

Jobs Connect by Jalan Besar GRC & e2i @ Bugis+ Bugis+ Atrium Level 2 [6 July 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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#1 Amara Hotels & Resorts

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Sales Mgr/Snr Sales Mgr (Events/Corporate)	<ul style="list-style-type: none"> Working knowledge of MS office & hotel systems. 	<ul style="list-style-type: none"> maximize sales revenue for the meeting rooms, event space and room sales revenue for the resort. 	<ul style="list-style-type: none"> 5 day's work weeks 8.30am to 6.15pm or 9am to 6.45pm Location: The Amara Hotel, Tanjong Pagar Road, 165, Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)
Sales Executive (Events/Corporate/Weddings)	<ul style="list-style-type: none"> Willing to work on weekends & public holidays 	<ul style="list-style-type: none"> Maximise sales revenue for corporate events, wedding events, solemnizations and anniversaries. 	<ul style="list-style-type: none"> 5 day's work weeks 8.30am to 6.15pm or 9am to 6.45pm Location: The Amara Hotel, Tanjong Pagar Road, 165, Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)
Guest Service Manager	<ul style="list-style-type: none"> Minimum 3 years of experience in similar capacity 	<ul style="list-style-type: none"> Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests ensuring pleasant and enjoyable experiences 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: The Amara Hotel, Tanjong Pagar Road, 165, Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)
Assistant Restaurant Manager	<ul style="list-style-type: none"> Good communications and interpersonal skills 	<ul style="list-style-type: none"> Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: The Amara Hotel, Tanjong Pagar Road, 165, Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Guest Service Executive	<ul style="list-style-type: none"> Experience in customer service preferred 	<ul style="list-style-type: none"> Greet guests warmly and perform registration procedures. 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: The Amara Hotel, Tanjong Pagar Road, 165, Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)
Senior/Security Officer	<ul style="list-style-type: none"> Minimum 1 year of experience 	<ul style="list-style-type: none"> Ensure security policies and procedures are carried out. 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: The Amara Hotel, Tanjong Pagar Road, 165, Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)
M&E Technician	<ul style="list-style-type: none"> Skilled and knowledgeable in M&E maintenance and is able to troubleshoot M&E 	<ul style="list-style-type: none"> Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: The Amara Hotel, Tanjong Pagar Road, 165, Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)
Chef De Partie	<ul style="list-style-type: none"> Minimum 1 year experience 	<ul style="list-style-type: none"> Ensure that all menu dishes of highest quality are prepared 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: The Amara Hotel, Tanjong Pagar Road, 165, Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)
Banquet Operations Executive	<ul style="list-style-type: none"> Good communications and interpersonal skills 	<ul style="list-style-type: none"> Oversee Banquet operations to ensure high quality of food and service delivered to guests at functions in accordance with the Hotel standards. 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: The Amara Hotel, Tanjong Pagar Road, 165,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)
Duty Engineer	<ul style="list-style-type: none"> Minimum a Higher NITEC in Mechanical or Electrical Engineering. Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> Supervise and assign daily tasks to a team of technicians to carry out the daily operations. Implement and follow-up on the preventive maintenance programs for Resort equipment and building 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: The Amara Hotel, Tanjong Pagar Road, 165, Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)
Assistant Housekeeper	<ul style="list-style-type: none"> Guest oriented and detailed focused. Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> Assist housekeeping in overseeing daily housekeeping operations. 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: The Amara Hotel, Tanjong Pagar Road, 165, Singapore, Tanjong Pagar, Tanjong Pagar, Central, S(088539)
Duty Engineer	<ul style="list-style-type: none"> Minimum a Higher NITEC in Mechanical or Electrical Engineering. Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> Supervise and assign daily tasks to a team of technicians to carry out the daily operations. Implement and follow-up on the preventive maintenance programs for Resort equipment and building 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: 1 Larkhill road Amara Sanctuary Resort, Sentosa S(099394)
Senior Security Officer	<ul style="list-style-type: none"> Experience as a security in hotel. Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> Ensure safety and security of hotel guests & staff. Conduct regular patrolling & investigations. 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: 1 Larkhill road Amara Sanctuary Resort, Sentosa S(099394)
Waitress	<ul style="list-style-type: none"> At least 1 Year(s) of working experience in the related field is required for this position. Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> Provide friendly, excellent and professional service to all guests. Responsible for handling food and beverage orders and serving guests. Assist to perform preparation and setting up in the restaurants for service. 	<ul style="list-style-type: none"> 6 day's work weeks Rotating Shift Location: 1 Larkhill road Amara Sanctuary Resort, Sentosa S(099394)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Check that all amenities and utensils are properly stocked and inspected. Assist guests on their respective requests. Possess knowledge to upsell, well-versed in all aspects of the menu. 	
Sales Manager	<ul style="list-style-type: none"> Working knowledge of MS office & hotel systems. 	<ul style="list-style-type: none"> Maximize sales revenue for the meeting rooms, event space and room sales revenue for the resort. 	<ul style="list-style-type: none"> 5 days work week 8.30am to 6.15pm or 9am to 6.45pm Location: 1 Larkhill road Amara Sanctuary Resort, Sentosa S(099394)
Financial Controller	<ul style="list-style-type: none"> Proficiency in MS Excel & hotel system. 	<ul style="list-style-type: none"> Manage a team of Finance staff to ensure smooth running of full spectrum of financial accounting, management reporting, tax compliance, cashflow management, annual budget. 	<ul style="list-style-type: none"> 5 days work week 8.30am to 6.15pm or 9am to 6.45pm Location: 1 Larkhill road Amara Sanctuary Resort, Sentosa S(099394)
Senior Accountant	<ul style="list-style-type: none"> Proficiency in MS Excel & hotel system. 	<ul style="list-style-type: none"> Prepare full set of accounts such as Balance sheet, P&L, Audit schedule. 	<ul style="list-style-type: none"> 5 days work week 8.30am to 6.15pm or 9am to 6.45pm Location: 1 Larkhill road Amara Sanctuary Resort, Sentosa S(099394)
Revenue Manager	<ul style="list-style-type: none"> Minimum Diploma or Bachelor's Degree in Hotel Management or related field. Proficiency in MS Office applications and Hotel systems (HMS). Excellent interpersonal and analytical skills. 	<ul style="list-style-type: none"> Oversee revenue management and distribution strategy of the hotel and manage day-to-day yield operations. Conduct daily pick up analysis, strategy adjustments and reporting. Perform competitive benchmark studies and follow market trends. Create and maintain 13-month rolling demand calendar. 	<ul style="list-style-type: none"> 5 days work week 8.30am to 6.15pm or 9am to 6.45pm Location: 1 Larkhill road Amara Sanctuary Resort, Sentosa S(099394)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Create and develop pricing strategies in conjunction with the individuality of each hotel. Provide weekly dynamic forecast of expected results, variances and budget comparisons. Manage and oversee strategy for all 3rd party distribution, maintaining rate parity across all channels. Work in liaison with sales and reservations departments as a team. Regularly check the input and the quality of data (segmentation, denials tracking) points. Conduct monthly property performance review and develop strategic and tactical action plan. Work to maximize room yield through inventory control. 	

#2 AddOn Systems Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Sales	Willingness to work in a team environment Excellent customer service, oral and communication skills Fast learner with a passion for sales Self-motivated with a results-driven approach Passion to give customers value	Serving walk-in customers and achieving sales targets as a team Providing professional advice to assist customers with product concerns Assisting in resolving issues such as order feedback, returns, and exchanges Ensuring that each client receives high-quality customer service	5 days work week 11am – 8pm Various Locations
Smart Home Sales	<ul style="list-style-type: none"> Minimum 1-2 years of experience in a sales role or interior designer role Team player 	<ul style="list-style-type: none"> Work together with the marketing team to understand customers' needs, create value propositions, and enhance 	<ul style="list-style-type: none"> 5 days work week 11am – 8pm Various Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Possess an understanding of value creation 	<p>the customer experience with the brand</p> <ul style="list-style-type: none"> Build relationships with customers & close deals Collaborate with internal teams to synchronize action plans and ensure effective communication Communicate with external stakeholders to enable project completion 	
Smart Home Engineer	<ul style="list-style-type: none"> Bachelor's degree in Electrical Engineering, Computer Science, or a related field Strong programming skills in languages such as Python, Java, or C++ Familiarity with IoT protocols and communication standards Knowledge of hardware design and embedded systems 	<ul style="list-style-type: none"> Product Development: Collaborate with cross-functional teams to design, develop, and test smart home solutions, including hardware and software components Prototyping: Create prototypes for new smart home features and technologies, ensuring feasibility and functionality Testing and Quality Assurance: Conduct thorough testing of smart home devices to ensure reliability, security, and optimal performance Integration: Work on integrating smart home devices with various platforms and ecosystems, ensuring seamless interoperability 	<ul style="list-style-type: none"> 5 days work week 11am – 8pm Various Locations
Admin Assistant	<ul style="list-style-type: none"> Able to multi-task and well organized Proficient in MS Office (Word & Excel) Accounting knowledge and accuracy will be an advantage 	<ul style="list-style-type: none"> Prepares work to be accomplished by gathering and sorting documents and related information Maintain company files and records to ensure they remain updated. Maintain general office maintenance. Manage basic bookkeeping duties. Prepare and mail bills, contracts, and invoices. Welcoming and directing visitors. 	<ul style="list-style-type: none"> 5 days work week 9am – 6pm Locations: Kampong Ampat, S(368324)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other duties as assigned by superior 	
Client Engineer	<ul style="list-style-type: none"> Nitec/Diploma in Computer Engineering, Information Systems, or related field Background in IT, computer systems engineering or systems engineering Able to work in a team and independently 	<ul style="list-style-type: none"> Install, configure, test and maintain operating systems, application software and systems management tools Ability to troubleshoot on-site and online Liaise with vendors and other IT personnel for problem resolution Maintaining customer infrastructure & networks Able to articulate issues and solutions to customers 	<ul style="list-style-type: none"> 5 days work week 9am – 6pm Locations: Kampong Ampat, S(368324)
Personal Assistant	<ul style="list-style-type: none"> Proven experience as a Personal Assistant or Executive Assistant, preferably supporting C-level executives Exceptional organizational skills and attention to detail Strong written and verbal communication skills Ability to maintain confidentiality and exercise discretion Proficiency in Microsoft Office suite 	<ul style="list-style-type: none"> Act as the primary point of contact for the direct reporting, managing the calendar, emails, and phone calls with professionalism and discretion Prepare and organize documents, presentations, and reports for meetings and presentations Conduct research and gather information as needed to support the management in the decision-making process Assist with personal tasks and errands as required, including but not limited to managing household affairs, organizing personal appointments, and handling personal correspondence Maintain confidentiality and handle sensitive information with discretion and integrity Prioritize conflicting needs and handle matters expeditiously, proactively, and follow through on projects to successful completion 	<ul style="list-style-type: none"> 5 days work week 9am – 6pm Locations: Kampong Ampat, S(368324)
Marketing Manager	<ul style="list-style-type: none"> Bachelor's degree in marketing, Business, or a related field 	<ul style="list-style-type: none"> Develop and implement comprehensive marketing strategies to drive brand 	<ul style="list-style-type: none"> 5 days work week 9am – 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Proven experience (5+ years) in marketing roles, with a focus on digital marketing and strategy Strong analytical skills with the ability to interpret data and make informed decisions 	awareness and achieve business objectives <ul style="list-style-type: none"> Oversee and execute digital marketing campaigns, including SEO, SEM, email marketing, and social media advertising Maintain and enhance the organization's brand identity across all marketing channels Collaborate with internal teams and external agencies to produce high-quality content that resonates with the target audience Conduct market research to identify trends, competitor activities, and customer preferences Manage the marketing budget effectively, allocating resources to maximize ROI on marketing campaigns Lead and mentor the marketing team, fostering a collaborative and creative work environment. Set clear goals and objectives, providing guidance and support for team members 	<ul style="list-style-type: none"> Locations: Kampong Ampat, S(368324)
Product Manager	<ul style="list-style-type: none"> Bachelor's degree in marketing, Business, or a related field Proven experience (5+ years) in marketing roles, with a focus on digital marketing and strategy Able to establish successful working relationships with a wide range of diverse people, both internal and external to the organization 	<ul style="list-style-type: none"> Conduct sales calls to generate leads, convert prospects, and drive revenue growth Collaborate with the sales team to identify and capitalize on new business opportunities Design and execute social media marketing strategies to increase brand visibility and engagement Oversee the onboarding process for new customers, ensuring a smooth and positive experience Provide product demonstrations and training sessions to clients, 	<ul style="list-style-type: none"> 5 days work week 9am – 6pm Locations: Kampong Ampat, S(368324)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		addressing any questions or concerns <ul style="list-style-type: none"> • Provide regular updates on customer feedback, market trends, and competitor activities • Work closely with customer support to ensure timely resolution of customer inquiries 	
Part-Time Retail Sales	<ul style="list-style-type: none"> • Willingness to work in a team environment • Excellent customer service, oral and communication skills • Fast learner with a passion for sales • Self-motivated with a results-driven approach • Passion to give customers value 	<ul style="list-style-type: none"> • Serving walk-in customers and achieving sales targets as a team • Providing professional advice to assist customers with product concerns • Assisting in resolving issues such as order feedback, returns, and exchanges • Ensuring that each client receives high-quality customer service 	<ul style="list-style-type: none"> • 3 days work week • 11am – 8pm • Various Locations
Part-Time SMEs Funnel Internship	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with CRM software • Detail-oriented with strong organizational skills and the ability to manage multiple tasks simultaneously 	<ul style="list-style-type: none"> • Assist in the creation, implementation, and optimization of marketing funnels for SME clients. • Conduct market research to identify trends and opportunities within the SME sector. • Support the development of targeted marketing campaigns, including email marketing, social media, and content marketing. • Analyze funnel performance metrics and provide actionable insights to improve conversion rates. • Collaborate with the sales and marketing teams to ensure alignment and effective communication. • Help maintain and update CRM systems to ensure accurate tracking of leads and customer interactions. • Participate in brainstorming sessions and contribute 	<ul style="list-style-type: none"> • 3 days work week • 9am-6pm & 11am-8pm, subject to project requirement • Various Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		creative ideas for attracting and engaging SME clients. <ul style="list-style-type: none"> • Provide administrative support as needed, including data entry, report generation, and scheduling. 	
Part-Time Operations Internship	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with CRM software • Detail-oriented with strong organizational skills and the ability to manage multiple tasks simultaneously 	<ul style="list-style-type: none"> • Input and update data in various systems and databases accurately. • Identify areas for process improvement and assist in implementing solutions. • Assist in monitoring and managing inventory levels. • Assist in coordinating and executing operational projects. • Respond to internal and external inquiries in a timely and professional manner. • Perform other relevant tasks and projects as assigned by the Operations Manager. 	<ul style="list-style-type: none"> • 3 days work week • 9am-6pm & 11am-8pm, subject to project requirement • Various Locations
Part-Time Retail Management Internship	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with CRM software • Detail-oriented with strong organizational skills and the ability to manage multiple tasks simultaneously 	<ul style="list-style-type: none"> • Assist customers with inquiries, purchases, and returns in a professional and friendly manner. • Resolve customer issues promptly and effectively, ensuring high levels of customer satisfaction. • Assist in visual merchandising and maintaining store presentation standards. • Support the store management team with administrative tasks and reporting. • Gain insights into business strategies, retail analytics, and performance metrics. 	<ul style="list-style-type: none"> • 3 days work week • 9am-6pm & 11am-8pm, subject to project requirement • Various Locations

