

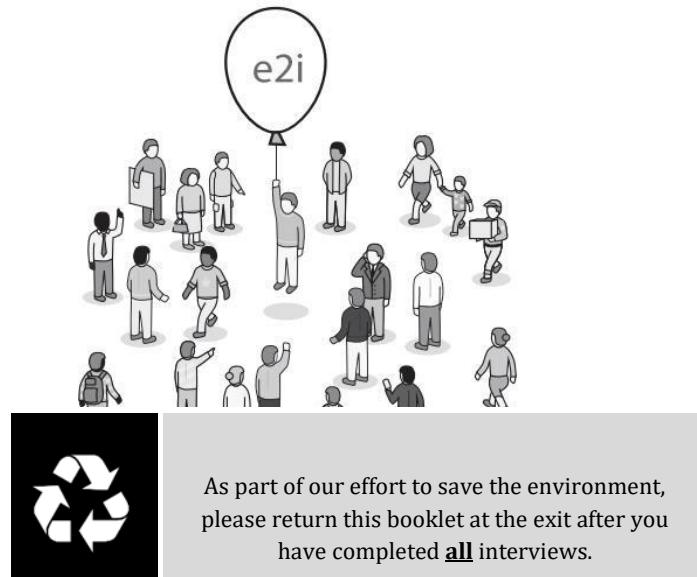
Event: Career Marketplace @ Jurong Point Career Fair

**Date: 11 – 15 Nov 2025
(Tuesday to Saturday Only)**

Time: 11am to 7pm

Venue: Jurong Point 1 Level 1 Centre Stage

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 AcePLP (14 & 15 Nov)

AcePLP is a Singapore-based company with a proven track record in delivering Building Information Modelling (BIM) services to the Architecture, Engineering, and Construction (AEC) industries. We collaborate closely with contractors, consultants, and other stakeholders to create, coordinate, and manage high-quality BIM data across the entire project lifecycle.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
BIM/CAD Engineer 	<p>Higher Nitec/Degree in Construction or Engineering related background</p> <p>No experience required</p> <p>Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc.</p>	<p>Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Delivery Management Accreditation Scheme. Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. With AcePLP's assistance, you will find your ideal career.</p> <p>You will receive 2 months of training in BIM/CAD by an Approved Training Provider. You will attain WSQ-recognized certifications.</p>	<p>Mon-Fri 8:30am to 5:30pm</p> <p>Sat 8:30am to 12:30pm</p>
Senior BIM/CAD Coordinator 	<p>Degree/Diploma in Construction or Engineering related background.</p> <p>Prior experience in BIM modelling.</p>	To provide digital delivery services, BIM coordination	<p>Mon-Fri 8:30am to 5:30pm</p> <p>Sat 8:30am to 12:30pm</p>

#2 Aero Asia Security Systems (15 Nov)

