



Employment and Employability Institute

JOB LISTING BOOKLET

Heart2Work: Where Compassion meets Career [25 Sept 2025]



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

About e2i (Employment and Employability Institute)

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

Only for Singaporeans & Permanent Residents

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#1 Griffin HR Consultancy Pte. Ltd.

Griffin HR Consultancy offers a comprehensive range of human resources services, including Permanent, Temporary, Head Hunting, and Contract Staffing. In addition to these core offerings, we specialize in Recruitment Process Outsourcing (RPO), Business Process Outsourcing (BPO), and Payroll Services.

Our goal is to provide businesses with strategic, end-to-end workforce solutions that are specifically tailored to meet their unique needs.

With a commitment to excellence and a focus on flexibility, we take the time to understand both our clients' goals and candidates' career goals. This allows us to deliver custom solutions that enhance productivity, drive business growth, and ensure the right fit for every position.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Clinic Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage clinic front desk duties such as appointment scheduling, handling phone inquiries and patient check in/ out. • Maintain accurate medical records. • Handle payments and process insurance claims. • Assist healthcare professionals with procedures such as preparing examination rooms, sterilize instruments, etc. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Min NITEC in any field • Prior experience in healthcare industry is highly advantageous • Must be comfortable working weekends and public holidays 	<ul style="list-style-type: none"> • Working hours: 8 hours • 5.5 working days per week • Postal code: 530210, 560338
Hair Therapist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conduct consultations with thorough hair and scalp analysis using diagnostic tools and techniques. • Recommend personalised haircare solutions to address client's concerns based on factors such as lifestyle and hair history. • Perform professional scalp therapies, hair treatments and restorative procedures. • Advise clients on suitable shampoos, conditioners, serums, and haircare products for at-home maintenance. • Ensure a comfortable, hygienic, and relaxing environment for all clients to build rapport and encourage repeat visits. • Maintain cleanliness and sanitation of workstations, tools, and equipment according to health and safety regulations <p>Pre-requisites</p> <ul style="list-style-type: none"> • Min. Certification in Haircare, Cosmetology or relevant • Experience in hair and scalp treatments is highly advantageous 	<ul style="list-style-type: none"> • Working hours: 8 hours • 5 working days per week • Location: multiple locations

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Haircare Consultant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide consultations and advise customers on possible treatments and solutions in a professional manner. • Perform hands-on hair and scalp treatments on customers. • Attend to phone calls and handle point of sales system when needed. • Follow up with customers after treatments. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Prior sales experience in a spa/ salon setting is highly advantageous. • Able to work on weekends and public holidays, based on a rotating schedule. 	<ul style="list-style-type: none"> • Working hours: 8 hours • 5 working days per week • Location: multiple locations
Medical Claims Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Process all medical claims in line with policy coverage and eligibility while verifying supporting documents to ensure accuracy. • Respond promptly and professionally to enquiries from patients, providers, and insurance partners regarding claim status and requirements. • Handle escalations and work with relevant parties to resolve disputes and discrepancies. • Maintain accurate and up-to-date claim records, ensuring that claims are processed in compliance with regulatory requirements. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Min. Diploma in Healthcare Management, Business Administration or relevant. • Prior experience in healthcare administration is highly advantageous. • Proficient in Microsoft Office and claims softwares. 	<ul style="list-style-type: none"> • Working hours: 8 hours • 5.5 working days per week • Postal code: 530210, 560338
Pharmacy Inventory Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage inventory and update stock records of pharmacy. • Monitor stock levels and ensure adequate supply levels, maintaining accurate data and organized warehouse storage. • Coordinate monthly projections of stock and ad hoc transfers <p>Pre-requisites</p> <ul style="list-style-type: none"> • Min 1 year experience in retail inventory management or pharmacy technician roles. • Min. 'O' Levels • Knowledge in medication is a plus 	<ul style="list-style-type: none"> • Working hours: 8 hours • 5.5 working days per week • Postal code: 530210