#3 Ascott International Management Pte Ltd

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive, Guest Service	<ul style="list-style-type: none"> No Requirements 	<p>You will support the daily guest service operations in our Serviced Residence. You will also create a pleasant and lasting atmosphere that enables residents' satisfaction and provide a sense of home away from home. You will report directly to the Manager or Assistant Manager, Guest Service.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Assist residents with check-in and check-out procedures Ensure all residents are attended to at the Front Desk Issue apartment access key cards Attend to and anticipate all residents' queries and needs Provide recommendations on nearby amenities, places of interest and assist residents in making travel, tours and restaurant reservation arrangements Manage residents' accounts, information and apartment availability in the system Perform simple bookkeeping Make and confirm reservations Assist with the onboarding process for new employees Respond to all queries through walk-ins, emails and calls and assist with requests Handle and record resident feedback and complaints, referring them to supervisors and managers Receive and convey messages to residents promptly Handle the safekeeping of cash and residents' valuables and belongings Perform related tasks as assigned 	<ul style="list-style-type: none"> 5 days' work week 42.5 hours/week
lyf Guard, Guest Service	<ul style="list-style-type: none"> No Requirements 	<p>The lyf Guard is the primary point of contact for the community, and acts as the face of lyf. He/she will</p>	<ul style="list-style-type: none"> 5 days' work week 42.5 hours/week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>provide support to the multi-faceted Community Manager, who revels in creating an inclusive and collaborative community at lyf. A day in the life of an lyf Guard can start from checking in a new resident, recommending the best yoga studio in town, replacing a lightbulb, and ending with having a cup of coffee together with the lyf residents in the social kitchen after work.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Assist residents with check-in and check-out procedures • Ensure all residents are attended to at the Front Desk • Issue apartment access key cards • Attend to and anticipate all residents' queries and needs • Provide recommendations on nearby amenities, places of interest and assist residents in making travel, tours and restaurant reservation arrangements • Manage residents' accounts, information and apartment availability in the system • Perform simple bookkeeping • Make and confirm reservations • Assist with the onboarding process for new employees • Respond to all queries through walk-ins, emails and calls and assist with requests • Handle and record resident feedback and complaints, referring them to supervisors and managers • Receive and convey messages to residents promptly • Handle the safekeeping of cash and residents' valuables and belongings • Perform related tasks as assigned • Light housekeeping/engineering duties and liaising with relevant outsourced contractors for cleaning and maintenance • 	
Technician, Engineering	<ul style="list-style-type: none"> • No Requirements 	You will oversee the general maintenance and minor repairs of	<ul style="list-style-type: none"> • 5 days' work week • 42.5 hours/week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>equipment, facilities in our Serviced Residence. You will have close collaborations with colleagues from the different departments including Guest Service and Housekeeping to provide a smooth and pleasant stay for all our residents. You will report directly to the Manager or Assistant Manager, Engineering.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Maintain good physical conditions of the building and ensure that its heating, lighting and ventilation are of good working condition • Conduct general maintenance works such as, painting, patching of walls, plumbing facilities, air-conditioning servicing, electrical switches and other fixtures and equipment to ensure smooth operations • Perform routine preventive maintenance programme • Check and inspect the building's machinery and equipment • Respond and prioritise maintenance requisitions (MWO) and residents' requests to ensure they receive quality service and furnishings • To take on additional specific security duties such as: <ul style="list-style-type: none"> • Conducting patrols in property • Note and report security and asset irregularities • Follow emergency response plans and relevant safety procedures • Assist in evacuation in the event of emergencies • Perform related tasks as assigned 	

#4 ALPS

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive/Senior Executive (Procurement)	<ul style="list-style-type: none"> Degree, preferably in business related discipline Good verbal and written communication skills Proficient in MS office and Excel Advanced analytical and negotiation skills Familiarization with SAP would be an added advantage Positive working attitude, willingness to learn and thrives in a team environment 	<ul style="list-style-type: none"> Plan, strategize, analyse and implement sourcing strategy in category sourcing and supplier initiatives and be accountable for the outcomes Ensure the entire procurement cycle processes are in compliance with ALPS' procurement policies Partner internal users to procure goods and/or services in a timely, effective and compliant manner Manage vendors to ensure quality, pricing and delivery objectives are met Add value through proper negotiation, product standardization and/or innovative ways of sourcing Monitor and establish contract on time to ensure continuous supply of products and/or services Actively solicit internal users' feedback, address issues and seek continuous improvement Partake in any process improvement project as assigned by supervisor Any other duties assigned by supervisor 	<ul style="list-style-type: none"> 5 days work week 8.30am to 6pm (Mon-Thus) 8.30am to 5.30pm (Fri) Location: Jalan Bukit Merah S(150167)
Executive/Senior Executive (Strategic Procurement)	<ul style="list-style-type: none"> Degree, preferably in business related discipline Good verbal and written communication skills Proficient in MS office and Excel 	<ul style="list-style-type: none"> Experience in procurement activities either for Medical Equipment, Medical Supplies, Non-Medical Supplies and Facility Services, Manpower Services Contracts and Service Level Agreements Source, evaluate, negotiate and manage contract and services 	<ul style="list-style-type: none"> 5 days work week 8.30am to 6pm (Mon-Thus) 8.30am to 5.30pm (Fri) Location: Jalan Bukit Merah S(150167)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Advanced analytical and negotiation skills Familiarization with SAP would be an added advantage Positive working attitude, willingness to learn and thrives in a team environment 	<ul style="list-style-type: none"> while ensuring proper governance of the entire procurement process Perform Data Analytics, management reporting on indirect sourcing events Manage vendors to ensure quality, pricing and delivery objectives are met Contain and reduce costs through proper negotiation, product standardizing or innovative ways of sourcing Establish and renew contracts on time to ensure continuous supply of products and services Form committees to evaluate goods and services after RFP, RFQ and tender Actively solicit customer's feedback, address issues and seek continuous improvement Manage issues between stakeholders, analyse the situation, arbitrate and provide solutions to the problem(s) 	
Supply Chain Associate Executive/Senior Associate Executive (Storekeeper)	<ul style="list-style-type: none"> Diploma / Advanced / Higher / Graduate Diploma in Supply Chain or related discipline with at least 2 years of relevant experience 	<ul style="list-style-type: none"> Work in a team to support the receiving of deliveries, putting away to storage supplies, picking of supplies for distribution and processing of condemn return items from users Ensure supplies are fulfilled in hospital and perform daily housekeeping for their inventories Generate reports for inventory related information Monitor and review trends, participate in inventory management for the department /hospital 	<ul style="list-style-type: none"> 5 days work week 8.30am to 6pm (Mon-Thus) 8.30am to 5.30pm (Fri) Location: Jalan Bukit Merah S(150167)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform accurate count during cycle count and stock take Assist in administrative and operational needs for day to day running of store activities 	
Supply Chain Assistant Manager/Manager	<ul style="list-style-type: none"> Degree in logistics, supply chain management, business administration, or a related field is often preferred. Min. 2 years in supervisory role and demonstrated ability to lead team effectively Strong analytical, risk assessment and problem solving skill Proficiency in managing inventory levels, tracking stock, and optimizing storage. IT savvy and possess good communication skill to interact with internal/external stakeholders 	<ul style="list-style-type: none"> Develop and implement strategic plans to enhance productivity, quality, and efficiency within the supply chain. Collaborate closely with other departments to integrate supply chain processes with overall business operations. Maintain inventory records and monitor stock levels. Implement efficient inventory control practices to balance availability and minimize excess stock. Proactively identify potential risks in the supply chain and address them promptly. Develop strategies to mitigate disruptions and ensure continuity. Liaise with suppliers and stakeholders and resolve any issues or complaints related to logistics promptly. Maintain accurate records related to compliance efforts. Identify and mitigate risks related to non-compliance. Maintain metrics, analyse data, and implement improvements. Supervise, coach, and train warehouse workforce. 	<ul style="list-style-type: none"> 5 days work week 8.30am to 6pm (Mon-Thus) 8.30am to 5.30pm (Fri) Location: Jalan Bukit Merah S(150167)

#5 Go-Ahead Singapore

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bus Captain	<ul style="list-style-type: none"> • Possess a valid Class 3 or Class 4/4A or Class 5 Driving License with a minimum of one (1) year Class 3 driving experience. • Able to perform shift work. • Able to start work immediately or within short notice period would be advantageous. 	<ul style="list-style-type: none"> • Provide a safe and pleasant journey for passengers. • Provide support to Bus Operations Control Centre. • Operate all vehicle types including single and double deck. • Adhere to bus route schedules. • Ensure that fares are paid. • Provide excellent customer service to passengers. • Practice defensive driving techniques to avoid collisions and commuter injuries. • Follow LTA regulations & Go-Ahead company procedures. 	<ul style="list-style-type: none"> • 6 days week • 44 Hours
Fleet Support Officer	<ul style="list-style-type: none"> • Candidate should possess at least a minimum Primary and/or Secondary School Certificate or equivalent. • Candidate to have a valid Class 3 driving license with minimally one year of driving experience. • Able to work 7pm to 3am (Overtime may be required). • Prior working experience would be advantageous. 	<p>Execute the assigned duty as per the duty roster.</p> <p>Driving Duties:</p> <ul style="list-style-type: none"> • To collect and drive buses from designated drop off areas to fuel bays. • To drive fueled buses through the Auto Bus Wash machine in accordance with the requirements. • To ensure electric buses are plugged into the designated chargers and ensure charging process started. • To ensure buses are parked according to company's daily deployment. • Drive safely and ensure an accident-free environment. <p>Comply with relevant SOPs.</p> <p>Refueling Duties:</p> <ul style="list-style-type: none"> • To ensure all buses are properly refueled and recorded. • Proper and careful handling refueling equipment. • Proper and accurate recording of refueling information. • Comply with refueling SOPs and relevant SOPs. 	<ul style="list-style-type: none"> • 6 days week • 44 Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Demounting Duties: <ul style="list-style-type: none"> Ensure complete demounting of all the buses per demounting list. Proper accounting/documentation after the completion of demounting activities. Comply with all demounting SOPs and relevant SOPs. Traffic Control: <ul style="list-style-type: none"> Ensure safety and orderly parking of buses whilst waiting for refueling inside Loyang Depot compound. Comply with Safety and accident SOPs. Support any other activities as required for run-in/ Garaging activities. Proper housekeeping in the workplace. Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others. 	
Technical Specialist	<ul style="list-style-type: none"> Prior experience in automotive or engineering environment would be advantageous. Candidate to have a valid Class 3/4/4A driving license. Able to perform shift work. 	<ul style="list-style-type: none"> Ensure all maintenance work performed adhere strictly to standards established by the company and any legal requirements. Perform regular preventive maintenance work on company vehicle. Conduct regular inspections on company vehicles to ensure reliability and to pass regulatory inspections and audits. Carry out corrective maintenance and repairs on vehicles to minimize downtime. Prepared to work the hours necessary to complete all tasks required to achieve Peak Vehicle Requirement (PVR). Ensure strict adherence to all workplace Health & Safety policies, legal and company regulations, with proper documentation and storage. 	<ul style="list-style-type: none"> 5 days week 44 Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Practice safe work procedures and safety rules implemented at the workplace. Not to engage in any unsafe or negligent act that may endanger self or others. Any ad-hoc assignments which may include driving bus under maintenance / replacement bus if required. 	
Service Controller	<ul style="list-style-type: none"> Prior working experience would be advantageous. Able to perform shift work. Excellent IT and communication skills. Ability to work in a fast-paced environment would be beneficial. Ability to make responsible decision on unpredictable situations effectively. 	<ul style="list-style-type: none"> Manage the CFMS system and all road performance issues. Communicate effectively to all Bus Captains and maintain an organized and professional approach at all times. Ensure assigned services achieved the respective BSRF Standards namely EWT, FLBP and OTA. Direct supervision to ensure that regular and reliable bus services are operated, with no bunching and excessive early arrivals. Supervising Bus Captains to ensure operation of buses according to schedules and submitting disciplinary reports when necessary. Ensure necessary actions taken to recover lost mileages. Assist Bus Captains in handling emergency situations on the road in real time. Ensure that there is a clear and concise record of all decisions and events that take place on the allocated routes for the shift. To render support on adhoc unplanned bus bridging as per SOP. Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others 	<ul style="list-style-type: none"> 5 days week As rostered

