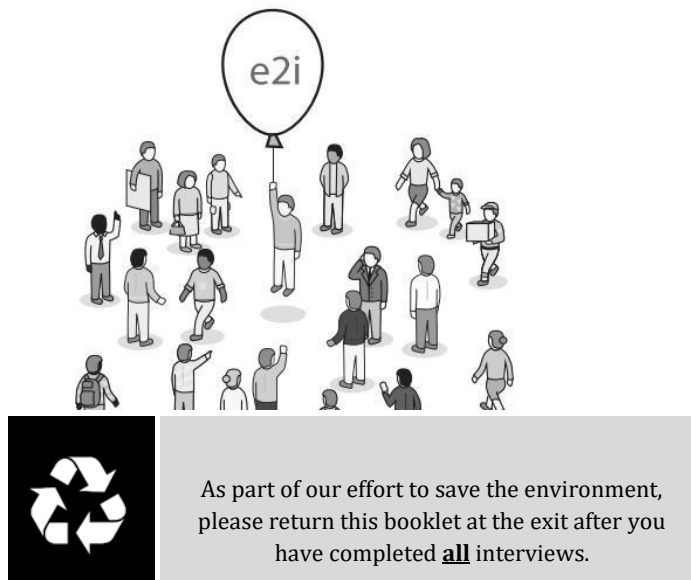


e2i Careers and Skills @ Boon Lay Community Club Featuring Age Friendly Employers [3 Jun 2024]

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

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Other Partners:

Enterprise Promotion Centres: Provide job matching services for mature job seekers

JobStreet Express: Platform provider for adhoc, part time and full time non pmets jobs

#1 DFI Retail Group

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Part Time Retail Assistant	Able to commit min 35hours/week Physically fit	<p>Promote & provide excellent customer service at all times</p> <p>Improve sales & profitability through professional handling of promotional sales transactions</p> <p>Maintain and monitor optimum & accurate inventory level</p> <p>Ensure effective & efficient day-to-day work SOP of store</p> <p>Facilitate in store operations in terms of housekeeping, merchandising, stock ordering, security & costs incurred to ensure assigned stores operate at efficient performance level</p> <p>Align with all set standards of operations</p> <p>Assist with cashiering and administrative duties</p> <p>Any other adhoc duties as per assigned</p>	4-day work week

Full Time Retail Assistant / Supervisor	Able to commit min 44/hrs per week Physically fit	Provide excellent customer service at all times Maximize sales and profitability through professional handling of promotional sales transactions; Maintain and monitor optimum and accurate inventory level Ensure effective and efficient day-to-day work SOP of store Any other adhoc duties as per assigned	5-day work week
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Full Time Store Manager	<p>Passionate in the retail industry</p> <p>Prior retail and store experience is an advantage</p> <p>Keen business acumen and results-driven</p> <p>Adaptable in a fast-paced environment</p>	<p>To achieve budget sales & profitability of store under her charge through optimum operational control & providing excellent customer services.</p> <p>Sets Sales and profitability budget for assigned store and monitor the performance to achieve budget.</p> <p>Ensure manpower needs of the stores and developmental needs of staff are met so that stores can operate efficiently.</p> <p>Supervise and motivate staff to achieve targets.</p> <p>Monitor store operations in terms of housekeeping, merchandising, stock ordering and management, security and costs incurred to ensure assigned stores operate at optimum performance level.</p> <p>Monitor daily sales trend of the store & formulate action plans to counter competition and threats.</p>	5-day work week
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Sales Associate	<p>Ability to work 3 rotating shifts and 6 days' work week schedule</p> <p>Good communication skills and team player</p> <p>Willing to learn</p> <p>Organized and attention to details</p> <p>Candidates without relevant experience are welcome to apply as training will be provided</p>	<p>Provide excellent customer service at all times</p> <p>Perform cashier duties and other payment services such as bill payment, cash withdrawal, etc.</p> <p>Maximize sales and profitability of the store, upsell products</p> <p>Ensure store cleanliness with an organized appearance at all times</p> <p>Replenish and arrange products according to store planogram</p> <p>Any other duties as assigned</p> <p>About the candidate</p> <p>Ability to work 3 rotating shifts and 6 days' work week schedule</p> <p>Good communication skills and team player</p> <p>Willing to learn</p> <p>Organized and attention to details</p> <p>Candidates without relevant experience are welcome to apply as training will be provided</p>	<p>6-day work week</p> <p>Morning 7am to 3pm</p> <p>Afternoon 3pm to 11pm</p> <p>Night 11pm to 7am</p>
Logistics Assistant	<p>Experienced in warehouse and logistics will be an advantage</p> <p>Familiar with warehouse management systems, such as Voice-Pick device</p> <p>Acquired a forklift license will be an advantage</p>	<p>Perform warehousing and logistics functions such as receiving, putting away of goods, picking, and marshalling</p> <p>Perform housekeeping tasks</p> <p>Conduct physical counts to ensure the accuracy</p> <p>Practice safe work procedures and identify potential hazard</p> <p>Handle stocks & equipment with care</p> <p>Any ad-hoc duties as assigned</p>	<p>5.5/ 6 days per week 8:00am to 6:00pm</p>