Aero Asia Security is a professional security services provider committed to delivering reliable, efficient, and customized protection solutions. Our offerings include uniformed security guards, mobile patrols, CCTV surveillance, alarm monitoring, access control systems, and risk assessments. With a team of licensed and experienced security personnel, we prioritize proactive measures and rapid response to ensure the safety of our clients and their assets.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Operations Executive 	<p>a. Related WSQ Diploma</p> <p>b. 4-5 years experience in security operations</p> <p>c. Security Officer License from the Police Licensing Department</p>	<p>a. General Supervisory Duties</p> <ul style="list-style-type: none"> - Overall-in-charge for the management of security services provided at a fixed number of deployment sites - Reports to Chief Operations Officer - Reports on all security officers deployed at managed sites - Audit and ensure the quality of services provided at managed sites - Manages Operations Team <p>b. Site Management</p> <ul style="list-style-type: none"> - Conduct security and risk assessments of managed sites - Plan, implement, and improve security procedures and processes at managed sites - Conduct daily inspections of managed sites - Respond to incidents that are escalated from officers deployed to managed sites - Liaise with estate managers at managed sites on behalf of the Company - Plan and implement SOPs for contingencies at managed sites <p>c. Deployment Management</p> <ul style="list-style-type: none"> - Plan for the deployment of manpower at managed sites at least one week in advance - Cover the duties of officers in the event of shortfall, or provide for the covering of duties in shortfall instances <p>d. Technologies Management</p> <ul style="list-style-type: none"> - Audit and ensure the readiness of security technologies deployed at managed sites - Troubleshoot and resolve technical issues that may arise at managed sites <p>e. Personnel Management</p> <ul style="list-style-type: none"> - Ensure the discipline and professionalism of officers at managed sites - Enforce and police compliance at managed sites to client and Company policies - Respond to grievances aired by officers at managed sites and resolve them as needed - Plan and schedule for the training of officers at managed sites as necessary - Conduct OJT for freshly onboarded officers at managed sites as necessary - Assist the COO with the recruitment and onboarding of new 	44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>officers</p> <ul style="list-style-type: none"> - Conduct regular appraisal and performance reviews of managed officer 	
Security Operations Control Room Executive 	a. WSQ Diploma b. 1-2 years experience in security operations c. Senior Security Officer License from the Police Licensing Department	<p>The controller is to ensure daily attendance taking accurately at all sites</p> <ul style="list-style-type: none"> · Management of security sites (Attendance, performance, and patrol tracking). · Monitor cloud-based security applications and platforms. · Preparation of weekly and monthly security reports for clients · Remote operation of CCTV and access control systems. · Manning 24/7 hotline and executing escalation procedures for enquiries and incidents. · Preparation of weekly and monthly data for analysis · Any other duties assigned by management · Ensure that any sites incident are to be recorded digitally in the Incident Management System. 	44 hours per week
Security Systems Integration Executive	a. Related Certifications in Security Technology b. 1-2 years experience in Information Technology	<p>Role Description This position reports to the Chief Operating Officer and interfaces with Company managers, suppliers, partners and clients as regards holistic integrated security solutioning.</p> <p>Specific Responsibilities</p> <ul style="list-style-type: none"> • Onboarding existing clients to digital security management solutions • Oversee and execute security systems integration projects • Improve on and remedy any security systems issues • Seek out and implement new technologies to improve service delivery • Maintain and upkeep existing security systems <p>Competencies The candidate will need the following competencies to thrive in this role:</p> <ul style="list-style-type: none"> • Familiarity with conventional security technologies, in particular CCTV, 2-way intercom, access control, IoT integration, and data network technologies • Able to troubleshoot and identify issues concerning hardware that is deployed to client sites 	44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<ul style="list-style-type: none"> • Able to propose tech solutions to problems faced by clients and the company • Familiarity with the local security industry and work practices <p>Candidates meeting the following additional criteria will be at an advantage for consideration:</p> <ul style="list-style-type: none"> • Possess Class 3 or Class 2B/2A/2 license • Deeply competent in using Microsoft Office products • With working experience in the security industry and/or in systems integration • Possess knowledge in video content analytics and cross-platform interoperability using APIs 	
Patrol Officer	a. WSQ Certificate in Security Operations b. 1-2 years experience in security operations c. Senior Security Officer License from the Police Licensing Department	<p>Key Responsibilities</p> <ul style="list-style-type: none"> - Conduct regular patrols of assigned premises to deter, detect and deny unauthorized activities. - Monitor surveillance systems and report suspicious behavior or security breaches. - Respond promptly to alarms, emergencies, and incidents, ensuring proper escalation. - Enforce company policies and site-specific security procedures. - Maintain detailed logs and write incident reports accurately and promptly. - Collaborate with law enforcement or emergency services when necessary. - Inspect and secure doors, windows, and access points during patrols. 	44 hours per week

#3 CH Talent Resources (11 & 12 Nov)