#6 Global Eduhub Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Student Care Mentor	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 5 day's work week 11am – 7pm
KCARE Teacher / Programme Staff	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 5 day's work week 44 hours per week
Student Care Teacher	<ul style="list-style-type: none"> At least 'O', 'N', 'A' Level, NITEC or Diploma Experience in teaching: School, Enrichment Centre or Private Tuition 	<ul style="list-style-type: none"> Teach primary school students (all levels) in English, Math, Science Conduct in-house program and instill 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 	<ul style="list-style-type: none"> 5 day's work week 11am – 7pm
Preschool Teacher (English / Chinese Language)	<ul style="list-style-type: none"> Diploma or Certificate in Early Childhood Care & Education - Teaching (DECCE-T or CECCCE), Diploma in Child Psychology & Early Education Ability to build good rapport with parents and various stakeholders 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 5.25 day's work week 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Team player 	<ul style="list-style-type: none"> Execute daily routine accordance to time schedule Maintain minimum admin work for reference / record purpose 	
Infant Educarer	<ul style="list-style-type: none"> Certificate in Infant/Toddler Care and Development (CIT) / Higher Certificate in Infant Care (HCIC) / Advanced Certificate in Early Years (ACEY) Candidates who have HCIC/ACEY are welcome to apply Ability to build good rapport with parents and various stakeholders Team player 	<ul style="list-style-type: none"> consistently maintaining regular observation and evaluation of child's development and progress Ensure safety of each child through close supervision, whether in the classroom, play area, or any other areas in the school compound 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 Maintain daily journal of milk feeds, solid feeds, diapering, etc in accordance to relevance for each age group (Babies, Junior and Senior Infants) Plan and implement engaging learning experiences/exploration 	<ul style="list-style-type: none"> 5.25 day's work week 44 hours per week
Cook	<ul style="list-style-type: none"> BFHC preferred. If not, will provide course 	<ul style="list-style-type: none"> Able to cook for children To keep the kitchen clean and ensure that food are kept in proper and hygienic conditions 	<ul style="list-style-type: none"> 5.25 day's work week 44 hours per week
Cleaner	<ul style="list-style-type: none"> No working experience required 	<ul style="list-style-type: none"> Provide cleaning services for the washroom, common areas, tables, chairs, cupboard etc Assist to prepare light snacks, fruits, drinks/beverages for meal break and tea 	<ul style="list-style-type: none"> 5 day's work week 11pm – 6pm

#7 Marina Bay Sands Pte Ltd

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Service Attendant	<ul style="list-style-type: none"> Customer Service, Communication 	<ul style="list-style-type: none"> Maintain basic knowledge of food and drinks menu Ensure that the work areas are clean at all times and that the cleaning schedule is adhered to Ensure that the mise-en-place is completed prior to service and continually replenished Maintain responsibility for the polishing of cutlery, crockery, coppers and silvers Ensure that the chef's table is set up and the coffee area maintained Ensure trays are carried and food delivered to guests in a timely and efficient manner 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Service Attendant	<ul style="list-style-type: none"> Customer Service, Communication 	<ul style="list-style-type: none"> Responsible for handling food and beverage orders and serving guests. Provide friendly, excellent service to all guests. Assist fellow Team Members to perform preparation and setting up in the restaurants for food service and ensure all available amenities and utensils are properly stocked and inspected prior to service. handling all restaurant telephone and email reservation enquiries. up-selling, well-versed in all aspects of the menu. all other administrative duties in the restaurant. 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Cashier	<ul style="list-style-type: none"> Customer Service, Communication 	<ul style="list-style-type: none"> Responsible for handling food and beverage orders and serving guests. Provide friendly, excellent service to all guests. Assist fellow Team Members to perform preparation and setting up in the restaurants for food service and ensure all available amenities and utensils are properly stocked and inspected prior to service. handling all restaurant telephone and email reservation enquiries. up-selling, well-versed in all aspects of the menu. all other administrative duties in the restaurant. 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cocktail server	<ul style="list-style-type: none"> Customer Service, Communication 	<ul style="list-style-type: none"> Provide bottle service and participate in bottle rituals Attend line-ups with other staff and review all information pertinent to the day's business. Check own grooming and attire standard. Meet with Head Bartenders or Manager to review daily specials and out of stock items. Ensure that other members of the staff are aware of such changes. Communicate closely with Head Bartenders and bartenders to ensure quality service is achieved 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Host/Hostess	<ul style="list-style-type: none"> Customer Service, Communication 	<ul style="list-style-type: none"> Be responsible for taking reservations, answering the phone, responding to any guest requests. Greet each guest warmly. Be helpful, welcoming and pleasant towards each Guest. Seat the guests in the restaurant according to designated rotation plans. Seat Guests evenly and fairly at various stations of the restaurant. Personalize each guest experience by using the guests' names where known. Acknowledge each special occasion where known. Pass on the relevant guest information to the Captains and Server Attendants. Thank Guests for patronizing the Restaurant as they leave. Maintain the Guests' profile and history, taken note of all special occasions and dates for example birthdays, wedding anniversaries, etc. Relay all Guest comments to the Manager and Assistant Manager. Carry out any other duties as assigned by the supervisor. 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Bartender	<ul style="list-style-type: none"> Customer Service, Communication 	<ul style="list-style-type: none"> Maintain complete knowledge of all menu items available in the bar Communicate closely with Captains and Service Attendants to ensure quality service is achieved Assist other bartenders and service attendants whenever possible Perform work and side duties in accordance with departmental procedures 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Maintain storage areas with proper supplies, organization, and cleanliness. Rectify any cleanliness/organization deficiencies as requested by superiors 	
Captain	<ul style="list-style-type: none"> Customer Service, Communication 	<ul style="list-style-type: none"> Provide friendly, excellent service to all Guests by escorting them to their respective seats. Assist staff to perform preparation, table set up and ensure the proper handling of all operating equipment. Assume at all times a pleasing and helpful attitude towards each Guest. Handle politely and channel all telephone messages received and handle reservations. Direct Guests to their table and remember to scatter the Guests evenly at various stations of the restaurant. Handle and solve any concerns and questions from customers. Supervise servers to ensure excellent customer service is provided every time. Support Assistant Manager and Department in achieving all goals and Key Performance Objectives. 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Commis	<ul style="list-style-type: none"> Culinary, Pastry/Baking 	<ul style="list-style-type: none"> Monitor the production of food items to ensure they are in compliance with the prescribed recipes and specifications. Adhere to all the standards of food presentation, production, and portioning controls. Ensure quality of food items according to the standards in place. It includes ensuring all food items are in perfect sanitary condition, applying "First in First out!" Kitchen best practice. Ensure all food products are stored properly in their appropriate fridges and storage containers throughout a shift. Maintain a high standard of cleanliness and sanitation in and around all culinary work areas and ensure that all colleagues clean their stations after every service. Ensure safe and proper use of equipment at all times and to 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		instruct this to all culinary colleagues.	
Guest Service Agent – Public Area Department (PAD)	<ul style="list-style-type: none"> Housekeeping/Cleaning 	<ul style="list-style-type: none"> Perform cleaning work at our Public Areas 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Guest Service Agent – Housekeeping	<ul style="list-style-type: none"> Housekeeping/Cleaning 	<ul style="list-style-type: none"> Thorough cleaning of guest rooms/hotel corridors consists of replacing all linen and towels in the room, vacuuming and dusting, replacing guest supplies, and thorough bathroom cleaning. 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Steward	<ul style="list-style-type: none"> Dishwashing 	<ul style="list-style-type: none"> Perform cleaning services and garbage disposal at F&B outlets Wash kitchen equipment (e.g. plates, utensils, pots, ice machines, trolleys) Polish silver, bronze and copper kitchenware Ensure proper dish washing process and maintenance of the equipment Clean kitchen floors, walls, shelves and filters Involve in kitchen overnight cleaning Record any breakages or damaged equipment in the stewarding log Assist in any other functions / areas as informed by the Stewarding Supervisor, Assistant Chief Steward and Chief Steward 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Cage Cashier	<ul style="list-style-type: none"> Customer Service 	<ul style="list-style-type: none"> Being responsible for an impress inventory of cash float and perform various financial transactions, in support of the Casino Table Games Operations, Slot Operations and the casino guests. 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Dealer	<ul style="list-style-type: none"> Customer Service 	<ul style="list-style-type: none"> Deal games and provide excellent and friendly service to every guest, to help instill the perception in the minds of all guests and the public, that Sands is an establishment which exudes the highest standards of gaming entertainment in the world 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Butler	<ul style="list-style-type: none"> Customer Service 	<ul style="list-style-type: none"> Butler Services offer personalized service with commitment to create unforgettable memories for our Guest at Marina Bay Sands. 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Bellhop	<ul style="list-style-type: none"> Customer Service 	<ul style="list-style-type: none"> Handles luggage for both arriving and departing guests, inclusive of 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		proper handling, tagging and delivering of luggage.	<ul style="list-style-type: none"> Marina Bay Sands
Guest Service Agent - Pools and Recreation	<ul style="list-style-type: none"> Customer Service 	<ul style="list-style-type: none"> The role will require you to perform and enhance multiple guest's experience of the Infinity Pool from welcoming all guest, walking all guest to their sun beds area, setting up guest's sun beds, providing guest with a fresh towel, introducing guest to the offerings / directional of the areas at the same time ensuring their stay at the Infinity Pool was a memorable and everlasting experience. 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Security Officer	<ul style="list-style-type: none"> PLRD License 	<ul style="list-style-type: none"> Maintain security by ensuring a safe and secure environment for guests and team members at Marina Bay Sands. 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands
Visitor Experience Agent	<ul style="list-style-type: none"> Minimum Diploma in Tourism / Hospitality preferred or equivalent or a Certificate in Hospitality Operations from a recognized institution. Experience Prior experience in hospitality and tourism industry is preferred. Competencies Excellent guest relations and communication skills Keen to work in the Attractions industry, with a passion for learning and people engagement. Motivated with high energy, able to appreciate a dynamic, fast-paced environment. Able to use good judgment and discretion and maintain calm demeanor in high volume or stressful situations. Enjoy working with people of all ages. Well-groomed and professional disposition. 	<ul style="list-style-type: none"> Provide excellent Visitor Experience and ensuring the smooth running of the daily operations at MBS Attractions (Museum, SkyPark, Sampan Rides and Digital Light Canvas). Engage visitors in a positive and professional manner while proactively promoting the various Attractions. Proactively working in (but not exclusive to) the main admissions and all public areas of the various Attractions as deployed. Assist visitors with enquiries and where applicable directing them to the appropriate source of information. Provide guidance to all casual staff in visitor engagement and operations. Adhere to all Standard Operating Procedures (SOP) and Service Quality Review Standards (SQR) of the Attractions. To be equipped with good product knowledge of all offerings available to visitors. When deployed at the museum, ensure that artifacts are safeguarded. To maintain a high standard of cleanliness at all workstations, whilst complying with all health and safety standards. 	<ul style="list-style-type: none"> 9:15am to 7:00pm Marina Bay Sands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Project a professional presence, both verbally and in appearance, at all times. Perform shift duties responsibly and is accountable to the Assistant Manager/Manager for the smooth running of the day-to-day shift operations and any other duties assigned. 	
Limousine Driver	<ul style="list-style-type: none"> Possess a valid driving license, at least Class 3 Possess a valid Private Hire Vocational Driving License or Singapore Taxi Vocational License Defensive Driving Certificate would be useful Produce a copy of the front and back of the valid Singapore Driving License Produce the latest Driver Improvement Point System record Required Experience Experience working in transportation operations is preferred Experience working in a service and hospitality industry will be an advantage Prior experience in the same capacity is an advantage Be service oriented Required Knowledge Familiar with Singapore roads, Hotel locations, places of interest, entertainment and F&B outlets and residential areas Familiar with all Airport and Ferry terminals in Singapore Skills / Abilities / Presence Clean drivers' track record preferred Fluent in written and spoken English Being Bilingual will be an added advantage Pleasant personality Able to multi-task 	<ul style="list-style-type: none"> Perform the duties as a limousine driver according to the Limousine Standard Operating Procedures Provide excellent service consistent with the property's core service standards and brand attributes. Be punctual for all driving assignments 15 minutes before the commencement of the job. Perform meet and greet with a iPad signage for departures and arrivals if required Coordinate with our outsourced vendor to receive guests upon arrival and to handover guests upon departure Be familiar with all hotel services/features and local attractions/activities to respond to guest inquiries accurately. Ensures guests' safety during the journey. Provide a smooth and pleasant journey. Ferry guests by the shortest and swiftest route unless otherwise requested by guest to use alternative routes Be able to operate the GPS guidance system to identify destination routes Proactively seek to provide refined luxury service ensuring guest satisfaction. Ensure all guest amenities in the vehicle are replenished. (E.g. Mineral water, wet towels, newspaper, etc.) Ensuring all special requests from internal and external guests is met. (E.g. desired vehicle air-conditioning temperature, music, etc.) Ensure that the vehicle's interior and exterior are clean, immaculate and odor free at all times. 	<ul style="list-style-type: none"> Shift Work - Depending on Operations Needs Marina Bay Sands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Basic technological skills (E.g. Operating iPad, Grid Phone & GPS)</p> <p>Excellent communication and interpersonal skills</p> <p>Physical Requirements / Work Environment</p> <p>Be physically fit</p> <p>No color blindness</p> <p>Be able to load and unload luggage</p> <p>Ability to work under pressure and independently.</p> <p>Be a team player</p> <p>Adaptable to rotating shifts including Night Shift</p>	<ul style="list-style-type: none"> • Performs vehicle checks on vehicles before driving vehicle • Required to drive vehicles such as but not limited to luxury vehicles and luggage van • Adhere to company policies, compliance guidelines and procedures. • Be familiar with the Limousine Intergraded System Procedures • Be familiar with the Limousine Queue System Procedures • Assists with guests' luggage for both arrival and departing guests when required at the designated storage room. This includes proper handling, tagging and delivering of luggage within the prescribed time standards • Assists with Valet driving duties when necessary • Performs any other duties and responsibilities as and when assigned by the management. 	
Logistics Attendant	<ul style="list-style-type: none"> • GCE O-level and above. • Ability to handle mobile handheld devices & tablets is preferable. • Minimum 1-2 years of hands-on experience in Dock Receiving, Put away, and Picking operations in either the Food & Beverage or Hotel industry. • Possessing a valid Forklift Driving license will be a plus. • Able to lift 20kg on a consistent basis and walk long distances. • Be able to work indoors and be exposed to various environmental factors such as, but not limited to CRT fatigue, noise, dust, and be able to access all areas of the property. • Work in a fast-paced, busy and somewhat stressful environment. • Willing to commit to working on weekends and public holidays. 	<ul style="list-style-type: none"> • Inspect food and beverage shipments for temperature, hygiene, quality, shelf life, labeling and marking requirements. • Inspect counts, weights, and case packs of incoming shipments to verify information against purchase orders. • Perform put away for cargo received into proper warehouse locations. • Perform picking internal requisitions from warehouse locations and execute internal distribution. • Perform data entry, generate reports, and update Goods Receiving and Goods Issue in warehouse management system (WMS) accurately. • To deliver the received items to all the internal users within the entire property in a timely manner and in good condition. • Perform daily cleaning of operations area at end of shift. • Other duties as assigned or directed by management 	<ul style="list-style-type: none"> • Shift Work - Depending on Operations Needs • Marina Bay Sands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Technician	<ul style="list-style-type: none"> • Relevant Employment Certificate or Work Testimony • At least High School or equivalent, diplomas are an advantage. Candidates with less qualifications but more years of working experience can be considered for the position of Technician. • Meet the attendance guidelines of the job and adhere to Departmental and Company policies • Be able to perform physical and mental duties of Team Members • At least three to five years of solid hands-on practical working in any Integrated Resorts, Hotels, Conference and Exhibition Center and/or Shopping Mall providing Customers Service, Operations supports, and maintenance of plant and systems. • Sound working knowledge on CRA compliance requirements. • Understanding of local regulations, standards and ordinances on operations and maintenance of electrical installation, mechanical systems, vertical transportation systems, fire protection and life safety systems, and pools maintenance. • Knowledge on renovation practices in terms of seeking approval and submission procedures to all government agencies and authorities. • Have an intimate knowledge of all major systems; their operation and potential weaknesses • Preferably experience working outdoors and be 	<ul style="list-style-type: none"> • Conduct on-site checks and repairs • Ensure quality works are be carried out on time schedule • Perform ad-hoc tasks as required, including assisting other facilities department team members • Job may include moving stock inventory check • To perform all duties in accordance with MBS policies and within the realm of the MBS Company vision, mission and values • Enforce all safety programs and training with regards to WSH • Provides input into the research, development, evaluation and implementation of new products, services, technology and processes to ensure MBS competitive position and in anticipation of changing customer needs within the dynamic hospitality and gaming 	<ul style="list-style-type: none"> • Shift Work - Depending on Operations Needs • Marina Bay Sands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>exposed to various environmental factors such as, but not limited to fatigue, noise, dust, and be able to access all areas of the property including those at height</p> <ul style="list-style-type: none"> • Possess good communication and interpersonal skills, with an eye for detail • Get along with fellow Team Members and work as a team • Must be able to cope and perform in fast phase repairing environment in different shifts • Can work with minimum supervision and at times independently, as well as under pressure. • Be willing to work any day of the week and any shift, long hours when necessary • Meet the attendance guidelines of the job and adhere to Departmental and Company policies <p>Withstand various activities such as frequent walking, sitting for long periods or prolonged standing, stretching, bending and kneeling without restriction</p>		
Valet Driver	<ul style="list-style-type: none"> • Possess a valid Singapore Class 3 Driving License with a minimum of 2 years driving experience • Prior experience in a similar role is an advantage • Service and guest oriented • Pleasant, polite and possess a positive attitude • Responsible, proactive and takes initiative • Able to work within a culturally diverse team • Able to communicate fluently in English 	<ul style="list-style-type: none"> • To handle valet vehicles within the property of Marina Bay Sands in line with the departmental standards • To operate the Valet Management System according to departmental guidelines • To assist in managing the traffic around the property of Marina Bay Sands • To ensure and practice safety measures for self, guests and vehicles • To manage the taxi queues in Marina Bay Sands according to departmental guidelines 	<ul style="list-style-type: none"> • Shift Work - Depending on Operations Needs • Marina Bay Sands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to perform shift duties including night shift, and work on weekends and Public Holidays • Able to work under pressure and in a fast-paced environment • Able to stand long hours and work outdoors with expected humidity condition • Have good eyesight with no color blindness • Possess basic knowledge of Singapore attractions and places of interest 	<ul style="list-style-type: none"> • To direct vehicles into specific areas (Hall Parking/Valet within carpark) of selfpark whenever required • To be able to handle potential heavy load such as loading and unloading of guest luggage from vehicles is a must • To provide information on property knowledge that includes but not limiting to valet and selfpark related queries • To provide an Arrival Experience in line with Marina Bay Sands' audit standards • To work as a team to achieve the departmental KPIs of NPS and Audit scores • To understand and execute departmental gameplans • To maintain operational equipment in working order and ensure supplies are sufficient to carry out duties • To learn and support the team with any other operational and/or departmental duties when required • To assist with any other assignments tasked by Valet management team • To monitor and report any anomalies to Valet management team for immediate action 	