Logistics Operations Executive (Warehouse)	Minimum 1 to 2 years of relevant experience in managing and leading Operations team Detail-oriented A pro-active team player with hands-on approach Warehouse management experience in WMS environment 3PL experience is an advantage	Lead a team of supervisor and assistances/contractors in their daily work activities to ensure smooth delivery operations Achieve smooth execution for various functions such as, customer accounts handling with zero complaint, and operating warehouse operation at cost saving with maximum productivity and great efficiency Maintain inventory physical stock and keeping track of damaged goods at 100% accuracy, and escalate unresolved discrepancies/ issues to immediate superior for further actions Practice and engage safe work procedures, identify potential hazards, and recommend improvements to standard procedures Take charge on monitoring and take disciplinary actions on subordinate with poor performance and attendance Support the Management with any special projects and/or ad-hoc duties assigned	8: 00am to 6: 00pm
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<p>Department Manager</p>	<p>Comfortable to work on a 6 days' week schedule with rotating shifts (including weekends and public holidays) Willing to stand for long hours and enjoy interacting with customers Physical work required and able to carry 10-15 kg products Relevant experience in Retail/F&B industry will be an added advantage</p>	<p>Oversee sales and profitability of department to meet budget and stretch targets set by sharing goals with team members Empowered to manage inventory levels and stock holding days by observing good ordering practice for availability of products to optimize sales Plan and manage sales especially for promotional items Proper planning on weekly roster and SPLH in accordance to weekly requirements based on the promotional/seasonal calendar to optimize team member deployment and control salary costs Train and develop team members by providing On-The-Job training and involving them in special assignments and training programs Consistent maintain high standards in shelf ticketing, display, housekeeping, hygiene, stock rotation, replenishment and service to provide customers with a conducive shopping environment Any other ad-hoc duties as per assigned</p>	<p>6-day work week</p>
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Team Leader	<p>Comfortable to work on a 6 days' week schedule with rotating shifts (including weekends and public holidays)</p> <p>Willing to stand for long hours and enjoy interacting with customers</p> <p>Physical work required and able to carry 10-15 kg products</p> <p>Relevant experience in Retail industry will be an added advantage</p>	<p>Support onboarding and offboarding process and HR/payroll issues for team members</p> <p>Assist in preparing and submitting reports and documents required by Store Manager</p> <p>Maintain store cleanliness, manage office equipment upkeep and stationery orders</p> <p>Disburse petty cash payments based on approved requisitions from the Store Manager</p> <p>Daily bank-in of cash, coins, cheques, and foreign currencies collected from store sales and payments</p> <p>Verify cash pick-up amounts and reconcile cash register takings with Daily Cash Till Summary</p> <p>Handle, record, manage, and report cash float and collections accurately for banking and Accounts Department</p> <p>Handle customer inquiries, feedback, complaints, exchanges, and refunds</p> <p>Plan weekly roster based on guidelines to ensure maximum efficiency in operating Checkout and Self-Checkout counters</p> <p>Support stock replenishment, expiry and quality checks, stocktaking, and online order picking when needed</p> <p>Provide store supervisory support, including store opening & closing, ordering, promotion setup, temperature checks, reporting, and document signing, if necessary</p> <p>Any other adhoc duties as per assigned</p>	6 day work week
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Cashier - FT	<p>Good team player Customer Service and process oriented Committed and willing to learn Attentive to details Possess basic mathematical skills Physical work require and able to carry loads up to 10kg Able to work on a rotating shift, including weekends & public holidays</p>	<p>Provide a positive customer experience with friendly, and courteous service. Maintain high standard of hygiene of front and back of the house. Operate the Checkout and Self-Checkout counters. Perform opening and closing duties, including setting up the checkout counter and process end of day settlements. Perform stock replenishment according to the company's SOP. Any other ad-hoc duties as per assigned freshness of products.</p>	6-day work week
Cashier - PT	<p>Good team player Customer Service and process oriented Committed and willing to learn Attentive to details Possess basic mathematical skills Physical work require and able to carry loads up to 10kg Able to work on a rotating shift, including weekends & public holidays</p>	<p>Provide a positive customer experience with friendly, and courteous service. Maintain high standard of hygiene of front and back of the house. Operate the Checkout and Self-Checkout counters. Perform opening and closing duties, including setting up the checkout counter and process end of day settlements. Perform stock replenishment according to the company's SOP. Any other ad-hoc duties as per assigned freshness of products.</p>	4-day work week