CH Talent Resources is a specialised recruitment agency based in Singapore that provides diverse HR solutions. We are a part of the Charterhouse Asia Group. With our expertise in recruiting across industries, we pride ourselves on being specialists in Temporary, Outsourcing and Permanent Staffing Recruitment for our clients in Singapore. We also specialise in Payroll Administration and can take on the role of the contractual employer.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Client Onboarding Associate 	Diploma in Banking or Finance preferred / KYC or banking compliance knowledge preferred	<p>Review client details & documents to meet compliance standards</p> <p>Coordinate onboarding with stakeholders & complete paperwork</p> <p>Keep client records accurate & updated</p> <p>Handle client inquiries promptly & professionally</p> <p>Support process improvements with internal teams</p>	9am - 6pm
Luxury Store Manager 	<p>Requirements</p> <p>Minimum 3–5 years of experience in luxury beauty, cosmetics, or fashion retail management.</p> <p>Strong leadership skills with a proven track record in sales performance and team management.</p> <p>Passionate about beauty, skincare, and luxury service standards.</p> <p>Excellent communication, interpersonal, and client relationship skills.</p> <p>Energetic, self-motivated, and results-oriented.</p> <p>Ability to work retail hours, weekends, and public holidays as rostered.</p>	<p>Key Responsibilities</p> <p>Lead daily store operations to ensure excellence in client experience and brand presentation.</p> <p>Motivate, coach, and develop the retail team to achieve sales targets and service KPIs.</p> <p>Drive client engagement and build strong client relationships to encourage loyalty and repeat purchases.</p> <p>Oversee product merchandising, inventory control, and visual display in line with brand guidelines.</p> <p>Analyze sales performance and implement strategies to achieve business objectives.</p> <p>Manage roster planning, team scheduling, and operational compliance.</p> <p>Collaborate with Training and Retail Excellence teams to enhance staff performance and product knowledge.</p> <p>Ensure smooth store operations, adherence to SOPs, and a luxury customer experience at all times.</p>	10am -10pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Made to Measure Specialist	<p>Minimum 2 years' experience in luxury fashion, tailoring, or client-facing retail.</p> <p>Strong sense of style and deep appreciation for craftsmanship.</p> <p>Exceptional communication and interpersonal skills.</p> <p>Detail-oriented with a passion for delivering refined client experiences.</p> <p>Proficiency in basic business systems and CRM tools.</p>	<p>Key Responsibilities:</p> <p>Client Engagement: Partner with CRM teams to identify and build relationships with loyal customers, offering tailored styling consultations.</p> <p>Consultation & Fitting: Guide clients through fabric selection, styling options, and customization details; conduct measurements and fittings to ensure a flawless, personalized fit.</p> <p>Garment Execution: Oversee the end-to-end MTM process — from pinning and alterations to order submission and quality checks.</p> <p>Product Mastery: Stay current on product knowledge, tailoring techniques, and brand guidelines through ongoing training.</p> <p>CRM Excellence: Maintain detailed client profiles to enable a personalized, seamless clienteling experience.</p>	10am -10pm
Full Set Accounts Executive 	<p>Diploma / Degree in Accounting, Finance or related field</p> <p>3–5 years' experience in full set accounts (shipping/logistics experience preferred)</p> <p>Strong knowledge of accounting standards and tax regulations</p> <p>Proficient in Excel and accounting software (SAP, Oracle, Netsuite, etc.)</p> <p>Detail-oriented, independent, and proactive</p> <p>Strong communication and interpersonal skills</p>	<p>Responsibilities:</p> <p>Manage full set of accounts: GL, AR, AP, Fixed Assets, Bank Reconciliation</p> <p>Prepare monthly, quarterly, and annual financial statements</p> <p>Perform month-end closing and ensure timely, accurate reporting</p> <p>Liaise with external auditors and tax authorities</p> <p>Prepare GST / corporate tax filings</p> <p>Monitor cash flow, intercompany transactions, budgeting, and forecasting</p> <p>Implement internal controls and recommend process improvements</p> <p>Support ad-hoc financial analysis and projects</p>	9am - 6pm

#4 Duck King One (11 & 12 Nov)

The 70s Braised Delicacies A dynamic duck rice stall emerged at 60 Stalls, Yung Sheng Road and Market. It's renowned for its Teochew-style duck rice, the stall's flavourful dishes became a local sensation. The fragrant duck and perfectly cooked rice drew in a loyal community, turning the stall into a cherished gathering spot

