

FairPrice Group Recruitment Drive

JOB LISTING BOOKLET

26 July 2024 (Friday)

10.00am – 1.30pm: Food Services Interview

1.00pm – 4.30pm: Retail Business Interview

Tampines Central Community Club, Our Tampines Hub

1 Tampines Walk, Level 3 (access via Lift Lobby F)

Function Room 1, Singapore 528523



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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Please note that there will be photo-taking/video taking at this event. By participating in this event, you hereby consent to have your photograph/video taken by e2i for the purposes of marketing/promotion/publicity and to be published on media platforms, public or otherwise.

#1 Kopitiam

Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
Kopitiam - Service Crew (Culinary)	<ul style="list-style-type: none"> • Prepare basic, washing, peeling, chopping and cutting raw items • Rearrange walk chiller and freezer raw materials based on FIFO • Conduct pre-cooking checks on raw materials • Prepare raw materials for the next meal • To ensure all raw materials are labeled and dated • Make cordial drinks if required • Provide quality service if serving is required • Collect food samples • Adhering to kitchen's food handling Standard Operating Procedure • Ensure the kitchen surrounding areas are cleaned properly • Handles all equipment and utensils the proper way and clean as you go • Track, record and replenish inventory as needed • Suggest improvement activities across workstations • Other work scope as required by business needs 	<ul style="list-style-type: none"> • Able to stand long hours • Able to work rotating shifts 	<ul style="list-style-type: none"> • 8 hours rotating shift • Islandwide
Kopitiam - Service Crew (Full-Time)	<ul style="list-style-type: none"> • Responsible for the preparation of food and drinks such as set meals, desserts, cutting of fruits • Deliver high standard of Customer Service during order taking, cashiering, food presenting etc • Serve customers with smiles and well-prepared food • Maintain the right stock levels before peak periods 	<ul style="list-style-type: none"> • Able to stand long hours • Able to work rotating shifts 	<ul style="list-style-type: none"> • 8 hours rotating shift • Islandwide
Kopitiam - Service Crew (Part-Time)	<ul style="list-style-type: none"> • Responsible for the preparation of food and drinks such as set meals, desserts, cutting of fruits • Deliver high standard of Customer Service during order taking, cashiering, food presenting etc 	<ul style="list-style-type: none"> • Able to stand long hours • Able to work rotating shifts 	<ul style="list-style-type: none"> • 5 - 6 hours rotating shift • Islandwide

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
	<ul style="list-style-type: none"> • Serve customers with smiles and well-prepared food • Maintain the right stock levels before peak periods 		
Outlet Manager	<ul style="list-style-type: none"> • Manage and ensure smooth operation of food court. • Ability to lead and set directions as well as provide guidelines to the operation team according to company SOPs and operational workflows. • Provide development plans to team members in accordance with the company's KPI. • Identify relevant courses for the team members. • Monitor the outlet's Profit and Loss and provide solutions to improve bottom line. • Propose activities according to market needs. Provide yearly sales budget proposal for the outlet. • Maintain good working relationships with landlord, relevant authorities/ agencies, licensees and sub-contractors. • Assist inspectors of relevant authorities/ agencies such as NEA, MUIS 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 licensees. • Responsible for sourcing and recommending suitable food type to fill up vacant stall. • Conduct regular checks on food quality and provide feedback to licensees. • Ensure selling prices of stalls according to licensee agreements. 	<ul style="list-style-type: none"> • Food Hygiene cert. Processes excellent communication and interpersonal skills. • Resourceful and ability to work under pressure. • PC proficiency in MS Words and Excel. 	<ul style="list-style-type: none"> • 8 hours rotating shift • Islandwide

