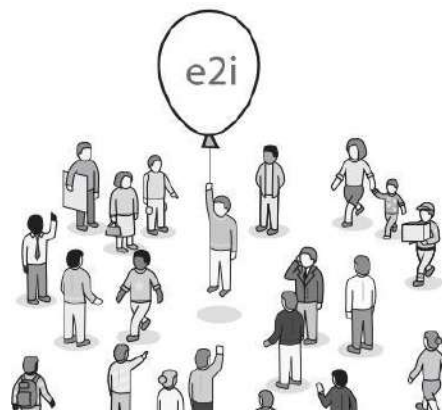


e2i Skills & Career Fair @ Clementi CC

17 April 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)













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



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#1 4Fingers Singapore

Fast food company operates multiple outlets in Singapore, Malaysia and Indonesia

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|--|
| Assistant Restaurant Manager  | <ul style="list-style-type: none"> • Minimum 3 years of relevant experience in F&B (QSR) environment. • Experience in managing F&B store operations, staff scheduling or roster • Able to manage Front of House and Back of House. • Ability to manage peak hour period with speed and accuracy. • Able to work rotating shifts, weekends and Public Holidays. | <ul style="list-style-type: none"> • Manage the crew which includes rostering, regular coaching, communications with team members. • Manage day-to-day operations that includes the highest safety and hygiene standards compliant with regulations. • Create positive customer experience that delivers the promise of 4Finger brand. • Manage raw materials, supplies equipment and IT system in the store. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, based on store schedule • Employment Type: Full Time • Job Type: Permanent • Location: 250 North Bridge Road (S)179101 |
| Service Crew | <ul style="list-style-type: none"> • Possess a valid Food Hygiene certificate. • Love interacting with people and creating positive experience for the customers. This include engage them and handling their feedback. • Have energy level and enthusiasm with ability to work in fast paced environment. • Able to handle all stations of Front End and/or Back End. • Ability to manage peak hour periods with speed and accuracy. • Relevant work experience will be an added advantage. • Cooperative and a great team player. | <ul style="list-style-type: none"> • You will be responsible for ensuring customer satisfaction, handle customer feedback, resolve complaints and address any questions or comments that customers may have. • He or She is assigned to, but not limited to, take customers' orders, preparation and production of food, assemble the orders, and act as cashier. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week, based on store schedule • Employment Type: Full Time • Job Type: Permanent • Location: 250 North Bridge Road (S)179101 |



| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|----------------------|--------------------------|
| | <ul style="list-style-type: none"> Able to work rotating shifts, weekends and Public Holidays. | | |




#2 Amara Hotels and Resorts

To provide best-in-class engineering turnkey solutions for the Biomedical industry by empowering our people with future-ready skills, driving innovation through emerging technology, and be recognised as a responsible manufacturer with good sustainable practices.

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| Assistant Housekeeper  | <ul style="list-style-type: none"> Guest oriented and detailed focused. Able to work on shifts, weekends and public holidays. | <ul style="list-style-type: none"> Assist housekeeping in overseeing daily housekeeping operations. | <ul style="list-style-type: none"> Working Hours: 6 days/ week Employment Type: Full Time Job Type: Permanent Location: 1 Larkhill Road (S)099394 |
| Assistant Restaurant Manager  | <ul style="list-style-type: none"> Good communications and interpersonal skills | <ul style="list-style-type: none"> Ensure smooth daily operations in the restaurant & bar | <ul style="list-style-type: none"> Working Hours: 6 days/ week Employment Type: Full Time Job Type: Permanent Location: 1 Larkhill Road (S)099394 |
| Banquet Operations Manager  | <ul style="list-style-type: none"> Minimum least 3 years of F&B experience with strong background in banquet operations. Service orientated with an eye for details. Able to work on shifts, weekends and public holidays. | <ul style="list-style-type: none"> Oversee and manage the hosting of banquets to provide excellent guests experience. Ensure daily administration and operations requirements of the banquet department. | <ul style="list-style-type: none"> Working Hours: 6 days/ week Employment Type: Full Time Job Type: Permanent |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|---|
| | | | <ul style="list-style-type: none"> • Location: 1 Larkhill Road (S)099394 |
| Guest Service Executive  | <ul style="list-style-type: none"> • Experience in customer service preferred | <ul style="list-style-type: none"> • Greet guests warmly and perform registration procedures. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394, 165 Tanjong Pagar Road (S)088539 |
| Guest Service Manager  | <ul style="list-style-type: none"> • Minimum 3 years of experience in similar capacity | <ul style="list-style-type: none"> • Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests ensuring pleasant and enjoyable experiences | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539 |
| M&E Technician | <ul style="list-style-type: none"> • Skilled and knowledgeable in M&E maintenance and is able to troubleshoot M&E | <ul style="list-style-type: none"> • Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539 |
| Public Attendant | <ul style="list-style-type: none"> • Able to work on shifts, weekends and public holidays. | <ul style="list-style-type: none"> • Maintain cleanliness of the resort in accordance with procedures & guidelines. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|--|
| | | | Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394 |
| Restaurant Executive  | <ul style="list-style-type: none"> • Service oriented with excellent interpersonal and communication skills. • Able to work on shifts, weekends and public holidays. | <ul style="list-style-type: none"> • Assist in supervision of daily operations of the outlet. • Establish rapport with guests to ensure service excellence. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394 |
| Restaurant Manager  | <ul style="list-style-type: none"> • Minimum 3 years experience in F&B. • Strong communication, problem solving and people skills. • Able to work on shifts, weekends and public holidays. | <ul style="list-style-type: none"> • Ensure smooth daily operations in the restaurant & bar | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539 |
| Sales Mgr/ Snr Sales Mgr (Weddings/ Events)  | <ul style="list-style-type: none"> • Working knowledge of MS office & hotel systems. | <ul style="list-style-type: none"> • Maximize sales revenue for the meeting rooms, event space and room sales revenue for the hotel. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539 |
| Senior Room Attendant | <ul style="list-style-type: none"> • Able to work on shifts, weekends and public holidays. | <ul style="list-style-type: none"> • Maintain cleanliness of the guest rooms in accordance with procedures & guidelines. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|------------------------------------|---|---|--|
| | | | Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394 |
| Senior Security Officer | <ul style="list-style-type: none"> • Experience as a security in hotel. • Able to work on shifts, weekends and public holidays. | <ul style="list-style-type: none"> • Ensure safety and security of hotel guests & staff. • Conduct regular patrolling & investigations. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394 |
| Senior/ Security Officer | <ul style="list-style-type: none"> • Minimum 1 year of experience | <ul style="list-style-type: none"> • Ensure security policies and procedures are carried out. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539 |
| Store cum Receiving Officer | <ul style="list-style-type: none"> • Able to carry heavy goods as and when required. | <ul style="list-style-type: none"> • Ensure that all goods/merchandises received or rejected goods/merchandises are properly documented and accounted for. | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394 |
| Waiter/ Waitress | <ul style="list-style-type: none"> • At least 1 Year(s) of working experience in the related field is required for this position. | <ul style="list-style-type: none"> • Provide friendly, excellent and professional service to all guests. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: |


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|---|---|
| | <ul style="list-style-type: none"> • Able to work on shifts, weekends and public holidays. | <ul style="list-style-type: none"> • Responsible for handling food and beverage orders and serving guests. • Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests. • Possess knowledge to upsell, well-versed in all aspects of the menu. | Full Time <ul style="list-style-type: none"> • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539 |

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#3 Antares Management Services

As part of the GB Helios group, Antares operates with the strength of an established business network while maintaining the agility of a focused manpower specialist. Our clients benefit from integrated recruitment, business process outsourcing, and market entry expertise; a seamless ecosystem of support for SMEs expanding and operating in Singapore.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------------------------|---|--|---|
| Fleet Rebalancing Driver | <ul style="list-style-type: none"> • Valid Class 3 driving licence. • Able to work independently with minimal supervision. • Familiar with roads and driving conditions in Singapore. • Able to travel between multiple locations during shift. • Responsible, punctual, and independent. • Flexible shift options available. • One assigned zone per shift. | <ul style="list-style-type: none"> • Drive and reposition cars within a dedicated zone. • Ensure balanced vehicle supply across locations. • Complete assigned movement tasks promptly. • Perform brief vehicle inspections and report issues. • Work independently with minimal supervision. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, Shift hours • Employment Type: Part-Time • Job Type: Permanent • Location: 47 Scotts Road (S)228233 |


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|--|
| Sales & Leasing Executive  | <ul style="list-style-type: none"> Class 3, outdoor sales experience, hunter mindset, strong communication skills, team player | <ul style="list-style-type: none"> Sales & Leasing of Material Handling Equipment e.g. forklift & Airman products. Implementing marketing strategies; and analyzing market trends. Monitoring costs, competition, and market demand. Contributes to team effort by accomplishing related results as needed. | <ul style="list-style-type: none"> Working Hours: 5 days/ week, 8.30am – 5.30pm Employment Type: Part-Time Job Type: Permanent Location: 14 Benoi Road (S)629887 |

#4 Cold Storage Singapore

Born in Singapore in 1903, we started out as a homegrown merchant of fresh, quality meats and dairy products. From a small cold store to a popular household name and Singaporean icon, we introduced numerous innovative retail concepts including the first supermarket in the 1960s, multiple retailing and bulk buying to bring greater savings to our customers. Cold Storage is also a pioneer in bringing quality and exclusive products from around the world to the well-travelled and the residents of Singapore. To date, we have 3 brands – Cold Storage, CS Fresh, and Jasons across 47 stores islandwide. Each brand offers unique store concepts and experiences to cater to our diverse consumer needs.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|----------------|--|--|---|
| Cashier | <ul style="list-style-type: none"> Able to work based on 6 days' work week schedule with rotating shifts (including weekends and public holidays) Willing to stand for long hours and enjoy interacting with customers Comfortable to handle cash | <ul style="list-style-type: none"> Provide a positive customer experience with friendly, and courteous service Perform opening and closing duties for Checkout Department, and be accountable for daily cash balances Operate the Checkout and Self-Checkout counters effectively and efficiently Responsible for the upkeep of Checkout area Maintain high standard of hygiene and cleanliness of front and back of the store Support stock replenishment, expiry and quality checks, | <ul style="list-style-type: none"> Working Hours: 6 days/ week 44 hrs/ week Employment Type: Full Time Location: NA |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|---|
| | | online orders picking as and when required <ul style="list-style-type: none"> Any other ad-hoc duties as per assigned Work rotating shift as and when required | |
| Department Manager  | <ul style="list-style-type: none"> Able to work based on 6 days' work week schedule with rotating shifts (including weekends and public holidays) Willing to stand for long hours and enjoy interacting with customers Able to carry 10-15 kg products With previous supervisory experience Relevant experience in the Retail/F&B industry will be an added advantage | <ul style="list-style-type: none"> Provide a positive customer experience with friendly, and courteous service Manage department sales and profitability to meet budgetary goals, sharing targets with team Perform daily department duties including store opening/closing and temperature checks Conduct morning and afternoon walkthroughs to ensure proper stock levels, pricing, quality, display, and cleanliness Manage inventory levels, stock, out-of-stock situation, and shrinkage to optimize product availability and sales Lead expiry/quality check, planogram change, gap check, stock take and discrepancy investigation and action plan according to the company's SOP Perform markdown, write-off and disposal of products Support proper receiving, IBT and checkout duties Process online orders and pick items to the highest quality Responsible for day-to-day administrative duties Plan weekly roster and staffing based on guidelines, promotional/seasonal calendar to optimize team deployment and control costs | <ul style="list-style-type: none"> Working Hours: 6 days/ week 44 hrs/ week Employment Type: Full Time Location: NA |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|------------------------------|---|--|---|
| | | <ul style="list-style-type: none"> • Train and develop team members through on-the-job training and special projects • Maintain high standard of food safety, hygiene, health and safety guidelines • Ensure strict compliance with all operational and P&C policies by store team • Cover for Store Manager during their absence for efficient store operations • Any other ad-hoc duties as per assigned • Work rotating shift as an when required | |
| Sales Assistant | <ul style="list-style-type: none"> • Able to work based on 6 days' work week schedule with rotating shifts (including weekends and public holidays) • Willing to stand for long hours and enjoy interacting with customers • Able to carry 10-15 kg products | <ul style="list-style-type: none"> • Provide a positive customer experience with friendly, and courteous service • Replenish and maintain the stocks, and ensure it is within quality and display standards • Ensure all price points communication are prepared, displayed accurately and timely • Perform markdown, record wastage and disposal of products • Support planogram change, gap check, receiving & stocktake duties • Maintain high standard of hygiene and cleanliness of front and back of the store • Process online orders and pick items to the highest quality • Any other ad-hoc duties as per assigned • Work rotating shift as when required | <ul style="list-style-type: none"> • Working Hours: 6 days/ week 44 hrs/ week • Employment Type: Full Time • Location: NA |
| Team Leader (Service) | <ul style="list-style-type: none"> • Able to work based on 6 days' work week schedule with rotating shifts (including | <ul style="list-style-type: none"> • Support onboarding and offboarding process and HR/payroll issues for team members | <ul style="list-style-type: none"> • Working Hours: 6 days/ week 44 hrs/ week |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|--|---|--|
| | <p>weekends and public holidays)</p> <ul style="list-style-type: none"> • Able to handle administrative matters • Enjoy interacting with customers • Comfortable to handle cash | <ul style="list-style-type: none"> • Assist in preparing and submitting reports and documents approved by Store Manager • Maintain organized and updated personnel records and documents • Ensure timely and accurate attendance-related reports are submitted • Provide prompt and accurate assistance to team members with their queries • Process and distribute information and documents to team members • Manage stationery orders and office equipment upkeep • Manage cash balances in the safe for cash floats and change-making purposes • Daily bank-in of cash, coins, cheques, and foreign currencies collected from store sales and payments • Verify cash pick-up amounts and reconcile cash register takings with Daily Cash Till Summary • Handle, record, and report cash float and collections accurately for banking and Accounts Department • Disburse petty cash payments based on approved requisitions from the Store Manager • Handle customer inquiries, feedback, complaints, exchanges, and refunds • Plan weekly roster and staffing based on guidelines, promotional/seasonal calendar to optimize team deployment and control costs | <ul style="list-style-type: none"> • Employment Type: Full Time • Location: NA |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|--|--------------------------|
| | | <ul style="list-style-type: none"> Efficiently operate Checkout and Self-Checkout counters Maintain cleanliness and hygiene standards on the shop floor, administration office, and staff room Assist the Store Manager in implementing new company strategies, policies, and procedures in the administrative aspect Ensure strict adherence to the company's policies and Store Cash Policies and Procedures Manual Support stock replenishment, expiry and quality checks, stocktaking, and online order picking when needed Perform receiving and purchase order counts, as required Provide store supervisory support, including store opening & closing, ordering, promotion setup, temperature checks, reporting, and document signing, if necessary Any other adhoc duties as per assigned | |