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Quality Control Officer 	<p>Minimum Diploma in Food Science / Food Tech, or related field</p> <p>Minimum 1 year of QC experience preferably in Food Manufacturing Industry</p> <p>Familiar with HACCP, GMP, ISO and other local regulations</p>	<p>Conduct routine quality inspections of raw materials and finished products to ensure compliance with safety and quality standards</p> <p>Conduct visual checks, measurements, and tests at different stages of production</p> <p>Assist in sampling and testing (e.g., pH, temperature, moisture, weight, appearance) food products using established protocols and methodologies</p> <p>Monitor and control Critical Control Points (CCPs) and other checkpoints to mitigate risks and uphold food safety</p> <p>Oversee production area cleanliness, equipment sanitation, environmental monitoring: air quality and employee hygiene practices to prevent contamination</p> <p>Document test results and maintain accurate records of quality assessments</p> <p>Any other duties as directed</p>	44hrs
Quality Assurance Executive 	<p>Minimum Diploma in Food Science / Food Tech, or related field</p> <p>Minimum 3 years of QC/QA experience preferably in Food Manufacturing Industry</p> <p>Proficiency in HACCP, GMP, ISO and other local regulations</p>	<p>Implement and enforce food safety (HACCP, ISO 22000, FSSC 22000, GMP, etc) and quality assurance programmes for Central Kitchen and outlets (local and/or overseas)</p> <p>Conduct regular audits and inspections across central kitchen and outlets to ensure compliance with the Standard Operating Procedures (SOPs) of food hygiene and food handling techniques and regulatory requirements</p> <p>Assist in QA testing programme and new product development</p> <p>Conduct investigations on customers', outlets' and Central Kitchen's feedback and corrective measurements to resolve quality / safety issues</p> <p>Liaise with vendors/contractors on maintenance matters pertaining to food safety/QA issues</p>	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Ensure all products meet company specifications, customer requirements, and food safety regulations (e.g., HACCP, SFA, NEA, ISO)</p> <p>Any other duties as directed</p>	
Administrative Assistant	<p>Minimum GCE-O Level</p> <p>Minimum 2 years of administrative or office support experience, preferably within the food service industry</p> <p>Proficiency in Microsoft Office</p>	<p>Provide administrative support to Director of Operations, central kitchen team and general F&B operations</p> <p>Manage daily office operations, including handling phone calls, emails, and correspondence</p> <p>Assist with menu translation, design, and printing for all outlets</p> <p>Assist with scheduling, leave applications, all data concerning in F&B department</p> <p>Assist with procurement, distribution, and inventory of office and operational supplies for outlets</p> <p>Any other duties as directed</p>	44
Kitchen Assistant	<p>Minimum of 1 – 2 years in Kitchen operations</p> <p>Works effectively to promote harmony and teamwork</p> <p>Able to speak Basic Chinese/English to converse with Chinese/English speaking customers</p> <p>Able to work shift - weekends and public holiday</p> <p>Candidate with Food Hygiene certificate will be an added advantage</p>	<p>Cook and prepare food for customers' as per the standard recipes</p> <p>Slightly modify recipes to meet customers' needs and requests (e.g. reduce salt, remove dairy)</p> <p>Ensure food is prepared in a timely manner and appealing plate presentation</p> <p>Ensure general cleanliness and hygiene in food preparation and storage are in accordance to NEA and SFA guidelines</p> <p>Check stock level, order and replenish of stock in FIFO order</p> <p>Ensures that all the kitchen equipment is in good working order and reports any faults or damage</p> <p>Wash, stacks, sorts, and stores dishes, glassware, utensils, and cookware</p> <p>Maintains a clean kitchen and keeps dish area organized and free of clutter</p> <p>Maintains clean, dry floors throughout the shift</p> <p>Assists in storing food deliveries</p>	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Monitors trash cans throughout shift, making sure to removes full trashcans and boxes as needed and at the end of each shift</p> <p>Any other duties as assigned</p>	
Service Crew (Part-Time)	<p>Works effectively to promote harmony and teamwork</p> <p>Able to speak Basic Chinese/English to converse with Chinese/English speaking customers</p> <p>Able to work shift - weekends and public holiday</p> <p>Candidate with Food Hygiene certificate will be an added advantage</p>	<p>Take customer's order and serve food in a timely manner</p> <p>Basic cashiering duties, issuing receipts, accepting payments, returning the change</p> <p>Open and close the shift on the POS terminal</p> <p>Check the cash float and handle all the cash transactions undertaken in the restaurant in course of operations and organized transfer of the cash to the reception cashier</p> <p>Maintain cleanliness of the outlet and ensure service counters are presentable at all times</p> <p>Remove dishes from the table and sanitize the table after service is completed</p> <p>Inform Supervisor / Manager on customer's feedback and/or suggestions</p> <p>Any other duties as directed</p>	21
General Cleaner (Part-Time)	<p>Works effectively to promote harmony and teamwork</p> <p>Able to speak Basic Chinese/English to converse with Chinese/English speaking customers</p> <p>Able to work shift - weekends and public holiday</p> <p>Candidate with Food Hygiene certificate will be an added advantage</p>	<p>Washes, stacks, sorts, and stores dishes, glassware, utensils, and cookware</p> <p>Maintains a clean kitchen and keeps dish area organized and free of clutter</p> <p>Sets up dish stations, including dishwashing machines and sinks</p> <p>Maintains clean, dry floors throughout the shift</p> <p>Assists in storing food deliveries</p> <p>Monitors trash cans throughout shift, making sure to removes full trashcans and boxes as needed and at the end of each shift</p> <p>Assists in simple food preparation</p> <p>Any other duties as directed</p>	25
Stall Assistant	<p>Works effectively to promote harmony and teamwork</p> <p>Able to speak Basic</p>	<p>Assist in the counter in serving and preparing food</p> <p>Ensure food is prepared in a timely manner</p>	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Chinese/English to converse with Chinese/English speaking customers Able to work shift - weekends and public holiday Candidate with Food Hygiene certificate will be an added advantage	Perform cashiering duty at food stall using POS machine Take customer's order and ensure the orders are keyed correctly into POS machine Ensure compliance with all health and safety regulations within the kitchen area Deals effectively with guests and workplace associates using SOP at all times Any other duties as directed	
Stall Assistant (Part-Time)	Works effectively to promote harmony and teamwork Able to speak Basic Chinese/English to converse with Chinese/English speaking customers Able to work shift - weekends and public holiday Candidate with Food Hygiene certificate will be an added advantage	Assist in the counter in serving and preparing food Ensure food is prepared in a timely manner Perform cashiering duty at food stall using POS machine Take customer's order and ensure the orders are keyed correctly into POS machine Ensure compliance with all health and safety regulations within the kitchen area Deals effectively with guests and workplace associates using SOP at all times Any other duties as directed	25
Kitchen Assistant (Part-Time)	Minimum of 1 – 2 years in Kitchen operations Works effectively to promote harmony and teamwork Able to speak Basic Chinese/English to converse with Chinese/English speaking customers Able to work shift - weekends and public holiday Candidate with Food Hygiene certificate will be an added advantage	Cook and prepare food for customers' as per the standard recipes Slightly modify recipes to meet customers' needs and requests (e.g. reduce salt, remove dairy) Ensure food is prepared in a timely manner and appealing plate presentation Ensure general cleanliness and hygiene in food preparation and storage are in accordance to NEA and SFA guidelines Check stock level, order and replenish of stock in FIFO order Ensures that all the kitchen equipment is in good working order and reports any faults or damage Wash, stacks, sorts, and stores dishes, glassware, utensils, and cookware	25