#2 Domino's Pizza Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Manager in Training	<p>Minimum Diploma in Hospitality or relevant training with relevant experience in Hospitality/ F&B industry, preferably with QSR or chain restaurants</p> <p>Proven track records in restaurant operations, including team management, food preparation, inventory management, food hygiene and sanitation, workplace safety and security</p> <p>Strong leadership and coaching skills with good interpersonal/ communication skills</p>	<p>Responsible for the store operations, including Profit & Loss Management, Manpower planning, inventory management, service delivery and store maintenance</p> <p>Recruit, hire, coach and develop team members into future leaders</p> <p>Manage store and team members (full time and part time) according to brand compliance in operations, food safety, product and delivery requirements</p>	6 days 44 hrs
Part Time Rider	<p>Must be able to work on shift, weekends & public holiday</p> <p>Valid motorcycle license (class 2B), for Rider role.</p> <p>Able to work in fast pace environment</p>	<p>Use our motorcycles to deliver if you do not have one</p> <p>Ensure that customers receive their orders within 30 minutes or less from ordering</p> <p>Ensure and assist in the accurate packing of orders as per customers' orders</p> <p>Ride safely during the delivery of the order</p> <p>Prepare and deliver freshly made food items in accordance with the procedures and standards of the store</p>	6 days 1030hrs to 1500hrs or 1800hrs to 2300hrs

Part Time Pizza Specialist	Must be able to work on shift, weekends & public holiday Able to work in fast-paced environment	Preparation of food ingredients Pizza making Taking of orders and collect payment Washing, cleaning & sanitizing	6 days 1030hrs to 1500hrs or 1800hrs to 2300hrs
Part Time Dough Specialist	Physically Fit Able to work in fast-paced environment	Daily pre-production run set up and preparation Clean Mixer To assist in Pizza Making and handling food preparation during operations as per shift allocated and in charge of product quality To maintain store cleanliness and housekeeping To report any issues pertaining to safety, quality or hygiene to superior immediately upon discovery.	6 days 0930hrs to 1300hrs

#3 Global Eduhub

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Student Care Mentor	In-house Training or Sponsored Certificate Training will be provided if without relevant experience. - At least 1 pass in GCE 'O'/'N' Level (any subject), 'A' Level, NITEC or Diploma	Facilitate and execute daily activities in accordance to timetable Provide care and guidance to a group of students and supervise the completion of homework assignments from school or in house prepared materials Maintain classroom discipline and ensure safety and security protocols are met at all times	5 days 11am-7pm
KCARE Teacher / Programme Staff	Possess Diploma in Early Childhood Care & Education – Teaching or Student Care Certificate or Student Care Early Years Certificate. Training will be provided for staff without relevant certificate.	Organise and execute education programmes to encourage children's holistic development Manage care routines for children at K1 and K2 Level (5-6 years old) Create a conducive environment for Kindergarten Children	5 days 44 hours per week
Student Care Teacher	At least 'O', 'N', 'A' Level, NITEC or Diploma Experience in teaching: School, Enrichment Centre or Private Tuition	Teach primary school students (all levels) in English, Math, Science Conduct in-house program and instil good habits and values Provide care and guidance to a group of students and supervise the completion of homework assignments from school or in house prepared materials	5 days 11am-7pm

Preschool Teacher (English / Chinese Language)	Diploma or Certificate in Early Childhood Care & Education - Teaching (DECCE-T or CECCE), Diploma in Child Psychology & Early Education Ability to build good rapport with parents and various stakeholders Team player	Execute & conduct age-appropriate curriculum according to the Company's curriculum framework Maintain quality classroom and learning environment that promotes learning in accordance to the curriculum framework Forster a trusting and respectful relationship with children and parents by being a positive role model Execute daily routine accordance to time schedule Maintain minimum admin work for reference / record purpose	5.25 days 44 hours per week
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Infant Educarer	<p>Certificate in Infant/Toddler Care and Development (CIT) / Higher Certificate in Infant Care (HCIC) / Advanced Certificate in Early Years (ACEY)</p> <p>Candidates who have HCIC/ACEY are welcome to apply</p> <p>Ability to build good rapport with parents and various stakeholders</p> <p>Team player</p>	<p>consistently maintaining regular observation and evaluation of child's development and progress</p> <p>Ensure safety of each child through close supervision, whether in the classroom, play area, or any other areas in the school compound</p> <p>Conduct childcare / infant care routines in a manner that are prompt, hygienic and consistent with early years child development practices. These routines include diapering, feeding, bathing, hand washing, napping and transitioning between activities</p> <p>Maintain daily journal of milk feeds, solid feeds, diapering, etc in accordance to relevance for each age group (Babies, Junior and Senior Infants)</p> <p>Plan and implement engaging learning experiences/exploration</p>	5.25 days 44 hours per week
Cook	BFHC preferred. If not, will provide course	<p>Able to cook for children</p> <p>To keep the kitchen clean and ensure that food is kept in proper and hygienic conditions</p>	5.25 days 44 hours per week
Cleaner	No working experience required	<p>Provide cleaning services for the washroom, common areas, tables, chairs, cupboard etc</p> <p>Assist to prepare light snacks, fruits, drinks/beverages for meal break and tea</p>	5 days 11am-6pm