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
	<ul style="list-style-type: none"> Assess and provide evaluation of subcontractors' performance. Supervise and provide guidance to licensees and cleaning contractors to provide high quality of service and achieve housekeeping excellence. To plan and carry out M&E works according to schedule. 		
Outlet Executive	<ul style="list-style-type: none"> Direct and manage retail stalls according to company SOPs and regulatory requirements Mentor and supervise service staff on food handling, service conduct, and compliance to standards Required to prepare meals such as toast making, and hot foods based on the company's SOPs. Preparation of hot and cold beverages from scratch and premix. Advice on operational needs and service consistency Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability Monitor sales and provide monthly sales reports with recommendations for business reviews with management Handle cashiering duties, customers' complaints and operational issues Other work scope as required by business needs 	<ul style="list-style-type: none"> Preferably someone with diploma in F&B, supply chain or related courses. Is fluent in English and one other local language. Basic computer literacy including MS Word and Excel. Possess good knowledge of WSHA, HACCP & MUIS regulations. Hands-on with good problem-solving skills relating to food court operations and customer issues. Ability to foster positive working relationships. Preferably someone with at least 1-3 years in a supervisory role. Experience working in F&B sector is a plus 	<ul style="list-style-type: none"> 8 hours rotating shift Islandwide
CCYYY - Service Crew (Culinary)	<ul style="list-style-type: none"> Responsible for all Counter Sales Assistant duties and all operations matters 	<ul style="list-style-type: none"> Minimum 2 years of relevant experience in the F&B Industry 	<ul style="list-style-type: none"> 8 hours rotating shift Islandwide

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
	<ul style="list-style-type: none"> • Monitor staff performance and upholds disciplinary standard within the team • Conduct on-the-job training for new joiners • Participate and provide input for staff performance appraisals • Provide support in team planning-scheduling and rostering • Possess strong product knowledge and model excellent customer service • Put in continuous effort& to motivate the team to deliver great service to customers and meet revenue target • Prepare periodic stock take such as month-end stock take and stock ordering • Appointed key holder role during store opening and closing and the duty supervisor on shift • Manage and maintain the housekeeping for working station & area/storeroom • Other administrative duties when assigned 	<ul style="list-style-type: none"> • Good knowledge of stock inventory and people management • Initiate potential cost savings in waste management and food cost • Able to multi-task and have basic equipment maintenance knowledge. • Experience in managing staff duty roster/planning • Good organisation skills • Having a basic food hygiene certificate is an added advantage or hygiene training will be provided 	
<p>Heavenly Wang - Service Crew (Full Time)</p>	<p><u>Basic Food Preparation and Service</u></p> <ul style="list-style-type: none"> • Greet customers with a smile and provide excellent customer service • Prepare food according to specifications and required standards • Know the menu and promotions very well, upselling products actively • Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal) • Perform duties with speed and accuracy <p><u>Food Safety, Hygiene and Safe Work Environment</u></p> <ul style="list-style-type: none"> • Observe all food safety regulations by wearing gloves, face mask, hair 	<ul style="list-style-type: none"> • Able to stand long hours • Able to work rotating shifts 	<ul style="list-style-type: none"> • 8 hours rotating shift • Islandwide

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
	<p>net, and safety boots when handling food</p> <ul style="list-style-type: none"> Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair) Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils <p><u>Expected Work Behaviour</u></p> <ul style="list-style-type: none"> Collaborative and teamwork-oriented 		
<p>Heavenly Wang - Service Crew (Part Time)</p>	<p><u>Basic Food Preparation and Service</u></p> <ul style="list-style-type: none"> Greet customers with a smile and provide excellent customer service Prepare food according to specifications and required standards Know the menu and promotions very well, upselling products actively Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal) Perform duties with speed and accuracy <p><u>Food Safety, Hygiene and Safe Work Environment</u></p> <ul style="list-style-type: none"> Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair) Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils <p><u>Expected Work Behaviour</u></p> <ul style="list-style-type: none"> Collaborative and teamwork-oriented 	<ul style="list-style-type: none"> Able to stand long hours 	<ul style="list-style-type: none"> 6 hours Islandwide
<p>Cook (Shi Hui Yuan)</p>	<p><u>Food Preparation</u></p> <ul style="list-style-type: none"> Prepare food ingredients & meals as directed Perform frying, braising and blanching of food ingredients 	<ul style="list-style-type: none"> Possess Basic Food Safety & Hygiene Certification 	<ul style="list-style-type: none"> 6.30am to 4.30pm and 9.30am to 7.30pm (rotating shift) Queenstown

