on Stevens | Mercure Singapore on Stevens

Twin Accor hotels on Stevens Road, minutes from Orchard Road and the UNESCO-listed Singapore Botanic Gardens, offering spacious rooms, multiple dining outlets, event and meeting spaces, and wellness facilities.

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Food & Beverage Captain	Food Hygiene Certificate	- Support the Outlet Manager by improving operations, managing staff, and monitoring food and beverage quality to ensure efficient, cost-effective service aligned with hotel standards. - Evaluate outlet operations and procedures to recommend improvements to the Outlet Manager - Assign tasks and provide support to subordinates, casuals, and interns during peak periods - Lead departmental meetings and conduct daily briefings to align team objectives - Comply with all house rules, regulations, and hotel policies to maintain operational standards - Forecast business volume considering hotel occupancy,	Working Hours: 44 hrs/week, Shift Work, Rotating Shift Employment Type: Full-Time Job Type: Full-Time Location: Singapore 257878

		holidays, weather, hotel activities, and community events • Participate actively in food and beverage meetings to coordinate departmental efforts • Assist the Outlet Manager in analyzing revenue and cost reports to prepare accurate annual budgets • Review monthly Profit and Loss statements to ensure costs align with budget targets • Support enforcement of all pre-check and check control procedures to maintain operational integrity • Monitor and minimize waste of reusable beverages to optimize resource use • Oversee the quality and quantity of all food and beverage items served to maintain customer satisfaction	
Junior Housekeeping Supervisor	• —	• You will lead and supervise your team to maintain high cleanliness standards in guest rooms and public areas, ensure accurate reporting, and support daily housekeeping operations efficiently. • Conduct daily briefings with staff at floor level to communicate tasks and updates clearly • Supervise and coordinate all team activities to ensure smooth housekeeping operations • Clean guest rooms, balconies, corridors, linen rooms, and housekeeping pantries following established standards and procedures • Maintain and update section floor reports to track cleaning progress and issues • Perform regular room inspections using checklists to ensure quality and compliance • Accurately record room status within the assigned section for operational tracking • Execute additional reasonable duties as assigned by Management to support hotel operations	Working Hours: 44 hrs/week, Shift Work, Rotating Shift Employment Type: Full-Time Job Type: Full-Time Location: Singapore 257878
Commis Cook	• Food Hygiene Certificate	• Stock up the assigned kitchen with raw materials and ingredients on a daily basis • Be familiar with the use of all electrical and mechanical equipment in the kitchen and observe safety precautions when handling them • Master all basic cooking methods like cutting of ingredients and preparing daily mis-en-place for the assigned station • Prepare food items as per standard recipe cards whilst maintaining portion control and minimizing wastage • Apply necessary precautions with regards to the hotel food safety and hygiene standards (HACCP) • Clean and maintain all equipment	Working Hours: 44 hrs/week, Shift Work, Rotating Shift Employment Type: Full-Time Job Type: Full-Time Location: Singapore 257878