#4 KPP Packaging

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Data Entry cum Receptionist	Good communication and organization skills Possess pleasant personality	Manage reception area with greeting and attending to visitors in a professional manner Attend to all incoming calls to respective employees Update data in the system, prepare and print quotation Ad hoc duties as assigned	5.5 days 8:30am-5:30pm

<p>Customer Service Executive</p>	<p>Maintains communication within production team members ensuring smooth transitions Knowledge of good manufacturing practices</p>	<p>Processing of sales orders Provide pricing and delivery information Handle customer incoming and outgoing orders, inventory and shipment Handle customer inquiries Liaise with customers and provide after-sales services Organize workflow to meet customer time-frames Communicate and coordinate with internal departments Keep records of customer interactions and transactions Maintain customer databases Attention to detail and accuracy Customer service orientation Attract potential customers by answering product and service questions; suggesting information about other products and services Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution Recommend potential products or services to management by collecting customer information and analyzing customer needs. Prepare product or service reports by collecting and analyzing customer information. Contribute to team effort by accomplishing related results as needed</p>	<p>5.5 days 8:30am-5:30pm</p>
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Digital Print Technician/Operator	Maintains communication within production team member ensuring smooth transitions Knowledge of good manufacturing practices Good time management Excellent organizational and interpersonal skills	Responsible for setting up and operating a variety of automatic or semi-automatic machines Ensure machine output is according to specifications required by the job run Constantly monitor the output and take the necessary corrective actions to minimise rejects Perform quality control and troubleshoot during job run Prepare and update all production documents required accurately Be responsible for activities in production area to meet production goals, quality, and cost objectives Evaluate the efficiency of production output, lead time and cost of your own unit regularly, identifying improvements as needed Measure, record and adjust machine to maintain product consistency and appearance within specifications Perform preventive and autonomous maintenance on the machine to ensure proper functioning and reducing breakdown Ensure work station is kept clean and tidy at all times Comply with good manufacturing practices Any other ad hoc duties required by supervisor/manager	5.5 days 8:30am-5:30pm
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<p>General Worker</p>	<p>Maintains communication within production team member ensuring smooth transitions</p>	<p>Analyze all products through various stages of production to ensure optimal level of quality and maintain optimal cleanliness of plants and ensure proper handling of all materials and products Assist all press operators and ensure completion of all flip sheets and maintain cleanliness in press at all times and monitor delivery of all products within required timeframe Coordinate with Production Manager and perform all general duties as required by same Handle all emergency and difficult situations efficiently and investigate all issues to provide resolution for same Perform all work according to work orders and load and unload materials as per requirement Assist to move all materials from storage area to work site and provide tags and labels to all materials and provide all required information on same Monitor all machines and make repairs to same if required Administer efficient working of all industrial truck and electric hoist to assist to load and move all materials Ensure compliance all safety policies and procedures and provide protective gear to all workers to maintain safety in unit</p>	<p>5.5 days 8:30am- 5:30pm</p>
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Graphic Designer	Dip in Graphic Design or equivalent Creative, Colour sensitive Min 1 year experience Proficient in basic Software such as Photoshop, illustrator, In-design on a Mac	<p>Prepares work to be accomplished by gathering information and materials.</p> <p>Plans concept by studying information and materials.</p> <p>Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.</p> <p>Obtains approval of concept by submitting rough layout for approval.</p> <p>Prepares finished copy and art by operating typesetting, printing, and similar equipment; purchasing from vendors.</p> <p>Prepares final layout by marking and pasting up finished copy and art.</p> <p>Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment.</p> <p>Completes projects by coordinating with outside agencies, art services, printers, etc.</p> <p>Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies.</p> <p>Contributes to team effort by accomplishing related results as needed.</p>	5.5 days 8:30am-5:30pm
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Personal Assistant/ Secretary	Prior experience in administrative or secretarial roles is preferred Strong interpersonal skills Proactive approach to problem-solving Ability to multitask Strong time-management and organization skills	Maintaining corporate records, contracts, and other legal documents, ensuring they are organized and accessible Resolving administrative problems and addressing any issues that may arise in a timely and efficient manner Handling sensitive information with discretion and maintaining confidentiality Organizing meetings, preparing agendas, taking minutes, and following up on action items Assisting with the planning and coordination of events, such as meetings, conferences, appointments and social gatherings. Time Management: Helping the individual prioritize tasks and manage their workload effectively Making travel arrangements, including booking flights, accommodations, transportation, and preparing travel itineraries Coordinate events and speaking engagements Conducting research on various topics, gathering information, and preparing reports or summaries Drafting and editing documents, letters, reports, presentations, and other materials as needed Handling emails, letters, and phone calls, and responding to or forwarding them appropriately.	5.5 days 8:30am-5:30pm
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Desktop Support Engineer	Technical Skills & Competencies Operating system knowledge Hardware knowledge Networking knowledge Security knowledge Generic Skills & Competencies Software knowledge Customer service skills Problem-solving skills Documentation skills	Responsibilities Troubleshoot and resolve hardware issues Provide software support Assist with network connectivity issues Offer user support and training Maintain and optimize system performance Implement security measures Manage incidents and problems Maintain an inventory of assets Collaborate with IT teams.	5.5 days 8:30am-5:30pm
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#5 Markono Group