#2 NTUC Health Co-operative Ltd

NTUC Health is an NTUC enterprise that provides a comprehensive and integrated suite of quality and affordable health and eldercare services to meet the growing needs of families and their dependents. Building on close to three decades of experience and expertise, NTUC Health is among the largest providers of active ageing, senior day care, nursing home, and home personal care services in Singapore. We also serve vulnerable seniors, and a sheltered senior group home. In addition, we run a family medicine clinic.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Community Care Associate	<p>Key Responsibilities</p> <p>As a Community Care Associate, you contribute directly to our seniors' everyday happiness and quality of life. You are an integral part of a motivated care team that ensures our seniors leave our centres happy and look forward to returning everyday. You do this through our person-centred care model that encourages our seniors' independence and stimulates their cognitive and physical functions, whilst also looking after their care needs. You will continue to grow in your role with support and training from our dedicated team of professionals.</p> <p>You will assist in the day-to-day operations of the centre by carrying out the following duties:</p> <p><u>Clinical skills</u></p> <ul style="list-style-type: none"> Assist in serving & witness pre-packed medication / apply to prescribe a topical medication Assist in client health monitoring & assessment Assist in the implementation of an Initiate Care Plan (ICP) Monitor & provide feedback on ICP activities Provide Dysphagia care & Eatsafe protocol Support client on distressed <p><u>Functional skills</u></p> <ul style="list-style-type: none"> Assist in Modified Barthel Index (MBI) assessment Plan & conduct activities Conduct structured and interactive activities Perform Basic Activities of Daily Living (ADL) Assist with Passive Range of motion exercises (PROM) Assist with and implement individual therapy <p><u>Operational skills</u></p> <ul style="list-style-type: none"> Perform escort duties & build rapport with residents and their family members Response to service challenges Manage workplace challenges with resilience (relationship & emotional support) <p>Pre-requisites</p> <ul style="list-style-type: none"> Nitec / Diploma / Certificate in Healthcare or equivalent course 	<ul style="list-style-type: none"> Working hours: Expected shift hours from 7 am to 4.30 pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, and 9.30 am to 7 pm 5 days per week Postal code: 408935

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Some experience in social service or the healthcare industry would be an advantage Facilitation skills and healthcare knowledge would be an advantage 	
Community Care Executive	<p>Key Responsibilities</p> <p>You will be part of an integrated care team that delivers a person-centered care model for our seniors, including people with dementia. Ideally, this person should also be promoting seniors' independence and maintain their cognitive and physical functions. You will assist the Community Care Manager (CCM) in ensuring smooth operation of the Senior Day Care Centre (SCC).</p> <p><u>Care Delivery</u></p> <ul style="list-style-type: none"> Supervise and provide support to the direct care team on the delivery of Assisted Daily Living (ADL) tasks Coordinate and implement senior's individual care plan Supervise and maintain a safe and clean environment Conduct regular engagement with seniors to monitor their cognition and functional well-being Collaborate with healthcare professionals to track and report any concerns or issues Implement programmes as per guidelines and continually seek feedback to improve their effectiveness Tailor centre-based programmes, including intergenerational and volunteer programmes while adhering to the approved guidelines Support the preparation of relevant documentation to assist in incident reporting. <p><u>Stakeholder Engagement</u></p> <ul style="list-style-type: none"> Support Next-of-Kin and Caregiver by providing information and guidance on the client's care. <p><u>Administration & Operations</u></p> <ul style="list-style-type: none"> Maintenance of centre amenities. Transportation arrangements for clients Monitor inventory levels and submit inventory requests to Procurement or Facilities. Liaise with vendors, technicians and facilities management on Support the trialling and evaluation of new equipment or technology, including gathering feedback from users Supervise and support the execution of crisis response Standard Operating Procedures (SOPs) by staff Plan staff roster and manage day-to-day changes. <p><u>Quality Management</u></p> <ul style="list-style-type: none"> Support the Community Care Manager in preparing and gathering documents for Internal and External Audits Supervise and support the execution of new non-clinical SOPs 	<ul style="list-style-type: none"> Working hours: Expected shift hours from 7 am to 4.30 pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, and 9.30 am to 7 pm 5 days per week Postal code: 408935