		within the food production area Promptly report any hazards, unsafe working conditions or equipment which requires repair or maintenance to immediate supervisor.	
Senior Guest Services Agent	- Comply with hotel and department policies and procedures at all times - Attend all briefings, meetings and training as assigned by management - Report for duty on time wearing a clean and complete uniform at all times - Maintain a high standard of personal appearance and hygiene at all times - Perform other reasonable duties assigned by the Head of Department	- Assist guests with check in and checkout, as well as other cashiering duties - Review arrival lists and prepare compendiums prior to guests' arrival and check-into system if necessary - Welcome guests on arrival, register and issue room keys according to departmental standards and procedures - Ensure that members consistently receive all benefits, and repeat guests and other VIP's receive special recognition and service. Prepare and send welcome cards and amenities to room prior to guest arrival - Liaise closely with other relevant departments to ensure that guests requests and needs are met - Update and maintain repeat guest history system - Promote Inter-Hotel sales and in-house facilities according to departmental standards to maximize revenue - Handle guests' complaints and comments tactfully and efficiently - Handling guests' mails, messages, and answering of phone calls - Maintain the privacy and confidentiality of all guests by ensuring that no details of the guests are disclosed - Be vigilant in regard to in-house credit matters and act upon any discrepancies - Alert Security or Duty Manager of suspicious-looking person(s) / articles - Perform other reasonable duties assigned by the assigned by the Management	Working Hours: 44 hrs/week, Shift Work, Rotating Shift Employment Type: Full-Time Job Type: Full-Time Location: Singapore 257878
Houseman	- Comply with hotel and department policies and procedures at all times - Attend all briefings, meetings and training as assigned by management - Report for duty on time wearing a clean and complete uniform at all times - Maintain a high standard of personal appearance and hygiene at all times - Perform other reasonable duties assigned by the Head of Department	- To sign in & out for work at the beginning and end of shift - To be responsible for keys and Duty phone assigned - Ensure the highest level of guest service through the application of Fairmont Core standards and standard operating policies. - Make sure all soiled linen is regularly emptied from the pantry and returned to the linen room. - Stock up all pantries with clean linen according to par-stock. - Assist the linen room as required, with daily tasks. - Report immediately any Lost and Found article(s). - Report any equipment which is malfunctioning. - Ensure that all equipment including vacuums, used for the day are	Working Hours: 44 hrs/week, Shift Work, Rotating Shift Employment Type: Full-Time Job Type: Full-Time Location: Singapore 257878

		cleaned and stored in the storeroom. • Vacuum all corridors and staircases as assigned by section. • Bring any guest supplies daily to pantries, according to daily order list and replenish service areas. • Note all Guest requests received via HSK Supervisors/Management and carry out exactly all requests. • Move furniture from time to time. • Refill daily chemicals. • Clean all walls lights/ceiling lights as required. • Assist with the removal of guestroom drapery for cleaning. • Conduct deep cleaning tasks as assigned (eg. Spot carpet cleaning, shower head de-scaling, etc. Assist in managing stock inventory, inform superiors when stock is running low • Work closely with Supervisors / Coordinators in running of guest supplies including usage of how many extra beds and baby cots daily, keeping track of special items sent to rooms and update accordingly. • Keep Housekeeping Office, floor pantries & storerooms, Fridge clean & tidy at all times. • Report anything which could be classed as a Health & Safety hazard. • Assist in on job training of new House Attendants as and when required. • Attend training courses given by Housekeeping and Talent & Culture. • Carry out valet services when required (e.g. collection/delivery laundry orders)	
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#10 Sankyu Singapore

A total logistics and engineering services provider established in Singapore in 1971 with over 1,100 local staff. It operates major facilities including the Clementi Distribution Centre and Tuas Logistics Hub, and provides warehousing, freight forwarding, transportation and on-site logistics services.

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Warehouse Assistant	• —	• Stuffing of cargoes into containers. Prepare monthly stock taking to ensure accurate inventory	Working Hours: 44 hrs/week, MON - FRI: 8AM TO 5PM SAT: 8AM TO 12NOON Employment Type: PERMANENT Location: Singapore
Customer Service Representative	• —	• Coordinate and liaise with customers, forwarders and warehouse for shipment readiness and delivery schedules. Prepare monthly reports for KPI.	Working Hours: 44 hrs/week, MON - FRI: 8AM TO 5.45PM Employment Type: PERMANENT Location: Singapore
Traffic Controller	• —	• Deployment of Drivers to deliver Cargoes to respective location	Working Hours: 44 hrs/week, MON - FRI: 8AM TO 5PM SAT: 8AM TO 12NOON Employment Type: PERMANENT

Shipping Officer	—	Coordinate and liaise with customers, forwarders and warehouse for shipment readiness and delivery schedules. Prepare monthly reports for KPI.	Location: Singapore Working Hours: 44 hrs/week, MON - FRI: 8AM TO 5.45PM Employment Type: PERMANENT Location: Singapore
Prime Mover Driver	—	Driving of Prime Mover and 40ft Lorry	Working Hours: 44 hrs/week, MON - FRI: 8AM TO 5PM SAT: 8AM TO 12NOON Employment Type: PERMANENT Location: Singapore
Forklift Driver	—	Stuffing of cargoes into containers. Prepare monthly stock taking to ensure accurate inventory	Working Hours: 44 hrs/week, MON - FRI: 8AM TO 5PM SAT: 8AM TO 12NOON Employment Type: PERMANENT Location: Singapore
Lorry Attendant	—	Mitigation of Spillage and Tally of Cargoes for delivery	Working Hours: 44 hrs/week, MON - FRI: 8AM TO 5PM SAT: 8AM TO 12NOON Employment Type: PERMANENT Location: Singapore