#5 Gain City Best Electric

Singapore Aero Support Services Pte Ltd (SASS) is a leading aviation company that specializes in cabin and line maintenance services and is a wholly owned subsidiary of SIA Engineering.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-----------------------------|---|---|--|
| 2D Graphics Designer | <ul style="list-style-type: none"> Proficiency in design software such as Adobe Illustrator and Photoshop. | <ul style="list-style-type: none"> Design marketing visuals, promotional materials and digital graphics. | <ul style="list-style-type: none"> Working Hours: 5 days/week, |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------------------|--|---|--|
| | | | <p>Mon to Thurs: 8.30am to 6.30pm</p> <p>Fri: 8.30am to 5.30pm (1 hour break)</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| 3D Designer | <ul style="list-style-type: none"> • Proficiency in 3D design software. • Creative portfolio required. | <ul style="list-style-type: none"> • Create 3D designs for product displays, showroom layouts and marketing materials. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Accounts Assistant | <ul style="list-style-type: none"> • Diploma in Accounting or related field. • Basic knowledge of accounting software. • Detail-oriented. | <ul style="list-style-type: none"> • Assist in daily accounting operations including invoice processing, accounts payable/receivable and reconciliation. • Support finance team with financial documentation and reporting. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|---|
| | | | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Air Conditioning (AC) Installer cum Technician | | <ul style="list-style-type: none"> • Install air-conditioning systems at customer premises according to technical standards. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week Mon to Sat: 8.30am to 5.30pm (1 hour & 40 mins break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Air Conditioning Repair and Servicing Technician/ Assistant Technician | | <ul style="list-style-type: none"> • Perform servicing, maintenance and troubleshooting of air-conditioning systems. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week Mon to Sat: 8.30am to 5.30pm (1 hour & 40 mins break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Aircon Installation Supervisor  | <ul style="list-style-type: none"> • Experience in HVAC installation. • Leadership and technical knowledge required. | <ul style="list-style-type: none"> • Supervise air-conditioning installation teams and ensure projects are completed according to safety and technical standards. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week Mon to Sat: 8.30am to 5.30pm |



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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|--|
| | | | (1 hour & 40 mins break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| BD Director/ Senior Manager  | <ul style="list-style-type: none"> • Degree in Business. • Minimum 8 years business development experience. | <ul style="list-style-type: none"> • Lead business development strategies and identify new revenue streams for the organisation. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| BD Director/ Senior Manager (Ewaste)  | <ul style="list-style-type: none"> • Degree in Business or Environmental Management. • 8+ years BD experience. • Knowledge of recycling industry preferred. | <ul style="list-style-type: none"> • Lead business development initiatives for the e-waste division. • Identify new clients, partnerships and revenue opportunities while ensuring compliance with environmental regulations. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------------|---|--|---|
| Buyers | <ul style="list-style-type: none"> Procurement or retail buying experience preferred. | <ul style="list-style-type: none"> Manage product sourcing and supplier relationships to ensure competitive pricing. | <ul style="list-style-type: none"> Working Hours: 5 days/ week Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| Car Mechanic | <ul style="list-style-type: none"> Experience in vehicle maintenance and repair. Relevant mechanical certification preferred. | <ul style="list-style-type: none"> Diagnose, repair and maintain company vehicles and delivery vans to ensure they are in safe working condition. | <ul style="list-style-type: none"> Working Hours: 5 days/ week Mon to Sat: 8.30am to 5.30pm (1 hour lunch & 40 mins break) Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| Cashier | <ul style="list-style-type: none"> Basic numeracy skills. Honest and responsible. Customer service oriented. | <ul style="list-style-type: none"> Handle customer payments, ensure accurate billing and provide receipts. Maintain proper cashier records and assist customers during checkout. | <ul style="list-style-type: none"> Working Hours: 5 day work week. 1 rest day and 1 off day on weekdays 11 AM to 10 PM |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| | | | <ul style="list-style-type: none"> (Inclusive of lunch and dinner break (1 hr each) and 12min of break daily Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| City Guide - Ret sales associate | <ul style="list-style-type: none"> Friendly personality. Good communication skills Very Pleasant Looking Very Good Customer Service Experiences | <ul style="list-style-type: none"> Assist customers with product selection and provide excellent customer service while achieving sales targets. | <ul style="list-style-type: none"> Working Hours: 5 day work week. 1 rest day and 1 off day on weekdays 11 AM to 10 PM (Inclusive of lunch and dinner break (1 hr each) and 12min of break daily Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| Compliance Director/ Senior Manager  | <ul style="list-style-type: none"> Degree in Law/Business/ Compliance. Extensive compliance experience. | <ul style="list-style-type: none"> Ensure organisational compliance with regulatory requirements and internal policies. Manage risk and compliance programmes. | <ul style="list-style-type: none"> Working Hours: 5 days/ week. Mon to Thurs: 8.30am to 6.30pm |



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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|--|
| | | | <p>Fri: 8.30am to 5.30pm (1 hour break)</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Contract Manager / Asst Contract Manager </p> | <ul style="list-style-type: none"> • Degree in Quantity Surveying or Contract Management. | <ul style="list-style-type: none"> • Manage project contracts, tender documentation and compliance with contractual obligations. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week. Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Corp Sales Manager (LED) </p> | <ul style="list-style-type: none"> • Corporate sales experience preferred. • Knowledge of lighting products is an advantage. | <ul style="list-style-type: none"> • Manage corporate sales accounts for LED products and develop strategic partnerships with clients. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week. Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| <p>Customer Service Officer (Marketing) </p> | <ul style="list-style-type: none"> • Good communication and problem-solving skills. • Customer service experience preferred. | <ul style="list-style-type: none"> • Handle customer enquiries, service requests and complaints. • Coordinate with relevant departments to resolve issues. | <ul style="list-style-type: none"> • Location: Changi Airport • Working Hours: 5 days/ week, Mon, Thurs, Fri, (full day in AMK office) Sat & Sun (full day in Sungei Kaduk Megastore Gain City) Off day on Tues & Wed • then PH sometimes also need to work (off in lieu will be given if required to work) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Demo Chef (PT)</p> | <ul style="list-style-type: none"> • Cooking experience preferred. • Good presentation skills. | <ul style="list-style-type: none"> • Demonstrate cooking appliances and products in retail showrooms or promotional events. | <ul style="list-style-type: none"> • Working Hours: 2 days/week, 3 time slots per day: 12–2pm, 3–5pm, 6–8pm |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| | | | <ul style="list-style-type: none"> • Reporting time: 10.30am at SK Kitchen for preparation • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Director, Finance </p> | <ul style="list-style-type: none"> • Degree in Finance/Accounting. CPA/ACCA preferred. • Minimum 8–10 years finance leadership experience. | <ul style="list-style-type: none"> • Lead financial strategy, oversee financial planning, budgeting, reporting and compliance across the organisation. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Director, IT Digital Transformation </p> | <ul style="list-style-type: none"> • Degree in IT or Business Technology. • 10+ years experience in digital transformation leadership. | <ul style="list-style-type: none"> • Lead digital transformation initiatives across the organisation. • Implement technology solutions to improve operational efficiency and innovation. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|---|
| | | | Permanent • Location: Changi Airport |
| Driver/ Delivery Assistant | <ul style="list-style-type: none"> Valid Singapore Class 3/4 driving licence. Responsible and punctual. | <ul style="list-style-type: none"> Deliver goods safely to customers and ensure proper documentation of deliveries. | <ul style="list-style-type: none"> Working Hours: 6 days/week, Mon to Sat: 8.30am to 5.30pm (1 hour & 40 mins break) Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| ECO E-Waste Operator (Dismantler)  | <ul style="list-style-type: none"> Physically fit. Knowledge of recycling processes preferred. | <ul style="list-style-type: none"> Dismantle electronic waste materials for recycling in accordance with environmental regulations and safety standards. | <ul style="list-style-type: none"> Working Hours: 5 days/week, Mon to Sat: 8.30am to 5.30pm (1 hour & 40 mins break) Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| E-Commerce Manager  | <ul style="list-style-type: none"> Experience in e-commerce operations and digital marketing | <ul style="list-style-type: none"> Manage online sales platforms including website, marketplace listings and digital promotions. | <ul style="list-style-type: none"> Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| | | | (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Executive (L&D)  | <ul style="list-style-type: none"> • Degree in HR or Training Development. • Strong communication skills. | <ul style="list-style-type: none"> • Plan and implement training and development programmes to enhance employee skills. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Full Stack Developer | <ul style="list-style-type: none"> • Degree in Computer Science or related field. • Experience with programming frameworks. | <ul style="list-style-type: none"> • Develop and maintain web applications including frontend and backend systems. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| | | | <ul style="list-style-type: none"> • Location: Changi Airport |
| HR Executive  | <ul style="list-style-type: none"> • Diploma or Degree in HR or Business Administration. | <ul style="list-style-type: none"> • Support recruitment, employee engagement and HR administration. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm • Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| HR Senior Executive/ Executive  | <ul style="list-style-type: none"> • Diploma/Degree in HR or Business Administration. | <ul style="list-style-type: none"> • Support recruitment, onboarding and HR administration. | <ul style="list-style-type: none"> • Working Hours: 6 days/week, Mon to Thurs: 8.30am to 6.30pm • Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Human Resources Director  | <ul style="list-style-type: none"> • Degree in HR or Business. • Minimum 10 years HR leadership experience. | <ul style="list-style-type: none"> • Lead HR strategy including recruitment, employee development, compensation and organisational culture. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|---|
| | | | <ul style="list-style-type: none"> • Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Junior full Stack Developer (Entry Level)</p> | <ul style="list-style-type: none"> • Diploma/Degree in IT. • Knowledge of programming languages preferred. | <ul style="list-style-type: none"> • Support development of web applications and assist senior developers with coding and testing tasks. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm • Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Logistics (Customer Service Operations) Director </p> | <ul style="list-style-type: none"> • Degree in Logistics or Business. • Leadership experience in logistics operations. | <ul style="list-style-type: none"> • Oversee logistics customer service operations and ensure efficient delivery and service support. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm • Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--------------------------------------|---|--|---|
| | | | <ul style="list-style-type: none"> • Location: Changi Airport |
| Maintenance Engineer (ASRS) | <ul style="list-style-type: none"> • Engineering background with automation knowledge preferred. | <ul style="list-style-type: none"> • Maintain automated storage and retrieval systems to ensure operational reliability. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Maintenance Technician (ASRS) | <ul style="list-style-type: none"> • Technical certification or relevant experience. | <ul style="list-style-type: none"> • Perform maintenance and troubleshooting for automated storage systems. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Management Trainee | <ul style="list-style-type: none"> • Degree holder • Strong willingness to learn and develop leadership capabilities. | <ul style="list-style-type: none"> • Participate in structured training across departments to develop future leadership skills. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|--|
| | | | 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Manager, Logistics (Fleet Management & Leasing)  | <ul style="list-style-type: none"> • Experience in fleet management or logistics operations. | <ul style="list-style-type: none"> • Manage vehicle fleet operations including leasing, maintenance and logistics coordination. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Marketing Executive  | <ul style="list-style-type: none"> • Diploma/Degree in Marketing. • Good to have digital / videography background | <ul style="list-style-type: none"> • Plan and execute marketing campaigns to promote products and increase brand awareness. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: |



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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|--|
| | | | Permanent • Location: Changi Airport |
| Mechanical Engineer  | <ul style="list-style-type: none"> Degree in Mechanical Engineering. | <ul style="list-style-type: none"> Design and manage mechanical engineering systems for projects. | <ul style="list-style-type: none"> Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| MEP Drafter cum Site Coordinator | <ul style="list-style-type: none"> Experience with AutoCAD and site coordination. | <ul style="list-style-type: none"> Prepare MEP drawings and coordinate site works with engineers and contractors. | <ul style="list-style-type: none"> Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| Operation Manager (Air Conditioning)  | <ul style="list-style-type: none"> Experience in HVAC service management. | <ul style="list-style-type: none"> Manage air-conditioning service operations and ensure service quality and efficiency. | <ul style="list-style-type: none"> Working Hours: 5 days/week, |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|---|
| | | | <p>Mon to Fri: 8.30am to 5.30pm</p> <p>Every Sat: 8.30am to 12.30pm (1 hour lunch break)</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Outdoor Sales Executive (AIRCON)</p> | <ul style="list-style-type: none"> • Sales experience preferred. • Strong communication and negotiation skills. | <ul style="list-style-type: none"> • Develop and maintain relationships with external clients. • Promote company products and services to generate sales leads and close deals. | <ul style="list-style-type: none"> • Working Hours: 6 days/week, Mon to Sat, 8.30am to 5.30am • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Pipe Fitter / Welder, ACMV</p> | <ul style="list-style-type: none"> • Technical certification and experience in piping systems. | <ul style="list-style-type: none"> • Install and weld piping systems for ACMV projects according to engineering specifications. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm • Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| | | | <ul style="list-style-type: none"> • Location: Changi Airport |
| Pipe Fitter Supervisor, ACMV | <ul style="list-style-type: none"> • Technical experience in piping systems. | <ul style="list-style-type: none"> • Supervise installation and maintenance of piping systems. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Product Manager  | <ul style="list-style-type: none"> • Degree in Business or Marketing. • Product management experience preferred. | <ul style="list-style-type: none"> • Manage product lifecycle including product planning, pricing strategies and marketing coordination. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Product Operations Manager (LED)  | <ul style="list-style-type: none"> • Degree in Business, Engineering or Supply Chain. • Experience in product operations preferred. | <ul style="list-style-type: none"> • Manage product operations for LED products including supply chain coordination, inventory planning and product performance monitoring. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: |