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Material Planning Executive	<p>Diploma in any discipline or equivalent with at least 3 years of relevant experience in material planning</p> <p>Experience in planning, forecasting the demand and supply to meet business needs</p> <p>Good interpersonal skills</p> <p>Strong analytical, problem solving and critical thinking skills</p> <p>Proficiency in all Microsoft Office application</p>	<p>Ensure 3 months of paper stock availability for common paper stock items</p> <p>Conduct regular review on slow moving or unused paper stocks to reduce paper stock holding</p> <p>Work with Manufacturing Director to review slow moving paper stock and consumable usage</p> <p>Work with Sales team, propose alternate paper brands to reduce slow moving stock</p> <p>Liaise with third party paper convertor to convert paper rolls to sheet stocks</p> <p>Liaise with Purchasing on the packaging material and consumables materials safety stock and replenishment</p>	5 days 8.75 hours/day

		<p>Attend daily production planning meetings to ensure material supply is sufficient and perform material request in the ERP system</p> <p>Support regular cycle count, PI and stock variances reconciliation</p> <p>Maintain working knowledge of production supply, include forecast and inventory, store ordering and operations and seasonal planning</p> <p>Comply with the requirements set in Quality Management System; FSC COC Management System; Environmental, Health & Safety Management System, and any other management systems deem related to this industry</p>	
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Customer Service Executive	<p>Min “O” levels or above</p> <p>2 years of work experience in order processing or customer service position will be preferred</p> <p>Experience in working in a Customer Service environment/ logistic / shipping document / invoicing</p> <p>Proficient in MS Excel preferred</p> <p>Meticulous in order / invoice processing</p> <p>Independent and strong Team player</p> <p>Good communication and email writing skill</p> <p>Able to multi-task and adapt to a fast-paced environment</p> <p>Good time management</p>	<p>Measure level of customer satisfaction in the assigned accounts</p> <p>Assist immediate manager in his/her daily functions in fulfilling customers’ requirements by co-ordinating with operation departments</p> <p>Check Customers’ Purchase Orders received against Quotations to ensure that the unit price and specification matches</p> <p>Raise job orders for all Purchase Orders and ensure relevant specifications and customer-supplied materials / unit price are in proper order</p> <p>Prepare mock-up and pre-check blueprint/colour proof and submit blueprint/colour proof approval slips for Customers’ approval</p> <p>Work with Quality Department on shipment to ensure quality goods are delivered to the customers</p> <p>Coordinate closely with operations team to ensure on-time delivery</p> <p>Prepare shipping documents and work closely with internal / Third Party Forwarder</p>	<p>5 days 8.75 hours/day</p>
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		<p>Prepare invoices for Finance billing</p> <p>Perform housekeeping of sample books and library</p> <p>Carry out any other tasks assigned by immediate manager, when required</p>	
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<p>Assistant Manager, Manufacturing</p>	<p>Bachelor's degree in an Engineering discipline or equivalent with at least 3 years of relevant experience or Diploma with at least 5 years of relevant experience Knowledge of ISO 9001, ISO 45001 and ISO14001 management systems Experience in execution of continuous improvement activities Discipline control of production workforce to drive the workforce to meet the productivity and operations efficiency expectation. Understanding of other key function includes layout planning, cycle times and resource requirement planning Possess a Lean Green Belt will be an advantage Good analytical, problem-solving and critical thinking skills Attention to detail and organizational skills Proficiency in MS Office</p>	<p>Assist Manufacturing Director in overseeing production operations to meet departmental and corporate KPI Develop, implement and manage key performance indicators (KPIs) for each area of responsibility Review and establish material, equipment, and manpower resource requirements Lead and drive a group of production workforce to meet production schedule and product quality standard Prioritise production schedules based on product specification, equipment efficiency, and materials supply in order to meet customer requirements Collaborate with management, production and Account Management staff to determine manufacturing feasibility and cost effectiveness Drive process improvements on Overall Equipment Effectiveness (OEE) by appropriate data analysis Analyze production data and optimize for efficiency Ensure target productivity level is achieved on daily basis Perform root cause analysis and resolve problems Coordinate production activities with other functional groups such as planning</p>	<p>5 days 8.75 hours/day</p>
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		<p>and distributionCoach and mentor direct reportsLead in continuous improvement programmes for Production teamMonitor the completion of tasks and ensure good performance and record on appropriate systemsAssist in preparing forecasts of the department's operating costs and budget requests for manufacturing suppliesCarry out additional tasks assigned by immediate managerComply with the requirements set in Quality Management System; FSC COC Management System; Environmental, Health & Safety Management System, and any other management systems deem related to this industry</p>	