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
	<ul style="list-style-type: none"> • Observe strictly & to enforce food safety & hygiene practices • Set-up relevant stations for service hours • Communicate with expeditor/cashier on finished product • Able to work independently during preparation hours <p><u>Quality Assurance</u></p> <ul style="list-style-type: none"> • Adhere to prescribe menu & serving guidelines such as food portioning & presentation • Ensure the food quality standard for dine-in, delivery and take-away (or pick-up) are consistent and of the highest serving quality • Adhere strictly to food safety & hygiene practices and support kitchen equipment cleaning and maintenance <p><u>Service</u></p> <ul style="list-style-type: none"> • Take food orders from customers accurately • Key in customer’s orders into POS • Engage with customers in a friendly manner • Good knowledge of the menu with the ability to make suggestions • Ensure customer receives their meals and take action to correct any issues • Collect payments or proceeds from customers <p>*Some tasks are NA for Cloud Kitchen operations</p>	<ul style="list-style-type: none"> • Work in F&B operations with at least 1-year relevant experience preferred 	

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#2 NTUC FoodFare

Job Positions	Job Description	Job Pre-Requsite	Working Hours / Location
Kitchen Assistant - Bakery (Senoko)	<ul style="list-style-type: none"> Responsible for the daily production of bread, buns, cakes, puffs, pie, pizza and muffins. Prepare dough for the bakery production. Cook fillings and prepare ganache. Ensure that the kitchen and workstations adhere to all company policies, procedures and standards. Any other job duties as assigned by the superior. 	<ul style="list-style-type: none"> Candidate should have at least two years of relevant bread making and pastries experiences 	<ul style="list-style-type: none"> 6am-3.30pm 7am-4.30pm 8am-5.30pm 9am-6.30pm 10 Senoko Way, Singapore 758031
Chef De Partie / Junior Sous Chef - Orchid Country Club	<ul style="list-style-type: none"> All preparation and cooking based on daily production schedule. Bulk cooking in central kitchen environment. To ensure all packing room activities are as planned and follow. To ensure quality of preparations, cooking and packing meet the standard and maintain proper consistency in food quality set by management. To ensure required workplace safety, food handling and hygiene standards are followed. To ensure all cook/operator in all production area work are efficiency and productivity Maintain a clean and organized production area Check that quantity and quality of finish goods are proper planned and done based on production schedule. Check that quantity and quality of raw material ordered are received and stored in proper condition. 	<ul style="list-style-type: none"> More than 2 years of cook experience and ability to manage team member Possess excellent communication skills, knowledge of HACCP and inventory management Able to carry heavy load when required 	<ul style="list-style-type: none"> 5am - 1/2pm Orchid Country Club
Senior Chef De Partie - Bakery	<ul style="list-style-type: none"> Supervise Food processing workers to ensure food preparation is up to standard. Manage day-to-day functioning of the productions efficiently and effectively. 	<ul style="list-style-type: none"> Minimum 2-year experience in pastry (production line) Attained FHC 	<ul style="list-style-type: none"> 6am-3.30pm 7am-4.30pm 8am-5.30pm 9am-6.30pm 10 Senoko Way, Singapore 758031

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
	<ul style="list-style-type: none"> • Assign and delegate jobs to respective processing workers. • Uphold consistent quality and its efficient production output minimise production resources wastage. • Rein in operating costs for production resources on materials/ingredients used Initiate production cost-saving and labour productivity to enhance business competitiveness. • Ensure compliance to statutory food safety and hygiene requirements • Ensure on-time production and optimum labour utilization • Any other duties as assigned by the manager from time to time. 		
Service Crew (Part Time) - St Luke	<ul style="list-style-type: none"> • Portioning of cooked food • Assist with drinks preparation • Set up the food preparation area • General housekeeping duties to maintain workplace cleanliness • Any other duties as assigned by your supervisor 	<ul style="list-style-type: none"> • 1 year experience as service in F&B • Attained FHC • 	<ul style="list-style-type: none"> • 9am - 5pm • 10am - 6pm • 2 Bukit Batok Street 11, Singapore 659674 •

