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Job Listing Booklet

**e2i Essential Domestic Services and
Manufacturing Job Fair**

Date:

06 Oct 2026

Tuesday

Time:

11.00am to 6.00pm

Venue:

Lot One @ Choa Chu Kang
Level 1

21 Choa Chu Kang Ave 4, S689812
(Nearest MRT: Choa Chu Kang MRT)

OPEN ONLY FOR SINGAPOREANS, PRS & LTVP/LTVP+ HOLDERS (with PLOC/LOC only)

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.

[Please note that the information provided is accurate as of 17 Sep 2026]

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Essential Domestic Services companies

1. Commit Learning SchoolHouse

CLS is a leading provider of quality bilingual student care and kindergarten care for children aged 4 to 12. Since 2013, we have built over 12 years of experience in delivering holistic programmes that nurture lifelong learners and global citizens.

Job Position	Hygiene Officer	Working hours / Location (s)
Pre – Requisites	- At our organization, the Student Care Hygiene Officer plays an important role in maintaining a clean, safe, and hygienic environment that supports the health and well-being of both students and staff. - Working closely with the Student Care Centre team, you will ensure that the center consistently meets cleanliness, food hygiene, and safety standards while creating a welcoming environment for children to learn and grow. <u>Roles and Responsibilities:</u> - Maintain a high standard of cleanliness and hygiene throughout the Student Care Centre, including classrooms, activity areas, pantry, and common areas. - Assist in the preparation, serving, and cleaning up of meals and snacks while adhering to food hygiene and safety practices. - Dispose of waste appropriately and ensure rubbish collection areas are clean and organized. - Comply with all workplace safety, health, and organizational policies and procedures. - Perform any other duties assigned by the Centre Head or Management.	5-days work week 9am to 6pm Various locations
Key Responsibilities	- Knowledge of basic cleaning methods, sanitation practices, and workplace safety procedures. - Able to work independently and maintain high standards of cleanliness and organization. - Physically fit and able to carry out cleaning duties. - Good teamwork and communication skills. - Enjoy working in a child-friendly environment and contribute positively to the center's daily operations.	
Job Position	Kindergarten Care Hygiene Officer	Working hours / Location (s)
Pre – Requisites	- At our organization, the Kindergarten Care Hygiene Officer plays an important role in maintaining a clean, safe, and hygienic environment that supports the health and well-being of both children and staff. - Working closely with the Kindergarten Care team, you will ensure that the center consistently meets cleanliness, food hygiene, and safety standards while creating a welcoming environment for children to learn and grow. <u>Roles and Responsibilities:</u>	5-days work week 9am to 6pm Various locations

Job Position	Kindergarten Care Hygiene Officer	Working hours / Location (s)
	• Maintain a high standard of cleanliness and hygiene throughout the Kindergarten Centre, including classrooms, activity areas, pantry, toilets, and common areas. • Assist in the preparation, serving, and cleaning up of meals and snacks while adhering to food hygiene and safety practices. • Dispose of waste appropriately and ensure rubbish collection areas are clean and organized. • Comply with all workplace safety, health, and organizational policies and procedures. • Perform any other duties assigned by the Centre supervisor or Management.	
Key Responsibilities	• Knowledge of basic cleaning methods, sanitation practices, and workplace safety procedures. • Able to work independently and maintain high standards of cleanliness and organization. • Physically fit and able to carry out cleaning duties. • Good teamwork and communication skills. • Enjoy working in a child-friendly environment and contribute positively to the centre's daily operations.	
Job Position	Student Care Coach (Full-Time & Part-Time)	Working hours / Location (s)
Pre – Requisites	• In our organization, Student Care Centre (SCC) teachers are known as SCC Coaches and are the heart and soul of our business. • They inspire, nurture and coach students, helping them surpass yesterday's personal best. • The job is challenging, but the reward of helping students and making a difference is an experience you will never forget. <u>Roles and Responsibilities:</u> • Care and Supervision of Primary School students in after school care setting. • Guiding the students in their school homework. • Delivery of Commit Learning SchoolHouse holistic development curriculum. • Ad-hoc administrative duties.	• 5-days work week • Full-time: 10am to 7pm • Part-Time: 12pm to 6.30pm • Various locations
Key Responsibilities	• Enjoy working with students. • Clear, compelling interpersonal and communication skills. • Thrives in a high-buzz, low bureaucracy work culture. • Nurturing possesses a natural affinity with children. • A strong desire to inspire and groom the generation of tomorrow. • Physically able to support children's daily routines and classroom activities. • Some related Student Care experience or with children.	

2. NannyPro

NannyPro, established in May 2004, a social enterprise building the community of carers for good and a licensed MOM employment agency. We have partnered with families on their parenting journey with dedicated and trained carers eg. nannies, babysitters, educarers, and respite care.

Job Position	Childminders (Full-Time & Part-Time)	Working hours / Location (s)
Pre – Requisites	• Minimum language proficiency: Written and Spoken English and/or one of mother tongue. • Enjoy learning and be part of community.	• 5-days work week • 44 hours per week • 203 Hougang Street 21
Key Responsibilities	• Create a stimulating, nurturing, and safe environment for the child. • Establish the routine of the child. • Plan and prepare meals and bottles for, and feed, the child. • Prepare child for naps and bedtime. • Bathe the child and dress up. • Change diapers, potty training when necessary. • Administer medicine to child when necessary.	
Job Position	Nannies (Full-Time & Part-Time)	Working hours / Location (s)
Pre – Requisites	• Minimum language proficiency: Written and Spoken English and/or one of mother tongue. • Enjoy learning and be part of community.	• 5-days work week • 44 hours per week • 203 Hougang Street 21
Key Responsibilities	• Create a stimulating, nurturing, and safe environment for the child. • Establish the routine of the child. • Plan and prepare meals and bottles for, and feed, the child. • Prepare child for naps and bedtime. • Bathe the child and dress up. • Change diapers, potty training when necessary. • Plan and lead educational activities, including reading, with the child • Administer medicine to children when necessary. • Perform housework related to child-minding, including washing the children's clothes, cleaning up after meals, tidying play areas, and washing bottles. • Light household chores if required – e.g. ironing, mop the floor, etc.	

Manufacturing companies

3. BoilerMaster Holdings

BoilerMaster specialises in delivering engineering solutions for repairing, maintaining, replacing, and constructing boilers and heat transfer equipment in industries including marine, shipyards, infrastructure, petrochemical and chemical processes. With esteemed certifications such as ASME "U" and "S," NBIC "R," and membership in H TRI, we demonstrate our expertise and adherence to industry standards.

Job Position	Accounts Assistant	Working hours / Location (s)
Pre – Requisites	• Minimum 1 year working experience • Diploma/ITE/O Level/N Level or equivalent certificate	• 5-days per week • 8am - 5.30pm • 11 Tuas West Avenue
Key Responsibilities	• Assist in all finance and accounts related matters • Assist the Finance department with Month-end closing activities • Maintain good documentation of filing system • Assist in preparation the group consolidated financial statements • Process Intercompany eliminations and reconcile Intercompany balances and transactions across entities • Assist in preparation of group audit schedules • Assist with any other duties as and when assigned	
Job Position	Engineer (Workshop)	Working hours / Location (s)
Pre – Requisites	• Eligible to work in Singapore • Comfortable in a hands-on workshop environment • Degree or diploma in Mechanical, Marine, or Electrical Engineering • Proficiency in Microsoft Office (Word, Excel) • Fresh engineering graduates and candidates with up to 2 years' experience welcome • Team player with a proactive attitude and eagerness to learn	• 5-days per week • 8am - 5.30pm • 11 Tuas West Avenue
Key Responsibilities	<u>Workshop Operations:</u> • Assist in repair, maintenance, and cleaning of boilers and related industrial equipment • Carry out routine inspections, troubleshooting, and preventive maintenance tasks • Work alongside experienced engineers to develop practical diagnostic skills <u>Technical Documentation & Reporting:</u> • Prepare accurate service and maintenance reports for client deliverables • Support engineers in creating technical drawings and documentation • Track and update maintenance schedules and work order records <u>Project & Quality Support:</u> • Assist in managing material procurement and inventory for workshop projects • Support quality checks and safety compliance inspections on-site • Participate in client meetings and coordinate project timelines	

Job Position	Finance Assistant	Working hours / Location (s)
Pre – Requisites	• Minimum N/O Level/ITE/Diploma • Strong attention to detail • Team player with a positive attitude	• 5-days per week • 8am - 5.30pm • 11 Tuas West Avenue
Key Responsibilities	• Monitor and update outstanding payments, collections, and recoveries • Handle daily payments and receipts • Review and process invoices, assist in vendor payments, and resolve discrepancies • Perform monthly bank and credit line reconciliation • Support month-end closing and prepare balance sheet schedules • Perform other ad-hoc duties as assigned	

Job Position	HR Admin Assistant	Working hours / Location (s)
Pre – Requisites	• Minimum GCE N/O Level, NITEC, Higher NITEC or Diploma in Human Resources, Business Administration or a related discipline. • Prior HR or administrative experience would be an advantage. • Basic knowledge of payroll and attendance administration is preferred. • Experience with Info-Tech HRMS would be an advantage. • Proficient in Microsoft Office, particularly Excel. • Meticulous and comfortable working with figures and employee records. • Good organizational and follow-up skills. • Able to communicate and coordinate effectively with employees, supervisors and external vendors. • Able to maintain confidentiality when handling employee and payroll information. • Able to work independently, manage multiple tasks and meet deadlines.	• 5-days per week • 8am - 5.30pm • 11 Tuas West Avenue
Key Responsibilities	• Support the monthly payroll process by performing daily attendance checks and updating the relevant Project Codes in the Info-Tech system. • Update and maintain records of monthly medical expenses and medical claims for monitoring and cost tracking. • Monitor and update foreign workers' movements and accommodation records for CDPL Dormitory and the new Workshop Dormitory. • Process CDPL, SP Group and Union Gas invoices and submit them for verification and approval. • Monitor employees' mobile attendance and clock-in/clock-out records to ensure accuracy and completeness. • Follow up on attendance discrepancies and missing clocking records with the relevant employees and supervisors and ensure timely rectification. • Handle visa applications and related documentation for employees deployed to overseas projects, including coordination of travel and deployment requirements. • Provide general HR administrative support and assist with other HR duties as assigned.	