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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| | | | 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Project Director or Senior Manager  | <ul style="list-style-type: none"> • Engineering or Project Management degree. • Extensive project management experience | <ul style="list-style-type: none"> • Oversee large-scale projects, manage project teams and ensure delivery within budget and timeline. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Project Engineer (Mechanical)  | <ul style="list-style-type: none"> • Degree in Mechanical Engineering. | <ul style="list-style-type: none"> • Plan and execute mechanical engineering projects and coordinate with technical teams. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|---|
| | | | <ul style="list-style-type: none"> • Location: Changi Airport |
| Project Manager (Mechanical)  | <ul style="list-style-type: none"> • Degree in Mechanical Engineering. • Project management experience required. | <ul style="list-style-type: none"> • Manage mechanical engineering projects including planning, budgeting and execution. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Project Manager / Engineer  | <ul style="list-style-type: none"> • Engineering background with project experience. | <ul style="list-style-type: none"> • Lead project planning and technical implementation of engineering works. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Project Sales Director / Senior Manager (ACMV)  | <ul style="list-style-type: none"> • Experience in ACMV industry and project sales leadership. | <ul style="list-style-type: none"> • Lead sales strategy for ACMV projects and manage key client relationships. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| | | | 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Project Sales Director or Senior Manager (Electrical)  | <ul style="list-style-type: none"> • Engineering background preferred. • Experience in electrical project sales. | <ul style="list-style-type: none"> • Drive electrical project sales and manage major project accounts. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Project Sales Manager/ Engineer (HVAC/ACMV)  | <ul style="list-style-type: none"> • Engineering degree preferred. • Experience in HVAC sales or projects. | <ul style="list-style-type: none"> • Develop project sales opportunities and manage HVAC/ACMV projects from proposal to completion. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| | | | <ul style="list-style-type: none"> • Location: Changi Airport |
| Promoter | <ul style="list-style-type: none"> • Outgoing personality and sales ability. | <ul style="list-style-type: none"> • Promote products at retail outlets or promotional events to increase product awareness and sales | <ul style="list-style-type: none"> • Working Hours: 5 days work week. 1 rest day and 1 off day on weekdays 11 AM to 10 PM (Inclusive of lunch and dinner break (1 hr each) and 12min of break daily • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Research and Development (R&D) Director  | <ul style="list-style-type: none"> • Degree in Engineering or Science. • Extensive R&D leadership experience. | <ul style="list-style-type: none"> • Lead research initiatives to develop new products and improve existing technologies. | <ul style="list-style-type: none"> • Working Hours: 5 days work/week Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|--|
| <p>Retail Manager/ Assistant Manager </p> | <ul style="list-style-type: none"> • Minimum 3–5 years retail management experience. • Leadership skills required. | <ul style="list-style-type: none"> • Oversee retail operations, manage staff performance and ensure store sales targets are achieved. | <ul style="list-style-type: none"> • Working Hours: 6 days work/week 1 rest day and 1 off day on weekdays 11 AM to 10 PM • (Inclusive of lunch and dinner break (1 hr each) and 12min of break daily) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Retail Sales Executive</p> | <ul style="list-style-type: none"> • Customer-oriented with good communication skills. • Retail experience preferred. | <ul style="list-style-type: none"> • Assist customers with product selection and provide excellent customer service while achieving sales targets. | <ul style="list-style-type: none"> • Working Hours: 6 days work week. 1 rest day on weekdays 12pm-9pm OR 1pm to 10pm • (Inclusive of 1hr dinner break and 40min of break daily) • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|--|--|
| | | | <ul style="list-style-type: none"> • Location: Changi Airport |
| Retail Sales Executive (Furniture and Beddings) | <ul style="list-style-type: none"> • Retail sales experience preferred. • Strong customer service skills. | <ul style="list-style-type: none"> • Assist customers in selecting furniture and bedding products while achieving sales targets. | <ul style="list-style-type: none"> • Working Hours: 5 days work week. 1 rest day and 1 off day on weekdays 11 AM to 10 PM (Inclusive of lunch and dinner break (1 hr each) and 12min of break daily) • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Security Officer | <ul style="list-style-type: none"> • Valid Security License preferred. • Responsible and alert. • Able to work shifts including weekends and public holidays. | <ul style="list-style-type: none"> • Monitor premises to ensure safety of staff, customers and company assets. • Conduct patrols, manage access control and respond to security incidents. | <ul style="list-style-type: none"> • Working Hours: 9am to 9pm, 9pm to 9am • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| Security Supervisor | <ul style="list-style-type: none"> • Minimum 3 years security experience. • Leadership skills. • Valid security license preferred. | <ul style="list-style-type: none"> • Supervise security team operations, ensure compliance with security procedures and handle incident reporting. | <ul style="list-style-type: none"> • Working Hours: 9am to 9pm, 9pm to 9am • Employment Type: Full Time • Job Type: |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| | | | Permanent • Location: Changi Airport |
| Senior Facilities Engineer / Facilities Engineer  | <ul style="list-style-type: none"> Engineering background with facilities management experience. | <ul style="list-style-type: none"> Manage building facilities maintenance and ensure compliance with safety regulations. | <ul style="list-style-type: none"> Working Hours: 5 days/week. Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| Senior Manager (Sales & Operation, ACMV)  | <ul style="list-style-type: none"> Extensive ACMV industry experience and leadership skills. | <ul style="list-style-type: none"> Lead ACMV sales and operational activities to drive project growth and profitability. | <ul style="list-style-type: none"> Working Hours: 5 days/week. Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| System Engineer | <ul style="list-style-type: none"> Degree in IT/Computer Science. Experience with server and network systems. | <ul style="list-style-type: none"> Maintain and support company IT infrastructure including servers, networks and enterprise systems. | <ul style="list-style-type: none"> Working Hours: 5 days/week. |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|---|
| | | <ul style="list-style-type: none"> Ensure system reliability and performance. | <p>Mon to Thurs: 8.30am to 6.30pm</p> <p>Fri: 8.30am to 5.30pm (1 hour break)</p> <ul style="list-style-type: none"> Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| <p>Warehouse Assistant</p> | <ul style="list-style-type: none"> Physically fit and able to carry goods. Responsible and hardworking. | <ul style="list-style-type: none"> Assist in receiving, checking, storing and picking goods in the warehouse. Ensure accurate stock handling. | <ul style="list-style-type: none"> Working Hours: 5.5 days/week. Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Employment Type: Full Time Job Type: Permanent Location: Changi Airport |
| <p>Warehouse Manager </p> | <ul style="list-style-type: none"> Minimum 5 years warehouse management experience. | <ul style="list-style-type: none"> Oversee warehouse operations including inventory management and logistics coordination. | <ul style="list-style-type: none"> Working Hours: 5 days/week. Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|---|
| | | | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Wholesales Executive </p> | <ul style="list-style-type: none"> • Sales experience in wholesale or distribution industry preferred. | <ul style="list-style-type: none"> • Manage wholesale accounts and coordinate product distribution to business partners. | <ul style="list-style-type: none"> • Working Hours: 5.5 days/week. Mon to Fri: 8.30am to 5.30pm Willing to work on alternate Saturday from 0830 to 1730hrs. • Employment Type: Full Time • Job Type: Permanent • Location: Changi Airport |
| <p>Wholesales Manager </p> | <ul style="list-style-type: none"> • Distributor relationships. • Sales leadership experience in wholesale industry. | <ul style="list-style-type: none"> • Oversee wholesale business operations and manage distributor relationships. | <ul style="list-style-type: none"> • Working Hours: 5 days/week. Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) • Employment Type: Full Time • Job Type: Permanent |


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|----------------------|---|
| | | | <ul style="list-style-type: none"> • Location: Changi Airport |

#6 Koufu

Koufu Group is one of Singapore’s leading food and beverage operators, known for managing diverse dining concepts that bring quality food and memorable experiences to the community. We operate food courts, coffee shops, quick-service restaurants, and lifestyle dining establishments, supported by our own central kitchen to ensure consistency and efficiency. With a strong emphasis on service excellence, innovation, and maintaining high food standards, Koufu Group continues to enhance everyday dining while creating vibrant social spaces across Singapore.

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|--|
| Area Manager (Kisok Divison)  | <ul style="list-style-type: none"> • Proven experience in multi-store management, preferably in F&B or retail. • Strong leadership and team management skills. • Excellent communication and problem-solving abilities. • Ability to analyze data and drive performance improvements. • Flexibility to travel between outlets and work on weekends/public holidays. • Strong business acumen and a results-driven mindset. | <ul style="list-style-type: none"> • Oversee daily operations across multiple outlets. • Ensure consistency in service quality and operational standards. • Monitor sales performance and implement strategies to achieve targets. • Lead, train, and motivate store managers and their teams. • Conduct regular store visits to ensure compliance with company policies. • Manage budgets, inventory, and resources efficiently. • Handle customer feedback and resolve issues promptly. • Drive initiatives to improve customer satisfaction and store performance. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Location: NA |
| Counter Crew (Koufu) (FT/PT) | <ul style="list-style-type: none"> • Able to stand long working hours. • Able to withstand warm environment. • Can commit on weekends. | <ul style="list-style-type: none"> • Cashier duties • Prepare and serve food & beverage items in assigned counters such as Desserts, Dim Sums, Drinks, and Fruits. • Comply with company’s SOP when preparing of product to | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 8hrs shift (FT), 4 days/week 4 hrs shift (PT) |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|--|
| | | <p>achieve the product's GP profit target.</p> <ul style="list-style-type: none"> • Deliver quality products and services to meet the expectations of customers. • Upkeep the facility to ensure the outlet is well maintained. • Ensure the property in line with strict hygiene, health, cleanliness, and workplace safety guidelines. • Responsible to check and tally inventory. • You will be required to faithfully perform the duties of the position in which you are engaged in and any other duties that may be assigned to you from time to time. • Ensure compliance with the rules and regulations of the Company, safety & health standards as well as quality standards. | <ul style="list-style-type: none"> • Employment Type: Full Time • Location: NA |
| Driver | <ul style="list-style-type: none"> • Class 3 license. • Comfortable with delivering non-halal food. • Experienced with delivery food. | <ul style="list-style-type: none"> • Drive Company Van / Lorry – Class 3 (can drive home) • Check order forms and invoices before leaving office • Plan Delivery Routes before Delivery • After Delivery, ensure customer's freezer, chiller door or shutters are closed properly before leaving the premises • Ensure DO is being signed before leaving customer's premise • Any other job duties assigned by Factory Manager. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Location: NA |
| Food Court Management (Koufu)  | <ul style="list-style-type: none"> • With passion in working F&B industry and its operational processes. • Diploma in F&B, supply chain or related disciplines | <p>Operations</p> <ul style="list-style-type: none"> • Manage and ensure smooth operation of the food court (aircon/ Non-aircon). • Ability to lead and set directions as well as provide | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|---|---|
| | <ul style="list-style-type: none"> • Minimum 3 years' experience in Foodcourt operation • Bilingual in both English and Mandarin (written and spoken) to liaise with English and Chinese-speaking stakeholders • Able to work on weekends and Public Holidays • Ability to foster positive working relationships • Strong leadership quality with excellent analytical and decision-making skills • Basic computer literacy including Microsoft Office and Google Suite | <p>guidelines to the operation team according to company SOPs and operational workflows.</p> <ul style="list-style-type: none"> • Provide development plans to team members in accordance with the company's KPI. • Monitor the outlet's Profit and Loss and provide solutions to improve the bottom line. • Responsible for the collection of monthly stall rentals. • Propose activities according to market needs. • Provide yearly sales budget proposals for the outlet. • Maintain good working relationships with landlords, relevant authorities/ agencies, and stall tenants. • Assist inspectors of relevant authorities/ agencies such as NEA, SFA and Civil Defense during outlet inspection and follow-up actions. • Liaise with landlords on building matters, joint promotions and events. • In-charge for lease renewal agreement, negotiate and follow-up on terms of lease with stall tenants. • Responsible for sourcing and recommending suitable food types to fill up vacant stalls and to ensure that all vacant stalls are filled • Conduct regular checks on the hygiene, service standards and quality of products, and provide feedback internally and to stall tenant. • Ensure selling prices of stalls according to agreements. | <ul style="list-style-type: none"> • Location: NA |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|--|--------------------------|
| | | <ul style="list-style-type: none"> • Assess and provide evaluation of stall tenants' performance. • Supervise and provide guidance to stall tenants and cleaning contractors to provide high quality of service and achieve housekeeping excellence. • Conduct daily roll calls, weekly and monthly outlet's meeting • To plan and carry out M&E works according to schedule. <p>Administration</p> <ul style="list-style-type: none"> • Planning work schedule of the team. • Review staff performance and provide recommendation on staff confirmation, promotion and training to enhance their work performance. • Handle disciplinary issues, grievances, disputes and work tension among the team. • Handles the termination procedures as per company's guideline. • Effectively communicate company policies and procedures to team members, and stall tenant etc. • Accountable for outlet float money, petty cash and daily sales collection. • Responsible for ensuring stall tenants' daily sales received, are correct and being bank in. • Timely submission of outlet reports. • Prepare and submit monthly reports to Area Manager. • Ensure proper cost control on all expenses according to budget. | |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|--|
| | | <ul style="list-style-type: none"> Carry out necessary actions against stall tenants and contractors for non-conformance in service, housekeeping and agreements. Any other assigned tasks | |
| <p>Management Associate (Koufu/Dough Culture/ Ninefresh) </p> | <ul style="list-style-type: none"> With passion in working F&B industry and its operational processes. Degree in F&B, supply chain or related disciplines Ability to foster positive working relationships Strong leadership quality with excellent analytical and decision-making skills Basic computer literacy including Microsoft Office and Google Suite | <p>(a) Outlet Drink Stall Operations</p> <ul style="list-style-type: none"> Manage and ensure smooth operation of the Drink stall within the food court or coffeeshop. Manage transactions with customers' order using cash registers / Point-of-Sale (POS) Systems. Collection of payments whether in cash, credit card, coupon, Net card, cashless payment, etc. Provide excellent customer service by maintaining a positive, empathetic, and professional attitude toward customers at all times Responding promptly to customer inquiries. Ability to follow company SOPs, operational workflows and guidelines when preparing and serving food and beverage items at assigned counters such as Desserts, Dim Sums, Drinks, Fruits or A Taste of Nanyang. Ensure product wastage is controlled to meet the product's gross profit (GP) target Drive sales performance through upselling and cost control. Responsible to drive sales performance by upselling, cost control and developing new product. | <ul style="list-style-type: none"> Working Hours: 6 days/ week Employment Type: Full Time Location: NA |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|---|--------------------------|
| | | <ul style="list-style-type: none"> • Monitor and control the supply levels of perishable and non-perishable items, plan a schedule for ordering and process orders using the e-PR system. • Conduct monthly stock-take and ensure supply comply with First-In-First-Out (FIFO) inventory guide. • Understudy F&B supervisor on planning work schedule of the team to ensure effective schedule to achieve productivity and salary budget. • Understudy F&B supervisor on recruitment, training and developing of F&B staff. • Involve in creating new in-house product. <p>(b) External Customer Relationship Management</p> <ul style="list-style-type: none"> • To retain 100% stall occupancy through effective tenant relationship • To uphold quality control in food products sold in the tenant stalls • To handle customers' and landlord's feedbacks and identify lapse of outlet's services <p>(c) Outlet Operations Management</p> <ul style="list-style-type: none"> • Work pro-actively with the Maintenance Department to fix outlet's hygiene and maintenance issues in a timely manner. Ensure the outlet is well-maintained at all times and is in line with the Workplace Safety and Health (WSH) guidelines | |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| | | <ul style="list-style-type: none"> • Perform daily sales bank-in. • Achieve monthly sales target and FD rental income target. • To ensure smooth operations during opening, mid and closing shifts. • To uphold quality control in food & beverage products sold in the FB stalls • Prepare reports at the end of shift/week. • Ensure stalls comply with all necessary hygiene, health and safety, and licensing requirements. • Monitor and control the supply levels of perishable and non-perishable items, plan a schedule for ordering and process orders using the e-PR system. • You will be required to faithfully perform the duties of the position in which you are engaged in and any other duties that may be assigned to you from time to time. • Ensure compliance with the rules and regulations of the Company, safety & health standards as well as quality standards. | |
| <p>Production Worker (Gourmet)</p> | <ul style="list-style-type: none"> • Able to stand long working hours. • Able to withstand warm environment. | <p>Food Production Specialist</p> <ul style="list-style-type: none"> • Shape the future of food manufacturing with hands-on machinery operation and quality control in a state-of-the-art facility. <p>RESPONSIBILITIES :</p> <ul style="list-style-type: none"> • Operation of machinery to produce food products as assigned. • Produce, pack, and consolidation of food items as | <ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Location: NA |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|---|
| | | <p>required by orders from clients.</p> <ul style="list-style-type: none"> • Ensure the overall cleanliness of the factory and operating areas. • Follow instruction and produce products according to target given and quality. • Maintain good manufacturing practices and ensure the factory cleanliness. • Ensure the overall cleanliness of the factory and operating areas • Be responsible for simple maintenance tasks • Any other job duties as assigned by your immediate superior. | |
| <p>Service Crew (Ninefresh / Dough Culture / Pang Pang Kopi / R&B Tea / V Coffee) [FT/PT]</p> | <ul style="list-style-type: none"> • Able to stand long working hours. • Able to withstand warm environment. • Can commit on weekends. | <p>Cashier duties</p> <ul style="list-style-type: none"> • Prepare and serve food & beverage items in assigned counters • Comply with company's SOP when preparing of product to achieve the product's GP profit target. • Deliver quality products and services to meet the expectations of customers. • Upkeep the facility to ensure the outlet is well maintained. • Ensure the property in line with strict hygiene, health, cleanliness, and workplace safety guidelines. • Responsible to check and tally inventory. • You will be required to faithfully perform the duties of the position in which you are engaged in and any other duties that may be assigned to you from time to time. • Ensure compliance with the rules and regulations of the | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 8hr shift(FT), 4 days/ week 4hrs shift(PT) • Employment Type: Full Time • Location: NA |