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Maintains a clean kitchen and keeps dish area organized and free of clutter</p> <p>Maintains clean, dry floors throughout the shift</p> <p>Assists in storing food deliveries</p> <p>Monitors trash cans throughout shift, making sure to removes full trashcans and boxes as needed and at the end of each shift</p> <p>Any other duties as assigned</p>	

#5 Gardenia Foods (S) (14 & 15 Nov)

Gardenia was first established as a small bakery in Bukit Timah Plaza in 1978. The secret to Gardenia's success lies in its traditional American recipe that has been tried and tested for generations. Over time, further improvements have been made to the range of recipes and the method of processing, especially in the area of automation. All these ensure that the aroma, taste and keeping qualities of the bread are consistently being maintained. The range of products has also grown to more than 60 varieties of freshly baked bread, buns and other products that cater to every occasion.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Production Operators	Minimum completed primary school education. At least 2 years relevant experiences. Little or no experiences are welcome to apply. Able to read and write simple English. Able to carry 25kg of ingredients when required. For example, to pour ingredients into blending bowl. Able to start work immediately.	Provide operational support to the Section Leader in Mixing Section/ Oven & Stacking Section / Slicing Section Operate the mixing/ depanner & oven unloader/ slicer Ensure proper cleaning is done Adhere the disposition of all non-conforming products as instructed by superiors Adhere to all working and safety regulations	12 hours per day
Van Salesman	Primary education applicants are welcome to apply Must possess Singapore Class 3 / 4 license 6 days work week (Rest day on 1 weekday) Able to work on Weekends and Public Holidays Working hours : 12 midnight to 9am Physically fit	Load bread into vans and for delivery to every retailer Remove one day old bread from shelves and load fresh loaves Merchandise bread and reject bread that do not meet Company's quality standards Maintain good relations with retailers Send back exchange bread to Despatch Collect bread trays and report on trays condition	12 hours per day
Distribution Clerk (Dispatch)	Min. GCE 'N' / 'O' level Basic computer knowledge Able to commit Morning/ night shift Able to work on weekend / Public holiday Able to carry heavy trays of breads (eg. 15kg)	Ensure systematic issue and loading of breads Follow daily stock control and Duty Officer's instructions to cut/add or full load Check randomly the total issues tally with the Daily Stock Control (DSC) Ensure all daily products to be issued out Ensure sufficient stocks for all equipment and forms needed in the Department Enforce good housekeeping for loading bay and distribution office	8 hours per day
Project Engineer 	Minimum Diploma in Engineering (Electrical or Mechanical) or equivalent. Minimum 5 years of relevant engineering experience, 3 years in supervisory role. Strong analytical trouble-shooting skills. Knowledge of PLC, basic robot	Team Leader Role in Engineering and Production Assisting Engineering Manager with machinery installation and commissioning. Conducting troubleshooting and analysis of equipment and machinery failures. Establishing and maintaining technical training programs. Initiating Total Productive Maintenance	8 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>operation, and electrical drawings. Independent, strong leadership, effective team player.</p> <p>Good command of spoken and written English.</p> <p>Result-oriented, responsible, proactive, and initiative.</p>	<p>(TPM) lead for all machines and equipment.</p> <p>Studying and improving machine and equipment performance.</p> <p>Ensuring compliance with legislation, HSE regulations, and ISO requirements.</p> <p>Managing external contractors' performance and safety.</p> <p>Managing maintenance team for highest work efficiency and cost-efficiency.</p> <p>Developing and implementing checklists, policies, standards, and procedures.</p>	
QC Inspector	<p>No experience required</p> <p>Willingness to learn</p> <p>1 Year Contract</p>	<p>Responsible for monthly QC duty roster planning and arrangement</p> <p>Perform routine inspection to ensure all the process parameter, product quality adheres to standard and procedures.</p> <p>Report to QC Executive/Manager for any non-compliance observed in production or any changes in term of process control parameter, food quality or food safety related issues.</p> <p>Perform incoming check for the raw material to ensure conformance to in-house standard.</p> <p>To conduct GMP audit with production team and feedback to QC Executive/ Manager for any non-compliance in production floor.</p> <p>Monitoring and feedback to QC Executive/Manager for any pest related issue in the factory</p> <p>Assist in troubleshooting for customer complaint.</p>	8 hours per day
Vending Sales, Head	<p>Possession of a valid Singapore Class 3 driving license is mandatory. (Company vehicle will be provided and may be driven home)</p> <p>Willing to work a 5.5-day work week.</p> <p>Minimum qualification: Diploma At least 2 years of relevant experience in the FMCG industry preferred.</p> <p>Strong customer service orientation with a proactive and positive work attitude.</p> <p>Able to work independently and as part of a team.</p> <p>Strong Excel & data analytical skills is a plus.</p>	<p>Source and evaluate potential locations for vending machine placements.</p> <p>Prepare proposals and contracts to support location acquisition and placement activities.</p> <p>Negotiate & come up with win-win business plans with customers.</p> <p>Monitor & provide key analysis on market exchange & also sales performance.</p> <p>Assist in strategic planning and executing vending machine deployment and relocation.</p> <p>Coordinate with internal teams for the smooth setup of machines at new sites.</p> <p>Provide direct support to the van sales team in loading and delivery during manpower shortages.</p> <p>Manage incoming sales inquiries and leads</p>	8 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>related to vending solutions.</p> <p>Handle customer queries, complaints and refund requests professionally and promptly.</p> <p>Handle & resolve on-ground issues & key feedback from customers.</p> <p>Liaise with technical teams to deploy service providers for attending to faulty machines and minimal service disruption.</p>	