Job Position	Senior Human Resources Executive	Working hours / Location (s)
Pre – Requisites	• Diploma/Degree in Human Resources, Business Administration, Accounting or a related discipline • Minimum 3–5 years of hands-on Singapore payroll experience, preferably handling a sizeable workforce • Strong knowledge of Singapore payroll, CPF, IRAS and Employment Act requirements • Experience processing overtime-intensive payroll would be an advantage • Experience with Info-Tech HRMS/payroll system is preferred • Proficient in Microsoft Excel, including payroll reconciliation and data checking • Strong numerical ability and attention to detail • Able to work independently and meet strict monthly payroll deadlines • High level of integrity and confidentiality when handling salary information • Good communication skills and ability to coordinate with HR, Finance, Operations and employees	• 5-days per week • 8am - 5.30pm • 11 Tuas West Avenue
Key Responsibilities	• Handle end-to-end monthly payroll processing for 300+ employees across multiple Singapore entities • Process basic salary, overtime, allowances, incentives, deductions, unpaid leave, salary adjustments and other payroll components • Review daily/monthly attendance records, including clocking discrepancies, overtime and leave records • Verify employee timesheets and project/cost codes before payroll processing • Process new hires, resignations, salary adjustments and final salary computations • Prepare and submit monthly CPF contributions accurately and within statutory deadlines • Prepare annual employee income information and support IR8A/AIS submission to IRAS • Ensure payroll practices comply with applicable Singapore employment legislation and statutory requirements • Maintain proper payroll documentation for audit and compliance purposes • Prepare monthly payroll summaries and payroll journal information for Finance	

Job Position	Tender & Estimation Engineer	Working hours / Location (s)
Pre – Requisites	• Degree/Diploma in Quantity Surveying, Engineering, Construction Management, or related field • 0–5 years of experience; fresh engineering graduates are welcome to apply • Only candidates with the legal right to work in Singapore will be considered. No work pass sponsorship is available for this role. Skills: • Proficiency in cost estimation software • Basic understanding / willingness to learn process industry construction methods and materials • Excellent analytical and problem-solving skills	• 5-days per week • 8am - 5.30pm • 11 Tuas West Avenue

Job Position	Tender & Estimation Engineer	Working hours / Location (s)
	• Effective communication, interpersonal, and sales skills • Familiarity with industry standards (e.g., API, ASME, etc.) • Certifications: QS related certification preferred Technical Skills: • Proficiency in Microsoft Office (Excel, Word, etc.) • Familiarity with cost estimation software and tools • Knowledge of process industry-specific software • CRM software experience	
Key Responsibilities	• We are seeking a Tender & Estimation Engineer to support cost estimation, budgeting, and proposal preparation for process industry projects. • This role is suitable for fresh graduates with a Quantity Surveying/Engineering background who are keen to develop their skills in project costing and commercial functions. Key Responsibilities: • Assist in preparing cost estimates, including material take-offs, labor costs, and other project expenses • Support project budgeting and cost tracking under guidance from senior team members • Work with sales and engineering teams to support proposal preparation and tender submissions • Assist in basic cost analysis and value engineering exercises • Prepare documentation for client submissions and internal approvals • Ensure compliance with company procedures and relevant industry standards	

4. Excelitas Technologies Singapore

Excelitas Technologies Singapore Pte. Ltd. is a leading photonics technology company specialising in the design, development and manufacture of advanced optical, mechanical and electro-optical components and systems. Its Singapore facility supports research and development, procurement, sales, finance and optics manufacturing, producing precision optical lenses and assemblies through advanced machining, coating and cleanroom capabilities. The company serves diverse industries including life sciences, medical technology, industrial manufacturing, aerospace, defence, semiconductors and research. With a strong focus on innovation, quality and precision engineering, Excelitas develops photonic solutions that enable sophisticated sensing, detection, imaging and illumination applications worldwide.

Job Position	Assembly Technician	Working hours / Location (s)
Pre – Requisites	• NITEC / Higher NITEC / Diploma in Engineering, Manufacturing, Electronics, Precision Engineering, or related field. • Experience in Fiber Loop Assembly (FLA) manufacturing and assembly processes. • Experience in fiber bonding, sealing, and curing processes using approved materials and procedures. • Skilled in optical fiber routing, looping, and cable management according to engineering drawings. • Proficient in fiber stripping, cleaning, cleaving, and handling of delicate optical fibers. • Competent in fiber collimation and optical alignment to meet product performance requirements. • Able to perform fiber polishing and end-face inspection using microscopes and inspection equipment with attention to details. • Competent in recording data in spreadsheet or in process control system. • Comfortable with test equipment, keen to learn new equipment functionality. • Demonstrates awareness of different ways of work; offers workable solutions and makes suggestions for improvements within their own area of work. • Effectively work within multi-disciplinary teams to a common goal. • (Technician Support Scheme for ITE Graduate available)	• First Shift: Mon - Thu: 7:45am - 5:15pm, Fri: 7:45am - 4:15pm • Second Shift: Mon - Thu: 5pm - 2:30am, Fri: 4pm - 12:30am • Third Shift: Mon: 12am - 8:30am, Tues - Fri: 11pm - 8:30am OR • 12-hour shift (3-4-4-3) • 8 Tractor Rd
Key Responsibilities	<u>Operation tasks include but not limited to:</u> • Mechanical, Electrical, Optical assembly and testing. • Use of Vacuum systems. • Bulk and intricate cleaning of parts and assemblies. • Packing. • Completion of relevant electronic records. • Work with the leadership team to improve processing time as required. • Carry out training of fellow employees, according to Company training, work instructions and as per the grading structure. • Work within Company policies and procedures regarding safety, quality, material control and maintain high levels of workmanship and cleanliness. • Contribute to continuous improvement by recommending and implementing preventative and corrective measures, working with engineering to introduce new products. • Highly adaptable approach and willing to transition between department to fulfill evolving business needs. • Carry out all reasonable requests from the leadership community.	

Job Position	Materials Manager	Working hours / Location (s)
Pre – Requisites	• Bachelor's degree in Business Administration, Supply Chain Management, or a related field. • Professional certification in procurement or supply chain management (e.g., CPSM, CSCP) is preferred. • Minimum of 5 years of experience in procurement or purchasing. • Ability to work independently and manage multiple projects simultaneously. • Experience in vendor management and supplier relationship management. • Strong analytical and problem-solving skills. • Strong negotiation, strategic thinking, and communication skills.	• Mon - Thu: 8:15am - 5:15pm • Fri: 8:15am - 4:15pm • 8 Tractor Rd
Key Responsibilities	• Lead and manage the materials management function, including procurement, supplier coordination, inventory control, and material availability to support production and business requirements. • Develop and execute materials strategies to optimize supply continuity, cost efficiency, inventory levels, and supplier performance. • Manage purchasing activities, including requisition review, purchase order issuance, order tracking, supplier communication, and resolution of delivery or service-related issues. • Collaborate with Production Planning, Manufacturing, and Operations teams to ensure materials are available according to production schedules and customer requirements. • Monitor inventory levels and implement strategies to optimize stock levels, reduce excess and obsolete inventory, and improve inventory turnover. • Develop, evaluate, and maintain supplier relationships to ensure consistent performance in quality, delivery, cost, and responsiveness. • Lead supplier performance reviews, improvement initiatives, and corrective action activities to address supply, quality, and delivery issues. • Negotiate commercial terms, pricing, lead times, and supply agreements to achieve optimal value while managing business risks. • Identify and implement cost reduction initiatives, including supplier consolidation, alternative sourcing, process improvements, and value engineering opportunities. • Manage supply risks and disruptions through proactive supplier engagement, contingency planning, and recovery actions. • Support new product introductions (NPI) by coordinating material readiness, supplier qualification, component availability, and procurement activities. • Work closely with Engineering, Quality, Production, Planning, and Finance teams to support business priorities and continuous improvement projects. • Analyze market trends, supplier capabilities, commodity movements, and supply chain risks to support strategic decision-making. • Establish and monitor key performance indicators (KPIs), including supplier on-time delivery, inventory performance, cost savings, material availability, and supplier quality.	

Job Position	Materials Manager	Working hours / Location (s)
	• Ensure all materials management activities comply with company procedures, ethical sourcing standards, and applicable regulatory requirements.	
Job Position	Principal / Senior Product Engineer	Working hours / Location (s)
Pre – Requisites	• Bachelor's or Master's degree in Optics, Optical Engineering, Mechanical Engineering, Materials Science, or a related discipline. • Minimum 5 years of relevant experience in optics, opto-mechanical, optoelectronic systems, or related manufacturing environments. • Strong understanding of optical components, their functions, and applications. • Hands-on experience in jig and fixture design. • Proficient in SolidWorks and/or AutoCAD. • Hands-on experience with optical testing, measurement, and metrology systems. • Knowledge of Six Sigma and Lean Manufacturing principles, with the ability to apply them to process improvement and operational excellence. • Strong critical-thinking, problem-solving, and decision-making skills. • Strong communication, collaboration, and teamwork skills. • Ability to work effectively with cross-functional teams and customers in a fast-paced manufacturing environment.	• Mon - Thu: 8:15am - 5:15pm • Fri: 8:15am - 4:15pm • 8 Tractor Rd
Key Responsibilities	• Take ownership of the product lifecycle, from RFQ management in collaboration with Sales & Marketing and Operations to meet customer requirements. • Drive timely RFQ closure by tracking and reporting Turnaround Time (TAT) and coordinating with relevant stakeholders to meet targets. • Lead and ensure the successful execution of Factory Acceptance Tests (FAT), First Lot Production (FLP), and First Article Inspection (FAI), ensuring all customer requirements are fulfilled. • Oversee the setup and maintenance of the Bill of Materials (BOM) and manufacturing routing for assigned products, ensuring accuracy, completeness, and timely execution in line with TAT targets. • Drive product and manufacturing performance improvements through yield enhancement, scrap reduction, COGS optimization, On-Time Delivery (OTD), and Parts Per Million (PPM) improvement. • Manage product concessions and ensure compliance with internal processes and customer requirements in collaboration with Sales & Marketing and relevant stakeholders. • Oversee product-related packaging, raw materials, tooling, jigs, and fixtures to ensure readiness for production and customer requirements. • Act as the key interface between the company and customers for product-related technical and operational matters.	

Job Position	Principal / Senior Product Engineer	Working hours / Location (s)
	• Collaborate with cross-functional stakeholders in weekly status reviews to monitor and drive improvements in FAT, yield, scrap, OTD, and other key product performance metrics. • Identify and implement continuous improvement opportunities throughout the product lifecycle to improve product quality, cost, delivery, and overall customer satisfaction.	

Job Position	Principal Coating Engineer	Working hours / Location (s)
Pre – Requisites	• Bachelor's Degree in Science, Engineering, Optics, Physics, or a related field. A Master's or PhD in Engineering is preferred. • Minimum 5 years of experience in the development and manufacturing of optical coating products using IBS, MS, and PVD technologies for OEM medical device, semiconductor, optoelectronics, or avionics industries. • Strong experience in designing and optimizing complex optical coatings. • Strong expertise in thin-film deposition processes involving metals, alloys, dielectric materials, and polymers. • Proficiency in thin-film design software such as OptiLayer and FilmStar. • Experience with optical fabrication processes is an advantage. • Experience in AutoCAD and/or SolidWorks for jig and fixture design. • Experience with SAP is an added advantage. • Strong knowledge of PVD technologies, including Ion Beam Sputtering (IBS), • Magnetron Sputtering (MS), Thermal Evaporation, E-Beam Evaporation, Ion-Assisted Evaporation, and Reactive Evaporation. • Strong knowledge of the optical and physical characterization of coating materials, including stress and coefficient of thermal expansion (CTE). • Ability to program and operate optical monitoring and crystal monitoring systems. • Strong knowledge of measuring coating spectral performance using instruments such as Lambda 1050, Varian Cary 7000i, and other spectrophotometers. • Hands-on experience operating IBS, MS, and PVD coating systems to test and evaluate coating designs. • Strong root-cause analysis and troubleshooting skills for coating process, cosmetic, and coating durability issues. • Excellent analytical, problem-solving, and communication skills. • Ability to work effectively in a cross-functional and manufacturing environment.	• Mon - Thu: 8:15am - 5:15pm • Fri: 8:15am - 4:15pm • 8 Tractor Rd
Key Responsibilities	• Design, develop, and optimize optical coating solutions and photonics devices with a focus on laser applications. • Review technical data packages and engineering drawings received through RFQs. • Develop new product offerings utilizing technologies such as Ion Beam Sputtering (IBS) and Magnetron Sputtering (MS).	