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#3 NTUC FairPrice

Job Positions	Job Description	Job Pre-Requirement	Working Hours / Location
Retail Assistant – FairPrice (Full-Time)	<ul style="list-style-type: none"> You are responsible for stacking, displaying and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products. You are required to assist in the loading and unloading of goods, maintain neat and systematic storing of products and perform daily housekeeping. You are also expected to provide prompt, helpful and courteous service to customers at all times. Ad-hoc duties will be given as well. 	<ul style="list-style-type: none"> Ability to read and understand product labels Able to work on rotating shifts, weekends and public holidays Service-oriented and a team player Able to carry heavy load of 10KG and climb ladders for stock replenishment 	<ul style="list-style-type: none"> Rotating Shifts (7am-3pm and 3pm-11pm) Islandwide
Retail Assistant – FairPrice (Part-Time)	<ul style="list-style-type: none"> You are responsible for stacking, displaying and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products. You are required to assist in the loading and unloading of goods, maintain neat and systematic storing of products and perform daily housekeeping. You are also expected to provide prompt, helpful and courteous service to customers at all times. Ad-hoc duties will be given as well. 	<ul style="list-style-type: none"> Ability to read and understand product labels Able to work on rotating shifts, weekends and public holidays Service-oriented and a team player Able to carry heavy load of 10KG and climb ladders for stock replenishment 	<ul style="list-style-type: none"> Minimum 4 hours per day. Flexible shifts between 7am-11pm Islandwide
Cashier – FairPrice (Full-Time)	<ul style="list-style-type: none"> You are responsible for operating the POS cash register, handling various types of payments and perform packing for customer purchases. You are required to provide prompt, helpful and courteous service to customers at all times. You are also expected to perform stacking, display and replenishment of products on the shelves when required. Ad-hoc duties will be given as well. 	<ul style="list-style-type: none"> Ability to read and understand product labels Able to work on rotating shifts, weekends and public holidays Service-oriented and a team player Able to carry heavy load of 10KG and climb ladders for stock replenishment 	<ul style="list-style-type: none"> Rotating Shifts (7am-3pm and 3pm-11pm) Islandwide
Cashier – FairPrice (Part-Time)	<ul style="list-style-type: none"> You are responsible for operating the POS cash register, handling various types of payments and 	<ul style="list-style-type: none"> Ability to read and understand product labels 	<ul style="list-style-type: none"> Minimum 4 hours per day. Flexible

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
	<p>perform packing for customer purchases.</p> <ul style="list-style-type: none"> You are required to provide prompt, helpful and courteous service to customers at all times. You are also expected to perform stacking, display and replenishment of products on the shelves when required. Ad-hoc duties will be given as well. 	<ul style="list-style-type: none"> Able to work on rotating shifts, weekends and public holidays Service-oriented and a team player Able to carry heavy load of 10KG and climb ladders for stock replenishment 	<p>shifts between 7am-11pm</p> <ul style="list-style-type: none"> Islandwide
Retail Assistant (Pharmacy) Full-Time	<ul style="list-style-type: none"> You are responsible for performing customer service, cashiering, housekeeping, security, inventory control and merchandising in Unity stores. Ad-hoc duties will be given as well. 	<ul style="list-style-type: none"> Ability to read and understand product labels Able to work on rotating shifts, weekends and public holidays Service-oriented and a team player Able to carry heavy load of 10KG and climb ladders for stock replenishment 	<ul style="list-style-type: none"> Rotating Shifts (7am-3pm and 3pm-11pm) Islandwide
Retail Assistant (Pharmacy) Part-Time	<ul style="list-style-type: none"> You are responsible for performing customer service, cashiering, housekeeping, security, inventory control and merchandising in Unity stores. Ad-hoc duties will be given as well. 	<ul style="list-style-type: none"> Ability to read and understand product labels Able to work on rotating shifts, weekends and public holidays Service-oriented and a team player Able to carry heavy load of 10KG and climb ladders for stock replenishment 	<ul style="list-style-type: none"> Minimum 4 hours per day. Flexible shifts between 7am-11pm Islandwide
Retail Supervisor	<ul style="list-style-type: none"> You are responsible for sales and profits for your category of products. The job tasks include inventory management, maintaining housekeeping and merchandising standards as well as product planning and allocation according to sales and customer demands. 	<ul style="list-style-type: none"> Diploma, GCE A level, N levels, ITE Minimum 2 years of relevant experience Independent and team player with 	<ul style="list-style-type: none"> Rotating Shifts (7am-3pm and 3pm-11pm) Islandwide