#11 Service Connections HR Consultancy

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
ICT Trainer	- Candidate with diploma or above in the relevant discipline is preferred. Those without a diploma certificate, but with the relevant experience and expertise may also apply. - Candidate preferably to have the knowledge in coding (Matatalab and Micro:bit) - Candidate must have knowledge in coding (Scratch) - Candidate must be able to handle photography (Digital SLR) and photo editing software (example Photoshop) - Candidate must have Videography and video editing skills - It is an added advantage for candidate to have knowledge and/or experience in: - Google applications (Eg, Google drive, Google Forms, Google Classroom/Apple Classroom etc). - ICT troubleshooting - Robotics - Preferably at least 1 year working experience working in a local school environment.	We are seeking a proactive and enthusiastic ICT Trainer to design and deliver engaging ICT training programmes for both students and staff in a school environment. The successful candidate will work closely with the HOD/ICT and ICT Manager to develop and conduct training in areas such as digital literacy, Microsoft Office applications, coding (Scratch, Micro:bit, MatataLab, Arduino), Student Learning Space (SLS), Google Classroom, Apple Classroom, and other educational technologies. The role also includes supporting ICT-related projects such as photography, videography, video editing, and digital content creation, while assisting in the research and implementation of innovative ICT solutions. In addition, the ICT Trainer will manage ICT resources, maintain computer laboratories and digital devices, support administrative ICT functions, ensure compliance with MOE ICT policies, and provide technical guidance to enhance teaching and learning. Candidates should possess strong communication, presentation, and organisational skills, with experience in ICT training, educational technology, and a passion for developing digital competencies in a school setting.	Working Hours: 42 hrs/week, • Mondays to Thursdays: 7:30am to 5:00pm, inclusive of 1hr lunch break • Fridays: 7:30am to 4:30pm, inclusive of 1hr lunch break • Service not required on Saturdays, Sundays and gazetted public holidays Employment Type: Contract, Full time, Part-time Job Type: Full Time, Part Time Location: Singapore (to be advised)

Discipline Officer 	• GCE / Diploma / Degree • The Personnel should preferably be able to use Microsoft Office applications and collaborative tools in Google. • The Personnel should preferably have 3 years working experience in uniformed service background (Police, Prison Service or equivalent), with involvement in youth-related case investigation. • The Personnel should have strong communication and interpersonal skills. • The Personnel should have the ability to multitask, work independently and in a team. • The Personnel should have a calm disposition and able to handle challenging student situations.	• We are seeking a dedicated and compassionate Student Welfare & Discipline Support Officer to support the school in maintaining a safe, respectful, and conducive learning environment. The successful candidate will assist in managing student discipline matters by conducting preliminary investigations, gathering statements, documenting incident reports, and supporting appropriate follow-up actions in accordance with school policies and MOE guidelines. The role includes supervising detention sessions, monitoring in-house suspension programmes, supporting students' learning continuity, and following up on attendance and discipline interventions. The officer will also provide administrative support by maintaining discipline records, compiling reports and statistics, monitoring student reporting channels, and ensuring the confidentiality of all student information. The ideal candidate should possess excellent interpersonal and communication skills, demonstrate sound judgement, remain calm when handling challenging situations, and have a genuine passion for supporting students' development and well-being. Experience in youth engagement, investigations, uniformed services, or a school environment will be an advantage.	Working Hours: 42 hrs/week, • Depends on the needs of the organization (example: Mondays to Thursdays: 8:30am to 6:00pm, Fridays: 8:30am to 5:30pm, inclusive of 1hr lunch break, etc) • Service not required on Saturdays, Sundays and gazetted public holidays. • Both full-time and part-time positions are available Employment Type: Contract, Full time, Part-time Job Type: Full Time, Part Time, Adhoc Location: Singapore (to be advised)
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#12 Singapore Post

Singapore's designated public postal licensee and leading postal & eCommerce logistics provider since 1858, serving customers across more than 220 destinations worldwide.