Job Position	Principal Coating Engineer	Working hours / Location (s)
	• Perform coating design analysis based on customer specifications and ensure RFQ activities are completed within established turnaround time (TAT) KPIs. • Generate Specification Review Forms (SRFs), when required, to address technical constraints and propose solutions aligned with company capabilities. • Support Sales & Marketing (S&M) during customer visits, technical reviews, and assessments of new requirements. • Prepare and provide evaluation reports for NPI products. • Carry out process and product development, qualification activities, and tooling design for NPI products. • Ensure readiness for Pre-FAT and FLP activities by preparing engineering checklists, BOM templates, ECNs, and ECOs. • Develop and maintain process plans, test plans, routings, SOPs, in-process control plans, and FAT review forms. • Provide training and technical guidance to production technicians on work instructions and processes. • Support production during FAT and FLP builds and resolve all technical issues related to NPI products. • Analyze and summarize issues identified during FAT and FLP activities, and implement necessary changes to material drawings, process plans, routings, and yield improvement initiatives. • Participate in phase-gate reviews to ensure the successful transfer of products from FAT/FLP stages to mass production. • Prepare and submit Process Review Forms upon completion of FAT/FLP activities. • Conduct failure analysis on field returns, identify failure modes, and recommend corrective and preventive actions to prevent recurrence. • Identify opportunities for process improvement and continuous improvement (CI) projects to enhance yield, quality, and cycle time. • Provide technical support for manufacturing operations as required.	

Job Position	Project Lead (30-month contract)	Working hours / Location (s)
Pre – Requisites	• Bachelor's or Master's Degree in Engineering. • 3 to 5 years of experience in project management and engineering. • Strong understanding of product design, platform architecture, and experience throughout the complete product life cycle. • Proven track record of successfully launching product(s) into high-volume manufacturing. Highly self-motivated, collaborative team player, with a drive to make a meaningful impact. • Excellent time management, problem-solving, and analytical skills. • Strong organizational skills with the ability to influence and manage stakeholders effectively. • Exceptional presentation, verbal, and written communication skills, with the ability to convey technical information clearly to both technical and non-technical audiences.	• Mon - Thu: 8:15am - 5:15pm • Fri: 8:15am - 4:15pm • 8 Tractor Rd

Job Position	Project Lead (30-month contract)	Working hours / Location (s)
	• Strong leadership qualities, including team building, conflict resolution, motivation, change management, adaptability, effective delegation, and analytical thinking. • PMP certification is preferred.	
Key Responsibilities	• Develop the project charter and identify project stakeholders. • Prepare the project schedule based on the defined scope and objectives. • Create the Work Breakdown Structure (WBS), determine the project budget and resources required to meet the timeline, and identify the critical path (CP) for close monitoring. • Identify interdepartmental resources to form the project team and create the project organization structure to achieve project objectives. • Estimate the budget required to complete the project on time with the given resources. • Estimate the project timeline based on the available budget and resources. • Determine the type, mode, and frequency of communication with project stakeholders. • Lead and motivate the project team to deliver project KPIs. Identify the strengths and weaknesses of team members, assign tasks, and monitor their progress. • Implement project tasks, track budget utilization and resource allocation to optimize spending, communicate progress, risks, and achievements to the team, and develop contingency plans to keep the project on track. • Celebrate milestones and small wins. • Monitor project milestones, budget, timeline, and overall progress. • Take corrective actions when deviations occur in resources, budget, or timeline to bring the project back on track. • Define project KPIs and progressively update project progress and completion using dashboards. • Prepare project reports (weekly, monthly, or ad hoc) as agreed upon during stakeholder communication planning. • Identify risks at various project stages and develop mitigation plans. • Document each stage of the project using available tools. • Finalize budgets, hand over deliverables, summarize key takeaways and lessons learned, and return resources to the pool upon project closure.	

Job Position	QA Engineer	Working hours / Location (s)
Pre – Requisites	• Bachelor's degree in Optics, Electrical, or Mechanical Engineering preferred; alternatively, an Associate Degree or Diploma with at least five years of experience in a manufacturing environment will also be considered. • Minimum of five years' experience in a manufacturing environment, with experience in the optics industry being a strong advantage.	• Mon - Thu: 8:15am - 5:15pm • Fri: 8:15am - 4:15pm

Job Position	QA Engineer	Working hours / Location (s)
	• Solid background in life sciences, medical, semiconductor, optronics, or avionics manufacturing environments is a strong plus. • Experience in customer and supplier quality management is desirable. • Experience in NPI (New Product Introduction) process management and product quality planning. • Experience in ISO cleanroom or similar GMP environments. • Experience in change control and management processes. • Hands-on experience as a certified auditor in ISO 9001 and/or AS9100 QMS will be highly desirable.	• 8 Tractor Rd
Key Responsibilities	• Plan and manage product quality, including product qualification and design validation. • Create and maintain documentation such as Acceptance Test Plan (ATP), Acceptance Test Record (ATR), Inspection Plan (IP), SOP, Work Instruction, Test Procedures and Calibration Procedures. • Participate and contribute to New Product Introduction Process and understand specification development and verification upon transition to production. • Participate and contribute to process or production yield improvement projects by applying statistical tools and Six Sigma methodology. • Participate in Material Review Board (MRB) and disposition of nonconforming materials (internal). • Review product concession and deviation notices for adequacy and correctness prior to submission for customer approval. • Manage Customer Returns (Return Materials Authorization (RMA)) and coordinate with cross functional team to process and close with root cause analysis and corrective actions and report monthly status. • Analyze and report on Customer Quality Performance. • Coordinate the site's Corrective and Preventative action process relevant to customer complaints including root cause analysis, verification of effectiveness and closure of corrective and preventative action. • Assist in training and maintenance of the site Quality Management System: AS9100, ISO9001 and any other applicable standards such as ISO13485 for Medical Devices. • Support and participate in Certification Body and customer audit and conduct internal and supplier audits. • Support and participate in upgrading and enhancing measurement system capability. • Lead and/or support groups of technicians or engineers in quality activities • Perform ad hoc tasks as required. • Keep up to date with developments and trends in Quality Best Practices and Regulatory Standards. • Communicate and work with suppliers to address material quality and documentation issues as reported by Incoming QA and Production departments. • Facilitate and/or participate in Material Review Board (MRB) meeting for disposition of nonconforming materials, and/or meeting with relevant internal departments (R&D, Engineering,	

Job Position	QA Engineer	Working hours / Location (s)
	Sourcing, QA, Sales, Production, etc.) to address manufacturing issues or disputes relevant to supplier materials/documentations and ESG drawing specifications/requirements. • Review and approve supplier records/reports including but not limited to: First Article Inspection Report, Specification Review Form (SRF), SCAR, Control Plan, GRR and Cpk Reports, etc., where applicable. • Participate in Supplier Readiness Checklist and/or FAT meeting to support Sourcing and Purchasing department in communicating/flow-down ESG and Customer Specific Requirements to suppliers. • Issue Supplier Containment Action Notice (SCAN) and Supplier Corrective Action Report (SCAR) to supplier and follow-up on supplier reply for review and closure. • Provide guidance to suppliers to meet ESG and Customer Specific Requirements. • Support Incoming QA department in conduction measurement correlation with relevant internal departments and suppliers.	

Job Position	QA Technician	Working hours / Location (s)
Pre – Requisites	• Minimum NITEC, Diploma or equivalent. • Minimum 3 years of relevant experience. • Handling precision laser components and inspection equipment is an added advantage. • Experience in Quality Inspection in a relevant manufacturing industry. • Able to use basic test and inspection equipment. • Experience and understanding in working on ISO9001 Quality Management System. • Able to interpret manufacturing drawings / technical specifications / test results/instructions. • Able to work within a clean room environment as required. • Strong documentation, communication and interpersonal relationship skills. • Proficiency in Microsoft office including MS word and Excel & SAP System. • Able to prepare documents and reports. • Understanding of manufacturing processes in assigned work.	• First Shift: Mon - Thu: 7:45am - 5:15pm, Fri: 7:45am - 4:15pm • Second Shift: Mon - Thu: 5pm - 2:30am, Fri: 4pm - 12:30am • Third Shift: Mon: 12am - 8:30am, Tues - Fri: 11pm - 8:30am • 8 Tractor Rd
Key Responsibilities	• Use inspection characteristics as a structured checklist during final inspection. • Ensure all results are recorded accurately against unit serial numbers. • Review SAP Inspection Lot data to ensure all test results are completed and results are within specified limits. • Record and maintain build data and component serial numbers. • Create and maintain SAP serial number installation for each unit to ensure traceability of all fitted components. • Ensure full traceability of Installed components and Inspection lot data. • Verify availability of additional customer-required process data that are not stored in SAP.	

Job Position	QA Technician	Working hours / Location (s)
	• Ensure all required data is ready prior to shipment. • Generate CoC for each shipment based on SAP data. • Save CoC in designated folder and coordinate with Goods Out for shipment release. • Pack inspected units using approved internal packaging standards. • Transfer completed units into stock for shipment. • Close the SAP Inspection Lot upon completion of the production order. • Understand and follow relevant Work Instruction (WI) and Standard Operating Procedure (SOP). • Feedback issues & seek help to solve the issues on daily basis. • Liaise with project in charge of any clarification related to works. • Carry out proper maintenance of measuring equipment and monitor the calibration status. • Undertake additional QA responsibilities as and when required and assigned.	

Job Position	R&D Engineer (Electronic Engineering)	Working hours / Location (s)
Pre – Requisites	• Bachelor's degree in Electrical Engineering, Physics, or a related field. • An advanced degree is an advantage. • At least 5 to 10 years of professional experience in electrical engineering, with a strong focus on power electronics, RF systems, or high-voltage design. • Direct experience with plasma lighting, gas discharge systems, RF-driven lamps, or related plasma technologies is preferred. • Strong understanding of manufacturing processes for plasma arc lighting devices. • Experience in power electronics and control circuit design. • Knowledge of EMI/EMC considerations in lighting systems. • Willingness to travel regularly (e.g., weekly) to Batam to oversee production activities and support NPI projects.	• Mon - Thu: 8:15am - 5:15pm • Fri: 8:15am - 4:15pm • 8 Tractor Rd
Key Responsibilities	• Design, develop, and optimize high-voltage and RF power electronics used for plasma ignition, sustainment, and modulation. • Create detailed electrical schematics, PCB layouts, block diagrams, and system architecture for plasma lighting drivers and control circuits. • Provide technical support to the plasma lighting Test & Maintenance team to troubleshoot and resolve technical issues. • Collaborate cross-functionally with process engineering and production teams to improve productivity. • Support QA in conducting failure analysis. • Design and develop NPI (New Product Introduction) products for global customers.	