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|--|--------------------------|
| | | Company, safety & health standards as well as quality standards. | |

#7 LS2 Services


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|---|
| Cleaner | <ul style="list-style-type: none"> Clean, sweep, mop, dust, sanitize areas, and maintain a safe and tidy workplace daily. | <ul style="list-style-type: none"> 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 tabletops, shelves and partitions of assigned areas Empty waste bins. Any other duties as assigned. | <ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: 1 Bukit Batok Crescent (S)658064 |
| Cleaner Team Leader | <ul style="list-style-type: none"> Clean, sweep, mop, dust, sanitize areas, and maintain a safe and tidy workplace daily. | <ul style="list-style-type: none"> 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 tabletops, shelves and partitions of assigned areas. Empty waste bins. Any other duties as assigned. | <ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: 1 Bukit Batok Crescent (S)658064 |
| Maintenance Technician  | <ul style="list-style-type: none"> Perform equipment repairs, troubleshoot issues, maintain machinery, and ensure facility safety. | <ul style="list-style-type: none"> Servicing and repairing industrial cleaning equipment such as high-pressure jet, leaf blower, scrubbing machine, vacuum cleaner, battery operated cart etc. Inspecting and assessing the functionality of equipment. | <ul style="list-style-type: none"> Working Hours: 5.5 days / week Mon-Fri: 8am - 5pm, Sat: 8am - 12pm |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| | | <ul style="list-style-type: none"> • Troubleshooting 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 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. | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 1 Bukit Batok Crescent (S)658064 |
| <p>Storeman (East) </p> | <ul style="list-style-type: none"> • Receive, store, and distribute goods, maintain inventory, operate equipment, ensure clean warehouse. | <ul style="list-style-type: none"> • 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’s best practices. • Maintain accurate inventory records, tracking stock levels and replenishing 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. | <ul style="list-style-type: none"> • Working Hours: 5.5 days / week 7.30am - 5pm (Alternate Saturday) • Employment Type: Full Time • Job Type: Permanent • Location: 1 Bukit Batok Crescent (S)658064 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|---|
| | | <ul style="list-style-type: none"> • Work closely with procurement to ensure timely availability of materials. • Any ad-hoc assignment | |
| Supervisor  | <ul style="list-style-type: none"> • Supervise cleaning staff, assign tasks, ensure hygiene standards, and maintain a tidy facility | <ul style="list-style-type: none"> • Supervise multiple teams of cleaners in multiple cleaning projects. • Train cleaners and team leaders on service standards and provide help and guidance when necessary. • Assist in planning work schedules and deployment of manpower. • Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications • Implement operation plans to improve work processes and service quality. • Check cleaning equipment condition. • Monitor cleaning material stock level and re-order materials when needed. • Solve operational problems and make decisions. • Submit daily cleaning report. • Facilitate effective communication and engagement at the workplace | <ul style="list-style-type: none"> • Working Hours: 5.5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: 1 Bukit Batok Crescent (S)658064 |