#6 GP Hotel Management (11 Nov)

Global Premium Hotels Limited (GPHL) is one of the largest Singapore-owned hospitality companies, owning and operating 25 hotels across five brands. Our hotels include Mercure Singapore Tyrwhitt, ibis Styles Singapore Albert, Handwritten Collection, 14 ibis budget hotels in Singapore and 8 Fragrance hotels.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Front Desk Executive	<ul style="list-style-type: none"> - Passionate individuals who love customer service - Communicate fluently in English - Able to work on weekends, public holidays and commit to shifts 	<p>Provide quality customer service at all times; ensure a smooth and timely check-in/check-out</p> <p>Proactively assist guests on enquiries relating to their stay and follow-up promptly on guest requests and needs.</p> <p>Thorough understanding of all hotel room categories, room rates and other general product knowledge necessary to perform Front Office operations.</p> <p>Accounting and maintaining an accurate cash float.</p>	Shift Hours
Room Attendant	<ul style="list-style-type: none"> - Work on weekends and public holidays - Work day and night shifts 	<p>Housekeeping of the assigned rooms - Clean and tidy guest rooms, bathrooms, and corridors according to hotel standards.</p> <p>Replace linens, towels, and room amenities as required.</p> <p>Replenish supplies such as toiletries, coffee/tea sets, and stationery.</p> <p>Maintain cleanliness of the hotel</p> <p>Ensure housekeeping trolleys, pantries, and equipment are clean and well-stocked.</p> <p>Ensure that the condition of fixtures, fittings and building components are well-maintained</p>	Shift Hours
Housekeeping Supervisor	<ul style="list-style-type: none"> - Minimum 2 years of experience in housekeeping - Able to lead and manage a team of room attendants - Able to work on weekends, public holidays and commit to shifts 	<p>Ensure highest standard of cleanliness, order and appearance of the hotel according to hotel standards and procedures.</p> <p>Assign housekeeping and maintenance staff their roles and duties.</p> <p>Monitor forecasted occupancy and ensure adequate manpower for cleaning of checkout rooms.</p> <p>Maintain proper housekeeping/ maintenance records of activities/events such as Lost and Found, Inventory, Rooming Lists.</p> <p>Supervise and train staff to prescribed hotel standard.</p>	Shift Hours
Linen Runner	<ul style="list-style-type: none"> - Minimum 'N'/'O' Levels or equivalent - Able to lift moderate loads and handle linen - Basic communication skills in English - Willingness to learn operation of robotics/automation systems. - Able to work on 	<p>Operate and monitor linen delivery robots, coordinating timely dispatch with housekeeping, ensuring quality checks, logging data, and troubleshooting minor issues. Maintain cleanliness of work areas, support sustainability efforts, and assist with emergency procedures and other duties as assigned by management. Troubleshoot minor robot operation issues and escalate technical concerns to Engineering/IT.</p>	Shift Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	rotational shifts, weekends, and public holidays.		
Public Area Attendant	<ul style="list-style-type: none"> - Work on weekends and public holidays - Work day and night shifts 	<p>Clean and maintain hotel public areas. Perform sweeping, mopping, vacuuming, dusting, polishing, and glass cleaning duties as assigned. Empty trash bins and ensure waste is properly segregated and disposed of according to hotel and environmental standards. Replenish supplies in restrooms and other public spaces. Report any maintenance issues, safety hazards, or lost-and-found items to the Housekeeping Supervisor promptly.</p>	Shift Hours
Bellhop	<ul style="list-style-type: none"> - Work on weekends and public holidays - Work day and night shifts 	<p>Open doors and assist guests/visitors entering and leaving property. Handle luggage for both arriving and departing guests which includes proper handling, tagging, recording, storage and delivery of all luggage. Attend to basic guest enquiries pertaining to tourist information. Work closely with other departments to provide pleasant experience for all guests.</p>	Shift Hours
Painter	<ul style="list-style-type: none"> - 1 to 2 years building maintenance experiences preferably with relevant hands-on experience in building related or hospitality industry 	<p>Responsible for carrying out daily painting and plastering work in accordance with hotel procedures and specifications. Perform general building maintenance and ensure workplace cleanliness. Maintain tools and equipment in good condition, adhere to all safety practices, and assist with ad-hoc maintenance duties as assigned by the Engineering Department or Management.</p>	Shift Hours
Housekeeping Coordinator	<ul style="list-style-type: none"> - Diploma / O Levels - Reliable, and tech-savvy with basic English - Able to operate robots - Manage logs communicate clearly, stay organized under pressure - Work shifts including weekends/holidays 	<p>Responsible for preparing daily room assignments, coordinating with Front Office, and managing guest requests and maintenance reports. Monitor and operate delivery robots, ensure smooth runs, and maintain pantry stock levels. Keep accurate records, follow safety procedures, and ensure departmental and guest supplies are available. Perform other duties as assigned by Management.</p>	Shift Hours
Warehouse Assistant cum Delivery Driver	<ul style="list-style-type: none"> - Valid Class 3 driving license - Computer literacy - Proficient in MS Office application 	<p>Responsible for receiving, sorting, packing, and labeling goods while verifying shipments and maintaining accurate inventory records. Handle loading, unloading, and delivery of goods to designated locations. Ensure vehicle checks, proper storage, and safe lifting of items up to 25kg. Maintain store cleanliness, report discrepancies, and support other warehouse and logistics duties as assigned.</p>	9:00AM to 6:30PM