Job Position	Senior / Principal Product Engineer	Working hours / Location (s)
Pre – Requisites	• Bachelor's or Master's degree in Optics, Optical Engineering, Mechanical Engineering, Materials Science, or a related discipline.	

Job Position	Senior / Principal Product Engineer	Working hours / Location (s)
	• Minimum 5 years of relevant experience in optics, opto-mechanical, opto-electronic systems, or related manufacturing environments. • Strong understanding of optical components, their functions, and applications. • Hands-on experience in jig and fixture design. • Proficient in SolidWorks and/or AutoCAD. • Hands-on experience with optical testing, measurement, and metrology systems. • Knowledge of Six Sigma and Lean Manufacturing principles, with the ability to apply them to process improvement and operational excellence. • Strong critical-thinking, problem-solving, and decision-making skills. • Strong communication, collaboration, and teamwork skills. • Ability to work effectively with cross-functional teams and customers in a fast-paced manufacturing environment.	• Mon - Thu: 8:15am - 5:15pm • Fri: 8:15am - 4:15pm • 8 Tractor Rd
Key Responsibilities	• Take ownership of the product lifecycle, from RFQ management in collaboration with Sales & Marketing and Operations to meet customer requirements. • Drive timely RFQ closure by tracking and reporting Turnaround Time (TAT) and coordinating with relevant stakeholders to meet targets. • Lead and ensure the successful execution of Factory Acceptance Tests (FAT), First Lot Production (FLP), and First Article Inspection (FAI), ensuring all customer requirements are fulfilled. • Oversee the setup and maintenance of the Bill of Materials (BOM) and manufacturing routing for assigned products, ensuring accuracy, completeness, and timely execution in line with TAT targets. • Drive product and manufacturing performance improvements through yield enhancement, scrap reduction, COGS optimization, On-Time Delivery (OTD), and Parts Per Million (PPM) improvement • Manage product concessions and ensure compliance with internal processes and customer requirements in collaboration with Sales & Marketing and relevant stakeholders. • Oversee product-related packaging, raw materials, tooling, jigs, and fixtures to ensure readiness for production and customer requirements. • Act as the key interface between the company and customers for product-related technical and operational matters. • Collaborate with cross-functional stakeholders in weekly status reviews to monitor and drive improvements in FAT, yield, scrap, OTD, and other key product performance metrics. • Identify and implement continuous improvement opportunities throughout the product lifecycle to improve product quality, cost, delivery, and overall customer satisfaction.	
Job Position	Senior Customer Service Officer	Working hours / Location (s)
Pre – Requisites	• Diploma or Degree in Business Administration, Engineering, or Communications.	

Job Position	Senior Customer Service Officer	Working hours / Location (s)
	• Minimum 5 years of relevant experience in Customer Service, preferably in a manufacturing environment. • Proven experience in driving or supporting continuous improvement initiatives. • Proficient in Microsoft Office applications; knowledge of SAP, Oracle, or Salesforce is an advantage. • Excellent communication, interpersonal, and written skills. • Strong organizational, analytical, and problem-solving abilities. • Proactive, self-motivated, and able to work both independently and collaboratively in a fast-paced environment. • Pleasant personality with strong relationship management and diplomacy under pressure.	• Mon - Thu: 8:15am - 5:15pm • Fri: 8:15am - 4:15pm • 8 Tractor Rd
Key Responsibilities	• Process incoming customer orders and issue order confirmations within KPI timelines. • Provide timely updates on order status, shipment schedules, and delivery progress. • Address customer feedback or complaints with effective and timely solutions. • Coordinate with Planning, Product Leaders, PMs, KAMs, and CSR Manager on shipment scheduling, order changes, and date management approvals. • Handle customer price enquiries (standard or customized products) in collaboration with Sales and Product teams. • Serve as the primary point of contact between the company and customers, ensuring all requests are managed efficiently. • Maintain accurate customer data in SAP, including billing, shipping, and payment information, and coordinate with Finance for credit approvals. • Review backlog, shipment, RMA, and order reports regularly, and follow up with customers when needed. • Support Finance in monitoring account receivables and ensuring timely payment collection. • Coordinate with internal departments to complete and submit required customer documents (e.g., audit forms, quality declarations, vendor surveys). • Ensure accurate billing and proper documentation for month-end closing. • Prepare reports and assist with ad-hoc tasks or improvement projects as assigned. • Maintain compliance with company policies and regulatory requirements. • Actively participate in continuous improvement and lean initiatives. • Manage and update assigned customer portals (if applicable).	
Job Position	Senior Maintenance Engineer	Working hours / Location (s)
Pre – Requisites	• Diploma or Degree in Engineering or a related field. • Minimum 8 years of relevant experience in equipment and maintenance engineering, preferably in an automated manufacturing environment.	• Mon - Thu: 8:15am - 5:15pm

Job Position	Senior Maintenance Engineer	Working hours / Location (s)
	• Strong background in equipment and maintenance engineering, with solid knowledge of automation systems. • Hands-on experience in implementing Total Productive Maintenance (TPM). • Knowledge of Lean or Six Sigma methodologies is an added advantage. • Strong analytical and problem-solving skills, with attention to detail and a data-driven mindset. • Proven leadership and coaching abilities to guide, mentor, and develop a team of engineers and technicians. • Excellent communication and interpersonal skills, with the ability to articulate complex technical concepts clearly across all levels of the organization. • Ability to work effectively under pressure and deliver results in time-sensitive situations.	• Fri: 8:15am - 4:15pm • 8 Tractor Rd
Key Responsibilities	• Provide technical expertise to maintain and improve equipment's uptime and reliability. • Develop strategic maintenance plans and lead initiatives to achieve factory equipment reliability targets. • Ensure maintenance systems and standard operating procedures are consistently followed by all team members. • Apply TPM tools and methodologies to drive progress through the Planned Maintenance Pillar. • Oversee the timely and cost-effective execution of major capital investment projects in line with the annual operating plan (AOP) and capital expenditure budget. • Own and manage maintenance KPIs, including equipment availability, reliability, and downtime performance. • Develop and enhance the technical competencies of the maintenance team through training and coaching. • Maintain an organized inventory of critical spare parts, tools, and consumables to support uninterrupted maintenance operations. • Monitor and control repair and maintenance costs to ensure alignment with budgetary objectives. • Ensure all maintenance activities comply with safety regulations and industry best practices to maintain a safe and sustainable work environment. • Identify and drive improvement initiatives to enhance operational efficiency, cost control, and maintenance best practices (e.g., Lean, TPM, RCA). • Conduct training for maintenance personnel on new equipment, safety procedures, and best practices.	

Job Position	Store Assistant	Working hours / Location (s)
Pre – Requisites	• NITEC / Higher NITEC / Diploma in Logistics, Warehouse Operations, or related field. • Class 3 & forklift license preferred. • Certificate in Warehouse/ Logistics or related fields. • 1–2 years of experience in warehouse/store operations preferred (fresh graduates may be considered).	• First Shift - Mon - Thu: 7:45am - 5:15pm, Fri:

Job Position	Store Assistant	Working hours / Location (s)
	• Basic knowledge of inventory management systems or ERP software is an advantage. • Knowledge of Microsoft Excel, Words, PowerPoint, SAP preferred.	7:45am - 4:15pm • 8 Tractor Rd
Key Responsibilities	• Handle all goods receipt operations, including verification of quantities and condition of incoming materials. • Update of stocks in SAP (all receiving and issuing transaction). • Conduct periodic cycle counts. • Pack and ship finished goods according to customer's requirement. • Perform system transactions for goods receipt and issuance in a timely and accurate manner. • Issue parts and materials to production based on approved requests or job orders. • Ensure inventory accuracy through proper labelling, storage, and cycle count activities. • Maintain 5S standards (Sort, Set in order, Shine, Standardize, Sustain) in all warehouse areas • Ensure compliance with safety regulations and maintain a clean, organized working environment. • Assist in monitoring stock levels and reporting discrepancies to the supervisor. • Support continuous improvement initiatives to enhance warehouse efficiency.	

Job Position	Technical Documentation Specialist (9 months contract)	Working hours / Location (s)
Pre – Requisites	• Diploma or Bachelor's Degree in Mechanical Engineering or a relevant discipline. • Experience in a manufacturing environment involving process documentation, SOP/WI development, quality systems, document control, technical writing, production engineering, or continuous improvement. Experience in cleanroom, optics, coating, semiconductor, precision engineering, or regulated manufacturing environments is an advantage. • Similar experience in engineering support, project administration, or related roles is preferred. • Experience maintaining and updating Bills of Materials (BOMs), routings, and master data systems for multiple product development projects. • Experience documenting and tracking technical project progress, preparing status reports, and supporting cross-functional teams. • Experience assisting engineers with conceptual design, detailed drawings, and BOM preparation for prototypes. • Experience supporting assembly and verification testing of prototypes, including design transfer to production. • Experience conducting tolerance analyses, including stack-up analysis and GD&T, on mechanical assemblies to ensure manufacturability and compliance. • Experience providing administrative support to research and development teams, ensuring project files and regulatory documents are organized and up to date. • Working knowledge of controlled-document practices, revision control, change management, good documentation practices	• Mon - Thu: 8:15am - 5:15pm, Fri: 8:15am - 4:15pm • 8 Tractor Rd

Job Position	Technical Documentation Specialist (9 months contract)	Working hours / Location (s)
	(GDP), process mapping, risk-based prioritization, and Microsoft Office/electronic document-management systems. • Ability to translate complex technical processes into clear, visual, and operator-friendly SOPs and WIs. • Familiarity with Bills of Materials (BOMs), routings, and master data management. • Basic knowledge of engineering drawings and the ability to interpret and translate technical documentation into clear work instructions. • Strong organizational and documentation skills. • Excellent attention to detail and the ability to manage multiple tasks and deadlines. • Good teamwork and communication skills, with the ability to work effectively with engineers and non-technical personnel. • Ability to support cross-functional and international teams. • Willingness to learn and follow company procedures relating to quality, environmental, and safety standards. • Fresh graduates with a Diploma or Bachelor's Degree in Engineering or a related discipline are welcome to apply.	
Key Responsibilities	• Develop and design process workflows for ultra-clean product assembly in semiconductor manufacturing environments. • Establish and maintain a complete master register of the 97 SOPs and WIs, including document owner, revision status, affected process/equipment, department, training requirements, and conversion priority. • Work with assembly process engineers to review legacy document formats, identify obsolete or duplicate documents, and flag discrepancies between actual practices and documented instructions. • Convert SOPs and WIs into the approved APS standard template and controlled document-management format. • Standardize document structure, terminology, revision history, approval workflows, roles and responsibilities, safety cautions, quality checkpoints, references, and records. • Collaborate with assembly process engineers, production supervisors, QA, EHS, maintenance, and other subject-matter experts to validate technical content. • Embed appropriate visual controls where applicable, including photographs, diagrams, flowcharts, equipment screenshots, inspection examples, sample acceptance/rejection criteria, and PPE requirements. • Coordinate document reviews, comment resolution, revision closure, approvals, controlled release, and archival of superseded versions. • Prepare training-impact assessments and coordinate acknowledgement and/or retraining requirements for revised instructions. • Track programme progress, overdue actions, review-cycle performance, and risks through a weekly dashboard. • Support internal audit readiness by ensuring that released documents are traceable, current, approved, and available at the point of use.	