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Procurement Manager	<p>Bachelor's Degree in Supply Chain Management, Business Administration, Purchasing Management with 10 years of experience or Diploma with 15 years of experience in Manufacturing or Supply Chain Management</p> <p>Experience in development of strategic sourcing, procurement, supply chain management, vendor management, negotiation, project management and/or cost and price analysis</p> <p>Proven Procurement Functional Lead track record in manufacturing or engineering sector</p> <p>Excellent interpersonal, negotiation and communication skills</p> <p>Excellent organizational and leadership skills</p> <p>Excellent relationship management skills with the ability to engage, negotiate and manage key stakeholders and suppliers</p> <p>Flexible and adaptable to change</p>	<p>Working alongside the senior management team, you will be responsible for the overall purchasing strategy, materials demand forecasting and cost estimation activities for the business</p> <p>Ensure that procurement strategies and processes put in place meets business objectives and operational needs in terms of price, quality and delivery targets</p> <p>Ensure that the end-to-end function of Procurement operates in line with the objectives of the business by adding value, mitigating supply chain risk and delivering cost savings</p> <p>Maintain a detailed knowledge of the market, including vendors and their strategies as well as market movements and trends</p> <p>Advise and influence key internal stakeholders to adopt recommended direct materials that optimises production and minimises wastage that ultimately creates value for the customers</p> <p>Develop an overall vendor base, maintain vendor relationships and implement a rigorous vendor evaluation and selection process to measure effective vendor performance and compliance</p> <p>Responsible for crafting negotiation</p>	<p>5 days 8.75 hours/day</p>
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		<p>strategies with vendor to ensure value for money, high quality standards and delivery termsCommunicate with stakeholders the impact of market change and potential effects on supply. Recommend solutions without compromising quality or service while optimising cost.Ensure procurement policies and workflows comply with regulatory, safety and quality requirementsDevise key performance indicators (KPIs) to evaluate effectiveness and efficiency of procurement workflowsAnalyse relevant data (e.g., vendor category, spend analysis reports) and propose changes to sourcing strategies, procurement policies and workflowsAnalyse viability of proposed continuous improvement initiatives and drive change managementLead the Procurement team in delivering the appropriate support to the business</p>	
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<p>Logistics Coordinator</p>	<p>O Levels with at least 1 year of experience in Warehousing Operations and WMS Fresh graduates are welcome to apply Proficient in using Microsoft Word and Excel Good working attitude and interpersonal skills Excellent communication and interpersonal skills</p>	<p>Providing timely and accurate support for superior regards to order fulfilment including but not limited to order processing, procurement, scheduling, liaising with principal vendors, customers, forwarders and 3PL for necessary delivery arrangements for local or export shipments Perform system transactions accurately for all stock movements in WMS Support in Cycle Count or Stock-take to achieve stock accuracy Support Superior in ensure daily maintenance of material handling equipment and housekeeping are carried out Support Superior in arrange manpower for overtime and deploying manpower for daily operations and supervise staff Ensure goods are delivered to customers on time Ensure proper recording of all documentation filing Perform audit for picking activities Support Superior in manage and segregate obsolete stock Perform system transactions such as printing Pick Lists, Delivery Orders, barcode labels, commercial invoices and packing lists Support Superior for safety rules and regulations are adhered</p>	<p>5 days 8.75 hours/day</p>
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		<p>to Liaise with QA on pre-shipment inspection</p> <p>Coordinate with internal departments (Binding, Planning, QA & Account Management) on the finishing and availability of goods to meet delivery schedules</p> <p>Coordinate with outsource transporter and freight forwarder on self-collection and delivery</p> <p>Solve problems relating to SCM and other issues</p> <p>Generate reports and process data</p> <p>Carry out tasks assigned by immediate superior</p>	
<p>Apprentice / Print Finishing Technician, Offset Binding</p>	<p>1 year working experience in fast pace</p> <p>May involve some repetitive motions</p> <p>Understanding and follow basic verbal and written instructions</p>	<p>To perform support role for several areas in Binding and finishing day-to-day activities</p> <p>Perform production duties such as manual lifting, packaging, taping, labelling operations and sorting</p> <p>Report defective materials or questionable conditions to the department supervisor</p> <p>To ensure materials and products are in order and packing specifications are met</p> <p>To maintain 6s housekeeping</p> <p>To comply Safe Work Procedures (SWP) and adhere to safety in work station/area</p> <p>To carry out tasks assigned by immediate superior</p>	<p>5 days 8.75 hours/day</p>