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>People Management</p> <ul style="list-style-type: none"> • Supervise the delivery of activities by volunteers • Gather feedback on volunteers for re-engagement • Schedule training courses and on-the-job training for staff • Plan and schedule trainings • Conduct on-job training and assessments <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess strong interpersonal and communication skills, both verbal and written. • Be able to work independently and at the same time, be a team player who can work cohesively with all levels. • Be proficient in Google Suite Applications. • Possess a growth mindset and embrace continuous learning and development. • Minimally a Diploma preferably in social service or related discipline. • Experience managing and leading teams will be an added advantage 	
Operations Associate	<p>Key Responsibilities</p> <p>Store</p> <ul style="list-style-type: none"> • Manage day-to-day operations in inventory management e.g. receiving of stocks, weekly distribution of supplies to wards. • Assets management and labelling of assets • Update on stock level and replenishment when required • Improving productivity standards • Issuance and receiving stocks • Create Purchase Requisition and receive Purchasing Order • Ensure orders are met and delivery is carried out in a timely manner • Any other duties assigned. <p>Facilities</p> <ul style="list-style-type: none"> • Conduct general repair and maintenance of premises and equipment • Prepare and arrange rooms in the Home for different functions • Assist in assets movement and labelling of assets • Ensure the key facilities are functional and trigger external maintenance when needed Report to the Reporting Officer of any equipment malfunction or breakdown • Assist in inventory management • Man the Fire Command Centre, CCTV monitoring system, fire safety alarm system and attend to security issues, e.g. activate SCDF when required • Participate as member of the Home's Fire Safety Committee and support Operations to attend to any fire hazard. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 1 years of relevant experience • Knowledge of SAP is an advantage 	<ul style="list-style-type: none"> • Working hours: 8am-3pm / 1pm-8pm • 5 days per week • Postal code: 408935

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Programme Associate/Senior Programme Associate	<p>Key Responsibilities</p> <p>The duties of a Programme Associate are as follows:</p> <ul style="list-style-type: none"> Promote NTUC Health Active Ageing Centres' eldercare services and programmes Conduct/support active ageing programmes and encourage active participation with seniors. The services include" conducting community screening assessments, organizing and conducting active ageing programmes, provide befriending services (conducting home visits) and monitoring their vital signs. Where required, coordinate care and support service through referral or to external agencies. Provide support to seniors at outreach events and programmes. Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner. May be required to perform additional duties and work the weekends or after office hours. <p><u>Senior PA</u></p> <p>Planning and Operations:</p> <ul style="list-style-type: none"> Promote NTUC Health Eldercare services and programmes Develop and implement outreach plans to engage and profile seniors for appropriate follow-up actions Plan, implement and manage the active ageing programs and activities for seniors which are age-friendly and culturally appropriate, and within budget. Collect regular feedback from befrienders on vulnerable seniors' conditions and engage appropriate community partners to address those issues Plan marketing activities and develop publicity materials with the support of the Corporate Communication representative. <p>Partnerships:</p> <ul style="list-style-type: none"> Develop the network and collaborate with community partners and national bodies, for example, RHS, grassroots, social service agencies, NAC, SportSG, etc. on suitable programmes and activities for seniors. Empower and develop active seniors to serve other vulnerable seniors in the community Attend networking sessions and management meetings as required. <p>Administrative work:</p> <ul style="list-style-type: none"> Ensure accurate record keeping and report submissions in a prompt and timely fashion. Support necessary evaluation and all critical reporting processes for the management and funders of the programme. <p>Supervisory role:</p>	<ul style="list-style-type: none"> Working hours: 8.30am - 6pm 5 days per week Postal code: 408935

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Support CIC/Cluster Manager in recruiting, training and supervising staff, Micro jobbers and volunteers to assist with the work of AAC. May require performing additional duties as requested. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum GCE 'A' level or Diploma Fresh graduates will be considered Candidates with GCE 'O' level with some working experience will be considered. Proficient in Google Suite Applications. Able to work independently and at the same time work well as a team player. Genuine interest in engaging our seniors in the community. Possess good interpersonal and communication skills. Pleasant, proactive and highly accountable for the work assigned. 	

#3 MCI Career Service Pte Ltd

With over 19 years in the industry, MCI is a leading recruitment and outsourcing provider in Singapore. Our team of 100+ professionals leverages an extensive network to recruit top talent across diverse sectors. We have successfully placed over 30,00 candidates and served more than 1,000 clients. At MCI, we don't just fill positions – we elevate businesses by connecting them with the right individuals. We promise to deliver only the best services, as we are not here just to help but to make companies interesting!

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Basic Care Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Attend to hygiene needs of patients who require assistance or are Oral feed patients who require assistance with oral feeding. Assist with lifting, moving and transporting of patients Ensure patients safety and facilitate social-emotional support through suitable activities Maintain a clean, well-organised and pleasant environment for all patients Comply with infection control practices when attending to patients Performs other duties assigned by nurse manager <p>Pre-requisites</p> <ul style="list-style-type: none"> Looking for candidates passionate about providing care to patients and comfortable with hands-on job responsibilities. No prior patient care experience is required Minimum qualifications: PSLE or WPLN Good communication and interpersonal skills 	<ul style="list-style-type: none"> Working Days: 5 Days including weekends; 2 or 3 shifts Work Hours: 1st Shift: 7am to 15pm 2nd Shift: 1.15pm to 9.30pm 3rd Shift: 9pm to 7.30am Note that the timings may differ in different wards