Job Position	Technical Documentation Specialist (9 months contract)	Working hours / Location (s)
	• Generate and maintain documents required for design, product safety (DFMEA), and regulatory compliance. • Ensure ongoing adherence to EHS (Environmental, Health & Safety) and quality standards, including ISO 9001, ISO 14001, ISO 13485, and AS9100D. • Support Engineering Change Notices (ECNs) as required. • Support urgent Purchase Requisition (PR) submissions as required. • Verify BOM and routing accuracy when requested.	

Job Position	Technician (Assembly - Cleanroom)	Working hours / Location (s)
Pre – Requisites	• NITEC / Higher NITEC / Diploma in Engineering, Manufacturing, Electronics, Precision Engineering, or related field. • More than 5 years in Mechanical and Electrical assembly. • Able to interpret Electrical Schematic. • Able to understand the test instructions. • Good team player and able to work under minimum supervision. • Follow company safety regulation and QEHSMS system.	• First Shift - Mon - Thu: 7:45am - 5:15pm, Fri: 7:45am - 4:15pm • Second Shift - Mon - Thu: 5pm - 2:30am, Fri: 4pm - 12:30am • Third Shift - Mon: 12am - 8:30am, Tues - Fri: 11pm - 8:30am OR • 12-hour shift (3-4-4-3) • 8 Tractor Rd
Key Responsibilities	• Perform Mechanical and Electrical Assembly Processes according to Assembly Process Sheet. • Perform Lens cleaning and assembly according to customer requirement. • Work in Clean room environment , comply to clean room protocol. • Perform Electrical and Electronic Test according to Test Instruction. • Ensure all WIP inventory are tally with system. • Receive Kitting from store and distributed to the production Order. • Perform the final packaging of the production prior to transfer to Store for shipment to customer. • Any ad-hoc Task assigned by Leaders and Supervisor.	

Job Position	Technician (Back end)	Working hours / Location (s)
Pre – Requisites	• Diploma in Engineering or equivalent. • Minimum 5 years of experience with manufacturing industry. • Experience in Optics polishing or Thin Film manufacturing will be an advantage. • Ability to read, understand and provide training on SOPs, work instructions, technical drawing. • Clear understanding of product quality and systems regulations and requirements. • Good interpersonal skills and attitude. • Flexible to work overtime as required. • Must be able to work in rotating shift pattern or 12-hour shift. • Proficiency in general Microsoft application including MS word and Excel.	• First Shift: Mon - Thu: 7:45am - 5:15pm, Fri: 7:45am - 4:15pm • Second Shift: Mon - Thu: 5pm - 2:30am, Fri: 4pm - 12:30am • Third Shift: Mon: 12am - 8:30am, Tues -
Key Responsibilities	• Completion of daily coating production activities. • Check machine schedule and ensure process inputs stored in respective machine.	

Job Position	Technician (Back end)	Working hours / Location (s)
	• Prepare the needed coating material for pre-melting and ensure all the shutters and sidewalls are cleaned. • Enter the process and machine parameters for every run in the checklist during the coating process. • Monitor the coating process and provide essential guidance to coaters attending other machines. • Set the venting temperature, remove the segment from the machine after venting. • Perform the spectral measurements according to the required specifications by choosing proper template. • Undertake additional production responsibilities as and when required.	Fri: 11pm - 8:30am OR • 12-hour shift (3-4-4-3) • 8 Tractor Rd

Job Position	Technician (Fiber Loop Assembly)	Working hours / Location (s)
Pre – Requisites	• NITEC / Higher NITEC / Diploma in Engineering, Manufacturing, Electronics, Precision Engineering, or related field. • Experience in Fiber Loop Assembly (FLA) manufacturing and assembly processes. • Experience in fiber bonding, sealing, and curing processes using approved materials and procedures. • Skilled in optical fiber routing, looping, and cable management according to engineering drawings. • Proficient in fiber stripping, cleaning, cleaving, and handling of delicate optical fibers. • Competence in fiber collimation and optical alignment to meet product performance requirements. • Able to perform fiber polishing and end-face inspection using microscopes and inspection equipment. • With attention to details. • Competent in recording data in spreadsheet or in process control system. • Comfortable with test equipment, keen to learn new equipment functionality. • Demonstrates awareness of different ways of work; offers workable solutions and makes suggestions for improvements within their own area of work. • Effectively work within multi-disciplinary teams to a common goal.	• First Shift: Mon - Thu: 7:45am - 5:15pm, Fri: 7:45am - 4:15pm • Second Shift: Mon - Thu: 5pm - 2:30am, Fri: 4pm - 12:30am • Third Shift: Mon: 12am - 8:30am, Tues - Fri: 11pm - 8:30am OR • 12-hour shift (3-4-4-3) • 8 Tractor Rd
Key Responsibilities	Operations tasks included but not limited to: • Mechanical, Electrical, Optical assembly and test. • Use of vacuum systems. • Bulk and intricate cleaning of parts and assemblies. • Packing. • Completion of relevant electronic records. • Work with the leadership team to improve processing times as required. • Carry out training of fellow employees, according to Company training, work instructions and as per the grading structure. • Work within Company policies and procedures regarding safety, quality, material control and maintain high levels of workmanship and cleanliness	

Job Position	Technician (Fiber Loop Assembly)	Working hours / Location (s)
	• Contribute to continuous improvement by recommending and implementing preventative and corrective measures, working with engineering to introduce new products. • Highly adaptable approach and willing to transition between departments to fulfill evolving business needs. • Carry out all reasonable requests from the leadership community.	

Job Position	Technician (Laser Assembly)	Working hours / Location (s)
Pre – Requisites	• NITEC / Higher NITEC / Diploma in Engineering, Manufacturing, Electronics, Precision Engineering, or related field. Technical skills: • Experience laser diode handling and assembly. • Skilled in die attach and component placement. • Proficient in epoxy dispensing and curing processes. • Wire bonding awareness and knowledge in active alignment techniques. • Basic understanding of laser safety requirements. Equipment knowledge: • Assembly microscope. • Precision alignment stages. • UV curing equipment. • Laser power meter. • Optical inspection tools. • Competent in recording data in spreadsheet or in process control system. • Comfortable with test equipment, keen to learn new equipment functionality. • Demonstrates awareness of different ways of work; offers workable solutions and makes suggestions for improvements within their own area of work. • Effectively work within multi-disciplinary teams to a common goal.	• First Shift: Mon - Thu: 7:45am - 5:15pm, Fri: 7:45am - 4:15pm • Second Shift: Mon - Thu: 5pm - 2:30am, Fri: 4pm - 12:30am • Third Shift: Mon: 12am - 8:30am, Tues - Fri: 11pm - 8:30am OR • 12 hour shift (3-4-4-3) • 8 Tractor Rd
Key Responsibilities	Operations tasks included but not limited to: • Mechanical, Electrical, Optical assembly and test. • Use of vacuum systems. • Bulk and intricate cleaning of parts and assemblies. • Hands on experience in laser application assembly, alignment and test. • ESD (Electrostatic Discharge) control on the assembly with ESD sensitive component. • Experience in Fiber Optics Termination. • Packing. • Completion of relevant electronic records. • Work with the leadership team to improve processing times as required. • Carry out training of fellow employees, according to Company training, work instructions and as per the grading structure. • Work within Company policies and procedures regarding safety, quality, material control and maintain high levels of workmanship and cleanliness	

Job Position	Technician (Laser Assembly)	Working hours / Location (s)
	• Contribute to continuous improvement by recommending and implementing preventative and corrective measures, working with engineering to introduce new products. • Highly adaptable approach and willing to transition between departments to fulfill evolving business needs. • Carry out all reasonable requests from the leadership community.	

Job Position	Technician (SPDT)	Working hours / Location (s)
Pre – Requisites	• Minimum 'O' Levels, Technical Certificate and above. • Relevant experience in a manufacturing environment. • Able to perform machine set up. • Able to work independently with minimal supervision. • Must be able to do shift work when required.	• First Shift: Mon - Thu: 7:45am - 5:15pm, Fri: 7:45am - 4:15pm • Second Shift: Mon - Thu: 5pm - 2:30am, Fri: 4pm - 12:30am • Third Shift: Mon: 12am - 8:30am, Tues - Fri: 11pm - 8:30am OR • 12 hour shift (3-4-4-3) • 8 Tractor Rd
Key Responsibilities	• To record daily output data and submit to leader. • Setting up machines during changeover of shift. • Troubleshooting when problem arise. • To attend daily morning briefing conduct by leader and provide update status of each items and machine. • To communicate with other next shift staff on the status on each machine before handover. • Ensure own responsible machine to be warm up before start of shift. • To report any scrap or technical issues to leader when face during processing. • To ensure respective machines are fully utilize. • Inform leader if there is machine faulty/down which may jeopardize the delivery.	

Job Position	Technician (Spherical Small)	Working hours / Location (s)
Pre – Requisites	• Minimum 'O' Levels, Technical Certificate and above. • Relevant experience in a manufacturing environment. • Able to perform machine set up. • Able to work independently with minimal supervision. • Able to carry heavy items (segments or tooling). • Must be able to do shift work when required.	• First Shift: Mon - Thu: 7:45am - 5:15pm, Fri: 7:45am - 4:15pm • Second Shift: Mon - Thu: 5pm - 2:30am, Fri: 4pm - 12:30am • Third Shift: Mon: 12am - 8:30am, Tues - Fri: 11pm - 8:30am OR
Key Responsibilities	• To operate polishing machine. • Record daily output data and submit to leader. • Attend daily morning briefing and feedback issues pertaining to production matters that require attention. • Communicate with other staffs on production related matters through verbal and communication book during handover period. • Carry out machine warm up activity on respective machines, where its applicable. • Report to Leader on Non-Conformance parts, technical issues or machine faulty / down during processing. • To report any scrap or technical issues to leader when face during processing.	

Job Position	Technician (Spherical Small)	Working hours / Location (s)
	• Ensure machines are fully utilized at all times.	• 12 hour shift (3-4-4-3) • 8 Tractor Rd

5. Resonac HD Singapore

Resonac HD Singapore Pte. Ltd., formerly known as Showa Denko HD Singapore, is a leading manufacturer of hard disk media based in Singapore. Established in 2002, the company plays a vital role in the global electronics supply chain, producing high-quality glass and aluminum substrates used in hard disk drives.

Known for its commitment to innovation and precision, integrating cleanroom automation and data analytics into its manufacturing processes to ensure consistent quality and efficiency.