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Technician	1 to 2 years working experiences, preferably with relevant hands-on experience in building related or hospitality industry. Preferably possess Class 3 license.	Assist in repairing, testing and maintenance of hotel machinery, equipment and facilities Attend to guest repair requests	Shift Hours

#7 HMI OneCare (13 & 14 Nov)

HMI OneCare Clinic is a chain of General Practitioner (GP) clinics that operates across 38 locations islandwide. Whether you are at home, at work, or on your commute, HMI OneCare Clinic is your first stop for quality healthcare. Our patients benefit from convenient, accessible, and professional services, right in the heart of their communities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Clinic Assistant	<p>Able to commit shift (AM: 8am to 10pm), Weekend and public holiday</p> <p>Able to cope with fast pace environment</p> <p>Possess strong communication skills, Well-organized and proactive</p> <p>Computer savvy</p> <p>Able to commence work immediately or within short notice. Training will be provided.</p>	<p>Handle front desk works including answering phone calls, registration of patients, dispensing of drugs and collection of payment</p> <p>Provide Administrative support and scheduling appointments for patients</p> <p>Assist Doctors with minor procedure when required (e.g.: Swabbing, ECG,etc)</p> <p>Maintain clinic's cleanliness and hygiene at all times</p> <p>Assist in maintaining and restocking inventory/supplies</p> <p>Any other ad-hoc duties as assigned</p>	Shift - 8am to 10pm
Team Leader/ Cluster Leader	<p>3 years of experience in a leadership or supervisory role</p> <p>Strong clinical knowledge and expertise in general practice</p> <p>Excellent communication, coaching, and interpersonal skills</p> <p>Ability to lead and manage change, with a focus on innovation and improvement</p> <p>Strong business acumen and understanding of healthcare operations</p>	<p>Lead and manage a team of support staff, providing guidance, support, and coaching to ensure individual and team success</p> <p>Develop and implement clinical and business strategies to achieve team goals and objectives</p> <p>Monitor and evaluate team performance, identifying areas for improvement and implementing corrective actions</p> <p>Foster a culture of collaboration, innovation, and continuous learning among team members</p> <p>Develop and maintain relationships with key stakeholders, including patients, staff, and external partners</p> <p>Ensure compliance with clinical governance, regulatory requirements, and company policies</p> <p>Identify opportunities for growth and</p>	Shift - 8am to 10pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>development, and implement initiatives to enhance patient care and business performance</p> <p>Handle front desk works including answering phone calls, registration of patients, dispensing of drugs and collection of payment</p> <p>Provide Administrative support and scheduling appointments for patients</p> <p>Assist Doctors with minor procedure when required (e.g.: Swabbing, ECG,etc)</p> <p>Maintain clinic's cleanliness and hygiene at all times</p> <p>Assist in maintaining and restocking inventory/supplies</p> <p>Any other ad-hoc duties as assigned</p>	

#8 JurongHealth Campus (14 Nov)