#8 MCI Career Services Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Recruitment Specialist	<ul style="list-style-type: none"> • No Requirements 	<ul style="list-style-type: none"> • Actively source for suitable candidates through internal database, applications, referrals, networking, job portals and social media platforms. • Screen and interview candidates through the telephone and face-to-face. • Prepare candidates for interview and follow up closely at every stage of 	<ul style="list-style-type: none"> • 5 days week • 8.30am – 6pm • Location: Jurong East, S(609607)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>the selection and recruitment process.</p> <ul style="list-style-type: none"> • Develop an understanding of each role and job requirements before presenting suitable candidates to clients. • Conduct reference checks; manage the interview process and salary negotiation between clients and candidates. • Perform leads generation and cold-calling to acquire new clients. 	
Operations Executive	<ul style="list-style-type: none"> • No Requirements 	<ul style="list-style-type: none"> • Manage purchase requisition requests and source for quotations. • Prepare purchase orders. Liaise with suppliers on pricing and product related issues. • Issue Delivery Orders, Proforma Invoices, Return of Rental & Packing list. • Coordinate with workshop and arranging delivery for equipment rental. • Maintain and update purchasing documents / records 	<ul style="list-style-type: none"> • 5 days week • 7.30am – 5.30pm • Location: West Area
Warehouse Assistant (Night Shift)	<ul style="list-style-type: none"> • No Requirements 	<ul style="list-style-type: none"> • Packing and unpacking (10-20kg) • Picking and sorting • Labelling and stock-taking • Adhoc duties assigned 	<ul style="list-style-type: none"> • 4 day's work week • 8.30pm – 8.30am • Location: West Area
Security Officer	<ul style="list-style-type: none"> • No Requirements 	<ul style="list-style-type: none"> • Maintain security by ensuring a safe and secure environment for guests and team members at MBS. • Present a professional image and deal with incidents in a discreet and confident manner. • Ensure optimum guest service through the delivery of excellent customer service. • Respond to first aid incidents and apply effective first aid skills for customers and team members. 	<ul style="list-style-type: none"> • 4 day's work week • Rotating Shift • Location: Marina Bay Sands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform security functions at assigned posts and areas within the property. Observe and monitor persons and property to maintain security and safety. 	
Automotive Technician	<ul style="list-style-type: none"> No Requirements 	<ul style="list-style-type: none"> Perform maintenance, repair, overhaul and servicing (Mechanical). Perform lubricant replacement, greasing and flushing for system (Hydraulic). Perform wiring replacing, re-routing of harnesses, cabling repair and system testing (Electrical). Machinery usage involved overhead crane, buffering machine, hydraulic press, drilling machine & STE etc.. Working at height (climbing up and down of vehicles). Maintain 5S/ housekeeping (Include, sweeping, clearing, and throwing rubbish, washing of parts & vehicles). Must be able to carry heavy loads 	<ul style="list-style-type: none"> 5 day's work week 7.30am – 5.15pm Location: <ul style="list-style-type: none"> — 249 Jalan Boon Lay workshops — Clementi Camp
Class 3/4 Driver	<ul style="list-style-type: none"> No Requirements 	<ul style="list-style-type: none"> Transporting of goods island wide in a timely manner. Ensure goods that are delivered tallies with the orders placed by customers. Any other duties as assigned 	<ul style="list-style-type: none"> 5.5 day's work week 9am – 6pm Location: Island wide
Auxiliary Police Officer	<ul style="list-style-type: none"> No Requirements 	<ul style="list-style-type: none"> Infrastructure protection. Escort of persons and goods. Training and consultancy. Event and asset security management 	<ul style="list-style-type: none"> 5 day's work week Rotating Shift Location: Island wide
Customer Service Agent	<ul style="list-style-type: none"> No Requirements 	<ul style="list-style-type: none"> Checking-in, greeting passengers upon their arrival and ensuring a smooth departure process. 	<ul style="list-style-type: none"> 6 day's work week Rotating shift Location: Changi Airport

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist passengers with special needs or provide customer service in exclusive premier lounges at Changi Airport. Handle meet/greet services at the reception area and perform basic computerized transactions 	
Senior / Staff Nurse (Inpatient)	<ul style="list-style-type: none"> At least a Diploma in Nursing from the local Polytechnic and registered with Singapore Nursing Board. Post-registration experience in a hospital or hospice setting preferred. Knowledge in IT and systems. Passion to serve and provide excellent customer service to various stakeholders. Meticulous and accurate. Good interpersonal and communication skills. Willing to contribute as an effective team-player. Able to perform under pressure. 	<ul style="list-style-type: none"> Ensure nursing care services rendered are safe, competent and individualised. Uphold nursing standards in documentation, treatment, patient monitoring and infection control. Allocate equipment as necessary to assure adequacy of resources to meet care requirements. Communicate and build rapport with patients and their families or caregivers. Coordinate the care of patient through an advising physician, provide direct patient care, evaluate patients' conditions, and serve as the liaison between families and physicians. Facilitate and participate in Multidisciplinary Team meeting to provide smooth delivery of patient care and services. Observe organisation and legal requirements regarding storage and control of drugs and medical supplies. Keep active measures to ensure the safety of patients and report all incidents to Nurse Manager / Nurse Clinician. Maintain proper documentation of patients' condition and accurate collation of data (record of referral / enquiry / attendances). 	<ul style="list-style-type: none"> Rotating Shift Location: Outram Park