Job Position	Abrasive Blasting Technical Operator	Working hours / Location (s)
Pre – Requisites	• Minimum Secondary School education or equivalent. • No prior abrasive blasting or manufacturing experience required; candidates with relevant experience will have an advantage. • Able and willing to work 12-hour Day or Night Shifts. • Comfortable working in a safety-controlled manufacturing environment involving abrasive blasting processes. • Able to safely carry out the physical requirements of the role, including manual handling, moving parts, weighing, assembly, rework and machine operation. • Willing to learn and follow work instructions, quality requirements and safety procedures. • Responsible, reliable and able to work effectively as part of a team. • Appropriate training and PPE will be provided.	• 4-day work week • 8.00-8.15 • 2 Pioneer Crescent
Key Responsibilities	• Preparing, assembling, reworking, and blasting parts, operating machines to maintain production output, conducting quality inspections, and recording process data, while also supporting workplace organization (5S) safety, and basic machine maintenance	
Job Position	Assistant Engineer	Working hours / Location (s)
Pre – Requisites	<u>Qualifications:</u> • Degree in Electronics / Mechatronics / Electrical / Mechanical discipline <u>Soft Skills Required:</u> • Basic operation & manpower management knowledge • Computer software knowledge in Microsoft Excel and Word • Good communication skills • Others: Cleanroom working experience would be a plus	• 4-day work week • 8.00-8.15 • 2 Pioneer Crescent
Key Responsibilities	• To lead a group of Production Technicians/Operators in machine and process troubleshooting, process change, process control, failure analysis and assist supervisor in controlling the production team.	
Job Position	Engineering Assistant / Technician	Working hours / Location (s)
Pre – Requisites	• Education: Diploma in Electronics, Mechatronics, Electrical, or Mechanical engineering. • Experience: No prior experience is required for entry-level applicants. • Skills: Basic operation and manpower control knowledge. • Computer software literacy (Microsoft Excel and Word). • Good communication skills.	• 4-day work week • 8.00-8.15 • 2 Pioneer Crescent

Job Position	Engineering Assistant / Technician	Working hours / Location (s)
Key Responsibilities	• To support Production Technicians/Operators in machine and process troubleshooting, process change, process control, failure analysis and assist supervisor in controlling the production team.	
Job Position	Shield Wash Process	Working hours / Location (s)
Pre – Requisites	<u>Skills Required (Good to Have):</u> • Possess knowledge in first level machine troubleshooting. • Check and record Production Monitoring System • Use of measurement devices	• 4-day work week • 8.00-8.15 • 2 Pioneer Crescent
Key Responsibilities	• Operating and performing first-level troubleshooting on shield wash machines to ensure correct parameters and continuous automated operation, reporting issues to maintenance and supervisors, and carrying out preventive tasks like changing filters and detergents to minimize downtime. • Responsibilities also include monitoring production systems, maintaining cleanroom standards through 5S and regular cleaning, and supporting maintenance engineers as needed	
Job Position	Warehouse Assistant	Working hours / Location (s)
Pre – Requisites	• Forklift License: Valid Singapore forklift license with a recent refresher course. • Experience: 1 to 2 years of working experience in a manufacturing warehouse environment. • Physical Fitness: Capable of handling physical tasks such as standing for long periods, moving, packing, and unpacking. • Work Arrangement: Ability to work independently and adapt to shift work if required.	• 5-day work week • 8.30am – 5.30pm • 2 Pioneer Crescent
Key Responsibilities	• Receive, store, and issue raw materials to production. • Pack and ship finished goods according to customer requirements. • Pack and return empty cassettes to suppliers. • Collect and dispose of waste materials through assigned vendors. • Inspect own work and verify process parameters before starting operations. • Notify the team leader of any operational deviations or safety concerns. • Maintain 5S standards and keep the operations area clean and orderly. • Operate forklift/reach truck to transport goods and materials within company premises. • Ensure compliance with ISO and OHSAS Standard Operating Procedures. • Perform work on different processes or equipment as assigned. • Assist in basic troubleshooting of processes or equipment. • Carry out other duties assigned.	

6. Sanmina-SCI Systems Singapore

The Sanmina Penjurong Singapore Facility develops and produces advanced printed circuit boards (PCB) for leading high technology companies in the optical, networking, medical, defense & aerospace and automotive industries

Job Position	Customer Service Administrator	Working hours / Location (s)
Pre – Requisites	• 1-2 years of experience in customer service, order processing, or administrative roles	• 5-day work week • 8am - 5:30pm • 55 Penjurong Road
Key Responsibilities	• Provide open order reports and alert customers actively on shipments and FG.	
Job Position	Engineer (Planning / CAD-CAM)	Working hours / Location (s)
Pre – Requisites	• Support Customer Service and Quality Engineers on customers' technical requests and inquiries. • To provide New Product Introduction (NPI) job attributes and process flow chart and conduct NPI meetings with Engineering, Production and Quality teams.	• 5-day work week • 8am - 5:30pm • 55 Penjurong Road
Key Responsibilities	• To review customers' design and documents (CAD data, drawings, specifications, etc.) for better manufacturability and to provide proposals/feedback or seek clarifications from customers. • Perform process planning, generate part arrangement, Cam editing instructions and production documents for manufacturing processes.	
Job Position	Engineering Service Technician	Working hours / Location (s)
Pre – Requisites	• Knowledge of PLC and equipment control systems.	• 5-day work week • 8am - 5:30pm • 55 Penjurong Road
Key Responsibilities	• Ensure all equipment and machines are in good operating condition and respond to breakdowns in a timely manner.	
Job Position	Environmental Technician	Working hours / Location (s)
Pre – Requisites	• Possess license to operate forklift and reach-truck • Know-how in lab analysis and testing	• 5-day work week • 8am - 5:30pm • 55 Penjurong Road
Key Responsibilities	• Monitor production water consumption and wastewater generation • Receive incoming chemicals and liaise with contractors on chemical waste disposal	
Job Position	Facility Engineer	Working hours / Location (s)
Pre – Requisites	• Minimum 3 years of experience preferably in manufacturing industries / building management. • Knowledge of SS 638, Code of Practice (COP) for Electrical Installations.	• 5-day work week • 8am - 5:30pm

Job Position	Facility Engineer	Working hours / Location (s)
Key Responsibilities	• Oversee all operations and maintenance of the building and M&E infrastructure. • Duties related to licensed electrical works and electrical installations. • Electrical technical knowledge, licensed electrical worker (LEW) certified by the Energy Market Authority (EMA).	• 55 Penjuru Road

Job Position	Industrial Engineer	Working hours / Location (s)
Pre – Requisites	• Minimum 1-2 years of working experience in project execution related to engineering, automation, building or process industry. • Able to read and interpret technical drawings, equipment manuals, etc. • Knowledge of Programmable Logic Control (PLC)	• 5-day work week • 8am - 5:30pm • 55 Penjuru Road
Key Responsibilities	• To generate requirements for new automated equipment or improvements of existing handling equipment. • To conduct detailed study and prepare layout plan and report on production lines to be modified or automated for quality, productivity and cost improvement.	

Job Position	Manufacturing Supervisor	Working hours / Location (s)
Pre – Requisites	• Good supervisory and communication skills. • Knowledge of manufacturing and testing of PCB is preferable	• 5-day work week • 8am - 5:30pm • 55 Penjuru Road
Key Responsibilities	• To supervise and lead a team of leaders and technicians to achieve the section objectives • To minimize WIP and maximize output within the section, while managing the section's delivery performance.	

Job Position	NPI Engineer	Working hours / Location (s)
Pre – Requisites	• Good in writing reports • Good communication skills	• 5-day work week • 8am - 5:30pm • 55 Penjuru Road
Key Responsibilities	• Keep track of and improve the yield of NPI parts by working with customers, product, process and quality engineers. • Evaluate and qualify new materials to meet customers' requirements on electrical performance and thermal reliability of PCB.	

Job Position	Planner	Working hours / Location (s)
Pre – Requisites	• Ability to prioritize and manage multiple tasks • Problem solving and reporting skills	• 5-day work week • 8am - 5:30pm • 55 Penjuru Road
Key Responsibilities	• Track job status across all processes (e.g., drilling, plating, routing, inspection). • Monitor all WIP (Work-In-Progress) and prioritize based on OTD, customer urgency, and QTA/STD requirements.	

Job Position	Process Engineer	Working hours / Location (s)
Pre – Requisites	• Must be willing to be posted to China for training for 3-months • Strong interpersonal communication and writing skills.	• 5-day work week • 8am - 5:30pm • 55 Penjuru Road
Key Responsibilities	• Responsible for quality and any discrepancies when arise • Work with different stakeholders (i.e. production team and suppliers) to investigate and troubleshoot process related problems	
Job Position	QA Engineer	Working hours / Location (s)
Pre – Requisites	• Knowledge of tools, concepts and methodologies of QA (ISO 9001, 7 QC tools etc.) • Minimum 2-years' experience in manufacturing	• 5-day work week • 8am - 5:30pm • 55 Penjuru Road
Key Responsibilities	• Work with internal team to Identify root cause of issues and develop CAPA. • Manage IPQC Lab and FA/CoC team	
Job Position	Quality Technician	Working hours / Location (s)
Pre – Requisites	• Minimum 2 years of calibration of testing equipment experience	• 5-day work week • 8am - 5:30pm • 55 Penjuru Road
Key Responsibilities	• Ensure all calibration work instructions are aligned with standard industry calibration method.	

7. Seagate Singapore

Connecting the world

With a presence in over 30 countries and customers in nearly every corner of the world, we are uniquely positioned to connect people, businesses and ideas across borders. Our global footprint allows us to deliver localised solutions that cater to the specific needs of diverse markets while maintaining the highest standards of quality and service. From our state-of-the-art research and development facilities to our world-class manufacturing sites, Seagate is committed to delivering excellence on a global scale.

Job Position	Engineering Specialist (Assembly Equipment)	Working hours / Location (s)
Pre – Requisites	• NITEC / Higher NITEC / Diploma in Mechanical, Electrical, or Mechatronics Engineering. • Experience in equipment assembly, mechanical or electrical troubleshooting is preferred. • Familiarity with tools such as torque wrenches, multimeters, and vacuum gauges. • Familiar with sputter PVD equipment • Ability to read mechanical drawings and wiring diagrams. • Experience working in cleanroom environments and with vacuum systems is advantageous.	• 7.30pm - 7.45am (Night Shift) / 7.30am - 7.45pm (Day Shift) • 121 Woodlands Avenue 5
Key Responsibilities	• Assemble, align, and integrate mechanical and electrical sub-systems for sputtering equipment based on schematics and build instructions. • Install components such as vacuum chambers, pumps, valves and control panels. • Perform functional and quality checks during and after equipment installation. • Support basic tool troubleshooting and rework for both mechanical and electrical issues. • Assist with equipment installation, conversion, and upgrades as required. • Work closely with engineering teams on building improvements and reliability enhancements. • Adhere to safety and cleanroom standards throughout all assembly and support activities. • Take proactive role and responsibility • To lead junior ES to accomplish the task within schedule	

Job Position	Engineering Specialist (Sputter Maintenance)	Working hours / Location (s)
Pre – Requisites	• Diploma in Mechanical, Electrical, Mechatronic Engineering or Diploma or ITE • Knowledge or experience in Mechanical or Electronics • Troubleshooting Mechanical or Electrical Equipment is an advantage • Clean room experience will be an advantage • Data analysis and MS office skills	• 7.30pm - 7.45am (Night Shift) • 121 Woodlands Avenue 5
Key Responsibilities	• Perform preventive maintenance and product conversion of the sputtering tool. • Work with equipment and process engineering on continuous tool improvement on reliability performance and product defect reduction. • Initiate ideas on equipment OEE and productivity improvement, safety hazards and cost saving projects.	