Digital Operation Associate	1 year working experience in fast pace Manufacturing or similar experience is preferred but not a must Training will be provided	Manage and operate highly automated large, digitized print equipment for book production such as HP indigo, HP Inkjet and Canon Inkjet Upkeep machine maintenance Produce good quality print and high efficiency in productivity Perform ink usage analysis for each orders Ensure proper line clearance upon completion of jobs Carry out housekeeping at the end of every shift	5 days 8.75 hours/day
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#6 McDonald's Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service crew (PT)	Be part of a friendly service team Greet and serve customers in a fast and friendly manner Learn about food preparation and customer service Ensure that the restaurant is clean	Be part of a friendly service team Greet and serve customers in a fast and friendly manner Learn about food preparation and customer service Ensure that the restaurant is clean	Part Time is base on Operation needs
Service crew (FT)	Be part of a friendly service team Greet and serve customers in a fast and friendly manner Learn about food preparation and customer service Ensure that the restaurant is clean	Be part of a friendly service team Greet and serve customers in a fast and friendly manner Learn about food preparation and customer service Ensure that the restaurant is clean	6 days base on Operation needs
Guest Experience Leader	Serve as the Hospitality Expert/Lead in the restaurant Deliver exceptional in-store Feel Good experience at all times Implement and execute Service Centric and Family Marketing initiatives and programmes Exceed guest expectations by creating Feel Good Moments and turning them to lasting memories	Serve as the Hospitality Expert/Lead in the restaurant Deliver exceptional in-store Feel Good experience at all times Implement and execute Service Centric and Family Marketing initiatives and programmes Exceed guest expectations by creating Feel Good Moments and turning them to lasting memories	6 days base on Operation needs

Management Trainee	Shape the future of McDonald's Master million-dollar budgeting, cost management, and inventory planning Plan and execute sales building activities Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations Supervise store operations, cash control, and shift management Manage a high-performance team and develop their talents Drive recruitment, training, and marketing campaigns	Shape the future of McDonald's Master million-dollar budgeting, cost management, and inventory planning Plan and execute sales building activities Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations Supervise store operations, cash control, and shift management Manage a high-performance team and develop their talents Drive recruitment, training, and marketing campaigns	5 days Rotation Shift
Family Ambassador (PT)	Be part of a friendly service team Creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities	Be part of a friendly service team Creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities	Part Time is base on Operation needs
Family Ambassador (FT)	Be part of a friendly service team Creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities	Be part of a friendly service team Creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities	6 days base on Operation needs

#7 MCI Career Services

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Recruitment Specialist	Diploma	<p>Perform leads generation and cold-calling to acquire new clients.</p> <p>Gather information to understand client companies and their industries in order to better cater to recruitment needs.</p> <p>Actively source for suitable candidates through internal database, applications, referrals, networking, job portals and social media platforms.</p> <p>Craft job advertisements effectively and appropriately to attract the right talent.</p> <p>Screen and interview candidates through the telephone, face-to-face interviews to ascertain information on skills and experience while assessing suitability to the role.</p> <p>Prepare candidates for interview and follow up closely at every stage of the selection and recruitment process</p> <p>Develop an understanding of each role and job requirements before presenting suitable candidates to clients</p> <p>Conduct reference checks; manage the interview process and salary negotiation between clients and candidates.</p> <p>Establish and maintain strong and positive relationships with new and existing clients as well as candidates.</p>	5 days 44 hours