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> On-the-job training will be provided 	
Care Coordinator	<p>Key Responsibilities Strategic outcomes and goals include:</p> <ul style="list-style-type: none"> To build relationships with internal (care team) and external stakeholders (patients and caregivers) To contribute to achieving clinical outcomes for preventive health screenings and reduce readmission and escalations to tertiary care, and, to gather social determinants of health pertinent to influencing social and health outcomes in positive ways. Leverage on technology to empower patients to improve health literacy and accessibility to resources Responsible for assisting in coordinating and providing patient care activities. This includes the use of IT systems to track, perform and document established clinical indicators and care given to patients. You will perform basic parameter measurements, close preventive screening and vaccination gaps in relation to national programmes/initiatives. You will provide basic health education to improve patients' knowledge on lifestyle management, social and physical activities through social prescribing, the use of health monitoring devices (eg. home blood pressure, glucose and weight monitoring, as well as advise patients on vaccination requirements) <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma preferred Qualification in health promotion will have an advantage Preferably with some working experience in healthcare Good verbal and written communication skills Pleasant disposition and personality Possess good interpersonal skills, a positive attitude towards work and is a team player Good communication and coordination skills Self-motivated and has interest in patient care Able to communicate in English and a local language/dialect Proficient in Microsoft Office including Excel, Words and Power Point Savvy in navigating IT programs 	<ul style="list-style-type: none"> Working Days: 5 days Work Hours: 830AM - 6PM, SAT 830AM - 1PM
Dental Assistant	<p>Key Responsibilities The jobholder is responsible for assisting the specialist in dental care delivery according to established hospital policies, procedures and standards of dental care and practices.</p> <p>Duties and Responsibilities 1. Primary Responsibilities and Duties (80%)</p>	<ul style="list-style-type: none"> Working Days: Mon to Fri Office Hours, 8.30am to 6pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Responsible for providing four-handed chair-side assistance to specialist in dental treatment and procedures for various disciplines. Responsible for ensuring the instruments and materials are ready for each appointment, and ensuring the instruments and materials are ready for each appointment and ensure the proper maintenance of dental instruments. Comply with Infection Control and maintains Infection Control Standards. Comply with work safety regulations in handling of dental instruments and equipment. Assist in cleaning, sterilizing, sorting and packing of instruments in general sterilization area. Manage inventory in assigned dental operatory and assist in stock ordering. Assist with patient's appointment. Collaborate and co-operate with clinicians and other health-care providers in the smooth delivery of dental care and services. <p>2. Secondary Responsibilities and Duties (20%)</p> <ul style="list-style-type: none"> Participate in service quality activities. Coach and guide the junior staff in dental assisting. Assumes additional responsibilities as assigned by Clinic Supervisor/ Clinic Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum NITEC Certification in Dental Assisting or Equivalent Qualification. Preferably with proficiency in computer skills (MS Office) Good interpersonal and communication skills A team player and able to work independently. Display compassion and have a positive and caring attitude 	
Enrolled Nurse	<p>Key Responsibilities</p> <p>Perform nursing duties</p> <p>Pre-Requisites</p> <ul style="list-style-type: none"> Nitec in Nursing SNB Certified 	<ul style="list-style-type: none"> Working Days: 5 days a week including weekends Work Hours: 2 to 3 shifts
Healthcare Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Attend to patients' care needs in their activities of living, such as personal hygiene, bathing, feeding, lifting, transportation and toileting. Take, record and report vital sign. (temperature, pulse, blood pressure) Observe general condition of patients. Assist nurses and comply with practices while attending to patients. Maintain tidiness of ward, equipment and trolley at all times or assigned. 	<ul style="list-style-type: none"> Working Days: Monday to Sunday (Any 5 days) Work Hours: 5 days 3 shifts, 8 Hours per day (Example: 8am to 5pm / 12pm to 9pm / 11pm to 8am)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-Requisites <ul style="list-style-type: none"> Physically fit up mid 40s Minimum N Level and above Possess HCA experience in hospital/ nursing home Relevant certification or experience in healthcare/ nursing/ nurse aid 	
Patient Service Associate, Inpatient Operations	Key Responsibilities <ul style="list-style-type: none"> Assist in the collection of payment for discharging patients Conduct financial counselling for inpatient stay/charges Perform discharging procedures for patients Obtain follow up appointment for Inpatient patients Help in additional responsibilities as assigned by supervisors Pre-Requisites <ul style="list-style-type: none"> Minimum GCE N Levels with 1 year of working experience in customer service. Strong passion to serve the patients Open to fresh ITE or Diploma grads too, no experience is required, as long as they have a good attitude. 	<ul style="list-style-type: none"> Working Days: Monday to Sunday (Any 5 days) Work Hours: 9am to 6pm / 11am to 8pm (1 day off during weekday and 1 day off during weekend)
Staff Nurse	Key Responsibilities Perform nursing duties Pre-Requisites Valid SNB	<ul style="list-style-type: none"> Working Days: 5 days a week including weekends Work Hours: 2 to 3 shifts
Temp screener admin	Key Responsibilities <ul style="list-style-type: none"> Provide administrative support Manage career counselling Administer record keeping Ad hoc duties assigned Pre-Requisites <ul style="list-style-type: none"> Deployment to secondary schools 	<ul style="list-style-type: none"> Working Days: 5 days Work Hours: Office Hours (as early as 7am; as late as 4pm to 5pm)
Ward Service Associate	Key Responsibilities <ul style="list-style-type: none"> Provide excellent customer service to the patients Serving and clearing food and drinks Check food served against patient meal orders Assist in inventory management Maintain cleanliness in and around workstations Assist nurses to meet patient's nutritional needs Pre-Requisites <ul style="list-style-type: none"> Minimum GCE N level Open Race, Open Gender, Age between 30-60yo Passionate to join healthcare industry No visible tattoos and bright dyed hair colors 	<ul style="list-style-type: none"> Working Days: 5 days work week (Monday – Sunday) Work Hours: 7am–430pm, 10am-730pm (based on roster)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Pharmacist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide general clinical pharmacy services in direct patient care settings independently or in collaboration with a multidisciplinary health care team to promote wellness and optimize medication therapy outcomes for patients with a broad range of disease states. • Provide pharmaceutical care to defined standards and assure the quality use of medicines. • Provide education and training to trainees, pharmacy students, support staff and the public. • Provide guidance to trainees, pharmacy students and support staff and supervise their professional training and development. • Initiate and/or participate in clinical research independently or in collaboration with other health care disciplines and publish abstracts and/or scientific papers in peer reviewed journals. <p>Primary Responsibilities and Duties (90%)</p> <p>Clinical Practice</p> <ul style="list-style-type: none"> • Provide general clinical pharmacy services in assigned patient care area/service. • Participate within a multidisciplinary health care team to ensure optimization of medication therapy and outcomes for patients. • Identify and define patient-specific medical problems, recommend, implement and manage patient pharmacotherapy, review, counsel, dispense and/or supply medications as needed, provide ongoing monitoring and adjustment of patient's drug therapy, resolve and/or prevent patient's drug-related problems in accordance with departmental policies and procedures, work and/or consult with other health care providers to improve patient outcomes. • Promote and monitor for adherence to prescribing guidelines or drug use protocols. • Provide professional advice and evidence-based drug information to patients, pharmacy students and the health care team. • Work with patients, caregivers and other health care providers to ensure safe, cost-effective, timely distribution and quality use of medication that will best meet the patient's needs, achieve desired patient outcomes and assure continuity of services. • Communicate with patients and/or caregivers on a group or individual basis to ensure understanding of prescribed drugs, to resolve or prevent drug-related problems and to assure optimal patient cooperation in drug therapy. • Document clinical activities as defined in the competency development framework and/or department guidelines. 	<ul style="list-style-type: none"> • Work Hours: 5 days a week including weekends • Working Days: 2 to 3 shifts, 8hrs per shifts