#8 PARKROYAL COLLECTION Pickering, Singapore

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|---|
| Assistant Housekeeping Manager  | <ul style="list-style-type: none"> • Minimum two years of relevant experience in a housekeeping supervisory role within a hotel or hospitality environment. | <ul style="list-style-type: none"> • Supports the Executive Housekeeper in ensuring that guest rooms, public areas, and hotel facilities are maintained to the highest standards. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9.5 hrs / day (include breaktime) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|--|
| | <ul style="list-style-type: none"> • Basic educational qualification; hospitality-related training or certification, is an advantage. • Strong leadership and team coordination skills. • Customer-centric mindset with a commitment to service excellence. • High level of flexibility and adaptability to operational needs. • Ability to work efficiently in a fast-paced environment with attention to detail. • Good communication and interpersonal skills. • Able to work rotating shifts, including weekends and public holidays. | <ul style="list-style-type: none"> • This role involves supervising and training Housekeeping Team Leaders, monitoring schedules, routines, and housekeeping tasks, and ensuring effective inventory control of operating equipment, linen, and guest supplies. • The Assistant Manager also helps maintain pest control systems, protects hotel assets, and oversees the maintenance of plants, landscaping, and floral arrangements. • Responsibilities include conducting regular inspections of work areas and VIP/in-house rooms, ensuring service excellence, managing stock levels, and coordinating maintenance or repairs of operating equipment. • The role requires flexibility to undertake additional tasks or shifts as directed by management or the Executive Housekeeper, with a focus on maintaining operational efficiency and delivering an exceptional guest experience. | <ul style="list-style-type: none"> • 2 rotating shift – Morning & Afternoon Shift • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |
| <p>Assistant Restaurant Manager </p> | <ul style="list-style-type: none"> • Minimum five years of relevant food and beverage service experience, including at least three years in a supervisory or leadership role. • Minimum secondary school qualification; relevant hospitality certifications are an advantage. | <ul style="list-style-type: none"> • Supports the Restaurant Manager in ensuring seamless day-to-day operations and delivering an exceptional dining experience for all guests. • This role involves supervising, coaching, and motivating the restaurant team to maintain high standards of service, efficiency, and professionalism. • Responsibilities include managing reservations, | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9.5 hrs / day (include breaktime) • 2 rotating shift – Morning & Afternoon Shift |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-------------------------|--|--|--|
| | <ul style="list-style-type: none"> • Strong leadership, coaching and people management skills. • Excellent interpersonal and communication abilities to lead, motivate and develop a high-performing team. • Proven ability to manage daily operations and deliver consistent service excellence. • Ability to multitask and perform effectively in a fast-paced environment. • Sound knowledge of food safety regulations, hygiene standards and restaurant operations. • Customer-focused mindset with a passion for creating memorable dining experiences. • Able to work rotating shifts, including weekends and public holidays. | <ul style="list-style-type: none"> • seating arrangements, and service flow, as well as monitoring food quality, inventory, and compliance with hygiene and safety standards. • The Assistant Manager also handles guest feedback, resolves issues promptly, and works to continuously enhance guest satisfaction. • Additionally, the role supports marketing initiatives, promotions, and operational strategies to drive brand visibility, customer engagement, and revenue growth. • The ideal candidate demonstrates strong leadership, excellent communication skills, and a customer-focused approach while ensuring adherence to company policies and standard operating procedures. | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |
| <p>Bartender</p> | <ul style="list-style-type: none"> • Minimum one year of experience in a bar environment preferred. • Good knowledge of cocktails, spirits, wines, beers and basic food pairings. • Familiar with bar operations, service standards, and hygiene practices. • Strong communication and customer service skills. • Able to work efficiently in a fast-paced | <ul style="list-style-type: none"> • Prepare and serve a wide range of cocktails, beverages, and drinks according to standard recipes and guest preferences. • Maintain a clean, organized and well-stocked bar area at all times. • Provide friendly, attentive and professional service to all guests. • Handle guest inquiries, requests and complaints in a tactful and efficient manner. • Monitor inventory levels, report shortages and assist | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9.5 hrs / day (include breaktime) • 2 rotating shift – Morning & Afternoon Shift • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|----------------|---|---|--|
| | environment with attention to detail. <ul style="list-style-type: none"> • Flexible and adaptable to operational needs. • Team player with a positive and professional attitude. • Able to work rotating shifts, including weekends and public holidays. | with stock rotation and ordering. <ul style="list-style-type: none"> • Follow all health, hygiene and safety regulations. • Work as part of a team to ensure smooth bar operations and support other hotel departments when needed. • Promote bar specials, packages and events to enhance guest experience and drive revenue. • Adhere to hotel policies and standard operating procedures. | <ul style="list-style-type: none"> • Location: 3 Upper Pickering Street (S)058289 |
| Bellman | <ul style="list-style-type: none"> • Prior experience in a hotel, resort, or hospitality setting preferred. • Polite, professional, and customer-focused with excellent interpersonal skills. • Ability to work efficiently in a fast-paced environment and handle multiple tasks. • Team player with a positive attitude and willingness to assist colleagues and guests. • Flexible and adaptable to varying operational needs. • Able to work part-time hours, including weekends and public holidays. | <ul style="list-style-type: none"> • Greet guests warmly and professionally, following hotel standard greeting guidelines. • Assist arriving guests with unloading luggage and provide guidance on hotel facilities and room features. • Help departing guests with luggage and transportation, ensuring a smooth and courteous farewell. • Handle guest luggage with care, safely and efficiently and deliver to guest rooms; escort guests when required. • Provide accurate information about hotel services, amenities and local attractions. • Respond to guest questions and resolve issues promptly and professionally. • Stay informed of daily functions, events, VIP and group arrivals to ensure seamless service. • Alert management of any suspicious activities or individuals on property. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9.5 hrs / day (include breaktime) 3 rotating shift – Morning, Afternoon & Night Shift • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|--|
| | | <ul style="list-style-type: none"> • Maintain a professional appearance and courteous demeanor at all times. • Perform additional duties as assigned by management to support hotel operations. | |
| <p>Front Office Duty Manager </p> | <ul style="list-style-type: none"> • Minimum five years of front office supervisory experience with strong knowledge of reception operations. • Minimum secondary school qualification. • Proficient in Opera PMS and other hotel systems. • Customer-focused with flexibility and adaptability. • Able to work effectively in a fast-paced environment and manage multiple tasks. • Strong leadership skills to motivate and manage a team. • Excellent communication and interpersonal skills. • Able to manage daily front office operations, including staff scheduling, room inventory, and service standards. • Skilled in handling guest feedback and service recovery professionally. • Familiar with front office procedures and operating standards. • Able to work rotating shifts, including weekends and public holidays. | <ul style="list-style-type: none"> • To oversee daily operations of the front desk, concierge, and operator services in the absence of the Assistant Front Office Manager. • Ensure guests receive prompt, courteous, and professional service, handle guest enquiries and complaints with tact, and assist with check-ins /check-outs. • Key responsibilities include supervising, coaching, and mentoring front desk staff, conducting on-the-job training, monitoring room inventory, and assisting in maximising revenue and occupancy. • Manage VIP arrivals, coordinate with relevant departments, oversee security matters, maintain financial procedures, and ensure hotel facilities and assets are well-protected and operational. • A key team player to deliver exceptional guest experiences while leading a high-performing front office team. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9.5 hrs / day (include breaktime) • 2 rotating shift – Morning, Afternoon & Night Shift • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|--|---|
| Guest Service Executive (Club Lounge) | <ul style="list-style-type: none"> • Prior experience in hotel front office, lounge, guest relations or F&B service will be an advantage. • Pleasant personality with strong communication and interpersonal skills. • Service-driven with ability to work in a fast-paced and guest-focused environment. • Willing to perform both operational service and administrative duties. • Able to work rotating shifts, weekends and public holidays. • Food Hygiene Certificate preferred (or willingness to obtain). • Good grooming and professional presentation in line with hotel standards. | <ul style="list-style-type: none"> • Provide warm and professional welcome and farewell to Club guests. • Handle Club check-in and check-out processes, ensuring accuracy and efficiency. • Assist guests with room arrangements, reservations, transportation and special requests. • Serve food and beverages during breakfast, afternoon tea and evening cocktails in accordance with service standards. • Maintain cleanliness, presentation and ambience of the Club Lounge at all times. • Monitor guest satisfaction and handle feedback or service recovery professionally. • Promote hotel facilities, services and loyalty programmes to enhance guest experience. • Coordinate closely with Front Office, Housekeeping, F&B and other departments to ensure seamless service delivery. • Ensure compliance with hygiene, safety and service standards, including proper handling of food and beverages. • Support lounge inventory control, set-up and closing duties | <ul style="list-style-type: none"> • Working Hours: 4 days/ week, 12 hrs / day (include breaktime) 2 rotating shift – Morning & Afternoon Shift • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |
| Guest Service Executive (Concierge) | <ul style="list-style-type: none"> • Minimum one to three years of relevant experience in a concierge, guest services or front office role within the hospitality industry. | <ul style="list-style-type: none"> • Greet guests warmly upon arrival and departure, ensuring a positive first and last impression. • Assist with luggage handling and escort guests to their rooms. | <ul style="list-style-type: none"> • Working Hours: 4 days/ week, 12 hrs / day (include breaktime) 2 rotating |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| | <ul style="list-style-type: none"> • Equivalent qualification in Hospitality, Tourism or a related field. • Excellent knowledge of local attractions, dining, entertainment, transportation and cultural experiences. • Strong customer service orientation with a passion for creating personalised and memorable guest experiences. • Exceptional communication and interpersonal skills, with the ability to interact confidently with guests from diverse backgrounds. • Resourceful and well-connected, with the ability to secure reservations, tickets, and special guest arrangements. • Professional, well-groomed, and able to maintain a high standard of service etiquette. • Ability to multitask and perform effectively in a fast-paced environment. • Flexible and adaptable to operational needs. • Able to work rotating shifts, including weekends and public holidays. | <ul style="list-style-type: none"> • Provide information on hotel amenities, services and local attractions. • Handle loyalty program enrolments, VIP arrangements and special guest requests. • Coordinate guest arrivals, departures and room moves efficiently. • Arrange transportation services, including taxis and airport transfers. • Maintain a clean, organized and welcoming lobby and driveway area. • Communicate guest requests promptly to relevant departments. • Uphold safety and security standards, including proper handling of guest belongings. • Support colleagues during peak periods and special events. | <p>shift – Morning & Night Shift</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |
| <p>Guest Service Executive (Front Desk)</p> | <ul style="list-style-type: none"> • 1–3 years of experience in hotel front office or guest services preferred. | <ul style="list-style-type: none"> • Process guest check-ins by confirming reservations, assigning rooms and issuing room keys. | <ul style="list-style-type: none"> • Working Hours: 4 days/ week, 12 hrs / day |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| | <ul style="list-style-type: none"> • Minimum secondary school qualification or related field is an advantage. • Proficient in Opera PMS, Microsoft Office, and basic computer applications. • Knowledge of front desk operations, including check-in/check-out, reservations, and cashiering. • Customer-focused with a commitment to delivering excellent guest service. • Strong communication and interpersonal skills. • Responsible, independent, and accountable. • Able to multitask and work efficiently in a fast-paced environment. • Well-organized, detail-oriented, and able to work independently. • Team player with a positive attitude and problem-solving skills. • Able to work rotating shifts, including weekends and public holidays. | <ul style="list-style-type: none"> • Handle all types of payments, including room charges, cash, checks, debit, or credit cards. • Process check-outs efficiently, resolving any late or disputed charges. • Answer and manage guest calls, messages, requests, questions, or concerns professionally and courteously. • Coordinate with Housekeeping to ensure rooms are ready for guest check-in. • Provide guests with directions and information about the hotel and its services. • Complete designated cashier and closing reports accurately in the computer system. • Balance and submit receipts according to accounting procedures. • Perform other reasonable duties as assigned by management. | <p>(include breaktime)</p> <p>2 rotating shift – Morning & Night Shift</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |
| <p>Guest Service Executive (Telephone)</p> | <ul style="list-style-type: none"> • Minimum one year of experience in a hotel or hospitality environment preferred. • Familiarity with hotel telephone systems and basic front office operations. • Good communication and interpersonal skills, | <ul style="list-style-type: none"> • Handle all reservation-related tasks, including individual and group bookings, ensuring accurate details (rates, room types, guest info, flight details, guarantees, and cancellation policies). • Serve as the central point of contact for guests via phone, email and messages, | <ul style="list-style-type: none"> • Working Hours: 4 day / week, 12 hrs / day (include breaktime) <p>2 rotating shift –</p> |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|---|---|
| | <p>with a polite and professional phone manner.</p> <ul style="list-style-type: none"> • Customer-focused mindset with the ability to handle guest inquiries and requests efficiently. • Ability to multitask and work in a fast-paced environment. • Basic computer literacy and proficiency in relevant software applications. • Detail-oriented, organized, and reliable. • Able to work rotating shifts, including weekends and public holidays. | <p>transferring inquiries to the appropriate departments professionally.</p> <ul style="list-style-type: none"> • Coordinate with Central Reservations, Sales, Revenue and Front Office teams to ensure smooth management of room blocks, rate loading, guest requests, and billing instructions. • Provide prompt and courteous assistance to guest inquiries regarding hotel services, room availability, local attractions, transportation, dining and special requests. • Manage rooming lists and pre-arrival arrangements, ensuring timely communication of updates to relevant departments. • Monitor and follow up on group reservations, including pending rooming lists, cut-off dates and amendments (extensions, early departures, or date changes). • Communicate hotel promotions, packages and updates clearly to maintain consistency in guest experience. • Support administrative tasks such as invoice inquiries, lost and found coordination and guest follow-ups. • Maintain strong system proficiency in Opera Cloud, StayPlease and telephony systems for accurate daily operations. • Assist in training and onboarding new hires, ensuring high service standards. | <p>Morning & Night Shift</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|---|
| | | <ul style="list-style-type: none"> Uphold guest privacy, safety, and hotel emergency procedures, maintaining professional grooming and appearance. Perform additional duties as assigned by management in line with operational needs. | |
| <p>Part Time F&B Server</p> | <ul style="list-style-type: none"> Able to work minimum 4 hours per day with flexible days, including weekends and public holidays. Previous experience in a restaurant, café, or hospitality environment preferred. Good knowledge of food and beverage service, including menu items, ingredients and presentation standards. Excellent customer service skills with a cheerful, friendly and professional manner. Strong communication and interpersonal skills to interact effectively with guests and team members. Ability to work efficiently in a fast-paced environment while maintaining attention to detail. Team player with a positive attitude and willingness to assist colleagues. | <ul style="list-style-type: none"> Deliver attentive and professional food and beverage service to all guests. Assist in setting up and clearing tables according to restaurant standards. Attend promptly to guest needs, ensuring a positive dining experience. Maintain high standards of personal hygiene and comply with food safety regulations. Provide friendly and courteous service while representing the restaurant professionally. Collaborate with team members to ensure smooth restaurant operations during service. Assist with additional tasks as assigned by the Restaurant Manager to support overall operations. | <ul style="list-style-type: none"> Working Hours: 2 day / week, 4 - 6 hrs / day Employment Type: Part-Time Job Type: Temporary Location: 3 Upper Pickering Street (S)058289 |
| <p>Part Time Liner Stripper</p> | <ul style="list-style-type: none"> Able to work at least four hours per shift with flexible days, including weekends and public holidays. | <ul style="list-style-type: none"> Assist the housekeeping team by removing bed linens in guest rooms. Prepare rooms for cleaning by spraying bathroom chemicals and performing light | <ul style="list-style-type: none"> Working Hours: 2 day / week, 4 - 6 hrs / day Employment Type: |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| | <ul style="list-style-type: none"> • Previous experience in housekeeping or hotel room attendant role preferred. • Basic knowledge of cleaning techniques, hygiene standards and proper use of cleaning equipment. • Attention to detail and commitment to maintaining high standards of cleanliness and guest comfort. • Able to perform manual tasks, including lifting, bending, and standing for extended periods. • Ability to work efficiently and manage multiple rooms or tasks. • Good communication and interpersonal skills to interact professionally with guests and team members. • Team player with a positive attitude and willingness to assist colleagues. | <ul style="list-style-type: none"> vacuuming before Room Attendants begin full cleaning. • Ensure proper and safe use of cleaning supplies and equipment. • Provide professional, friendly and engaging service to support the housekeeping team. • Assist with additional tasks as directed by the Housekeeping Manager to maintain smooth operations. • Adhere to hotel hygiene, safety and operational standards at all times. | <p>Part-Time</p> <ul style="list-style-type: none"> • Job Type: Temporary • Location: 3 Upper Pickering Street (S)058289 |
| <p>Part Time Telephone Operator</p> | <ul style="list-style-type: none"> • Able to work a minimum of four hours per day with flexible days, including weekends and public holidays. • Previous experience in a hotel, front office or call-handling role preferred. • Familiarity with hotel telephone systems and basic front office operations. | <ul style="list-style-type: none"> • Handle all in-coming calls including individual and group bookings, ensuring accurate details (rates, room types, guest info, flight details, guarantees, and cancellation policies). • Serve as the central point of contact for guests via phone, email and messages, transferring inquiries to the appropriate departments professionally. • Coordinate with Central Reservations, Sales, Revenue | <ul style="list-style-type: none"> • Working Hours: 2 day / week, 4 - 6 hrs / day • Employment Type: Part-Time • Job Type: Temporary • Location: 3 Upper Pickering Street (S)058289 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|--|--|--------------------------|
| | <ul style="list-style-type: none"> • Excellent communication and interpersonal skills with a polite and professional phone manner. • Customer-focused mindset with the ability to handle guest inquiries and requests efficiently. • Ability to multitask and work in a fast-paced environment. • Basic computer literacy and proficiency in relevant software applications. • Detail-oriented, organized and reliable. | <p>and Front Office teams to ensure smooth management of room blocks, rate loading, guest requests, and billing instructions.</p> <ul style="list-style-type: none"> • Provide prompt and courteous assistance to guest inquiries regarding hotel services, room availability, local attractions, transportation, dining and special requests. • Manage rooming lists and pre-arrival arrangements, ensuring timely communication of updates to relevant departments. • Monitor and follow up on group reservations, including pending rooming lists, cut-off dates and amendments (extensions, early departures, or date changes). • Communicate hotel promotions, packages and updates clearly to maintain consistency in guest experience. • Support administrative tasks such as invoice inquiries, lost and found coordination and guest follow-ups. • Maintain strong system proficiency in Opera Cloud, StayPlease and telephony systems for accurate daily operations. • Uphold guest privacy, safety, and hotel emergency procedures, maintaining professional grooming and appearance. • Perform additional duties as assigned by management in line with operational needs. | |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------------------|--|---|---|
| Pastry Commis Cook | <ul style="list-style-type: none"> • Previous experience in pastry preferred. • Basic knowledge of pastry and dessert preparation, baking and presentation. • Able to follow recipes accurately and maintain quality. • Understanding of food hygiene and safety standards. • Able to work in a fast-paced kitchen and perform repetitive tasks. • Attention to detail and creativity. • Team player with a positive attitude and willingness to learn. • Able to work efficiently under pressure and meet deadlines. • Able to work rotating shifts, weekends and public holidays. | <ul style="list-style-type: none"> • Measure, prepare and portion ingredients accurately. • Assist in making dough, batters, fillings and other pastry components. • Bake items to the correct texture, timing and quality. • Decorate pastries and desserts according to hotel standards. • Maintain inventory and notify supervisors of low stock. • Keep workstations clean, organized and hygienic. • Follow recipes, instructions and safety standards precisely. • Work closely with the pastry team and kitchen staff. • Interact with guests if needed, providing information or taking special orders. • Stay updated on pastry trends and be eager to learn new techniques. | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 9.5 hrs / day (include breaktime) • 2 rotating shift – Morning & Afternoon Shift • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |
| Pastry Demi Chef | <ul style="list-style-type: none"> • Previous experience in pastry or bakery preferred. • Knowledge of pastry preparation, baking techniques, and dessert presentation. • Able to follow recipes accurately and maintain quality. • Understanding of food hygiene and safety standards. • Physically able to work in a fast-paced kitchen. • Attention to detail and creativity. | <ul style="list-style-type: none"> • Prepare and present high-quality pastries and desserts according to hotel recipes and standards, ensuring consistent taste, texture and visual appeal. • Support the Pastry Chef in daily culinary operations, including production, inventory management and recipe development. • Maintain a clean, organized, and sanitary work area at all times, adhering to strict hygiene standards and state/local health regulations. • Assist with the setup and presentation of a la carte pastry orders and buffet | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 9.5 hrs / day (include breaktime) • 2 rotating shift – Morning & Afternoon Shift • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|---|
| | <ul style="list-style-type: none"> • Team player with a positive attitude and willingness to learn. • Able to work shifts, including weekends and public holidays. | <p>dessert displays, ensuring an aesthetically pleasing and inviting presentation.</p> <ul style="list-style-type: none"> • Contribute to a positive and collaborative team environment. • Follow all hotel safety and security policies and procedures. | <p>Pickering Street (S)058289</p> |
| <p>Restaurant Team Leader </p> | <ul style="list-style-type: none"> • Previous experience in a restaurant, café, or hotel food & beverage environment. • Basic knowledge of food and beverage services, including menu items and presentation. • Good customer service skills with a friendly and professional attitude. • Able to supervise and motivate junior team members. • Strong communication and interpersonal skills. • Able to work efficiently in a fast-paced environment. • Team player with a positive attitude and willingness to assist colleagues. • Able to work shifts, including weekends and public holidays. | <ul style="list-style-type: none"> • Oversee daily restaurant operations, ensuring smooth service and exceptional guest experiences. • Anticipate guests' needs and respond promptly and efficiently to requests or concerns. • Prepare basic beverages according to established standards and service guidelines. • Handle cashiering processes accurately, ensuring proper billing and cash management. • Train, mentor and motivate restaurant staff to deliver consistently high standards of service and presentation. • Foster a positive work environment that encourages teamwork, accountability and professional growth. • Conduct regular team briefings and provide feedback to improve performance. • Maintain excellent working relationships with other hotel departments to ensure seamless operations. • Communicate effectively with colleagues and management to resolve operational issues. • Assist in the development and implementation of restaurant | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 9.5 hrs / day (include breaktime) • 2 rotating shift – Morning & Afternoon Shift • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| | | <p>policies, procedures and budgets.</p> <ul style="list-style-type: none"> • Monitor inventory, supplies, and equipment to support operational efficiency. • Perform other ad hoc duties as assigned by the Restaurant Manager. | |
| <p>Spa Manager </p> | <ul style="list-style-type: none"> • Minimum diploma in Hospitality, Spa Management or related field • With CIDESCO/ CIBTAC/ ITEC/WSQ qualifications and other recognized certificates will be an advantage. • Strong leadership, coaching and team management skills. • In-depth knowledge of spa treatments, wellness services and operational procedures. • Excellent customer service orientation with the ability to handle guest feedback professionally. • Strong communication, interpersonal and problem-solving skills. • Ability to manage daily spa operations, including staff scheduling, inventory and service standards. • Knowledge of health, safety and hygiene standards in spa operations. • Capable of working in a fast-paced environment and managing multiple priorities. | <ul style="list-style-type: none"> • Responsible for overseeing the day-to-day operations of the spa, gym and pool, ensuring a seamless and exceptional experience for members, guests, and visitors. • This includes welcoming and assisting clients, conducting consultations and facility tours, handling requests and complaints, and maintaining high standards of service and professionalism. • The Spa Manager supervises and supports spa executives, therapists, and lifestyle coordinators, manages rostering, staff development, and operational budgets, and ensures all facilities are clean, well-maintained, and compliant with safety, hygiene, and operational standards. • The role also involves promoting spa services, coordinating workshops and events, and collaborating with hotel teams to enhance guest experiences. • A strong leader with excellent interpersonal, organizational, and customer service skills, the Spa Manager drives team performance while delivering a premium lifestyle and wellness experience to all guests. | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 9.5 hrs / day (include breaktime) • 2 rotating shift – Morning & Afternoon Shift • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|----------------|---|---|--|
| | <ul style="list-style-type: none"> • Able to work shifts, including weekends and public holidays. | | |
| Steward | <ul style="list-style-type: none"> • Flexible and adaptable, able to adjust to varying operational needs. • Works effectively as part of a team, supporting colleagues and maintaining smooth kitchen operations. • Basic proficiency in English for clear communication with team members and supervisors. • Able to work rotating shifts, including weekends and public holidays. • Reliable, punctual and committed to maintaining high standards of cleanliness and hygiene. | <ul style="list-style-type: none"> • Maintain a clean, safe and odour-free kitchen environment at all times. • Assist the service areas during peak hours to ensure smooth operations. • Support event operations, including clearing, dishwashing and maintaining cleanliness. • Ensure all kitchen equipment and utensils are clean, well-maintained and in good working condition. • Apply thorough knowledge of cleaning procedures, proper use of equipment and safe handling of cleaning chemicals. • Adhere to hygiene, safety and operational standards in all duties. • Perform additional tasks and duties as assigned by the Stewarding Supervisor or management. | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 9.5 hrs / day (include breaktime) 3 rotating shift – Morning, Afternoon & Night Shift • Employment Type: Full Time • Job Type: Permanent • Location: 3 Upper Pickering Street (S)058289 |