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
	<ul style="list-style-type: none"> You are also required to supervise and train a team of Retail Assistants in ensuring the smooth running of daily operations. 	<ul style="list-style-type: none"> good leadership skills Able to work on rotating shifts, weekends and public holidays Service-oriented and a team player Able to carry heavy load of 10KG and climb ladders for stock replenishment 	
Retail Assistant (Picking)	<ul style="list-style-type: none"> You are responsible for stacking, displaying and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products. You are required to assist in the loading and unloading of goods, maintain neat and systematic storing of products and perform daily housekeeping. You are also expected to provide prompt, helpful and courteous service to customers at all times. Ad-hoc duties will be given as well. 	<ul style="list-style-type: none"> Ability to read and understand product labels Able to work on rotating shifts, weekends and public holidays Service-oriented and a team player Able to carry heavy load of 10KG and climb ladders for stock replenishment 	<ul style="list-style-type: none"> Rotating Shifts (7am-3pm and 3pm-11pm) Islandwide
Online Fulfilment Supervisor	<ul style="list-style-type: none"> You are responsible for ensuring online grocery orders are processed accurately and delivered on-time. The job tasks include inventory management, maintaining pick, pack and delivery standards. You need to attend to order-related enquiries by customers. You are also required to supervise and train a team of Grocery Shoppers in ensuring the smooth running of daily operations and manpower rostering. 	<ul style="list-style-type: none"> Diploma/ GCE 'A' level/ Higher NITEC/ GCE 'O' level with minimum 2 years of retail experience Independent, meticulous and team player with good leadership skills Hands-on person and service-oriented Proficient in Microsoft Office Familiar with smartphones Must be able to work 6-day work week, rotating 	<ul style="list-style-type: none"> Rotating Shifts (7am-3pm and 3pm-11pm) Islandwide

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
		shifts, weekends and public holidays	
Production Operator (Fruits & Vegetables)	<ul style="list-style-type: none"> Responsible for sorting, labelling and packing of fruits and vegetables Ensure accurate inventory record for tracking purposes Conduct quality checks for items handled under his/ her care with training provided Operate the equipment and machine with training provided Maintain work areas clean, neat and organized Carry out any ad-hoc duties assign Ensure the inventory for hand/takeover is accurate Ensure quantity and shrinkage for raw and finished goods are properly tracked daily Coordinate with warehouse colleagues for stocks transfer 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> Service-oriented, team player with ability to read and communicate in simple English Attentive to details Able to work in cold environment Able to lift a single carton weight of about 12kg without assistance Willing to work on weekends and public holidays Able to work on 6 days, rotating shifts 	<ul style="list-style-type: none"> 6 days, rotating 7am-3.20pm, 7.30am-3.50pm, 8am-4.20pm, 8.30am-4.50pm (subjected to changes based on operational needs) 7 Sunview Rd, Singapore 627618
Production Operator (Poultry & Seafood)	<p><u>Decoration and Display</u></p> <ul style="list-style-type: none"> Understand various sizes of poultry and fish/seafood for packaging. Check product quality and specification for packaging. Decorate and display variety of poultry and fish/seafood for packaging. <p><u>Packaging</u></p> <ul style="list-style-type: none"> Understand various sizes of packaging tray. To pack variety of poultry and fish/seafood product. To ensure compliance with packaging standard. <p><u>Pricing</u></p> <ul style="list-style-type: none"> Understand various types of poultry and fish/seafood name. Understand various type of poultry and fish/seafood code (PLU) Understand how to operate auto pricing machine. 	<ul style="list-style-type: none"> Service-oriented, team player with ability to read and communicate in simple English Attentive to details Able to work in cold environment Able to lift a single carton weight of about 12kg without assistance Willing to work on weekends and public holidays Able to work on 6 days, rotating shifts 	<ul style="list-style-type: none"> 6 days, rotating shifts (8am-4.20pm and 12pm-8.20pm) With 1 hour break time Sunview Road

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
	<p><u>Distribution</u></p> <ul style="list-style-type: none"> • Prepare delivery basket for distribution. • Prepare and arrange stock for distribution. <p><u>Cleaning and Sanitation</u></p> <ul style="list-style-type: none"> • Perform various cleaning action in production area • Washing, Mopping, Sweeping, Cleaning 		