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Mail Ambassador	• Possess a valid Singapore Driving License (Class 2B/3) • Familiar with the functions of a smartphone • Able to speak and write English as the work required reading in English manual and for communication to customers • We welcome Singaporean candidates with/without relevant experiences as training will be provided	• Perform daily maintenance checks on assigned company's vehicle and report for any fault discovered • Perform general sorting and allocation of mails and parcels • Operate company vehicles to deliver / collect mail items and parcels (ranging from 10-30kg) at / to assigned locations • Monitor and track the delivery / collection status using in-house application in real-time • Regularly update delivery / collection progress within the in-house application to ensure accuracy • Communicate with supervisor, customers, or other stakeholders to resolve any issues or delays • Report any discrepancies, delays, or issues to supervisor for resolution • Perform any other duties as and when	Working Hours: 44 hrs per week, 7am-5pm Employment Type: Full-Time Job Type: Permanent Location: Singapore 408600

		assigned by the supervisor	
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#13 SQ 1 Development

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Office and Commercial Cleaners (General / Indoor Cleaner)	To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	- Sweeping of common area, corridors, lift lobbies, staircase landing. - Mopping of lift lobbies, common titles area - cleaning and high-dusting(not more then 3m) - vacuuming of carpeted areas	Working Hours: 5.5 days/week, 8 hours Employment Type: Full-Time Job Type: Contract Location: Singapore
Outdoor Cleaner	To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	Responsible for maintaining cleanliness and tidiness of outdoor areas such as walkways, carparks, parks, and building exteriors. Duties include sweeping, picking up litter, emptying bins, and washing surfaces. Must work efficiently, follow safety guidelines, and ensure a clean and hygienic environment	Working Hours: 5.5 days/week, 8 hours Employment Type: Full-Time Job Type: Contract Location: Singapore
Restroom Cleaner	To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	Responsible for maintaining the cleanliness and hygiene of restrooms in public or private facilities. Duties include cleaning toilets, urinals, sinks, mirrors, and floors, replenishing supplies (toilet paper, soap, hand towels), and ensuring proper waste disposal. Must follow safety and sanitation standards at all times.	Working Hours: 5.5 days/week, 8 hours Employment Type: Full-Time Job Type: Contract Location: Singapore
Multi-skilled cleaner / Machines Operator	To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	- Responsible for performing a variety of cleaning tasks using both manual methods and cleaning machinery such as scrubber dryers, vacuum cleaners, and high-pressure washers. Tasks may include floor care, carpet cleaning, - glass cleaning, and general upkeep of premises. Ensures proper handling and maintenance of cleaning	Working Hours: 5.5 days/week, 8 hours Employment Type: Full-Time Job Type: Contract Location: Singapore
Supervisor	To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations. Require Supervisor certificate	Responsible for overseeing cleaning operations, managing a team of cleaners, and ensuring all assigned areas are cleaned to company standards. Duties include scheduling, conducting inspections, training staff, handling	Working Hours: 5.5 days/week, 8 hours Employment Type: Full-Time Job Type: Contract Location: Singapore
Pantry lady / Tea lady	To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	- Responsible for preparing and serving beverages such as tea, coffee, and light refreshments to staff and visitors. Duties include maintaining cleanliness and hygiene of the pantry area, replenishing pantry supplies, washing used c - ups and utensils, and assisting in basic pantry stock inventory	Working Hours: 5.5 days/week, 8 hours Employment Type: Full-Time Job Type: Contract Location: Singapore

#14 SR Consulting Services

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Warehouse Assistant	Candidates must be physically fit to	Join our warehouse operations team	Working Hours: 44 hrs/week, 44 hrs/week

	lift and move items up to 25kg, work independently and in a team, and thrive in a fast-paced warehouse environment. A strong work ethic, punctuality, safety awareness, and commitment to a 6-day workweek are essential. Open to Singaporeans and SPRs only.	to support receiving, storing, picking, packing, loading, and inventory management activities. This role requires physical handling of goods up to 25kg, attention to safety, and the ability to work in a fast-paced environment. Candidates should be reliable, punctual, team-oriented, and committed to a 6-day work week. Open to Singaporeans and SPRs only. Competitive salary, career growth opportunities, and a supportive work environment provided.	Employment Type: Permanent and contract Job Type: Permanent and contract Location: Singapore (to be advised)
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#15 Sun City Maintenance