Job Position	Engineering Specialist (Sputter Maintenance)	Working hours / Location (s)
	• Be trained to utilize data analytics and machine learning applications for troubleshooting tools and your feedback will be sought after for further improvements • Be trained in vacuum technology fundamental and have the opportunities for continual learning and growth.	

Job Position	Engineering Specialist IV - (Sputter Process)	Working hours / Location (s)
Pre – Requisites	• Diploma in Mechanical, Electrical, Mechatronic Engineering, or related Engineering Diploma • Self-motivated and positive working attitude. • Team players with good problem-solving skills. • Willing to work in clean room environment.	• 7.30pm - 7.45am (Night Shift) • 90 Woodlands Avenue 7
Key Responsibilities	• Provide engineering support to production line by ensuring process flow, specification, procedure and documentation • Monitor any variables within the process and make the adjustments when required • Quick and effective diagnosis and troubleshooting of routine or minor problems • Perform process buy-off after equipment preventive maintenance or breaks down • Document routine manufacturing processes and report data for shift duty pass-down • Conduct or assist the process engineer in carrying out experiments with the objectives of process improvement • Continuous improvement in OEE • Training and certification for MS and new EA personnel • Assist in Audit preparation	

Job Position	Manufacturing Specialist	Working hours / Location (s)
Pre – Requisites	• Some experiences in the manufacturing industry an advantage • Basic knowledge of English is required • Experience in using a microscope will be helpful • Be adaptable and willing to take on other ad-hoc duties as assigned • Able to carry work items up to 3kg • Standing hours: 2 to 4 hours • Willing to work 12-hrs shift • Prepared to work on Weekends and Public Holidays	• 7.30pm - 7.45am (Night Shift) / 7.30am - 7.45pm (Day Shift) • 90 Woodlands Avenue 7
Key Responsibilities	• Responsible for all aspects of the production process, including equipment set-up and maintenance, production/fabrication, test, production training, and machine/tool making • Manage activities in production area(s) including setting up and operating a variety of automatic or semi-automatic machines used in the production of the company's products • Perform basic electrical tasks as part of the assembly process, contributing to the production of cutting-edge products. • Contribute to the assembly of components, ensuring precision and adherence to quality standards	

Job Position	Manufacturing Specialist	Working hours / Location (s)
	• Collaborate with the team to deliver products within specified timelines, maintaining focus on quality and cost efficiency • Follow instructions from supervisors meticulously to execute manual tasks, contributing to a smooth workflow • Perform process related to Labelling, Packing & Palletizing of Parts, Boxes, Pallet, etc. • Perform Handling/ Shifting of Parts/ Equipment involving the use of lifting equipment	

Job Position	Manufacturing Specialist (Drive Operations)	Working hours / Location (s)
Pre – Requisites	• Proven ability to lead and coordinate a small team in the production environment. • Good understanding in English (reading and understanding Work Instructions). • Strong communication and coordination skills. • Be adaptable and willing to take on other ad-hoc duties as assigned. • Physically able to carry work items up to 15 kg. • Able to stand and walk for extended hours (4 to 7 hours). • Willing to work 12-hrs shift. • Prepared to work on Weekends and Public Holidays.	• 7.30pm - 7.45am (Night Shift) / 7.30am - 7.45pm (Day Shift) • 16 Woodlands Loop
Key Responsibilities	• Lead and responsible for all aspects of the production process, including equipment set-up and maintenance, production/fabrication, test, production training, and machine/tool making with higher independence. • Manage manpower deployment and activities in production area(s) including setting up and operating a variety of automatic or semi-automatic machines used in the production of the company's product. • Perform complex electrical tasks as part of the assembly process, contributing to the production of cutting-edge products. • Able to conduct On-The-Job training for new hires and existing operators. • Act as line trainer, ensuring adherence to Work Instructions and quality standards. • Work closely with Engineering, Quality, and Planning teams to resolve issues. • Support process and manufacturing improvement, participate in continuous improvement initiatives. • Support reporting, tracking, and escalation of key operational metrics. • Perform process related to Labelling, Packing & Palletizing of Parts, Boxes, Pallet, etc. • Perform Handling/ Shifting of Parts/ Equipment involving the use of lifting equipment.	

8. Service Connections

Service Connections HR Consultancy partners with organizations to build sustainable, people-centered workplaces. We deliver end-to-end HR solutions including recruitment, payroll management, and workforce development, with a strong focus on fair pay, progressive practices, and staff welfare. Our consultancy also provides fractional HR leadership to guide companies through growth and transformation. By blending operational excellence with genuine care, we help clients attract, retain, and empower talent across diverse industries, supporting employers in achieving both commercial success and meaningful community impact.

Job Position	Administration	Working hours / Location (s)
Pre – Requisites	• Qualification: GCE 'O' Level Certificate or equivalent • Prior experience in administrative or office support roles preferred. • Strong organizational and time-management skills. • Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). • Excellent communication skills, both written and verbal. • Ability to work independently and as part of a team. • High level of integrity and attention to detail.	• 42 hours per week • 8am - 5pm • Islandwide
Key Responsibilities	• We are seeking a proactive and detail-oriented Admin Personnel to support daily operations and ensure smooth workflow across the organization. • This role is ideal for someone who thrives in a structured environment, enjoys multitasking, and values accuracy in administrative processes. Tasks: • Provide administrative and clerical support to ensure efficient office operations. • Manage scheduling, correspondence, and documentation for staff and management. • Coordinate meetings, prepare reports, and handle day-to-day office logistics. • Support HR and operational processes including onboarding, attendance, and staff communication. • Maintain records, filing systems, and ensure compliance with organizational standards.	

Job Position	ICT Trainer	Working hours / Location (s)
Pre – Requisites	• Candidate with diploma or above in the relevant discipline is preferred. • Those without a diploma certificate, but with relevant experience and expertise may also apply. • Candidate preferably to have knowledge in coding (Matatalab and Micro:bit) • Candidate must have knowledge in coding (Scratch) • Candidate must be able to handle photography (Digital SLR) and photo editing software (example Photoshop) • Candidate must have Videography and video editing skills <u>It is an added advantage for candidate to have knowledge and/or experience in:</u> • Google applications (Eg, Google drive, Google Forms, Google Classroom/Apple Classroom etc.). • ICT troubleshooting • Robotics	• 42 hours per week • 8am - 5pm • Islandwide

Job Position	ICT Trainer	Working hours / Location (s)
	• Preferably at least 1 year working experience working in a local school environment.	
Key Responsibilities	• We are seeking a proactive and enthusiastic ICT Trainer to design and deliver engaging ICT training programs for both students and staff in a school environment. • The successful candidate will work closely with the HOD/ICT and ICT Manager to develop and conduct training in areas such as digital literacy, Microsoft Office applications, coding (Scratch, Micro:bit, MatataLab, Arduino), Student Learning Space (SLS), Google Classroom, Apple Classroom, and other educational technologies. • The role also includes supporting ICT-related projects such as photography, videography, video editing, and digital content creation, while assisting in the research and implementation of innovative ICT solutions. • In addition, the ICT Trainer will manage ICT resources, maintain computer laboratories and digital devices, support administrative ICT functions, ensure compliance with MOE ICT policies, and provide technical guidance to enhance teaching and learning. • Candidates should possess strong communication, presentation, and organizational skills, with experience in ICT training, educational technology, and a passion for developing digital competencies in a school setting. <u>Trainer will plan and execute:</u> • Work closely with HOD/ICT to draw up ICT related programs for students and staff. • ICT programs will be tailored according to the Authority's objectives and curriculum. • Plan and execute comprehensive ICT program packages to meet ICT needs for all students. • Any other ICT-related training for students and staff, including the usage of software or hardware. • Managing the Authority's ICT systems, including school website and social media presence. • Support the Authority in all ICT related projects e.g. photography, videography, video-editing etc. • Provide assistance in development and research of ICT solutions. • Ensure students' attendance & well-being when there is training scheduled. <u>ICT Training for Students</u> <u>Trainer will support the Authority in conducting training for students in:</u> • Basic operations of the computer, including logging in to the computer and changing passwords. • Digital literacy skills such as touch typing, usage of Microsoft Office tools. • Coding and computational thinking such as Micro:bit and Scratch, drone programming and Arduino. <u>Awareness Programs for Staff</u> <u>Trainer will plan and execute short training programs (for staff) such as:</u>	

Job Position	ICT Trainer	Working hours / Location (s)
	• Use of various Microsoft Office Tools such as Excel, PowerPoint Live etc. • Photo and/or video editing • Coding (e.g. Matata Lab, Micro:bit, Arduino, Html etc.) • Useful internet resources for Teaching and Learning. • Google/Android/Apple apps training. (e.g. Google Classroom/Apple Classroom) • Student Learning Space (SLS) • Home-Base Learning (HBL) Microsite. • Closely assist and work with teachers to improve their ICT skills. Tasks or Duties: • Proactively scans the market for the technology trends and new technology tools that support Teaching and Learning. • Provide professional inputs and make recommendations to HOD ICT and ICT Manager. • Support the Authority's ICT Manager in administrative matters and data generation if required. • Ensure that MOE policies, guidelines and standards are adhered to. • Maintain the Authority's computer labs to ensure that the lab is in functional, neat and orderly condition. • Work on Authority's ICT and carry out ICT related duties. • In charge of the Authority's iPad carts, accessories, program and any other digital devices, under the supervision of the ICT Manager. • Any other duties and/or tasks assigned by the Authority	

Job Position	Laboratory / Technical Assistant	Working hours / Location (s)
Pre – Requisites	• NITEC/Higher NITEC/Diploma in Chemical Process Technology, Applied Chemistry, Laboratory Technology, Chemical Engineering or a related discipline • Have at least 2 years • Good communication and interpersonal skills • Preferably proficient in MS Office such as Word, Excel and PowerPoint. • Able to handle live specimens, such chemicals	• 42 hours per week • 8am - 5pm • Islandwide
Key Responsibilities	• A Laboratory / Technical Assistant working for a company operating within the Process / PCM industry. Tasks or Duties: • Assist with preparation, labelling, handling and storage of samples, chemicals, materials and laboratory equipment. • Support routine laboratory testing and preparation activities under the supervision of technical personnel. • Clean, maintain and prepare laboratory apparatus and equipment for use. • Maintain proper records of samples, test materials and laboratory activities. • Monitor laboratory consumables and maintain inventory records. • Assist with procurement and replenishment of laboratory materials and supplies.	