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Serve on departmental clinical practice committees and/or other relevant committees as assigned. • Provide educational programs and training to trainees, pharmacy students, support staff and the public. • Contribute to the development or publication of high-quality patient education materials. • Provide guidance to trainees, pharmacy students and support staff and supervise their professional training and development. • Contribute to the development and implementation of pharmacy professional standards, competency framework and/or assessments for pre-registration pharmacists at departmental level. • Participate in and contribute to continuing professional development <p>Secondary Responsibilities and Duties (10%)</p> <ul style="list-style-type: none"> • Contribute to the review and evaluation of services, policies and processes; and contribute to the implementation of medication safety and quality improvements initiatives to ensure optimal outcomes at institution level. • Participate, supervise and/or coordinate pharmacy activities relevant to clinical work. • Any other duties or responsibilities as assigned. <p>Pre-requisites Candidate with inpatient experience.</p>	
Senior/ Radiographer	<p>Key Responsibilities As a Senior/ Radiographer, you are responsible for supervising, coaching and training radiographers and other staff members to render high quality imaging services. You may also be responsible for the routine management and administration of a modality/section within the department.</p> <p>Job Responsibilities: Primary Responsibilities (80%)</p> <ul style="list-style-type: none"> • Perform clinical duties in general radiography and at least one advanced imaging modality (CT / MRI / Ultrasound / Mammography / Breast Imaging / Interventional Radiology) • Administer contrast media for radiological examinations, where required • Oversee the smooth operations within his/her section of specialized area and ensure proper usage and care of equipment of the section at all times • Ensure quality assurance programmes are implemented and observed as well as initiate system improvement within the section • Adhere to safe work practices especially in radiation safety and infection control • Conduct training and coaching of radiographers 	<ul style="list-style-type: none"> • Work Hours: Morning: 8am end between 4pm to 6pm Afternoon: start between 11am to 1pm and end between 7pm to 9pm *Night: 8pm to 8am / 9pm to 9am • Working Days: 5 days' workweek (including weekends and PH)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Render prompt and courteous service delivery to external and internal customers • Handle difficult situations like patients' complaints and queries within the department / section promptly and effectively • Ensure efficient patient turnaround time per examination • Plan, organise and prioritise assigned tasks such that all are completed effectively and on time • Motivate and counsel team members on personal and work-related issues. Build upon their strengths and help improve their weaknesses for desired results <p>Second Responsibilities (20%)</p> <ul style="list-style-type: none"> • Maintain and upkeep a section with efficient work performance • Collate and prepare statistical data of the section • Ensure physical environment and ambience of workplace adheres to corporate standards • Perform any other duties as assigned by reporting officer/ HOD <p>Pre-Requisites Experience in MRI, CT, mammographer/ breast imaging; must be willing to work 3 rotating shifts; preferred Singaporean</p> <ul style="list-style-type: none"> • Allied Health Professions Council (AHPC) registration • Recognised Degree or Diploma in Diagnostic Radiography • 5 years specialised experience in Mammography / Breast Imaging / Ultrasound / CT / MRI / Interventional Radiology preferred. • Exhibit strong leadership potential. • Compassionate and good patient care • Good interpersonal, verbal and written communication skills • Customer and service oriented • Computer skills in word processing, spreadsheet and presentation software 	
Executive Assistant (For Hospital)	<p>Key Responsibilities The shortlisted candidate is to ensure timely completion of medical reports and the medical information is released in accordance with the hospitality policy.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Register and process medical report requests, including cashier function for medical report payment. • Handle all email, phone and mail enquiries pertaining to medical reports • Follow-up with doctors on incomplete medical report requests. • Execute administrative duties pertaining to all medical report requests. 	<ul style="list-style-type: none"> • Work Hours: Office hours • Working days: Mon to Fri