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaner	- able to stand for 45 minutes continuously - able to carry load - able to squad to wash toilets	- Clean toilets by washing, sweeping, mopping or scrubbing - Gather and empty debris - Replenish toilet rolls, hand towels and handsoap	Working Hours: 6 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore 159545
Operations Supervisor 	- relevant cert - cleaning experience - leadership experience	- Coach, train and supervise cleaners - Plan cleaning service operations - Manage incident - Operate cleaning machines when required - Handle cleaning chemicals - Ensure productivity, effectiveness and efficiency - Execute company policies and ensure compliance - Manage HR, supplies, equipment	Working Hours: 6 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore 159545
Operations Executive 	- relevant diploma/degree - leadership experience	1) Educate, uphold and guard company core values and culture across all job sites 2) Building open and trusting relationship with clients 3) Manage staff motivation, discipline, development and performance 4) Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all job-sites 5) Ensure effective OJT and upskilling of all operational staff 6) Oversee the profitability and cost effectiveness of assigned job sites 7) Plan manpower deployment at various site to meet the contractual requirement of clients 8) Resolve feedback/complaints from clients and taking immediate preventive measures to ensure that similar problem does not recur 9) Recruit and induct new employees 10) Ensure all WSH and Safety Compliance Committee requirements are met	Working Hours: 6 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore 159545
Operations Manager 	- relevant diploma/degree - leadership experience	1) Educate, uphold and guard company core values and culture across all job sites	Working Hours: 6 days/week, 44 hrs/week Employment Type: Full-

		• 2) Building open and trusting relationship with clients • 3) Manage staff motivation, discipline, development and performance • 4) Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all job-sites • 5) Ensure effective OJT and upskilling of all operational staff • 6) Oversee the profitability and cost effectiveness of assigned job sites • 7) Plan manpower deployment at various site to meet the contractual requirement of clients • 8) Resolve feedback/complaints from clients and taking immediate preventive measures to ensure that similar problem does not recur • 9) Recruit and induct new employees • 10) Ensure all WSH and Safety Compliance Committee requirements are met	Time Job Type: Permanent Location: Singapore 159545
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#16 Sushi-Tei

A home-grown Japanese restaurant group established in 1994, renowned for its kaiten (conveyor-belt) open-kitchen concept and full Japanese menu spanning sushi, sashimi and teppanyaki. Its family of brands includes Sushi-Tei, Matsukiya, Kuroki and Hokkaido-ya.

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Service Crew (Waiter / Waitress)	• Applicants with prior relevant experience will be advantageous. Able to perform shifts and work on weekends and public holidays. Great customer service skills, able to work in a fast-paced F&B environment with minimal supervision, and able to start at short notice.	• Responsible for providing courteous and efficient food & beverage services to guests; present menus, take orders, recommend appropriately, respond to guest needs, set up tables and maintain restaurant cleanliness; perform other duties assigned.	Working Hours: 44 hrs/week, 8 hours Employment Type: Permanent Job Type: Full-time Location: Singapore 169208
Restaurant Supervisor 	• Prior relevant experience advantageous. Able to perform shifts and work on weekends and public holidays. Strong customer service skills, able to work in a fast-paced environment with minimal supervision, and able to start at short notice.	• Greet and seat guests, present the ordering iPad or menu, attend to requests, recommend dishes, check orders before presentation, clear dishes with permission, follow service procedures, answer calls, relay feedback, manage cashiering and ensure table set-up according to SOP. Work location is various outlets.	Working Hours: 44 hrs/week, 8 hours Employment Type: Permanent Job Type: Full-time Location: Singapore 169208
Senior Cook 	• Prior relevant experience advantageous. Able to perform shifts and work on weekends and public holidays. Able to work in a fast-paced F&B environment with minimal supervision and start at short notice.	• Prepare food according to SOP, guide and train rank-and-file staff, maintain clean workstations and kitchen equipment, uphold food hygiene and safety, assist with ordering and receiving ingredients, check inventory levels and perform monthly stock counts. Various outlets; training and uniform provided.	Working Hours: 44 hrs/week, 8 hours Employment Type: Permanent Job Type: Full-time Location: Singapore 169208
Assistant Leading Cook 	• Prior relevant experience advantageous. Able to perform shifts and work on weekends and public holidays. Able to work in a fast-paced F&B environment with minimal supervision and start at short notice.	• Prepare food according to SOP, guide and train rank-and-file staff, maintain clean workstations and kitchen equipment, uphold food hygiene and safety, assist with ordering and receiving ingredients, check inventory levels and perform monthly stock counts. Various outlets; training and	Working Hours: 44 hrs/week, 8 hours Employment Type: Permanent Job Type: Full-time Location: Singapore 169208