#9 SBM Management Services

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------------------------------|---|---|---|
| Business Development Executive | <ul style="list-style-type: none"> • At least 5-8 years of cleaning industry sales experience • Knowledge of accounting and tax • Strong business acumen with the ability to convert network into business | <ul style="list-style-type: none"> • Generate and qualify leads • Source and develop client referrals • Develop sales presentations and proposals • Monitor competitors, market conditions, and product development | <ul style="list-style-type: none"> • Working Hours: 5 days / week 9am to 6pm • Employment Type: Full Time • Location: 10 Anson Road (S)079903 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|--|---|--------------------------|
| | <ul style="list-style-type: none"> • Strong presentation and communication skills | <ul style="list-style-type: none"> • Prepare sales action plans and conduct direct marketing activities • Make sales calls to new and existing clients • Maintain sales activity records and reports • Follow up on all sales activity to ensure compliance with contract specifications • Perform quality checks on service delivery to ensure customer satisfaction and strong client relationships • Monitor and report on sales activities and follow-up for management • Develop customer relationships and deliver sales presentations • Create prospect lists and secure RFPs • Oversee and maintain existing clients with good sales support • Comply with monthly reporting via Sales-Force with potential leads and opportunities • Protect organization’s value by keeping information confidential • Administer any ad-hoc BD projects • Identify and develop a pipeline of potential clients, focusing corporations for inbound and outbound business solutions • Understand clients' needs and promote corporate services and solutions to them • Work with senior management to develop and execute a business development strategy | |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------------------------|---|---|--|
| | | <ul style="list-style-type: none"> • Keep abreast of the market trends and landscape, develop industry networks and attend industry events • Provide feedback to senior management on how to constantly enhance the competitive edge of the firm • Achieve sales targets • Any other duties as assigned by the Management | |
| <p>General Custodian</p> | <ul style="list-style-type: none"> • Physically Fit | <ul style="list-style-type: none"> • Dusting, mopping, sweeping floors, and vacuuming • Cleaning spills, broken glass, and other messes up as quickly as possible • Coordinating duties with other cleaners under the supervision of the supervisor • Maintenance of cleaning equipment • Other tasks as assigned | <ul style="list-style-type: none"> • Working Hours: 5.5 days / week 7am to 4pm (Mon to Fri), 7am to 11am (Saturday) • Employment Type: Full Time • Locations: 12 Marina Boulevard (S)018982 2 Changi Business Park Crescent (S)486029 |
| <p>Lab Cleaner</p> | <ul style="list-style-type: none"> • Physically Fit • Ability to read, write and communicate in English | <ul style="list-style-type: none"> • Clean restroom surfaces by dusting, sweeping, mopping floors, and vacuuming where applicable to maintain hygiene and cleanliness • Refill restroom supplies such as toilet paper and paper towels to ensure availability for users • Coordinate cleaning duties with team members under supervisor guidance to maintain workflow efficiency | <ul style="list-style-type: none"> • Working Hours: 5.5 days / week 8am to 5pm (Tues to Sat) 8am to 12pm (Sunday) • Employment Type: Full Time • Location: 8 Tuas Bay Lane (S)636986 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-------------------------|--|--|---|
| | | <ul style="list-style-type: none"> • Perform maintenance activities to keep bathrooms sanitary and in good condition • Complete additional cleaning tasks as assigned by your supervisor to support overall facility upkeep | |
| Washroom Cleaner | <ul style="list-style-type: none"> • Physically Fit | <ul style="list-style-type: none"> • Clean restroom surfaces by dusting, sweeping, mopping floors, and vacuuming where applicable to maintain hygiene and cleanliness • Refill restroom supplies such as toilet paper and paper towels to ensure availability for users • Coordinate cleaning duties with team members under supervisor guidance to maintain workflow efficiency • Perform maintenance activities to keep bathrooms sanitary and in good condition • Complete additional cleaning tasks as assigned by your supervisor to support overall facility upkeep | <ul style="list-style-type: none"> • Working Hours: 5.5 days / week 7am to 4pm (Mon to Fri), 7am to 11am (Saturday) • Employment Type: Full Time • Locations: 12 Marina Boulevard (S)018982 2 Changi Business Park Crescent (S)486029 12 Seletar Aerospace Link (S)797553 |

#10 Sodexo Singapore


Sodexo Singapore Pte Ltd is a leading provider of integrated facilities management services, catering, and food service solutions. With a global presence in 67 countries, we are committed to improving the quality of life for our clients, their employees, and the communities we serve. Join us and be part of a dynamic, diverse, and ambitious team.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|----------------------------|---|---|---|
| Banquet Coordinator | <ul style="list-style-type: none"> • Minimum 2-3 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism | <ul style="list-style-type: none"> • Maintain a commitment to customer service and guest satisfaction. • Perform all guest contact activities such as serving food and beverages, answering guest questions etc. in a cordial, efficient and professional manner. • Ensure that the food and beverages are served while maintaining a consistent presentation and proper temperature. • Keep station neat and clean during service. • Constantly patrols assigned stations, refilling water and coffee, removing service items and condiments as per established policies and procedures. • Checks on the guest. • Assist in food, beverage, equipment, meeting supplies, glass and silverware inventories on a predetermined basis. • Maintain a cooperative, team-like attitude in working with supervisors and fellow employees. • Enforce all sanitation procedures including safety guidelines and OSHA requirements. • Organizing equipment for a function as well as cleaning, maintaining, and looking after equipment during and after functions. • Immediate communication of special requests, guest problems or concerns to Banquet Supervisor/ Manager. | <ul style="list-style-type: none"> • Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week • Employment Type: Full Time • Location: Marina One West Tower, 9 Straits View (S)018937 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-----------------------|--|--|--|
| | | <ul style="list-style-type: none"> Follow all designated opening and closing procedures to ensure areas are secure and energy efficient. Ensure the proper handling and cleaning of all equipment, glass and silver. Wears proper uniform at all times in accordance with the Grooming Standards Agreement. Perform any reasonable request assigned by management for the Unit's staffing and performance needs. | |
| <p>Barista</p> | <ul style="list-style-type: none"> Possess at least 1 years' experience in similar capacity. Excellent customer service, interpersonal and communication skills. Able to convey meaning and obtain understanding. Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. | <ul style="list-style-type: none"> Determine customer coffee desires; presenting and explaining the coffee drink menu; follow drink recipes and preparation techniques for coffee drinks; replenishing coffee bean supply. Sells and serves baked goods and miscellaneous food items to customers in a courteous and friendly manner. Educate on whole bean knowledge, coffee blends, tea products, bakery items, coffee brewing, and blended products. Safely handle all hot and cold drinks during preparation. Maintain the highest quality, consistent product standards. Follows all Company drink recipes and procedure. Ensure that all of the following are ready for service 15 minutes before meal times in terms of food served according to the menu planned, food garnishing, counter temperature, food displays, serving gears, | <ul style="list-style-type: none"> Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week Employment Type: Full Time Location: 1 Lorong Chuan (S)556818 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|--|
| | | merchandising posters, and price tags. <ul style="list-style-type: none"> • Ensure that all food counters and displays are clean and tidy at all times. • Ensure that all customers are served promptly and duly. • Ensure that food served during meal times are prepared and dished out in accordance to the hygiene and safety regulations required by corporate standards and governmental regulations. • Serve food on the assigned plates or holding receptacles in the portions approved by the client to customers during meal times. • Attend weekly service meetings to improve and enhance service level. • Handle customers’ feedback duly and ensure that all actions taken are reported to the Unit Manager after each meal. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Responsible for wearing the uniform that is provided and to maintain a neat and professional appearance at all times. • Perform all other duties as and when assigned by Superior | |
| Café Manager  | <ul style="list-style-type: none"> • Minimum 5-8 years’ experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – | <ul style="list-style-type: none"> • Monitor portioning and ensure quality food preparation to control food, beverage and other supplies costs. | <ul style="list-style-type: none"> • Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|--|---|
| | <p>ability to convey meaning and obtain understanding.</p> <ul style="list-style-type: none"> • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company’s objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company’s professionalism | <ul style="list-style-type: none"> • Communicate all inventory and supply needs to Unit Manager and/or Head Chef. • Ensure cleanliness of food outlet area; stock and prepare food items as required. • Monitor cleaning rotation schedule on the daily basis. Implement and enforce FIFO at all times. • Ensure that all F&B staff deliver excellent customer service and that they adhere to service standards. • Ensure that F&B staff adhere to safety and general procedures as outlined in SEQ policy • Ensure the F&B service meets business needs and standards. • Ensure any vending machines are full and assist with filling vending machines. • Ensure adherence to cash handling and finance procedures. • Ensure tight control of stock and minimise wastage. • Assist in the development and delivery of staff training which is consistent with business needs. • Verify and supervise line staff and that work are prepared for the next day. • Facilitate conflict resolution. • Assist the team with Cashier and Cook duties during high volume times. • Complete daily paperwork promptly. • Track and prepare all schedules to maximize productivity and keep labor costs within budget. | <ul style="list-style-type: none"> • Employment Type: Full Time • Location: Marina One West Tower, 9 Straits View (S)018937 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <ul style="list-style-type: none"> Any other duties as may be required by the Unit Manager or the Management. | |
| <p>Catering Assistant Cum Cashier (FT/PT)</p> | <ul style="list-style-type: none"> Minimum 2-3 years' experience in similar capacity with or without qualification. Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism | <ul style="list-style-type: none"> Establish and collect cash/ coupon transaction for each sale by ringing into the Point of Sales machine. Maintain and upkeep the POS machines and report any fault or discrepancies in the machine's performance. Handle customers' feedback duly and ensure that all actions taken are reported to the Senior Cashier after each meal. Prepare coffee and tea in urns provided for food service during all meals. Ensure the continuous supply of beverage (hot/cold), drinking cups and stirrers at the beverage counters and display chillers. Assist in month-end stock taking and closing of inventory. Responsible and accountable for the float and cash collection of daily sales transactions at the end of the day. Responsible for the end-of-day transaction report to the Unit Manager. Ensure that the front of house including walls, floors, dining facilities (tables and chairs), counters, display chillers, beverage counters, check-out points are clean and tidy. Attend weekly service meetings to improve and enhance service level. Ensure that all of the following is ready for service | <ul style="list-style-type: none"> Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week Employment Type: Full Time, Part-Time Location: 1 Lorong Chuan (S)556818 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <p>at 15 minutes before meal times in terms of food served according to the menu planned, food garnishing, counter temperature, food displays, serving gears, merchandising posters, and price tags.</p> <ul style="list-style-type: none"> • Ensure that all food counters and displays are clean and tidy at all times. • Ensure that all customers are served promptly and duly. • Ensure that all areas around food counters are clean and spotless including floors, walls, counters and equipment. • Ensure that food served during meal times are prepared and dished out according to the hygiene and safety regulations required by corporate standards and governmental regulations. • Serve food on the assigned plates or holding receptacles in the portions approved by the client to customers during meal times. • Handle customers' feedback duly and ensure that all actions taken are reported to the Unit Manager after each meal. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Responsible for wearing the uniform that is provided and to maintain a neat and professional appearance at all times. • Perform all other duties as and when assigned | |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-----------------------|--|---|--|
| Chef De Partie | <ul style="list-style-type: none"> • Minimum 3-5 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objective. | <ul style="list-style-type: none"> • Ensure that all kitchen areas are clean and sanitized including food processing equipment, cooking utensils and other light equipment. • Cook and prepare assigned dishes for serving according to the menu (main and special/ promotion dishes). • Ensure that all food is processed according to the corporate and government regulatory control in hygiene and sanitation standards. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Assist in planning of menus and recipes with the Unit Manager and Sous Chef. • Attend weekly service meetings to improve and enhance service level. • Recording temperature for all refrigerators and Daily Cooking core temperature. • Responsible for ensuring that all menu items are available in service areas throughout service times. • Responsible for overseeing other kitchen personnel and kitchen areas on occasions when Junior Sous Chef or Sous Chef is not available. • Performs any other duties as directed by the Sous Chef and Unit Manager | <ul style="list-style-type: none"> • Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week • Employment Type: Full Time • Location: 1 Lorong Chuan (S)556818 |
| Cleaner | <ul style="list-style-type: none"> • Minimum 1-year experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey | <ul style="list-style-type: none"> • Manage and maintain food service clearing system so that it works effectively during meal times. • Ensure that all soiled wares are collected duly, cleaned, | <ul style="list-style-type: none"> • Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | <p>meaning and obtain understanding.</p> <ul style="list-style-type: none"> • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company’s objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company’s professionalism. | <p>washed and sanitized for use in all other department.</p> <ul style="list-style-type: none"> • Ensure that all equipment and facilities in the dishwashing department are managed effectively by proper usage and maintenance. • Perform duties to keep all areas of the dishwashing area clean and sanitized including floors, walls, dishwashing machines and equipment, storage equipment/ shelves and other light equipment. • Remove food waste from waste receptacles, thereafter clean and sanitize bins. • Ensure that all work is carried out safely according to industrial safety requirement regulated in-house and governmental regulations. • Responsible for all use and security of cleaning chemicals used in the catering facility. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • To minimise complaints from Client on cleaning issue. • Ensure feedback received from user and convey accordingly to Cleaning Supervisor for any action to be taken. • Ensure toilet amenities are replenished daily. • Ensure pantry items are in order. • To be punctual and work according to time slot assigned. • Ensure daily cleaning operation without fail. | <ul style="list-style-type: none"> • Employment Type: Full Time • Location: Marina One West Tower, 9 Straits View (S)018937 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <ul style="list-style-type: none"> Attend weekly service meetings to improve and enhance service level. Responsible for wearing the uniform that is provided and to maintain a neat and professional appearance at all times. Performs any other duties as directed by the Head Chef. | |
| <p>Cleaning Supervisor</p> | <ul style="list-style-type: none"> Minimum 5-8 years' experience in similar capacity with or without qualification. Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism | <ul style="list-style-type: none"> Manage and maintain food service clearing system so that it works effectively during meal times. Ensure that all soiled wares are collected duly, cleaned, washed and sanitized for use in all other department. Ensure that all equipment and facility in the dishwashing department is managed effectively by proper usage and maintenance. Perform duties to keep all areas of the dishwashing area clean and sanitized including floors, walls, dishwashing machines and equipment, storage equipment/ shelves and other light equipment. Ensure that all work is carried out safely according to industrial safety requirement regulated in-house and governmental regulations. Responsible for all use and security of cleaning chemicals used in the catering facility. Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. Attend weekly service meetings to improve and enhance service level. | <ul style="list-style-type: none"> Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week Employment Type: Full Time Location: 1 Lorong Chuan (S)556818 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <ul style="list-style-type: none"> Responsible for wearing the uniform that is provided and to maintain a neat and professional appearance at all times. Perform any other duties as directed by the Management. | |
| <p>Cook</p> | <ul style="list-style-type: none"> Minimum 3 years' experience in similar capacity with or without qualification. Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism | <ul style="list-style-type: none"> Ensure that all areas of the kitchen are clean and sanitized including food processing equipment, cooking utensils and other light equipment. Cook and prepare assigned dishes for serving according to the menu (main and special/promotion dishes). Ensure that all food is processed according to the corporate and government regulatory control in hygiene and sanitation standards. Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. Assist in planning of menus and recipes with the Unit Manager and / or Head Chef. Attend weekly service meetings to improve and enhance service level. Responsible for wearing the uniform that is provided and to maintain a neat and professional appearance at all times. Perform any other duties as directed by the Head Chef and/or Unit Manager. | <ul style="list-style-type: none"> Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week Employment Type: Full Time Location: 1 Lorong Chuan (S)556818 |
| <p>Dishwasher</p> | <ul style="list-style-type: none"> Minimum 1-year experience in similar | <ul style="list-style-type: none"> Manage and maintain food service clearing system so | <ul style="list-style-type: none"> Working Hours: Mon – Fri, |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | <p>capacity with or without qualification.</p> <ul style="list-style-type: none"> • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company’s objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company’s professionalism. | <p>that it works effectively during meal times.</p> <ul style="list-style-type: none"> • Ensure that all soiled wares are collected duly, cleaned, washed and sanitized for use in all other department. • Ensure that all equipment and facility in the dishwashing department is managed effectively by proper usage and maintenance. • Perform duties to keep all areas of the dishwashing area clean and sanitized including floors, walls, dishwashing machines and equipment, storage equipment/ shelves and other light equipment. • Remove food wastes from waste receptacles thereafter clean and sanitize bins. • Ensure that all work is carried out safely according to industrial safety requirement regulated in-house and governmental regulations. • Responsible for all use and security of cleaning chemicals used in the catering facility and to wear the uniform that is provided and to maintain a neat and professional appearance at all times. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Attend weekly service meetings to improve and enhance service level. • Performs any other duties as directed by the Head Chef. | <p>7am - 4.30pm 8am - 5.30pm 44 hrs / week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: Marina One West Tower, 9 Straits View (S)018937 |
| <p>Food Service Ambassador (FT/PT)</p> | <ul style="list-style-type: none"> • 1 to 3 years of relevant working experience preferably in customer service/service industry. | <ul style="list-style-type: none"> • To be responsible for the meal service for the patients including meal order taking, | <ul style="list-style-type: none"> • Working Hours: 6 day / week, |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | <ul style="list-style-type: none"> • Able to work independently and enjoy working closely with all levels of staff to achieve positive outcomes. • Service oriented and customer focused. • Sharp, analytical and self-motivated. • Good communication and interpersonal skills. • Able to work independently as well as in a team with minimal supervision. | <ul style="list-style-type: none"> • meal service and tray clearance • To liaise with various departments such as dietetics and kitchen to ensure accurate patient meal service • To follow the procedures related to control room pertaining to meal service • To provide excellent customer service to the patients in the wards. • To ensure a good relationship with the patients and make sure their concerns are taken care of. • To attend to all patients' complaints and feedback within a short period of time. • To achieve the standard set in the KPI for his/her department. • To attend trainings in relation to the job and train new joiners in whichever area that has been identified. • To carry out the orientation training for new staff in customer service as well as using the EMOS system. • To carry out all other administrative and operational related duties assignment assigned by superior and the Management | <ul style="list-style-type: none"> • 7am - 3pm 1pm - 9pm 44 hrs / week • Employment Type: Full Time, Part-Time • Location: 100 Bukit Timah Road (S)229899 |
| <p>Head Chef </p> | <ul style="list-style-type: none"> • Minimum 8-10 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. | <ul style="list-style-type: none"> • Responsible for the overall daily food production and back-of-house operations. • Maintain and enhance manpower management by daily effective communication. • Ensure that quality and wholesome food is served in the facility. | <ul style="list-style-type: none"> • Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week • Employment Type: Full Time |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|--|--|--|
| | <ul style="list-style-type: none"> • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company’s objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company’s professionalism | <ul style="list-style-type: none"> • Plan and execute monthly rotating menus and special food promotion with the Unit Manager. • Manage daily customer feedback concerning services provided through effective communication and effective customer service management. • Liaise and produce for banquet events of the day/ week with F&B Coordinator/ Supervisor. • Ensure that all areas of services provided are maintained at the required in-house and corporate standards. • Assist in coordinating activities from the head office during official visits from other related departments i.e. Purchasing, HR, Finance, Business Development and SEQ Department. • Submit weekly and monthly financial/ administration reports to the Unit Manager. • Submit all HR related documentation to Unit Manager concerning employment, termination, leave application, timecards, manpower costs etc. from back of house operations. • Attend weekly service meetings to improve and enhance service level. • Evaluate and administer manpower plans, employee training & development. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. | <ul style="list-style-type: none"> • Location: Marina One West Tower, 9 Straits View (S)018937 |