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Monitor, reassess and evaluate patient's condition in implementing care plan for the patient and support family members to cope with patient's advanced illness. • Perform nursing care such as medication administration and wound dressing as required. • Follow up to ensure continuity of patient care and treatment plans. • Observe the proper use / care of the equipment and economical use of consumables and supplies. • Maintain a high degree of confidentiality and discretion in matters involving patient care. • Maintain a conducive and safe patient care environment. • Fulfil the role of buddy by mentoring junior staff for performance excellence and career development. • Enforce compliance with the Singapore Nursing Board's Standards of Practice for Nurses and Midwives, and the Code of Ethics and Professional Conduct. • Undertake to keep oneself well informed of the updated industry guidelines and develop new skills that are necessary for the job. • Maintain high standards of housekeeping and workplace organisation at all times • Initiate and drive continuous improvements in own work area on regular basis. • Any other duties as and when assigned. 	
Senior / Patient Service Associate (SOC)	<ul style="list-style-type: none"> • Diploma/GCE 'A'/'O' Level/Higher NITEC/NITEC in relevant field. 	<ul style="list-style-type: none"> • Provide compassionate and professional service to patients, demonstrating care and empathy at all times. 	<ul style="list-style-type: none"> • Mon – Friday + 1 Sat • Location: Woodlands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability to multitask in a fast-paced environment. Strong team player with excellent communication skills. Prior frontline customer service experience preferred. 	<ul style="list-style-type: none"> Handle patient registration, appointment scheduling, and payment collection with accuracy and efficiency. Offer financial counseling to patients, assisting them with understanding their healthcare expenses. Maintain and update patient records accurately and confidentially. Assist doctors with patient medical reviews in consultation rooms as needed. 	
Kitchen Attendant	<ul style="list-style-type: none"> No Requirements 	<ul style="list-style-type: none"> Oversee Kitchen assistants in their area of work Check daily mise-en-place and food supplies Prepare beverages and food items for each meal service and/or tea breaks Prepare sufficient crockery and cutlery for inpatients before each meal Assist in the plating of meals in the Kitchen as required Ensure the food served to patients is accurate as stated in their diet sheets Assist with catering of meals for staff and events Clean used utensils, cooking equipment and work areas when required 	<ul style="list-style-type: none"> Mon-Sun (Any 6 days) 42 Hours per week 5am – 1pm 7am – 3pm 9am – 5pm

#9 PARKROYAL COLLECTION Pickering Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Chief Engineer	<ul style="list-style-type: none"> Degree in Engineering or Diploma in Hotel & Leisure Facilities Management, or any other combination of education, training, 	The Assistant Chief Engineer supports the Chief Engineer in maintaining overall maintenance operations of entire Hotel facility, including guest rooms, all mechanical, electrical, H.V.A.C. systems, fire protection system, kitchen equipments, emergency power system, sewage	<ul style="list-style-type: none"> 5 days work week Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>or experience that provides the necessary knowledge, skills, and abilities to perform the job.</p> <ul style="list-style-type: none"> • Minimum of five (5) years with advanced • knowledge of building management/engineering experience in international five star hotels. Hands on experience on troubleshootHVAC operations, repair and maintenance; electrical controls and equipment maintenance, mechanical applications and building management system etc. Strong understanding of building life safety system and energy management systems. Strong knowledge and hands on experience on troubleshoots commercial kitchen equipments and meat processing equipments. Strong Leadership qualities Flexible and able to adapt to fast pace environment Strong team player Innovative and resourceful High levels of flexibility, adaptability and ability 	<p>system and related equipment in accordance with guest service, preventive maintenance and energy conservation standards and programs. Ensure the upkeep of guest and service areas to maintain them in proper working order and appearance, this position must be able to work independently as well as with others.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Implements and maintains preventive maintenance and energy conservation programs for guest rooms, public areas, back-of-house, mechanical equipment, building systems, etc. • Ensures compliance with international standards, local regulations, and other environmental considerations including but not limited to workplace safety and security practices. • Implements hotel maintenance procedures and conducts training in order to achieve property maintenance and guest service objectives. • Manages departmental operations and capital projects to achieve budgeted goals. • Supervises all senior technicians, technicians and craft men to ensure high quality preventive, corrective and guest demand maintenance services are provided • Supervises all Team Leaders, Senior Technicians and Technicians to ensure high quality preventive, corrective and guest demand maintenance services are provided. • Reports any faults and renders assistance as and when required by department head / hotel management and takes on any responsibilities and tasks as assigned by supervisor and hotel management • Conducts walk through and visually assesses the safe and efficient maintenance and 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>operation of the physical aspects of the hotel, including guest rooms, public areas, all mechanical, electrical, H.V.A.C. systems and any other related equipment.</p> <ul style="list-style-type: none"> Assists on routine preventive maintenance on equipment under the direction of Chief Engineer. This includes guest rooms, public areas, meeting rooms, ballrooms, outlets and back of house, laundry & kitchen equipment, heating, and air handling units, ice machines, fire extinguishers, fire equipment and plumbing etc. These are performed as required by the manufacturer and in accordance with the warranty specifications. Champions work order assignment program for to complete work orders. Prioritizes and completes work orders in a timely manner. Monitors all deficiencies. Communicates to the requesting party upon completion when needed. Carries out inspection of guest rooms after Preventive Maintenance. Reviews any problems with the Preventive Maintenance team and recheck room/suite before releasing to Housekeeping/Front Office. Assists in developing, implement and manage emergency programs for the operation and maintenance of all equipment and physical structures in compliance with corporate standards, local, state and national codes and regulations to protect the asset, guests and associates, to ensure optimum operations, minimize expenses and maximize customer satisfaction. Responsible for the short and long term planning and day-to-day operations of the Engineering Department. Reports to Chief Engineer, on a regular basis, regarding the specific and overall condition of the building structures, guest 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>areas, service areas, related systems and equipment offering prudent and cost effective proposals for maintaining the same. Reviews reports, and initiates appropriate actions to carry out maintenance work effectively and efficiently.</p> <ul style="list-style-type: none"> Ensures maintenance of swimming pool, water features and spa are done according to manufacturer specifications; PPHG standards and local Health Department Regulations. Promptly responds to guest requests in a friendly manner and follow up to ensure highest quality of service to guest satisfaction at all times. Responsible for any other tasks assigned by Chief Engineer or Director of Operations. 	
Assistant Housekeeping Manager	<ul style="list-style-type: none"> At least 2 years of experience in a similar role; preferably from a 5 star Hotel Minimum Diploma in Hospitality Management Customer centric High level of flexibility and adaptability Must be able to work rotating day shifts including Public Holidays and weekends Able to work under pressure and in fast paced environment 	<ul style="list-style-type: none"> Support the Executive housekeeper to ensure guest rooms and public area are checked and maintained Supervise and train Housekeeping Team Leader on housekeeping tasks, schedules and routines Monitor and control inventories for department operating equipment and linen to Ensure par stock are maintained and costs are controlled Assist in ensuring a continual effective pest control system in place to rid the hotel of all vermin. Continually monitor and address any pest situation in the hotel immediately Assist in maintaining and ensuring the protection of all hotel assets inclusive guest supplies, stores, linen and uniform control and other hotel assets Assist in overseeing all maintenance of plants, gardening and landscaping operations of the hotel, including floral arrangement 	<ul style="list-style-type: none"> 5 days work week Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Set proper par level for cleaning and guest supplies. Maintain proper stock level and enforce proper control on stock movement Carry out a regular inspection to work areas performed by housekeeping associates. Inspect VIP arrival/in-house rooms and ensure all are in order before arrival. Offer action plan to achieve service excellent Ensure all operating equipment is in top condition and follow up on any breakdown/repairs to be fixed promptly Undertake any other responsibilities/tasks/shifts as instructed by the management or the Executive Housekeeper 	
Banquet Demi Chef	<ul style="list-style-type: none"> Candidates with prior 2 years of working experience will be preferred. Customer service focus. High level of flexibility and adaptability. Basic English language proficiency. Strong Team Player. Physically Healthy. 	<ul style="list-style-type: none"> Attends daily shift briefings to colleagues in the Banquet Kitchen. Supports, leads and motivates colleagues. Ensure the storeroom requisitions are accurate to minimize repeat visits. Performs tasks to the standards & expectations set forth. Ensures proper hygiene as per Singapore requirements and all health and safety, fire and emergency procedures. Completes all grooming, spot check and temperature control sheets as required. Maintains cleanliness and proper rotation of product in all chillers. Minimizes wastage and spoilage. Prepares and submits forms and reports on time as directed. Reports any engineering defects to immediate supervisors. 	<ul style="list-style-type: none"> 5 days work week Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Communicates daily with supervisors and ensures open communication. To support the senior team members in communicating food consistency & quality Daily checks of all mis en place to ensure freshness & quality standards Strives to develop as a leader by attending courses when offered Assigns and follow up tasks as dictated by business volume and supervisors Attends meetings and training as required by supervisors. 	
Bartender	<ul style="list-style-type: none"> At least 1 year of experience in a recognized hotel/ bar establishment/ independent restaurant Min 'O' Levels, Diploma in hospitality, degree in any discipline is an advantage Good knowledge of food, wine & bar High level of adaptability and flexibility Proficient in spoken & written English Able to perform rotating shift, including weekends and public holidays 	<ul style="list-style-type: none"> Have the flair and innovation to create new beverage concoctions Complete work & side duties, opening & closing tasks for an effective restaurant & bar operation Ensure that all reservations are correctly taken and sets the table according to the guests' request Understand requirements and procedures for all meal periods to meet demand and maximize revenue and profit Anticipate and meet unexpected wishes and requirements of every guest Perform other adhoc duties assigned to by the Restaurant Manager. 	<ul style="list-style-type: none"> 5 days work week Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)
Call Centre Agent	<ul style="list-style-type: none"> Relevant work experience as telephone operator/call centre 	<ul style="list-style-type: none"> Able to answer calls and handle situations quickly and accurately with quality customer service level 	<ul style="list-style-type: none"> 5 days work week Locations: 3 Upper Pickering Street ParkRoyal