		uniform provided.	
Leading Cook 	Prior relevant experience advantageous. Able to perform shifts and work on weekends and public holidays. Able to work in a fast-paced F&B environment with minimal supervision and start at short notice.	Prepare food according to SOP, guide and train rank-and-file staff, maintain clean workstations and kitchen equipment, uphold food hygiene and safety, assist with ordering and receiving ingredients, check inventory levels and perform monthly stock counts. Various outlets; training and uniform provided.	Working Hours: 44 hrs/week, 8 hours Employment Type: Permanent Job Type: Full-time Location: Singapore 169208
Part Time (Waiter / Waitress)	No experience required as training will be provided. Able to perform shifts and work on weekends and public holidays. Great customer service skills and able to start at short notice.	Provide courteous and efficient food and beverage service, present menus, take orders, recommend items, attend to guest needs, set up tables and maintain cleanliness, and perform other assigned duties.	Working Hours: 44 hrs/week, 8 hours Employment Type: Permanent Job Type: Full-time Location: Singapore 169208
Part Time (Cook) 	No experience required as training will be provided. Able to perform shifts and work on weekends and public holidays. Great customer service skills and able to start at short notice.	Prepare food according to SOP, maintain clean workstations and kitchen equipment, uphold food hygiene and safety, assist with ordering and receiving ingredients, check inventory levels and perform monthly stock counts. Various outlets; training and uniform provided.	Working Hours: 44 hrs/week, 8 hours Employment Type: Temporary Job Type: Part-time Location: Singapore 169208
Marketing Exective (1 year contract) 	No experience required as training will be provided.	Plan and implement membership campaigns, promotions and referral programmes; manage membership communications across email, digital platforms and social media; monitor membership data and redemptions; collaborate with internal teams; report on membership growth, churn, engagement and redemption activities.	Working Hours: 44 hrs/week, 8 hours Employment Type: Temporary Job Type: Part-time Location: Singapore 169208

#17 Vantive Manufacturing

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Technicians (Manufacturing/Molding /Extrusion) 	Minimum NITEC.	Support daily production to reach output and quality targets, operate machines, troubleshoot, maintain and repair machines, follow SOPs and perform other ad hoc duties.	Working Hours: 4 days/week, 12 HOUR SHIFT Employment Type: Full-Time Job Type: Permanent Location: Singapore 737778
Operators	Secondary 2.	Perform product packing, visual inspections, operate simple packing machines, perform manual sub-assembly work, follow quality SOPs and EHS requirements, and perform other assigned duties.	Working Hours: 4 days/week, 12 HOUR SHIFT Employment Type: Full-Time Job Type: Permanent Location: Singapore 737778
Lab Analyst 	Diploma.	Perform laboratory testing on raw materials and initial, in-process and final products for compliance with quality standards; maintain laboratory equipment, qualify and validate test procedures, support improvement projects and comply with EHS requirements.	Working Hours: 4 days/week, 12 HOUR SHIFT Employment Type: Full-Time Job Type: Permanent Location: Singapore 737778

#18 Watami Food Service Singapore

A Japanese izakaya-style dining chain (in Singapore since 2009) serving sushi, grilled skewers, hotpot and donburi in a warm, casual setting suitable for gatherings and business lunches, with outlets across the island.