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|----------------------------------|--|--|---|
| | | <ul style="list-style-type: none"> • Maintain and improve hygiene and safety standards of both front of house and back of house operations. • Perform all other duties common assigned to by both the client and management of Sodexo Singapore. | |
| Kitchen Assistant (FT/PT) | <ul style="list-style-type: none"> • Minimum 2-3 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism. | <ul style="list-style-type: none"> • Perform duties to keep all areas of the kitchen clean and sanitized including floors, walls, drains, food processing equipment, cooking utensils and other light equipment daily and periodically. • Remove food wastes from waste receptacles thereafter clean and sanitize bins. • To assist in daily food preparation assigned by the Head Chef. • Ensure that all food is processed according to the corporate and government regulatory control in hygiene and sanitation standards. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Attend weekly service meetings to improve and enhance service level. • Responsible for wearing the uniform that is provided and to maintain a neat and professional appearance at all times. • Performs any other duties as directed by the Head Chef | <ul style="list-style-type: none"> • Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week • Employment Type: Full Time, Part-Time • Location: 1 Lorong Chuan (S)556818 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-------------------|---|---|---|
| Pastry CDP | <ul style="list-style-type: none"> • Good knowledge of different types of pastry, desserts and cake decorating. • Ability to work a variety of shifts including weekends, days, afternoons and evenings. • Minimum 5 years of relevant bakery/ pastry and high-volume food production experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company’s objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the | <ul style="list-style-type: none"> • Oversees preparation process, portioning, presentation and quality of bakery products. • Take ownership of supervising and guiding pastry team to deliver bakery products according to Company’s quality and cost requirements. • Manage all day-to-day operations of the pastry and bakery section of the kitchen. • Prepare a wide variety of goods such as cakes, cookies, pies, bread etc., following traditional and modern recipes. • Able to produce all baked goods including but not limited to artisan breads and rolls, muffins, laminated Danish, laminated croissants and doughnuts etc. • Able to develop, design, and create new and exciting desserts to renew menus and engage the interest of customers. • Able to recognize superior quality products, presentations and flavours and ensure excellent quality throughout the dessert offerings. • Follow proper handling and right temperature of all food products. • Decorate pastries and desserts using different types of icing, toppings etc. and ensure the food presentation will be beautiful and exciting. • Coordinate activities of cooks and workers engaged in food preparation. | <ul style="list-style-type: none"> • Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week • Employment Type: Full Time • Location: 1 Ayer Rajah Avenue (S)138676 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | company's professionalism. | <ul style="list-style-type: none"> • Check the quality of raw and cooked food products to ensure that standards are met. • Assist in determining how food should be presented and create decorative food displays. • Assist in late events and stay back for boarders' dinner once weekly, if required. • Monitor stocks for baking ingredients such as flour, sugar etc. and make appropriate orders within budget. • Check quality of material and condition of equipment and devices used for cooking. • Operates and maintains all department equipment and reports all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervisor immediately. • Attend all scheduled employee meetings and bring suggestions for improvement. • Must possess a positive attitude and have the ability to work with a variety of people and co-operate with co-workers efficiently and effectively. • Encourage and build mutual trust, respect and cooperation among team members, and serves as a role model to demonstrate appropriate behaviours. • Guide and motivate pastry assistants and bakers to work more efficiently. | |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <ul style="list-style-type: none"> • Ensure compliance to food safety and hygiene regulations at all times. • Any other ad-hoc duties as assigned by Superior. | |
| <p>Sous Chef </p> | <ul style="list-style-type: none"> • Minimum 8-10 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism. • Team player. • Maintaining culinary standard up to company's requirements. | <ul style="list-style-type: none"> • Responsible for the overall daily food production and back of the house operations. • Maintain and enhance manpower management by daily effective communication. • Ensure that quality and wholesome food is served in the facility. • Plan and execute monthly rotating menus and special food promotion with the Unit Manager. • Manage daily customer feedback concerning services provided through effective communication and effective customer service management. • Liaise and produce for banquet events of the day/ week with F&B Coordinator/ Supervisor. • Ensure that all areas of services provided are maintained at the required in-house and corporate standards. • Assist in co-ordinating activities from the head office during official visits from other related departments i.e. Purchasing, HR, Finance, Business Development and SEQ Department. • Submit weekly and monthly financial/administration reports to the Unit Manager. • Submit all HR related documentation to Unit | <ul style="list-style-type: none"> • Working Hours: Mon – Fri, 7am - 4.30pm 8am - 5.30pm 44 hrs / week • Employment Type: Full Time • Location: Marina One West Tower, 9 Straits View (S)018937 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <p>Manager concerning employment, termination, leave application, timecards, manpower costs etc. from back of house operations.</p> <ul style="list-style-type: none"> • Attend weekly service meetings to improve and enhance service level. • Evaluate and administer manpower plans, employee training & development. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Maintain and improve hygiene and safety standards of both front of house and back of house operations. • Keeping Food Sampling and Daily Cooking Core temperature recordings. • Ensure recording temperature for all refrigerators. • Perform all other common duties assigned by both the client and management of Sodexo Singapore | |

#11 ST Logistics


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| Logistics Specialists (Asset Management) | <ul style="list-style-type: none"> • Basic knowledge of SAP / Warehouse Management System (WMS) / Supply Chain Software / Enterprise Resource planning (ERP) Systems. • Proficiency in basic MS Office Applications / Microsoft Power Platform Applications | <ul style="list-style-type: none"> • The Logistics Specialist - Asset Management is responsible for performing general asset tracking operations and activities. • He/she performs asset management operations in adherence to procedures, and the safe and efficient operations of asset/data handling. | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 8am - 5.30pm • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <ul style="list-style-type: none"> • He/she performs asset management and transaction documentation processes and performs the secure handling of asset data. • He/she also supports implementation of improvement opportunities within the asset management operations. | <ul style="list-style-type: none"> • Location: 5 Clementi Loop (S)129816 |
| <p>Logistics Specialists (Warehouse & Cold Chain Management)</p> | <ul style="list-style-type: none"> • Basic knowledge of SAP/Warehouse Management System (WMS) • Proficiency in basic MS Office Applications • Physically fit for tasks that may involve lifting and moving packages • Good team player, able to work well independently and in a team • Forklift licence is preferred. | <ul style="list-style-type: none"> • The Logistics Specialist - Warehouse and Cold Chain Management is responsible for performing general warehouse operations and activities. • He/she performs warehouse operations in adherence to procedures, and the safe and efficient operations of goods and equipment. • He/she performs deliveries, asset management and transaction documentation process, and performs the secure handling of goods. • He/she also supports implementation of improvement opportunities within the warehouse operations. • He/she may be required to work in rotating shifts and be able to carry heavy loads. | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 8am - 5.30pm • Employment Type: Full Time • Job Type: Permanent • Locations: 5 Clementi Loop (S)129816 60 Pioneer Road (S)628509 601 Old Choa Chu Kang Road (S)699817 |
| <p>Manager - Business Development </p> | <ul style="list-style-type: none"> • Review the prevalent trends, dynamics, and market movements to formulate business strategies. • Drive customer attraction and retention strategies to improve on customer loyalty. • Manage teams in the workplace. | <ul style="list-style-type: none"> • The Manager - Business Development - is responsible for business development, managing large key accounts, marketing, sales of both broad-based and niche logistics services including performing market research, prospecting, developing relationships with potential customers and meeting sales targets. | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 8am - 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 5 Clementi |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|--|--|---------------------------|
| | <ul style="list-style-type: none"> • Review sales proposals and/or tender documents. • Develop sales performance metrics based on organisation service prices and cost structure approaches. • Influence stakeholders' perspectives of requirements and activities. • Develop measures to improve vendor management capability in the organisation. • Review allocation of resources across different business activities. • Evaluate effectiveness of risk mitigation plans, operational policies, standards, and procedures. • Develop strategic project plans to align projects with business strategies. • Review projects to meet cost and benefit targets of programmes. • Evaluate programmes to influence bottom line of organisation. • Influence the organisational programme management culture with analysis and investment valuation concepts. • Forecast customers' needs to enhance offerings and competitiveness. | <ul style="list-style-type: none"> • He/she is responsible for managing the processes of logistics solution business development, analysing, designing and implementing end-to-end logistics solutions for various customers. • He/ she is responsible for managing and reviewing operational policies, standards and procedures related to project logistics, including but not limited to the integration and installation of automations and roll out of logistics solutions. • Resourceful and analytical, he/she is required to manage resources, including manpower and obtain buy-in from internal and external stakeholders, to lead teams effectively and make business decisions independently. | <p>Loop (S)129816</p> |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|---|
| | <ul style="list-style-type: none"> • Develop intervention strategies to mitigate gaps in delivery of logistics services. • Evaluate logistics operating procedures. • Identify measures to review and improve supply chain programme management plans. • Review areas in logistics operations where technology can enhance processes. • Manage impact of the use of technology/ electronic tools and devices on organisational performance. | | |
| <p>Senior Manager - Data, Analytics and Artificial Intelligence </p> | <ul style="list-style-type: none"> • Familiarity with data manipulation, statistical analysis and machine learning theories. • This includes extracting and integration of data from various sources, developing and scaling models in real-time business conditions. • This includes interfacing (via API) between the data layer and application layer. • Understanding of software engineering practices (e.g. Version Control), containerization, CI/CD pipelines • Advanced proficiency in SPARK, Python, Java, SQL, Pandas, Hugging Face, Open AI APIs | <ul style="list-style-type: none"> • The Senior Manager –Data, Analytics and Artificial Intelligence is someone who lives and breathes data. • This person’s best friends are databases and data governance. Basically, everything data. • He/she is someone who is "T" shaped - With numerous IT related skills, communication skills, strategy skills with a deep specialisation in data analytics. • He/she works data analytics projects - from gathering the data to doing up visualisations that aim to provide value to the business. • He/she extracts and integrates data from various sources and creates advanced models and algorithms suitable for the business use case. | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 8am - 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 60 Pioneer Road (S)628509 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|--|--|--------------------------|
| | <ul style="list-style-type: none"> • Advanced proficiency with both full stack software engineering and data engineering with solid experience of working with Azure etc. • Familiar with data ethics and governance including best practices on how data should be managed securely • Strong leadership and management skills, with the ability to motivate and develop a team. • Excellent communication and interpersonal skills, with the ability to build strong relationships with internal and external stakeholders. | <ul style="list-style-type: none"> • He conducts testing on data and AI models, interprets findings from testing, and evaluates model performance for scaling and deployment. • He develops compelling and logically structured communication materials to facilitate stakeholder buy-in. • He/she works in a team setting and is proficient in statistics, scripting and programming languages required by the organisation. • He is also familiar with the relevant software platforms on which the solution is deployed on. • He/she has strong analytical and critical thinking skills to identify and solve problems. • He/she is passionate about analysing and resolving complex business problems, displaying intellectual curiosity towards using data and AI to address business needs and challenges. • He/she is a data storyteller and is able to influence key stakeholders and spearhead a data driven approach to resolve business issues. • Being the leader of the team, he/she must be comfortable with interfacing with the C-suite, making difficult decisions and managing team morale. • This person is the point person for all things data in the organisation. • He/she must be a superhero and have exceptionally high intelligence quotient, | |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|---|
| | | emotional quotient and adversity quotient. | |
| Solution Architect Manager  | <ul style="list-style-type: none"> • Software Engineering Leadership: Leads agile teams in building cloud-native and full-stack applications. • Strong intercommunication and social skills • Positive and keen learner, team player • Strong leadership and management skills, with the ability to motivate and develop a team. • Excellent communication and interpersonal skills, with the ability to build strong relationships with internal and external stakeholders. • A Good team player that is willing to share ideas and work with fellow colleagues to complete tasks within a team | <ul style="list-style-type: none"> • The Supply Chain Technology IT Solution Architect will lead the design and implementation of enterprise IT, automation, and digital solutions that power ST Logistics’ next-generation supply-chain network. • This role combines deep full-stack engineering capability with strong knowledge of warehouse automation, IoT, and operations technologies (OT) to build an integrated digital ecosystem. • The Architect will enable smart-warehouse, last-mile, and data-driven transformation, integrating systems such as WMS, SAP, IoT lockers, RFID scanners, AGVs, and robotics platforms into a secure, cloud-ready architecture. | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 8am - 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 60 Pioneer Road (S)628509 |