Job Position	Laboratory / Technical Assistant	Working hours / Location (s)
	• Ensure chemicals and materials are properly labelled and stored in accordance with established safety procedures and SDS requirements. • Maintain laboratory housekeeping and support compliance with workplace safety procedures. • Assist in reporting damaged equipment, spills, abnormalities and other safety concerns. • Provide documentation and administrative support to laboratory/technical personnel. • Support other technical and operational activities where required.	

Job Position	Operations Executive	Working hours / Location (s)
Pre – Requisites	• Diploma or Degree in Business Administration, Facilities Management, Operations Management or a related discipline. • Relevant experience in administration, operations, facilities coordination or a similar capacity would be advantageous. • Good organizational and coordination skills with the ability to manage multiple tasks. • Good written and verbal communication skills. • Able to liaise effectively with internal stakeholders, vendors, contractors and service providers. • Proficient in Microsoft Office applications. • Meticulous and able to maintain accurate records and documentation. • Able to work independently as well as collaboratively within a team. • Resourceful, responsible and able to handle operational matters in a timely manner. • Experience in procurement, facilities, inventory or asset management would be an advantage. • Candidates with experience in an educational or similar institutional environment would be advantageous.	• 42 hours per week • 8am - 5pm • Islandwide
Key Responsibilities	• Candidate will provide administrative and operational support to ensure the smooth day-to-day functioning of the organization. • The role involves coordinating operational activities, maintaining documentation and records, supporting facilities and asset management, and liaising with internal and external stakeholders. • The candidate will also assist with procurement, inventory, maintenance, safety and other general operational matters while ensuring that established procedures and requirements are followed. Tasks or Duties: • Support the day-to-day administrative and operational functions of the organization. • Assist with scheduling, documentation, coordination and general operational matters. • Support the coordination of activities, programs, meetings and other organizational events. • Monitor and report facilities, maintenance and operational issues when required. • Liaise with vendors, contractors and relevant stakeholders on operational and maintenance matters.	

Job Position	Operations Executive	Working hours / Location (s)
	• Assist with routine checks to ensure facilities are properly maintained and operational requirements are met. • Support procurement, inventory, supplies and asset management activities. • Assist with maintaining proper records, reports and other operational documentation. • Support workplace safety, security and general compliance requirements. • Work closely with internal teams to ensure smooth day-to-day operations. • Assist with improvement, maintenance or other operational projects where required. • Perform any other administrative or operational duties as assigned.	

Job Position	Product Manager (Test Automation)	Working hours / Location (s)
Pre – Requisites	• Define and maintain the Tosca product roadmap, adoption priorities, and implementation approach in line with ISG quality objectives. • Manage and coach a team of SQEs supporting Tosca adoption, testing capability uplift, automation implementation, and quality improvement across selected systems. • Track and report on Tosca adoption progress, license utilization, automation coverage, benefits, risks, and recommendations to management and stakeholders. • Establish Tosca usage standards, reusable automation assets, naming conventions, evidence capture practices, and governance checkpoints. • Review test artefacts, automation assets, and evidence record to ensure they are reusable, maintainable, and aligned with automation objectives. • Manage Tosca usage in secure environments, including setup constraints, access arrangements, and compliance with security protocols. • Guide structured test design practices that improve automation readiness, including reusable test cases, clear test data needs, and traceable expected results. • Collaborate with the organization's ISG QM Section to align Tosca adoption with organizational quality objectives and provide regular progress and outcome updates.	• 42 hours per week • 8am - 5pm • Islandwide
Key Responsibilities	• Lead and manage Tosca test automation as a shared capability for selected on-premises systems operating in secure environments, with direct accountability to the client's ISG QM Section. • This role covers the Tosca automation strategy and roadmap, adoption priorities, stakeholder engagement, license utilisation, implementation standards, measurable outcomes, and management of a team of SQEs supporting Tosca adoption and testing capability uplift. • The Product Manager will lead the SQE team and work with project teams, vendors, and system owners to drive the controlled and sustainable adoption of Tosca, while ensuring alignment with client's quality, security, and governance requirements.	

Job Position	Product Manager (Test Automation)	Working hours / Location (s)
	Tasks or Duties: • Work with stakeholders to identify suitable systems, test scenarios, and regression areas where Tosca automation can deliver clear value. • Plan and manage the transition roadmap from manual testing to automation, with Tosca as the key tool for priority systems and other tools considered only where they better fit the technology stack or testing need.	

Job Position	Researcher	Working hours / Location (s)
Pre – Requisites	• Diploma or Degree in Child Psychology (is an advantage), Social Sciences, Early Childhood, Education, Behavioral Sciences, or a related discipline. • Interest in child development, psychology, behavioral research, or related areas. • Comfortable interacting with children, parents and/or caregivers. • Good interpersonal and communication skills. • Good organizational skills with attention to detail. • Able to handle research data and confidential information responsibly. • Proficient in Microsoft Office applications. • Able to work independently as well as collaboratively within a research team. • Prior research, data collection, or experience working with children would be an advantage. • Fresh graduates with relevant qualifications are welcome to apply.	• 42 hours per week • 8.30am - 5.40pm (Mon - Thurs), 8.30am - 5.15pm (Friday) Islandwide
Key Responsibilities	• The Research Assistant will support research activities relating to child psychology, development, behavior and well-being. • The role involves assisting the research team with various stages of research projects, including participant coordination, data collection, documentation and general research administration. Tasks or Duties: • Assist with research activities involving children, parents and/or caregivers. • Support participant recruitment, scheduling and coordination of research sessions. • Assist with administering research questionnaires, assessments or other data collection activities according to established protocols. • Perform data entry, organization and basic checking of research data. • Maintain accurate research records, documentation and study materials. • Conduct basic literature searches and assist with preparation of research materials. • Liaise with research participants and relevant stakeholders when required. • Ensure confidentiality and proper handling of research information and participant data. • Provide general administrative and operational support to the research team.	

Job Position	Researcher	Working hours / Location (s)
	• Perform other research-related duties as assigned by the supervisor or research team.	

Job Position	Senior Assistant Manager	Working hours / Location (s)
Pre – Requisites	• Bachelor's degree from a recognized university. • At least 5 years of relevant experience, preferably in academic administration or student services within the tertiary education sector. • Experience coordinating complex operational processes involving multiple stakeholders. • Strong analytical, organizational, and problem-solving skills. • Familiarity with student information systems or course registration platforms. • Knowledge of data querying, data visualization, and automation tools would be advantageous. • Strong interpersonal and communication skills with the ability to engage stakeholders professionally. • Ability to work collaboratively across departments and Schools. • Strong attention to details and ability to manage multiple priorities in a fast-paced environment.	• 42 hours per week • 8.30am - 5.40pm (Mon - Thurs), 8.30am - 5.15pm (Friday) • Islandwide
Key Responsibilities	• This role manages key administrative processes, including onboarding, transfers, exemptions and program changes, while ensuring accurate records and efficient operations. • The Department plays a key role in supporting the institution's educational objectives through the implementation and administration of academic policies. It provides academic services to students throughout their academic journey, from matriculation to graduation, with a strong commitment to integrity, effective governance and high standards of professionalism. Tasks or Duties: <u>Planning of Course Enrolment</u> • Plan course enrolment schedule of activities for each academic term (including Special Terms). • Plan students' course registration dates, balancing requirements by the different Schools, students' study year and academic status, and system performance. • Ensure timely execution of the plan and prepare action plan for any deviations or exceptions. • Ensure system readiness, anticipate and prevent potential hurdles and resolve them in a timely manner. • Oversee Schools' course capacity planning, analyze the submissions, flag any potential issue and make necessary recommendations to Schools. • Carry out course capacity planning and make necessary recommendations. <u>Freshmen Courses Allocation</u> • Work with Schools to plan registration accounts for new students, based on projected intake figures. • Allocate courses to new students taking into consideration requirements by different Schools.	

Job Position	Senior Assistant Manager	Working hours / Location (s)
	• Manage and supervise system tests and checks prior to new students' matriculation to ensure that all new students will be able to be allocated a class timetable upon online matriculation. <u>Course Enrolment Management</u> • Coordinate with Schools and team in pre-registration activities for smooth conduct of course registration. • Provide guidance and advice to Schools. • Manage the overall course registration conduct, including handling appeals, and staff and students' enquiries. • Manage students' elective allocation and Add/Drop period allocation process to ensure integrity of the process and fairness among students. • Manage course allocation for exchange students to ensure fairness and equity, particularly in comparison to students. • Coordinate and manage with the team to ensure registration records are correct and in line with students' curriculum requirements post-registration. • Draft appeals for any exceptions to the course enrolment policy or procedure, for approval by the Vice Provost (Undergraduate Education) or Registrar. <u>Review of Course Enrolment Processes and Maintain Documentation of Processes</u> • Review of course registration processes and systems for areas for simplification and enhancement. • Resolves system issues and manage the change requests to existing systems. • Coordinate and manage with respective parties (Teams, School, CITS, etc.) for target implementation and monitor implementation progress and timeline. • Maintain the documentation of course enrolment process. • Work with the Team Leads or web content owners to update the website content <u>Operational Improvement & System Enhancement</u> • Support the system development of new Student Management System as assigned by reporting officer, such as review of business specifications, preparation of user stories and test case scenarios, system testing, coordination of cross-team/department requirements and testings, and stakeholder consultation/validation. • Explore and implement new technologies for automation, e.g. RPA, AI, and data visualization, for operational efficiency and better student experience. Coordinate with Colleges/Schools/Offices and internal teams to implement process enhancements and system improvements. • Any assigned duties to support Team Lead in OAS and/or University level projects	
Job Position	Support Officer	Working hours / Location (s)
Pre – Requisites	• No prior experience required; training will be provided where necessary. • Able to understand, speak and read basic English.	• 42 hours per week

Job Position	Support Officer	Working hours / Location (s)
	• Responsible, reliable and safety conscious. • Patient and comfortable interacting with individuals who may require additional assistance. • Physically fit and able to provide mobility assistance when required. • Able to work effectively as part of a team. • Relevant experience in service, care, support or customer-facing environments would be an advantage but is not essential.	• 9:45am to 2:45pm (inclusive of 1-hour lunch break) • Islandwide
Key Responsibilities	• The Support Officer will provide general assistance to individuals and support the smooth delivery of day-to-day operational services. • The role involves assisting individuals with mobility and movement, ensuring their safety and comfort, and working closely with team members to support daily operations. Tasks or Duties: • Provide general assistance and support to individuals during daily activities and movement between locations. • Assist individuals with safe boarding, alighting and mobility when required. • Provide appropriate assistance with mobility aids and related equipment. • Monitor the safety and well-being of individuals while under the organization's care. • Report any safety, welfare or operational concerns to the relevant personnel. • Communicate with individuals in a patient, respectful and professional manner. • Work closely with team members to ensure smooth and safe daily operations. • Follow established operational, safety and service procedures. • Perform other related support duties as assigned.	

Events:

For the latest updates and registration for events, search 'e2i Calendar'

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