#4 Cheers Holdings

Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
Full Time Retail Assistant (Islandwide) - Cheers	<ul style="list-style-type: none"> • Responsible for stacking, displaying, and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products. • To assist in the loading and unloading of goods, maintain neat and systematic storing of products. • Perform daily housekeeping. • Perform cashiering duties (AXS Payment, Prepaid top up, Parcel Services, Handling the sales of alcohol & tobacco products & etc.) • Other duties as assigned (if any) 	<ul style="list-style-type: none"> • Above minimum legal age of 21 years old for handling the sale and supply of tobacco and alcohol products • Customer-oriented • Able to speak English to service English-speaking customers • Able to carry loads up to 10kg • Able to commit 6 days a week (FT) and 4 days a week (PT) - including weekends and public holidays • Able to commit at least 2 rotating shifts 	<ul style="list-style-type: none"> • Islandwide

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#5 Grocery Logistics of Singapore

Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
Warehouse Assistant	<ul style="list-style-type: none"> To undergo training of the necessary MHE (Forklift, RC, PED) to assist with the picking activities To undergo training of using technology (RF gun) to assist with picking activities To remove damaged items from pick locations To be able to work in a fast pace environment To ensure workplace safety and housekeeping Carry 10-20kg and withstand walking/standing while performing task at hand 	<ul style="list-style-type: none"> To comply to SWP and proper housekeeping To work closely with superior and expedite picking speed To achieve minimum picking productivity based on target set Remove of damage items and report to ICs on damage items Handle all groceries items with care 	<ul style="list-style-type: none"> Shifts between 7am - 9:30pm
Technician	<ul style="list-style-type: none"> The incumbent will provide shift support in the servicing and maintenance of the Automated Equipment in the Company via preventive and corrective maintenance activities. A a problem solver equipped with the required technical knowledge and skills. Carry out maintenance of the Electrical and Mechanical Equipment, Start-up, Shut-down and operation activities Provide Technical Support to operation so as to meet production schedule Carry out stockkeeping of spare parts and housekeeping duties Assist in the installation and testing of new automation equipment Maintain records of regular maintenance and repair work. Adhere to safety and quality regulations at all times. Assist in developing maintenance procedures and ensure implementation. 	<ul style="list-style-type: none"> Minimum Diploma in Electrical/ Mechanical or Nitec with 3-5 years working experience in warehouse automation Can communication in English orally, written is a plus Strong knowledge of automation systems, including PLC (Programmable Logic Controller), HMI (Human-Machine Interfaces), SCADA (Supervisory Control and Data Acquisition), and robotic systems is a plus 	<ul style="list-style-type: none"> 7:30am - 5:03pm (will move to rotating shifts in future) Postal Code: 627618

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Job Positions	Job Description	Job Pre-Requisite	Working Hours / Location
		<ul style="list-style-type: none"> • Proficient in reading and interpreting electrical and mechanical schematics, diagrams, and technical documentation • Able work on night shift 	
Facilities Technician	<ul style="list-style-type: none"> • Collect the spare parts from the warehouse store based on the daily job indicated on the tablet. • Troubleshoot and resolve issues on malfunctioned HVAC systems. • Wash and clean all dismantled parts to improve efficiency and air quality. • Refill refrigerants by replenishing and fixing leaks as needed. • Communicate with clients with regards to problems in equipment and post-jobs reports. • Ensure safe keeping of hand tools and maintain good housekeeping. • Must wear personal protective equipment (PPE) when necessary (e.g. goggles, earplugs, respirators, safety harnesses, safety shoes, helmets, sunscreen). • Ensure all work is carried out safely in accordance with safety procedures and practicing of Workplace Safety and Health (WSH) Act. • Provide technical advice and assistance on all maintenance functions. • Prepare service reports after every completed job for customer's endorsement. • Handle any ad-hoc projects and duties assigned by reporting manager and/or management. 	<ul style="list-style-type: none"> • Possess a Singapore Class 3 license will be an added advantage. • Minimum Nitec / NTC 2 or 3 certificates in Electrical, Mechanical or Electronic field. • Minimum 1 year of experience as a Facilities Technician or related working experience in the related field; with maintenance experience in HVAC, refrigeration & M&E systems. • Positive attitude, good interpersonal & customer-centric skills. • Experience in air-conditioning repair & maintenance. • Strong knowledge/experience in HVAC or ACMV systems • Ability to work independently and collaboratively in a team. 	<ul style="list-style-type: none"> • Rotating shifts • Postal Code: 627618

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