#12 The American Club

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-----------------------|---|---|---|
| Chef De Partie | <ul style="list-style-type: none"> • Good knowledge of food preparation, cooking techniques, and kitchen operations. • Ability to manage a specific kitchen section and maintain food quality. • Knowledge of food safety and hygiene standards. | <ul style="list-style-type: none"> • Maintain, prepare and serve all food items as instructed by the Chef • Store all food and food related items in a clean and organized fashion, dated and on a ‘first in, first out’ basis • Ensure all food is presented to order in a neat and appetizing appearance | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 07:00 - 16:45 09:30 - 19:15 10:15 - 20:00 10:30 - 20:15 (these are just a few |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--------------------------------|---|--|---|
| | <ul style="list-style-type: none"> • Ability to work in a fast-paced environment. • Willingness to work shifts, weekends, and public holidays. | <ul style="list-style-type: none"> • Request additional supplies to replenish kitchen stock in an appropriate time frame • Maintain the working area and equipment with meticulous cleanliness and good hygiene • Maintain quality control with the most economical usage of products | <p>possible shift timings)</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: 10 Claymore Hill (S)229573 |
| Chef De Partie (Pastry) | <ul style="list-style-type: none"> • Good knowledge of pastry preparation, baking techniques, and dessert presentation. • Ability to follow recipes and maintain consistent quality. • Knowledge of food safety and hygiene standards. • Ability to work in a fast-paced kitchen environment and as part of a team. | <ul style="list-style-type: none"> • Maintain, prepare and serve all food items as instructed by the Pastry Chef • Store all food and food related items in a clean and organized fashion, dated and on a 'first in, first out' basis • Ensure all food is presented to order in a neat and appetizing appearance • Request additional supplies to replenish kitchen stock in an appropriate time frame • Maintain the working area and equipment with meticulous cleanliness and good hygiene • Maintain quality control with the most economical usage of products | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 06:00 - 15:45 07:00 - 16:45 08:00 - 17:45 10:00 - 19:45 (these are just a few possible shift timings) • Employment Type: Full Time • Location: 10 Claymore Hill (S)229573 |
| F&B Captain | <ul style="list-style-type: none"> • Customer-oriented with good problem-solving skills. • Ability to work in a fast-paced environment and handle multiple tasks. • Willingness to work shifts, weekends, and public holidays. | <ul style="list-style-type: none"> • To ensure all Members are greeted and seated courteously without delay. • To ensure that all Members are served promptly with a smile. • Ensure maximum Member satisfaction by adding a very personal touch to all services. • Be familiar with the menu and prices in order to facilitate the selling of food. • Check with Members as to his/her satisfaction of the meal or service. | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 07:00 - 16:45 09:30 - 19:15 10:15 - 20:00 10:30 - 20:15 (these are just a few possible shift timings) • Employment Type: Full Time |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|---|
| | | | <ul style="list-style-type: none"> • Location: 10 Claymore Hill (S)229573 |
| <p>Fitness & Leisure Executive </p> | <ul style="list-style-type: none"> • Basic knowledge in CPR/ First Aid • Minimum 2 years' experience in an Executive level position coupled with 5 years' experience as a sports counter supervisor or equivalent. • Demonstrated experience & interest in fitness, leisure, and recreational related fields. • Able to provide exceptional customer service experience. • Knowledge in organizing/ planning events/ activities. • Efficient in MS Office (Minutes writing) • Ability to work with Members of various nationalities & cultures. • Able to work in a fast-moving environment and under pressure. • Positive working attitude • Must be a good team player. • Computer literate • Willingness to work shifts, weekends, and public holidays | <ul style="list-style-type: none"> • Attend to all Members enquiries over the counter & on the phone i.e. gym, group fitness, tennis, squash & adult recreation etc. • Enforcing all Club & department by law and ensuring safety of the workplace i.e. no mobile phone usage while on machines, towel use in the gym area & proper attire for both gym & squash court etc. • Ensure month-end billing for all fitness & recreation classes and all activities are accounted for. • Updating & changing of the music played in the gym weekly on a bi-monthly basis. • Ensure the basic cleanliness & housekeeping at the sports counter area and changing facilities. • Work closely with the Head of Fitness & Youth on the financial target and activities. • Regular follow-up with Head of Fitness & Youth in updating of the operation • Support of Gym administration i.e. marketing collateral for events, new personal training, classes' attendance, tournament sign-ups and members correspondences. • To attend and provide secretarial support to the Head of Fitness & Youth during all F&L committee & subcommittee meetings. | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 05:45 - 15:30 08:00 - 17:45 09:00 - 18:45 11:00 - 20:45 11:30 - 21:00 (these are just a few possible shift timings) • Employment Type: Full Time • Location: 10 Claymore Hill (S)229573 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|---|
| | | <ul style="list-style-type: none"> To support, guide & mentor the new associates/interns on work operations and other administrative duties. To continuously seek new programs for Fitness & Leisure. All other duties as per directed by Head of Fitness & Youth. | |
| <p>Member Engagement Associate</p> | <ul style="list-style-type: none"> Good communication and interpersonal skills. Ability to handle guest check-in, check-out, and inquiries professionally. Well-groomed, organized, and able to multitask. Basic computer skills Willingness to work shifts, weekends, and public holidays. | <ul style="list-style-type: none"> Serve as the first point of contact for Members and guests across all touchpoints, delivering a warm, professional, and service-oriented experience Handle all Member inquiries, feedback and requests professionally and promptly Monitor and ensure the lobby, front-of-house areas, meeting rooms, workspaces, and library is clean, conducive and welcoming at all times Act as a central point for internal communication, ensuring messages and updates are disseminated appropriately across relevant teams | <ul style="list-style-type: none"> Working Hours: 5 day / week, 08:00 - 17:45 09:30 - 19:15 12:15 - 22:00 (these are just a few possible shift timings) Employment Type: Full Time Location: 10 Claymore Hill (S)229573 |
| <p>Project Executive (Youth) </p> | <ul style="list-style-type: none"> At least 1 year in a supervisory role 2 or more years in hospitality or customer service role Experience in dealing with children preferred but not required Technical Knowledge Customer service Event management Budgeting experience Good communication and interpersonal skills with children and youth | <ul style="list-style-type: none"> To uphold and deliver all Bowling Alley and Youth products and services in accordance with the Club’s vision, mission and values, working united as a team within the department and beyond. Ensure smooth operations for all responsibilities pertaining to events, camps, parties, classes and workshops. Build good rapport and partnerships with key stakeholders, such as parents and children who utilize the | <ul style="list-style-type: none"> Working Hours: 5 day / week, 07:45 - 17:30 08:30 - 18:15 09:00 - 18:45 10:30 - 20:15 11:30 - 21:15 12:15 - 22:00 (these are just a few possible shift timings) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|--|--|
| | <ul style="list-style-type: none"> • A team player with good leadership skills • Proficient in Microsoft Word and Excel • Must be physically fit (movements required for events set-up and participation with children when required) • Ability to multi-task • Willingness to work shifts, weekends, and public holidays. | <p>facilities, fellow colleagues and external vendors.</p> <ul style="list-style-type: none"> • Maintain effective communication between all stakeholders including line staff and Management. • To complete administrative aspects for the Bowling Alley and Youth Sections as agreed with the Project Executives and Manager. • Interact and engage with children age range primarily from 5 to 10 years old and ensure they are safe at all times. • Planning and execute party events, enrichment class and other outdoor activities as and when required. • Plan and conduct appropriate enrichment programs or classes for children. • Administrate a budgeting plan on planned programs as and when required. • Coordinate with vendors to execute planned programs. • Collaborate with various departments on registrations and marketing of the activities for participation rate. • Prompt and professional handling of enquiries and vendor management. • Perform ad hoc tasks and side duties assigned. • Conceptualize events, party themes and camp activities. • Select appropriate content / programs for Youth programs and workshops. • Perform ad hoc tasks and side duties assigned by the Manager and Assistant Manager. | <ul style="list-style-type: none"> • Employment Type: Full Time • Location: 10 Claymore Hill (S)229573 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|------------------------|---|---|---|
| Spa Coordinator | <ul style="list-style-type: none"> • Strong interpersonal and communication skills • Ability to work independently in a fast-paced environment • Calm, meticulous and empathetic • Proficient in Microsoft Office applications • Experience in spa / front-line facing / administrative role is a plus | <ul style="list-style-type: none"> • Attend to Members’ service needs promptly and courteously, following established standards and protocols • Update and maintain accurate Member profiles, including post-treatment notes and relevant information • Handle Member enquiries and feedback in a professional and timely manner • Perform end-to-end spa reservations and daily front desk duties • Perform retail sales activities and help maintain product displays and stock levels | <ul style="list-style-type: none"> • Working Hours: 5 day / week, 08:30 - 18:15 09:30 - 19:15 10:30 - 20:15 (these are just a few possible shift timings) • Employment Type: Full Time • Location: 10 Claymore Hill (S)229573 |

#13 Watami Food Service Singapore

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

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


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

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-------------------|--|---|---|
| Dishwasher | <ul style="list-style-type: none"> • No experience needed, just a strong work ethic, good attitude, and the ability to handle a fast-paced environment. • Applicants should be comfortable standing for long hours and working shifts, including weekends and public holidays. | <ul style="list-style-type: none"> • Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery. • Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations. • Cleaning machines and appliances used in kitchen, such as pots, and pans etc. | <ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Locations: 1 Pasir Ris Close |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|----------------------------|---|--|--|
| | | <ul style="list-style-type: none"> • Taking out the trash. • Supporting other restaurant staff members by assisting with other tasks, as needed. | <p>(S)519599, The Star Vista (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai Lake Road (S)729826</p> |
| <p>Kitchen Crew</p> | <ul style="list-style-type: none"> • Basic F&B kitchen experience will be a plus point. • No need for fancy experience, just a good attitude, willingness to learn, and ability to work well under pressure. • If applicants enjoy working in a fast-paced kitchen and have an interest in Japanese food, that is a big plus. • Applicants will need to be okay with shifts, including weekends and holidays. • Teamwork and hygiene are super important in this role. | <ul style="list-style-type: none"> • Preparing and cooking food orders for all customers according to Watami’s service standard and procedures. • Preparation work of Kitchen opening and closing operation hours. • Maintain quality, service & cleanliness at all times according to Watami’s standards. • Food production: make sure the end product and the cooking process conforms to Watami’s standard and procedures, and at the same time has good sense of preventing and recording of losses. | <ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Locations: 1 Pasir Ris Close (S)519599, The Star Vista (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|---|
| | | | (S)238801, 80 Mandai Lake Road (S)729826 |
| Management Trainee  | <ul style="list-style-type: none"> • This role is perfect for someone who is eager to learn all aspects of restaurant operations, from front-of-house service to kitchen workflow and team management. • Applicants do not need years of experience, but you should have a strong interest in F&B, a willingness to take on challenges, and a positive, team-first attitude. • As a trainee, applicants will be guided by experienced managers and gradually take on more responsibility. • Applicants must be open to shift work, including weekends and public holidays, and willing to work hard to grow into a leadership role. | <ul style="list-style-type: none"> • Provide service to all customers according to Watami’s service standard and procedures. • Responsible for the preparation work of Hall opening and closing operation hours. • Maintain quality, service & cleanliness at all times according to Watami’s standards • Able to handle all stations at an independent level. • Other leader and manager job scope. | <ul style="list-style-type: none"> • Working Hours: 5 days / week 50 hrs / week • Employment Type: Full Time • Locations: 1 Pasir Ris Close (S)519599, The Star Vista (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai Lake Road (S)729826 |
| Service Crew | <ul style="list-style-type: none"> • Applicants who enjoy working with people, have a positive attitude, and are willing to learn. • Experience in food service is a plus, but not a must. • We will provide training and guidance. • Job scope includes helping with taking orders, serving food, keeping the place clean, | <ul style="list-style-type: none"> • Provide service to all customers according to Watami’s service standard and procedures. • Responsible for the preparation work of Hall opening and closing operation hours. • Maintain quality, service & cleanliness at all times according to Watami’s standards. | <ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Locations: 1 Pasir Ris Close (S)519599, The Star Vista (S)138617, |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|--|--|
| | and making sure our guests have a great dining experience. <ul style="list-style-type: none"> • A basic interest in Japanese food and culture is a bonus. • Applicants should be alright with shift work, including weekends and public holidays. | <ul style="list-style-type: none"> • Promote Watami Japanese dining culture and introduce the specific dining manner of certain cuisine. • Any other job-related duties requested from senior staff. | 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai Lake Road (S)729826 |

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 Devan Nair Institute for Employment and Employability
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 Singapore 609607

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

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

Singapore 018989

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