Patient Service Associate	Diploma Stable career progressions Comprehensive Remuneration Package AWS + Performance bonuses + Yearly salary increment Reputative Hospital	Assisting with clinical duties. Promoting positive mental / physical / nutritional health with patients. Personal care including infection prevention and control, serving food, maintain personal hygiene, and overall reassurance, comfort and safety. Observing, monitoring and recording patients' conditions by taking temperatures, pulse, respirations and weight and general nursing duties. Communicate with patient's family	5 days 44 hours
Logistics Assistant	Secondary	Receiving, unloading, counting and stocking physical inventory Pick and pack items according to the Order form Inspect items to ensure they're not damaged or faulty and adjust inventory Ship and fulfil customer orders in Inventory system, inputting appropriate tracking numbers and links Maintain safe and clean work environment by workstations neat and clean	5 days 44 hours
CNC Technician	Secondary	Inspection of testing Interpret and review drawings Parts inspection Ensure quality of the products meet company's quality standard Perform duties as assigned by Superior	5 days 44 hours

Aerospace Junior Technician	Diploma	<p>Test, troubleshoot and repair instruments, components, and assemblies with tools such as circuit testers, oscilloscopes, or voltmeters.</p> <p>Install, inspect, test, adjust, or repair avionics equipment like radar, radio, navigation, and missile control systems in aircraft.</p> <p>Ensure proper functioning of electrical equipment or systems through testing and troubleshooting.</p> <p>Complete all tasks within company and FAA quality standards and allotted time frame.</p> <p>Promote safety by monitoring and adhering to safety manual guidelines, communicating with others, and coordinating repairs.</p>	5 days 44 hours
Event Assistant	Secondary	<p>Ensure checklist can be done accurately</p> <p>Ensure queues are in order</p> <p>Provide guidance and relevant information to individuals</p> <p>Attend to queries and manage individual when is necessary</p>	Flexi hours
Service Crew	Primary	<p>Assist housekeeping before/ after outlet operations – swiping and moping floor</p> <p>Maintain cleanliness of dining area only (no kitchen and washroom)</p>	Flexi hours

#8 Nexus Management Services

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Food Operator - Pandan Loop/ Changi	Food Hygiene Cert	Setup operations, prepare/pack food, cleaning	3 days AM/PM/Night shifts
Catering Assistant- Dover / Raffles	Food Hygiene Cert	Setup operations, serve food, cleaning, restock pantry	3 days AM/PM/Night shifts

#9 Starbucks Coffee Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Full-Time Barista	Strong interpersonal skills. Ability to understand and carry out oral and/or written instructions and request clarification when needed. Ability to learning quickly. Ability to work in a team. Ability to develop and maintain effective working relationships with partners.	Provides quality beverages. Acts with integrity, honesty, and knowledge that promote the culture, values, and mission of Starbucks. Maintains and calm exterior presence during periods of high volume or unusual events to maintain a clean and comfortable store environment. Anticipates customer and store needs by constantly evaluating environment and customers for cues. Communicates information to manager so that the team can respond as necessary to create the “Third Place” environment during each shift. Follows Starbucks operational policies and procedures, including those for cash handling and safety and security, to ensure the safety of all partners during each shift. Maintains a clean and organized workspace so that partners can locate resources and products as needed. Recognizes and reinforces individual and team accomplishments by using existing organizational methods. Contributes to positive team environment by recognizing alarms or changes in partner morale and communicating them to the management team. Assists with new partner training by positively reinforcing successful performance and giving respectful and encouraging coaching as needed. Maintains regular and consistent attendance and punctuality.	5 days 44 hours

Part-Time Barista	<p>Strong interpersonal skills. Ability to understand and carry out oral and/or written instructions and request clarification when needed. Ability to learning quickly. Ability to work in a team. Ability to develop and maintain effective working relationships with partners.</p>	<p>Provides quality beverages. Acts with integrity, honesty, and knowledge that promote the culture, values, and mission of Starbucks. Maintains and calm exterior presence during periods of high volume or unusual events to maintain a clean and comfortable store environment. Anticipates customer and store needs by constantly evaluating environment and customers for cues. Communicates information to manager so that the team can respond as necessary to create the “Third Place” environment during each shift. Follows Starbucks operational policies and procedures, including those for cash handling and safety and security, to ensure the safety of all partners during each shift. Maintains a clean and organized workspace so that partners can locate resources and products as needed. Recognizes and reinforces individual and team accomplishments by using existing organizational methods. Contributes to positive team environment by recognizing alarms or changes in partner morale and communicating them to the management team. Assists with new partner training by positively reinforcing successful performance and giving respectful and encouraging coaching as needed. Maintains regular and consistent attendance and punctuality.</p>	5 days 35 hours
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Concerned about your Job Security?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.com.sg/app>



NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies.

- Subscribe to **PMET Jobs-Alert**
(e.g. Analysts, Engineers, Executives, Technicians, etc)

<https://bit.ly/jsc-ja-pmet>

- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, part-time jobs, operators, packer roles)

<https://bit.ly/jsc-ja-nonpmet>