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	agent will be preferred <ul style="list-style-type: none"> • Able to perform 3 rotating duties including overnight shift, weekends and public holidays • Excellent interpersonal and human relations abilities • Good communication skills • Basic computer skills, with basic Microsoft Office knowledge 	<ul style="list-style-type: none"> • Ensure guests receive the most cordial attention when they contact our hotline • Able to understand and handle guests' requests tactfully and smoothly • Assist with any basic requests such as invoicing, in-house restaurant enquiries, operating hours of the facilities and outlets in the Hotel, Lost and Found and basic e-mail enquiries • Work closely with all hotel staff to provide our guests with friendly, courteous and efficient personal service at all times • Must be able to handle computer terminals at the call centre and Front Office respectively • Ensure that there are adequate supplies of forms and stationeries for Front Office • Assist with any other duties that may be assigned from time to time by the management 	on Pickering S(058289)
Call Centre Team Leader	<ul style="list-style-type: none"> • possess minimum 'N' level certification Minimum of 2 years of experience in a Call Centre environment, preferably in the hospitality industry • Previous experience in a leadership or supervisory role within a Call Centre setting • Able to work rotating shifts including night shift, weekends and/or public holidays • Experience in handling escalated calls and resolving customer issues effectively 	<p>Assisting Guest Services Manager in managing the hotel call centre (One Connect) daily operations, plays a pivotal role in ensuring smooth operations and exceptional customer service. Supervising and motivating the team, handling escalated customer issues and optimizing One Connect performance to meet or exceed established goals.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Oversee all incoming calls from guests and ensure prompt, courteous and accurate responses to their inquiries, requests and concerns 	<ul style="list-style-type: none"> • 5 days work week • Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Familiarity with Call Centre metrics and performance management • Excellent verbal and written communication skills, with the ability to convey information clearly and concisely • Strong customer service orientation, with the ability to handle challenging situations with empathy and professionalism • Excellent organizational and multitasking abilities with attention to details • Able to work under stress and fast paced environment 	<ul style="list-style-type: none"> • Resolve escalated issues efficiently and provide appropriate solutions to ensure guest satisfaction • Update and conduct daily handover log and briefing to provide and elaborate latest and updated information to the team • Ensure the team always adhere to company policies, SOPs and acted according to the company code of conducts or employee handbook • Regularly monitor and respond to guest inquiries received through email, ensuring timely accurate responses. Prioritize urgent matters and delegate tasks within the team to ensure efficient handling of emails • Conduct regular performance evaluations, providing constructive feedback and recognition for accomplishments • Develop and deliver comprehensive training programs for One Connect team, focusing on customer service skills, product knowledge, communication techniques, and problem solving abilities. Ensure that the team are equipped with the necessary skills to provide exceptional service to guests • Provide new hires with on boarding training to familiarize them with One Connect processes, systems and customer service expectations • Offer ongoing guidance, coaching and support to the team to enhance their performance and identify opportunities for improvement • Monitor and analyse call centre metrics, such as call volume, average handling 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>time, response time and abandoned rate. Identify trends, implement process improvements and develop strategies to optimize team performance and exceed service level goals</p> <p>Fully aware with the</p> <ul style="list-style-type: none"> Emergency Procedures and One Connect contingency plan in the event of any system down Liaise with various hotel areas and departments, including Front Desk, Guest Relations, Concierge & Bell, Reservation, Housekeeping, Food & Beverage, Sales & Catering and others to maintain and to ensure seamless communication and coordination of guests requests and concerns To assist with any other duties that may be assigned from time to time by the management 	
Club Lounge Agent	<ul style="list-style-type: none"> 1 to 3 years of work experience in a similar capacity; relevant experience in a 5-star hotel is preferred. GCE N/O Levels or fresh graduates in Hospitality/ Tourism Management Intermediate computer literacy and knowledge of Microsoft Office applications Excellent communication and interpersonal skills (spoken, written and electronic) Demonstrate independence, responsibility and accountability Able to work rotating shifts including public 	<ul style="list-style-type: none"> Setting up and maintain the Executive Lounge during breakfast buffet, afternoon tea and evening cocktail hours. Ensure that all foods and drinks are properly served while maintaining high standards of cleanliness and sanitation. Ensure that the Executive Lounge is properly maintained at all times. Report and ownership of lounge's fixtures, wares to ensure tiptop operating condition. Report and follow up on any malfunction equipment. Manage sufficient and timely requisition of F&B; administrative; operating equipment/fixtures to ensure the lounge is well stocked at all times. 	<ul style="list-style-type: none"> 4 days work week Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	holidays and weekends <ul style="list-style-type: none"> Basic computer skills, including Microsoft Office 	<ul style="list-style-type: none"> Handle guest feedback and requests. Maintain good guest relations with all guests at all times. Knowledge of the daily VIP and lobby movements and requests. Responsible for the Guest Experience. Process all guest check-ins by confirming reservations, assigning rooms, and issuing and activating room keys. Coordinate with Housekeeping to track the readiness of rooms for check-in. Process all types of payment such as room charges, cash, checks, debit, or credit. Process all check-outs including resolving any late and disputed charges. Complete designated cashier and closing reports in the computer system. Assist the Club Manager in managing and training the team members 	
Front Desk Agent	<ul style="list-style-type: none"> 1 to 3 years of work experience in a similar capacity; relevant experience in a 5-star hotel is preferred. GCE N/O Levels or fresh graduates in Hospitality/ Tourism Management Intermediate computer literacy and knowledge of Microsoft Office applications Excellent communication and interpersonal skills (spoken, written and electronic) Demonstrate independence, responsibility and accountability 	<ul style="list-style-type: none"> Process all guest check-ins by confirming reservations, assigning rooms, and issuing and activating room keys. Process all types of payment such as room charges, cash, checks, debit, or credit. Process all check-outs including resolving any late and disputed charges. Answer, record, and process all guest calls, messages, requests, questions, or concerns courteously and professionally. Coordinate with Housekeeping to track the readiness of rooms for check-in. Supply guests with directions and information regarding the property. 	<ul style="list-style-type: none"> 4 days work week Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work rotating shifts including public holidays and weekends • Basic computer skills, including Microsoft Office 	<ul style="list-style-type: none"> • Complete designated cashier and closing reports in the computer system. • Balance and drop receipts according to accounting specifications. • Perform other reasonable job duties as requested by superior 	
Front Desk Team Leader	<ul style="list-style-type: none"> • Minimum of 2 years of experience as a Guest Service Agent with good knowledge of Opera system • Min GCE 'O' or 'N' level and some supervisory skills. • High level of flexibility and adaptability • Basic English language proficiency • Able to work on rotating shifts, weekends and Public Holidays 	<ul style="list-style-type: none"> • Assist the Front Office Manager in supervising and controlling the Front Desk operations and carry out all guest service duties • Ensure there is sufficient stock of Front Desk supplies on a weekly basis • Help in Room Controlling and assigning of rooms for day arrival as per guest preferences • Coordinate with Housekeeping to ensure rooms block are clean for groups check-in • Perform duties of Hotel Ambassadors whenever needed such as assisting in checking in and out • Be able to conduct daily briefings and/or training when needed to Hotel Ambassadors • Be aware of all VIP arrivals and departures, especially corporate guests • To undertake any other reasonable assignment by the Front Office Manager, as and when required 	<ul style="list-style-type: none"> • 4 days work week • Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)
Housekeeping Team Leader	<ul style="list-style-type: none"> • Minimum N or O level qualifications • Minimum two years experience in a similar role in the 5-star hotel • A proven track record of maintaining superior standards of hotel cleanliness in a previous position or hotel • Able to work on rotating shift, public 	<ul style="list-style-type: none"> • Verify room status on morning report; report discrepancy of rooms; prioritize and update status of checkout rooms. • Prepare and distribute assignment sheets to assigned staff and review priorities. • Ensure that cleanliness and condition of each area meets designated standards. Directly contact respective personnel and relay any deficiencies to be corrected. 	<ul style="list-style-type: none"> • 5 days work week • Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	holidays and/or weekends <ul style="list-style-type: none"> • Meticulous and has an eye for details 	<ul style="list-style-type: none"> • Inspect supply levels, cleanliness and organization of floor closets. Assign designated personnel to rectify any deficiencies. • Monitor and handle guest complaints by following the instant pacification procedures and ensuring guest satisfaction. • Carry out other tasks as assigned by the supervisor 	
Laundry Attendant	<ul style="list-style-type: none"> • Have at least 1 year of prior experience in similar capacity in hotel setting is preferred • Customer Service focus • High level of flexibility and adaptability • Strong Team Player • Physical fit as the nature of the job requires to handle heavy load and pushing of laundry trolley 	<p>The Laundry Attendant play a pivotal role in ensuring a seamless and sustainable laundry operation at our hotel, upholding the highest standards of service in accordance with our policies and procedures. As part of the latest trends in the hotel industry, the incumbent will contribute to our commitment to sustainability by integrating eco-friendly practices into their daily tasks.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Embrace sustainability in laundry operations by sorting items based on color, fabric type, and washing instructions to maximize energy efficiency and minimize environmental impact. • Demonstrate proficiency in operating various laundry equipment, incorporating eco-friendly practices to enhance the quality of the finished product while reducing resource consumption. • Monitor linen and uniform inventory levels with a sustainability mindset, ensuring responsible use of resources, restocking, and implementing eco-conscious ordering practices. • Maintain high standards of cleanliness and quality through eco-friendly laundry 	<ul style="list-style-type: none"> • 5 days work week • Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>practices, inspecting items for defects, damage, or irregularities, ensuring only properly cleaned and pressed items are returned to guests.</p> <ul style="list-style-type: none"> • Adhere to safety and hygiene protocols with an emphasis on sustainability, using protective gear and eco-friendly cleaning agents to maintain a clean and environmentally conscious working environment. Interact with guests to address specific requests or concerns related to laundry services, showcasing excellent customer service skills with a commitment to meeting guest expectations while promoting sustainable practices. • Collaborate with housekeeping and other departments to coordinate the timely delivery of clean linens and uniforms, emphasizing the importance of sustainable practices throughout the process. • Play a role in training new staff members on sustainable laundry procedures, equipment operation, and quality standards, aligning with the hotel's commitment to eco-friendly practices. • Efficiently collect and issue uniforms and linen, incorporating sustainability practices in every aspect of the process. • Maintain cleanliness and organization in storage and distribution areas, promoting a sustainable and eco-friendly work environment. • Report any linen and uniform shortages or discrepancies promptly, emphasizing the importance of sustainability in resource management. • Demonstrate familiarity with all equipment within the laundry room, ensuring work 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>practices align with the Workplace Health & Safety Act and incorporating sustainability practices.</p> <ul style="list-style-type: none"> • Pick up/deliver laundry/valet from/to guest rooms with a focus on minimizing environmental impact. • Maintain the uniform conveyor system in good working condition, incorporating sustainable maintenance practices. • Perform unexpected duties as requested, including spill cleaning, with a commitment to sustainable solutions. • Fulfill additional duties as necessary and assigned by the Executive Housekeeper, integrating sustainability into all aspects of the role. 	
Pastry Chef de Partie	<ul style="list-style-type: none"> • Knowledge in Emergency Preparedness • Good communication, analytical and interpersonal skills • Experienced in conducting Security Assessment and report writing. • Conversant with presentation preparations and multimedia • Responsible, result orientated and good team player. • Quick thinking in dealing with a situation. • Self-starter with drive and passion. 	<p>To create optimum customer satisfaction by providing the highest standard of food quality and presentation according to hotel procedures. Strive to exceed guest expectation and bring the culinary team to greater heights. Always act in a professional manner using the company's Mission, Purpose and Values.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Execute and oversee the preparation of various pastries, desserts, and baked goods according to standardized recipes. Ensure high-quality presentation and taste of all pastry items. • Contribute to the development and improvement of pastry recipes. Stay updated on industry trends and incorporate innovative ideas into the dessert menu. • Maintain high standards of food quality, consistency, and 	<ul style="list-style-type: none"> • 5 days work week • Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>hygiene. Conduct regular inspections to ensure that all pastry products meet the established standards.</p> <ul style="list-style-type: none"> • Supervise and coordinate the work of the pastry team. Provide guidance and training to junior pastry chefs and assistants. • Monitor and manage inventory levels of pastry ingredients. Place orders for supplies to ensure the availability of necessary ingredients. • Oversee the proper use and maintenance of pastry equipment. Report any malfunctioning equipment and coordinate repairs or replacements. • Ensure that all food safety and sanitation standards are strictly followed. Implement and enforce proper hygiene practices within the pastry department. • Coordinate with other kitchen departments to ensure smooth overall kitchen operations. Communicate effectively with the culinary team to synchronize efforts. • Collaborate with front-of-house staff to address customer inquiries and special requests. Be prepared to discuss and recommend pastry items to customers. • Ensure compliance with local health and safety regulations and food handling guidelines. • Stay informed about new techniques, ingredients, and trends in the pastry and baking industry. Attend workshops or training sessions to enhance skills and knowledge. • Maintains high personal hygiene, dress, uniform, and body language standards, 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		representing the hotel professionally in all situations.	
Pastry Demi Chef	<ul style="list-style-type: none"> • Minimum 2 years of experience in bakery & pastry field, preferably with hotel experience. • Certificate in Patisserie. • Ability to work independently, as well as in a team. 	<ul style="list-style-type: none"> • Follow established recipes and guidelines to prepare a variety of pastries, desserts, and baked goods. • Ensure accurate measurements and adherence to quality standards. • Operate baking equipment such as ovens, mixers, and pastry tools. Monitor baking times and temperatures to achieve desired results. • Prepare and measure ingredients before starting the baking process. Handle and store ingredients properly to maintain freshness and quality. • Collaborate with senior chefs to contribute ideas for new pastry items and desserts. • Assist in the development of seasonal or special menu items. • Pay attention to the visual appeal of pastries, ensuring they are presented attractively. Use creative techniques for decorating and garnishing desserts. • Maintain high standards of quality for all pastry items. • Conduct taste tests and inspections to ensure consistency and flavor. • Adhere to food safety and sanitation guidelines. Keep the workstation clean and organized. • Assist in managing inventory levels of pastry ingredients. Report any shortages or expired products to the appropriate authority. 	<ul style="list-style-type: none"> • 5 days work week • Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work closely with other kitchen staff and chefs to coordinate the timing of pastry production with other menu items. • Communicate effectively within the kitchen team. Learn from and assist senior experienced chefs in the kitchen. • Stay updates on new techniques and trends in pastry and baking. Collaborate with front-of-house staff to address customer inquiries or special requests. • Receive and incorporate feedback to improve pastry offerings. • Keep the assigned section clean, organized, and well-stocked. • Adhere to food safety and sanitation standards to maintain a hygienic working environment. • Maintains high personal hygiene, dress, uniform, and body language standards, representing the hotel professionally in all situations. 	
Restaurant Team Leader	<ul style="list-style-type: none"> • Current team leader or supervisor in a 5-star hotel's All Day Dining restaurant with 1 year of experience will be preferred. • High level of flexibility and adaptability. • Fluent in written and spoken English. • Technology savvy and Computer literate. 	<ul style="list-style-type: none"> • Able to prepare basic beverage in accordance to standards. • Responsible for the daily operations of the outlet and oversee all issues pertaining to guest's dining experience. • Able to anticipate guest's needs and respond to their requests smoothly and efficiently. • In-charge of training and motivating staff to ensure the highest standard of service and presentation. • Demonstrates a good working relationship with 	<ul style="list-style-type: none"> • 5 days work week • Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Able to perform rotating shift, including weekends and public holidays. 	<p>other departments with a high level of communication and cooperation.</p> <ul style="list-style-type: none"> Well versed in cashiering process. Assist in the development of policies, procedures and budget. Performs other adhoc duties assigned to by the Restaurant Manager. 	
Sales Administrator	<ul style="list-style-type: none"> At least 1 year working experience in a hospitality and service related industry within customer service and/or sales administration Min GCE O/A Level/NITEC/Diploma in any discipline High adaptability and flexibility Knowledge in Microsoft office skills and Excel Diploma and/or Certificate in Business Administration 	<ul style="list-style-type: none"> Reporting to the Director of Sales, the Sales Administrator will provide administrative support and other office based duties for the team to ensure the day-to-day productivity and requirements of the team are achieved. In-charge for all correspondence between the sales team and their customers Responds promptly to emails and phone requests for information or quotes Prepare proposals, maintain and update customer records accurately Assist with production reports or any relevant reports for Director of Sales and Director of Sales & Marketing Assists with coordinating with Room Controller with showroom keys and familiarisation trips, site inspections at the hotel level when required Conducts telesales activities at the direction of the Director of Sales and Director of Sales & Marketing Other ad hoc duties, such as assisting with travel functions, business functions or as 	<ul style="list-style-type: none"> 5 days work week Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		required/directed by the Director of Sales/Director of Sales & Marketing	
Sales Manager	<ul style="list-style-type: none"> Minimum Diploma in hospitality management Minimum 5 years of sales experience and at least 2 years experience in a luxury hotel with proven sales track record will be of an advantage Relevant experience in handling Corporate/MICE/L Leisure segment Driven, self-motivated individual with excellent interpersonal, oral and written communication skills Good influencing skills and the ability to effectively deal with internal and external customers An excellent team player who is able to work under pressure and meeting tight deadlines Solid negotiation and presentation skills 	<ul style="list-style-type: none"> Reporting to the Director of Sales & Marketing or designate, the Sales Manager will assist the Director of Sales to increase Corporate/MICE or Leisure client base through consistent solicitations while establishing trust and rapport with clients to generate and boost revenues for the Hotel. <p>Responsibilities:</p> <ul style="list-style-type: none"> Responsible for designated portfolio for the hotel – industry expert in the portfolio. Clear understanding of the hotel's business strategies then set goals and to determine action plans to meet those goals. Update action plans and financial objectives quarterly. Versatile in selling various components for the hotel (F&B / Catering / Weddings). Analyses current and potential markets/trends, coordinates all activities to maintain and increase revenue through added business volume and increase guestroom rate. Continuously solicits for new business that expands our client base using action plans focused on the market segment identified by the Director of Sales. Conducts daily sales calls, site inspections & 	<ul style="list-style-type: none"> 5 days work week Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>entertainments to strengthen ties with Corporate/ MICE or Leisure clients.</p> <ul style="list-style-type: none"> • Provide after-sales service and in particular to ensure all guests feedbacks are brought to management's attention and communicate with the respective departments for proper handling. • Ensure that all feedbacks are reviewed, investigated and initiate follow-up action. • Closely following up on all business leads within a 24 hour response time line to clients. • Works closely with other sales associates and calls in on important customers and establishes multiple levels of contacts within the client's organisation. • Familiarize with latest market trends and new business development opportunities and activities. • Work closely with Revenue Management Team to ensure proposed rate negotiations meet the financial needs of the hotels. • Always provide the highest quality of service to the clients. • Practices professional account qualification on consistent basis. • Attends tradeshow, travel functions, major business functions or as required/directed by the Director of Sales/ Director of Sales and Marketing. • Responsible for an assigned sales target in 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>accordance to market segment.</p> <ul style="list-style-type: none"> • Prepares periodic sales reports showing sales volume, potential sales and areas of proposed client base expansion. • Takes ownership of daily sales activities and maximise the productivity by following a system of weekly and monthly action plans. • Work closely with assigned buddy during absence & render assistance. • Manages and develops relationships with key internal and external stakeholders. • Proficient in Compset hotel champion & market intelligence. 	
Senior Restaurant Team Leader	<ul style="list-style-type: none"> • Current team leader or supervisor in a 5-star hotel's All Day Dining restaurant with 3 years of experience will be preferred. • High level of flexibility and adaptability. • Fluent in written and spoken English. • Technology savvy and Computer literate. • Able to perform rotating shift, including weekends and public holidays. 	<ul style="list-style-type: none"> • Able to prepare basic beverage in accordance to standards. • Responsible for the daily operations of the outlet and oversee all issues pertaining to guest's dining experience. • Able to anticipate guest's needs and respond to their requests smoothly and efficiently. • In-charge of training and motivating staff to ensure the highest standard of service and presentation. • Demonstrates a good working relationship with other departments with a high level of communication and cooperation. • Well versed in cashiering process. • Assist in the development of policies, procedures and budget. 	<ul style="list-style-type: none"> • 5 days work week • Locations: 3 Upper Pickering Street ParkRoyal on Pickering S(058289)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Performs other adhoc duties assigned to by the Restaurant Manager. 	