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Service Crew	Friendly and reliable, positive and willing to learn. F&B experience is a plus but not required; training provided. Comfortable with shifts, weekends and public holidays.	Provide service according to Watami standards, prepare for hall opening and closing, maintain quality, service and cleanliness, promote Japanese dining culture and perform other duties requested by senior staff.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore — Multiple Locations: 519599; 138617; 188067; 367803; 579837; 238801; 729826
Kitchen Crew	Hardworking and dependable. Basic kitchen experience is a plus. Good attitude, willingness to learn, able to work under pressure and on shifts, weekends and public holidays.	Prepare and cook food orders, complete kitchen opening and closing preparation, maintain quality, service and cleanliness, and prevent and record production losses.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore — Multiple Locations: 519599; 138617; 188067; 367803; 579837; 238801; 729826
Dishwasher	No experience required. Strong work ethic, good attitude, able to work in a fast-paced environment, stand for long hours and work shifts, weekends and public holidays.	Wash dishes, pots, pans and cutlery; restock kitchen stations; clean kitchen machines and appliances; take out trash and support other restaurant staff.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore — Multiple Locations: 519599; 138617; 188067; 367803; 579837; 238801; 729826
Management Trainee 	Motivated and hands-on, interested in F&B, willing to learn and take on challenges, positive team-first attitude, and open to shifts, weekends and public holidays.	Support customer service, hall opening and closing preparation, quality, service and cleanliness, handle all stations independently and undertake leader and manager duties.	Working Hours: 5 days/week, 50 hrs/week Employment Type: Full-Time Job Type: Permanent Location: Singapore — Multiple Locations: 519599; 138617; 188067; 367803; 579837; 238801; 729826

#19 Wilson Parking (Singapore)

One of Singapore's largest carpark operators (established 1962, in Singapore since 1979) managing more than 500 carparks for agencies such as HDB, JTC, NParks, URA and SportSG, providing carpark management, electronic parking systems and enforcement services.

Job Position	Job Requirements	Key Responsibilities	Working Hours / Location
Business Development Executive 	Bachelor degree in any discipline with 1-2 years relevant experience; strong organisation, attention to detail, business acumen, analytical thinking and Microsoft Excel and PowerPoint proficiency.	Analyse business parameters, costing and profitability; support market and competitive intelligence; prepare presentations, proposals and business studies; track contract performance; prepare reports and conduct ad hoc business analysis.	Working Hours: 5 days/week, 9am - 5.30pm Employment Type: Full-Time Job Type: Full-time Location: Singapore 349248
Call Centre Officer	Must be able to perform 12-hour shifts, possess basic computer knowledge and multitask in an intense environment.	Answer carpark intercom and hotline enquiries, identify and escalate issues, provide carpark information, research and resolve complaints, monitor entrance and exit conditions through CCTV, and perform ad hoc duties.	Working Hours: 60 hrs/week, 8am-8pm / 8pm-8am Employment Type: Full-Time Job Type: Full-time Location: Singapore 349248

Enforcement Officer	Valid Class 2B licence, physically fit and alert, responsible and able to handle difficult situations calmly and fairly; willing to work shifts, weekends and public holidays.	Conduct carpark patrols and vehicle checks, attend illegal parking cases, issue summonses, support service recovery, maintain housekeeping, update defects, take photographs at deployed duties and perform ad hoc duties.	Working Hours: 48 hrs/week Employment Type: Full-Time Job Type: Full-time Location: Singapore
Operations Executive 	Diploma in a related field, at least 2-3 years supervisory experience, basic Microsoft Word and Excel knowledge, good leadership qualities, and own car or motorcycle.	Supervise carpark and enforcement staff, manage client relationships and projects, conduct operations audits, and prepare daily and monthly reports.	Working Hours: 5 days/week, 9am - 5.30pm Employment Type: Full-Time Job Type: Full-time Location: Singapore

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e2i Career Centres

e2i Career Centre (DNI) — Devan Nair Institute for Employment and Employability, 80 Jurong East St 21 Level 2, Singapore 609607

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

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

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

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