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Manage and resolve urgent and/or difficult cases to ensure that medical reports reach requestor within the stipulated timeline. Retrieve medical records to facilitate report writing and/or records duplication requests from law firms and government agencies. Conduct quality check on medical report before release Any adhoc assignment as assigned by the supervisor <p>Pre-Requisites</p> <ul style="list-style-type: none"> Possess at least Diploma in related field. Has relevant experience in administrative tasks, customer service, managing/coordinating with stakeholders. Preferably from government, healthcare or hospitality background Possess minimally a Diploma education qualification Preferably at least 1-2 years of experience in healthcare/hospitality/government industry with administrative or customer service experience. Proficient in Microsoft Outlook, word and excel. Excellent Communication and interpersonal skills Service oriented and customer focused Positive working attitude, team player and willing to learn. 	

#4 Company Name

Description

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Key Responsibilities</p> <ul style="list-style-type: none"> ... <p>Pre-requisites</p> <ul style="list-style-type: none"> ... 	<ul style="list-style-type: none">
	<p>Key Responsibilities</p> <ul style="list-style-type: none"> ... <p>Pre-requisites</p> <ul style="list-style-type: none"> ... 	<ul style="list-style-type: none"> Postal code:

#2 e2i SERVICES

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):

<p>📍 e2i Career Centre (DNI) Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East</p>
<p>📍 e2i Career Centre (OMB) One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown</p>
<p>📍 e2i Career Centre (OTH) ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines</p>
<p>📍 e2i Career Centre (WCC) ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900</p>	<p>Operating Hours (Face-to-face/virtual coaching) Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands</p>

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