#10 PlayFACTO School

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Student Care Teacher/Senior Teacher	<ul style="list-style-type: none"> Happy individuals who can inspire and guide students with patience and positivity. Demonstrates exceptional work ethics and maintains high integrity. Displays a positive attitude when encountering challenges. Deep passion for working with children and fostering their love for the learning process 	<ul style="list-style-type: none"> Facilitate character development initiatives and interactive activities for students with the use of in-house materials. Supervision primary school children (primary 1 to 6) to ensure completion of daily homework Provide emotional support, conflict resolution, and positive reinforcement. Ensure safety and timely transfer of children from school to student centre Regular liaison with parents and guardians regarding children's progress and behaviour Administrative work (sales, collection of fees, and collection of forms) and upkeep of centre premises Any other ad-hoc duties as delegated by Centre Head 	<ul style="list-style-type: none"> 5 days per week 10am – 7pm
Student Care Chinese Teacher	<ul style="list-style-type: none"> Prior working experience in a relevant role, preferably at the primary level. Demonstrates exceptional work ethics and maintains high integrity. Displays a positive attitude when encountering challenges. Deep passion for working with children and 	<ul style="list-style-type: none"> Facilitate character development initiatives and interactive activities for students with the use of in-house materials. Supervision primary school children (primary 1 to 6) to ensure completion of daily homework Provide emotional support, conflict resolution, and positive reinforcement. Ensure safety and timely transfer of children from school to student centre Regular liaison with parents and guardians regarding 	<ul style="list-style-type: none"> 5 days per week 10am – 7pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	fostering their love for the learning process	children's progress and behaviour <ul style="list-style-type: none"> Administrative work (sales, collection of fees, and collection of forms) and upkeep of centre premises Any other ad-hoc duties as delegated by Centre Head 	
Tealady/Cleaner	<ul style="list-style-type: none"> No prior experience necessary. Enjoy working in a children/school setting 	<ul style="list-style-type: none"> Ensure a high standard of cleanliness and hygiene in all areas of the educational facility, including classrooms, common areas, and restrooms. Keep track of cleaning supplies inventory, restocking as necessary, and promptly report any maintenance or supply needs to the Centre Head. Preparation of teabreak fares Provide administrative support to the school staff 	<ul style="list-style-type: none"> 5 days per week 10am – 5pm Location: 11 Northshore Drive S(828670)
Tealady/Cleaner	<ul style="list-style-type: none"> No prior experience necessary. Enjoy working in a children/school setting 	<ul style="list-style-type: none"> Ensure a high standard of cleanliness and hygiene in all areas of the educational facility, including classrooms, common areas, and restrooms. Keep track of cleaning supplies inventory, restocking as necessary, and promptly report any maintenance or supply needs to the Centre Head. Preparation of teabreak fares Provide administrative support to the school staff 	<ul style="list-style-type: none"> 5 days per week 10am – 5pm Location: 11 Northshore Drive S(828670)
Enrichment Programm Trainer	<ul style="list-style-type: none"> Degree/Diploma in any field, Higher NITEC, NITEC, or GCE 'A' Level Minimum age of 18 Proficient in English Enthusiastic individuals passionate about educating 	<ul style="list-style-type: none"> Conduct Creative Math and Coding & Robotics lessons with enthusiasm Able to handle and interact with children from 3 to 12 years old. Up to 8 students per class Coach students using diverse methods to address their learning needs 	<ul style="list-style-type: none"> 3 day's work week 2pm – 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>preschool and primary school children</p> <ul style="list-style-type: none"> • Ability to multitask in a fast-paced, dynamic environment • Strong team player with excellent interpersonal communication skills • Maintains a positive attitude when encountering challenges • Experienced working with children preferred; however, applicants without experience may also apply. 	<ul style="list-style-type: none"> • Monitor and track students' progress • Provide regular feedback to parents/guardians regarding students' learning progress • Evaluate and maintain accurate records of students' progress • Grade student workbooks to assess learning levels • Available to work weekday afternoon and weekend • Training will be provided 	
Enrichment Programm Trainer	<ul style="list-style-type: none"> • Degree/Diploma in any field, Higher NITEC, NITEC, or GCE 'A' Level • Minimum age of 18 • Proficient in English • Enthusiastic individuals passionate about educating preschool and primary school children • Ability to multitask in a fast-paced, dynamic environment • Strong team player with excellent interpersonal communication skills • Maintains a positive attitude when encountering challenges 	<ul style="list-style-type: none"> • Conduct Creative Math and Coding & Robotics lessons with enthusiasm • Able to handle and interact with children from 3 to 12 years old. Up to 8 students per class • Coach students using diverse methods to address their learning needs • Monitor and track students' progress • Provide regular feedback to parents/guardians regarding students' learning progress • Evaluate and maintain accurate records of students' progress • Grade student workbooks to assess learning levels • Available to work weekday afternoon and weekend • Training will be provided 	<ul style="list-style-type: none"> • 3 day's work week • 2pm – 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Experienced working with children preferred; however, applicants without experience may also apply. 		

#11 Singapore Aero Engine Services Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Lineside Engineer	<ul style="list-style-type: none"> Required to work on rotating shift Willing to work in Changi area Degree in Mechanical/Aerospace Engineering discipline or equivalent (Candidates with relevant Diploma and work experience may be considered) A good team player with good communication skills Possess good analytical and technical problem-solving skills Good knowledge of material and component repair processes would be useful 	<ul style="list-style-type: none"> HSE – Practice full compliance to Health, Safety & Environmental Standards and meet the expectations of the Zero Harm programme. Product Safety – Understand product safety risks and work on mitigation to meet the required safety levels supporting requirements of the Company's Safety Management System. Quality – Perform investigation on Engines/Modules and piece part level (including component repair) rejected from service. Produce Technical Summary on strip findings and work performed on Engines and Modules including investigation. Support findings review & provide technical disposition to problems. Lean/Improvements – Identify opportunities for new or improved manufacturing processes to meet current or future requirements. Identify, capture and share best practice; capture and utilize lessons learned working closely with Operation & Cell Manufacturing Engineers. Lead – Act as Technical Authority for engineering during the shift using standards set to make quick/prompt technical decisions in relation to the area of accountability. 	<ul style="list-style-type: none"> 5 days week By Shift Location: 10 Calshot Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Delivery – Manage related technical variances of con-conformances during operational processes (ERRN review & TV request managements including PAF). • Delivery – Review and resolve promptly to ensure operational flow on technical issues/problems/arisings to meet operation requirements. • Delivery – Workspace creep management control that deviates from standard including Work Instructions Clarification. • Delivery – Support FAIR, MSA and time study activities in shift. 	
Manufacturing Engineer (Additive Manufacturing)	<ul style="list-style-type: none"> • Bachelor's Degree in Manufacturing, Material Science, Mechanical Engineering or related field • Possess knowledge (theory and practical) on laser cladding (solid state lasers and blown powder laser) and metallurgical characterization • Understanding of common component repair processes (welding, heat treatment, machining, NDT) and familiarity with digital manufacturing and/or proficiency in CNC programming is an advantage • Experience in beam characterization using commercially available equipment • Ability to read and understand manufacturing drawings and GD&T • Able to multi-task and work well under 	<ul style="list-style-type: none"> • Manage the acquisition, delivery and commissioning of capital equipment, turnkey solutions and ancillary fixtures/ tooling • Industrialize additive manufacturing capability through the development of new process and procedures • Manage the transfer of new products and know-hows from pre-production site to manufacturing site for mass production. Successful candidate will be expected to be posted overseas for training and technology transfer • Implement and deliver new repairs by designing and fabricating new repair fixtures/ tooling; developing process parameters; and validating repair setup through First Article Inspection • Provide technical assistance to all functional departments to meet business objectives • Effectively apply process control (SPC) to monitor, analyze and define errant processes; and to refine processes to reduce variability • Function as on-site technical authority and liaise with 	<ul style="list-style-type: none"> • 5 days week • By Shift • Location: 10 Calshot Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	pressure as an individual/ team <ul style="list-style-type: none"> • Possess good communication, analytical , engineering and project management skills • Good technical problem solving skills, takes ownership and hands-on approach 	technical specialists for laser-related processes. <ul style="list-style-type: none"> • Lead and own laser blown powder deposition activities • Any other duties as assigned by supervisor 	
Manufacturing Engineer (Digital Manufacturing)	<ul style="list-style-type: none"> • Bachelor's Degree in Manufacturing, Material Science, Mechanical Engineering or related field • Possess knowledge (theory and practical) on digital manufacturing and conventional machining • Experience in operating non-contact measurement equipment and Siemens NX multi-axis manufacturing module • Understanding of common component repair processes (welding, heat treatment, NDT) and familiarity with digital manufacturing and/or proficiency in CNC programming is an advantage • Ability to read and understand manufacturing drawings and GD&T • Able to multi-task and work well under pressure as an individual/ team • Possess good communication, analytical , 	<ul style="list-style-type: none"> • Manage the acquisition, delivery and commissioning of capital equipment, turnkey solutions and ancillary fixtures/ tooling • Industrialize adaptive manufacturing capability through the development of new process and procedures • Manage the transfer of new products and know-hows from pre-production site to manufacturing site for mass production. • Successful candidate will be expected to be posted overseas for training and technology transfer • Implement and deliver new repairs by designing and fabricating new repair fixtures/ tooling; developing process parameters; and validating repair setup through First Article Inspection • Provide technical assistance to all functional departments to meet business objectives • Effectively apply process control (SPC) to monitor, analyze and define errant processes; and to refine processes to reduce variability • Function as on-site technical authority and liaise with technical specialists for CAM and non-contact measurement related repair processes. • Lead and own CAM and non-contact measurement activities 	<ul style="list-style-type: none"> • 5 days week • By Shift • Location: 10 Calshot Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	engineering and project management skills <ul style="list-style-type: none"> • Good technical problem solving skills, takes ownership and hands-on approach 	<ul style="list-style-type: none"> • Any other duties as assigned by supervisor 	
Quality Engineer	<ul style="list-style-type: none"> • Knowledgeable in MS office, SAP, 8D Investigation, Power BI (Preferred) • At least 5 years of relevant working experience in relevant industry • Experience for Cross Functional Team Quality Engineer • Degree holder from relevant industry 	<ul style="list-style-type: none"> • Monitoring and renewing of license/ service agreement expiry for Shops/ Restaurant • Tracking and follow ups on repair and maintenance, licensing, and contract matters. • Proper record of movement of equipment or from Outlets or shops • Follow up on Delivery platforms and point of sales issues. • To coordinate with other departments on all operations issues • Recording of Monthly Admin expenses • To assist in all administrative duties for HQ office 	<ul style="list-style-type: none"> • 5 days week • By Shift • Location: 10 Calshot Road
Executive/Senior Executive, HSE and Facilities	<ul style="list-style-type: none"> • Diploma / Degree in Facilities / Building management or Engineering or equivalent • At least 3 years of relevant working experience in the building industry preferred • Good knowledge and understanding of the building industry and regulations • Good knowledge and experience in the development and application of IT in building management or infrastructure software systems 	<ul style="list-style-type: none"> • Manage site Facility Management and Health Safety & Environment (FMHSE) to meet Safety Quality Cost Delivery People (SQCDP) Key Performance Indicators • Manage facilities preventive and breakdown maintenance work for Hard and Soft Services (mechanical & electrical system, building, landscaping, cleaning, pest control etc.). • Work with Cross Functional Teams (C FT) within the Operating System to continuously improve performance and strengthen culture • Analyse FMHSE data and recommend best practices and/or new technologies (e.g., Smart Facility) to improve efficiency and enhance work processes • Provide FMHSE technical inputs in the procurement of products, 	<ul style="list-style-type: none"> • 5 days week • By Shift • Location: 10 Calshot Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>services and administration of contracts.</p> <ul style="list-style-type: none"> Review system operating and building conditions to recommend for cyclical replacement, repair & renovation work including responding to fault alerts Conduct FMHSE incident investigation and/or validate completed investigation root cause and submission of the required reports Implement the FMHSE audit and inspection plan and conduct risk-based compliance checks to report on the adequacy and effectiveness of the controls Ensure timely closure of FMHSE corrective and preventive actions from various drivers and evaluate/monitor for effective implementation Liaise and coordinate with sub-contractors/vendors and ensure works/services delivery are completed on time, as per contract requirements and complying with controls identified in risk assessments Support the HSEF strategy and undertake the role/tasks appointed Perform the role of FSM and/or WSHC or WSHO, as required and support internal and external certification audits (e.g., ISO45001, ISO14001 and ISO50001) <p>Note: This role may require travelling between SAESL sites (Calshot, Loyang and CK warehouse).</p>	
Technical Service Engineer	<ul style="list-style-type: none"> Degree in Aeronautical / Manufacturing / Mechanical Engineering (Candidates with Aeronautical / 	<ul style="list-style-type: none"> Liaise with customers and OEM to determine the workscope for Engines and Modules. Create specific work instructions for Engines and Modules. 	<ul style="list-style-type: none"> 5 days week By Shift Location: 10 Calshot Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Manufacturing / Mechanical</p> <ul style="list-style-type: none"> • Diploma and relevant experience will be considered). • Candidates without experience will be considered. • Good knowledge of high bypass gas turbine engines. • Good communication, analytical, engineering and project management skills. • Good technical problem-solving skills. 	<ul style="list-style-type: none"> • Evaluate OEM technical publications for shop's readiness to perform the tasks. • Provide technical support on Engines and Modules strip findings. • Produce Technical Summary on strip findings and work performed on Engines and Modules. • Raise Technical Variance requests to OEM where necessary to accept findings beyond limits. • Provide Engineering support on Sentencing and Kitting activities. • Perform investigation on Engines and Modules rejected from service and produce technical reports on investigation findings. • Create engine test instructions and support test trouble-shooting 	
Procurement Executive (Strategic Procurement)	<ul style="list-style-type: none"> • Proficient in MS Office Skills (Excel, Word, PowerPoint) SAP (MM Module) proficiency • Good business writing and communication proficiency • Strong understanding of costing and negotiation techniques • Experience in process improvement and project management • Able to work in fast paced environment 	<ul style="list-style-type: none"> • Generate, expedite and track POs to completion. Generate daily Procurement reports. • Vendor Approval update (AVL) Open PO Report and update. • Comply and uphold all procurement processes and policies. • Responsible for compliance with Company Guidelines, Policies and Procedures. • Maintain files and documentation for audits. • Sourcing & procurement of indirect material & services necessary (goods and services not related to engines builds to enable it to maintain and develop the operations) • Negotiate with existing & prospective suppliers for the best terms & conditions and 	<ul style="list-style-type: none"> • 5 days week • 830am – 606pm • Location: 10 Calshot Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>maintain relationships on strategic or critical supplies</p> <ul style="list-style-type: none"> • Work with various departments on the smooth kick-off of projects and tenders • Vendor Management addressing quality, cost and delivery issues and vendor evaluation for performance • Data Analytic and data compilation for decision making • Employ creativity and innovation to effectively manage their budget while seeking out cost savings from suppliers. • Develop and build strategic partnership with key vendors • Conduct extensive research into future developments within various markets, ensuring they remain up to date with industry knowledge. • Support localization programs and initiate cost-reduction activities set by the management from time to time or on a regular basis and to meet those targets • Build rapport with various internal and external stakeholders to identify cost saving opportunities if appropriate • Lead in process improvement and cost saving projects • Responsible for compliance with Company Guidelines, Policies and Procedures • Comply and uphold all procurement processes and policies • Support monthly reporting for management review as needed • Manage daily operational purchasing activities • Build strong working relationships with both internal stakeholders and key suppliers 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Manage contract negotiation based on standard contract template Assist in performing all other relevant procurement activities within the scope as outlined above Other administrative tasks as and when assigned/required to ensure purchases can be carried out smoothly, timely, and in compliance 	
Head, General Repair	<ul style="list-style-type: none"> Degree/diploma with 8/10 years of related engine/component repair work experience 	<ul style="list-style-type: none"> To lead, inspire and coach a Cross Functional Team within a defined Operational Cell within the SAESL Operating System. Accountable for ensuring that customer requirements & commitments are fully met, measured against the agreed performance and standards (HSE, Quality, Costs, Delivery & People). HSE - To drive towards a performance and culture of Zero Harm, and take all reasonable & practicable measures to ensure the safety and health of the staff in the areas of responsibilities. Ensure the team is trained and compliant to safety standards, drive environmental targets and promote wellbeing. HSE - To be accountable to ensure the work areas and equipment are risk assessed with appropriate control measures implemented and communicated with the staff in the areas of responsibilities. Product Safety - To be accountable to ensure all work is carried out in compliance with the required standards to ensure conformance to the engineering specifications and requirements of the Company's Safety Management System, and for promoting a product safety culture in the Cell. Safety & Quality - To drive and promote a Behavioral Based Safety Culture. Advocate 'Speak Up' and embed the elements of Narrate & Demonstrate with the staff in the areas of responsibilities. 	<ul style="list-style-type: none"> 5 days week 830am – 606pm Location: 10 Calshot Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Quality - To drive Zero Defects. Work with all functions to reduce risks and drive product and service Right-First-Time. Ensure compliance to all relevant company's legislative & technical policies, standards, and all regulatory requirements. • Cost - To develop and manage agreed people budget (headcount, productivity, absenteeism). Understand and manage the Cell cost centre budget, and work with the Team to drive productivity and optimise OPEX costs. • Delivery - To deliver our products and services to customer requirements & commitments on time and to the right quality & safety. • People - Develop and motivate the team members ensuring they are trained, capable and effective. To review and manage proactively the training & development of the staff, and ensure the resources (including level of approval holders) within the Cell meets the current and future capacity requirements. • People - Ensure the individuals within the team has clearly defined accountabilities, responsibilities and objectives that are aligned to achieve the business goals and targets. • Lean - To ensure that all relevant SAESL Operating System minimum standards are fully deployed and sustained within the business in support of performance objectives and coaching the team to fully participate in continuous improvement. Ensure the Cell's One Improvement Plan is defined, managed and delivered per the plan. • Lead - To inspire the team to consistently deliver high levels of performance through facilitation, coaching, and demonstration of lean leadership behaviours. Motivate, delegate and empower team members to act and make decisions in alignment with the Company's OPM and regulatory requirements. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Planning & Control - Plan using appropriate Load & Capacity tools and manage bottlenecks & constraints to achieve flow through the cell. Understand and manage WIP (including slow moving WIP), and drive to meet business targets (current & future demands). Assets - To optimise the performance of operational assets in order to maximise facility productivity and meet current and future customer demand. Understand current constraints and develop a future state requirements / improvements. Capability & Technology - To identify and propose the level of resources, technology and investments as required to enable the Cell to sustain and grow its capability and capacity to achieve planned objectives. 	
Technical Service Engineer (Data Analytics)	<ul style="list-style-type: none"> Minimum a Degree in Manufacturing / Mechanical / Computer Science Engineering Familiar with use of Power BI and Minitab Able to code in Python and is familiar with the use of libraries such as NumPy, Pandas, Scikit-learn and Tensorflow. Some familiarity in programming with VBA, SQL and or C# would be advantageous. Possess good skills in communication, analytics, statistics, data wrangling and business reporting. Knowledge of MRO or component repair processes (e.g. Welding, Plasma, Machining, Coating, 	<ul style="list-style-type: none"> Design and build analytical tools to provide insight to related engineering KPIs not limited to assembly process, repair yield, repair callout, Right First Time, Turn Around Time etc. Based on big data, derive predictive solutions to provide guidance to the business including the forecasting of cost, parts replacement / repair, engine workscope, performance, etc. Automate manual processes, optimize data delivery redesigning infrastructure for greater scalability of extraction, transformation and loading of data. Identify, design and implement internal engineering business process improvements that will benefit data collection, Extraction, transformation, loading and analysis. Create and maintain Optimal Data pipeline and architecture to assemble large, complex data sets that meet business requirements. 	<ul style="list-style-type: none"> 5 days week By Shift Location: 10 Calshot Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>etc) would be an advantage.</p> <ul style="list-style-type: none"> • Loves problem-solving, taking ownership and having a hands-on approach. • Ideally 2 years of experience in a similar capacity in the aviation industry/ Fresh Graduates and engineers (from non-aviation industry) with relevant experiences are welcome too. 	<ul style="list-style-type: none"> • Use Data Analytics to identify trend and propose potential Life Cycle Cost initiative for win-win benefit. • Work with other engineering teams to assist with data related technical issues and analysis. • Use existing data and engineering knowledge to develop and validate time required to perform a repair. • Lead technical discussion with internal and external stakeholders such as Operations, OEM, customer to agree issues such as yield, rework, time required for process etc. 	
Technician (NDT)	<ul style="list-style-type: none"> • NAS410 L2 certification in FPI/MPI/ECI/UT/RT would be an advantage • Knowledge and experience in chemical/mechanical cleaning preferred • At least 2 years relevant working experience • Applicants must be able to meet near vision & color perception requirement 	<ul style="list-style-type: none"> • Perform visual and NDT inspection • Perform manual/mechanical/chemical cleaning • Work closely in accordance with Standard Operating Procedures, Data Cards, Process Controls to achieve the highest quality of work. 	<ul style="list-style-type: none"> • 5 days week • By Shift • Location: 10 Calshot Road

#12 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Concerned about your Job Security in this period?

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>

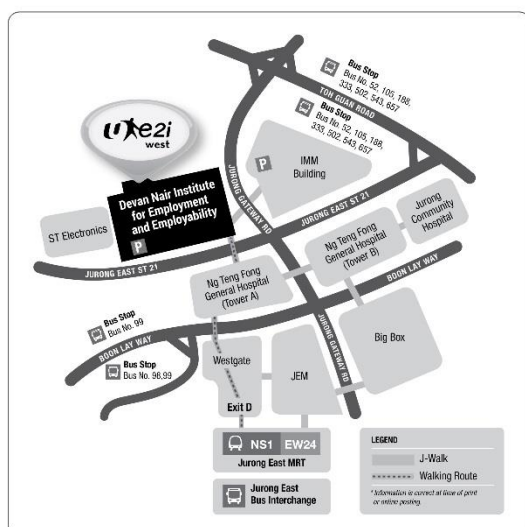


You can also reach them at the following centres (By appointment only):



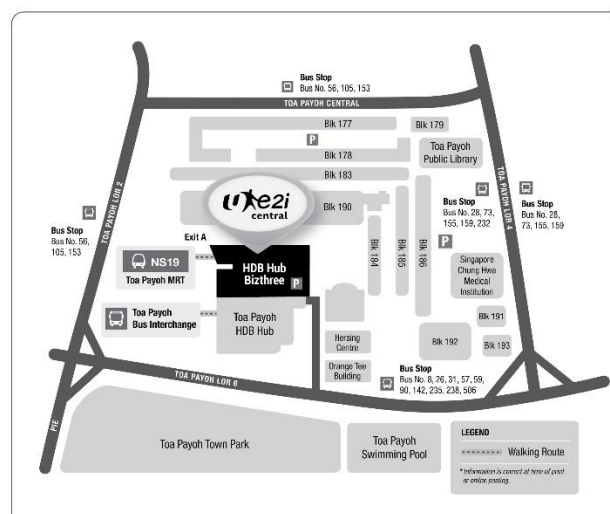
e2i west

Devan Nair Institute of Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607



e2i central

HDB Hub Bizthree
490 Lorong 6 Toa Payoh #07-11
(Lift Lobby 1) Singapore 310490



Operating Hours: Monday till Friday: 9am to 5pm
Saturday: 9am to 1pm
Sunday & Public Holiday: Closed

NTUC Job Security Council's Telegram Channels

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

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



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>



#13 NTUC Union Membership

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NTUC Union Membership



Protection

Guidance and support for workplace matters

Training

Training benefits to boost your employability

Cost of Living

Exclusive deals to save on daily necessities and expenses

Financial Adequacy

Resources to help you make the best financial decisions

Family & Health

Benefits for your loved ones in education, healthcare and eldercare services

Sign up today!