JurongHealth Campus comprises the integrated 700-bed Ng Teng Fong General Hospital (NTFGH) and 400-bed Jurong Community Hospital (JCH) which were designed as an integrated development to complement each other for better patient care, greater efficiency and convenience. Be part of our exciting future. Transform the future of healthcare with us.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Basic Care Assistant	No prior patient care experience is required Minimum qualifications: PSLE or WPLN Good communication and interpersonal skills On-the-job training will be provided Able to work 3 rotating shifts, including weekends and public holidays	Attend to hygiene needs of patients who require assistance or are bedbound 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	42 hours per week
Care Support Associate	Minimum GCE 'N' Level or equivalent or WSQ Higher Certificate in Healthcare Support (Nursing) Service-oriented, pleasant and possesses good communication skills Able to work 3 rotating shifts, including weekends and public holidays	Attend to hygiene needs of patients who require assistance or are bedbound Oral feed patients who require assistance with oral feeding Monitor patients' vital signs Collect body fluid samples for investigations from stable patients Perform oro-pharyngeal suctioning Perform 12-lead ECG Perform capillary blood glucose monitoring Assist nurses in resuscitative situations Deliver care to patients with tubes, catheters and restraints Comply with infection control practices when attending to patients Transport discharged patients on wheelchair to the taxi stand or to designated transport as assigned Fetch 'stable' ambulant patients or patients on wheelchair to other departments or for tests and investigations Maintain tidiness of ward, drug fridge, clean utility, disposal room, equipment and trolleys at all times or assigned	42 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Ward Service Associate	Has a passion for healthcare Min GCE N level or its equivalent Experience in Food & Beverages will be an advantage. Candidates who do not have the relevant experience but have a passion for the healthcare industry are welcome to apply Possess excellent customer service with a can-do attitude Self-motivated, independent, proactive and ability to work cohesively with fellow team members as part of a team Basic computer literacy Able to work on staggered working hours with rotational weekends, which includes one Saturday or Sunday a week to meet operational needs from 7am – 4.30pm from 10am – 7.30pm Able to work on public holidays	Provide excellent customer service to the patients Serving of food and drinks to patients and clearing it once patients have finished their meals Checking food served against patient meal orders Assist in inventory management Maintain a high standard of cleanliness in and around workstation and strictly abide with health/sanitation regulations Assist nurses to meet patient's nutritional needs Maintains levels of confidentiality and discretion of the patients. Any other ad-hoc duties as assigned by Manager	42 hours per week

#9 Koufu (14 & 15 Nov)

Koufu Group is a leading food and beverage company known for its diverse portfolio of popular food courts, coffee shops, and causal dining outlets across Asia. We are committed to delivering delicious, quality meals at affordable prices in a clean and comfortable environment. With a strong focus on customer satisfaction and innovation, Koufu continually expands its brand presence while fostering a vibrant, inclusive workplace. Join us to be part of a dynamic team passionate about bringing great food experiences to communities every day.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Area Manager 	<p>With passion in working F&B industry and its operational processes.</p> <p>Diploma in F&B, supply chain or related disciplines</p> <p>Minimum 5 years' experience in Foodcourt operation</p> <p>Ability to foster positive working relationships</p> <p>Strong leadership quality with excellent analytical and decision-making skills</p> <p>Basic computer literacy including Microsoft Office and Google Suite</p> <p>Must possess</p>	<p>Operations</p> <p>Led a team of Senior / Foodcourt Manager in achieving sales targets and overall performance of outlets</p> <p>Provide guidance to Senior / Foodcourt Manager and F&B Supervisor to maintain smooth daily operations of the Foodcourts and Coffeeshops</p> <p>Ability to lead and set directions as well as provide guidelines to the operation team according to company SOPs and operational workflows.</p> <p>Maintain good working relationships with landlords, relevant authorities/ agencies, and stall tenants.</p> <p>Assist inspectors of relevant authorities/ agencies such as NEA, SFA and Civil Defense during outlet inspection and follow-up actions.</p> <p>Liaise with landlords on building matters, joint promotions and events.</p> <p>Responsible in marketing of food stalls to tenants and ensure outlet's prompt collection of rental from tenants</p> <p>In-charge for lease renewal agreement, negotiate and follow-up on terms of lease with stall tenants.</p> <p>Responsible for sourcing qualified tenants / food types to fill up vacant stalls and to ensure that all vacant stalls are filled</p> <p>Propose activities according to market needs.</p> <p>Take immediate and appropriate collection/legal actions for recovery of debt (e.g. Stall rental etc.) and minimise credit losses</p> <p>Able to handle daily sales settlement</p> <p>Work with Business Development and Project to identify potential new business opportunities, sites, source, build and renovate</p> <p>Responsible for the financial and operational performance of the Foodcourt and Coffeeshop of designated area</p> <p>Work with senior management and financial team on outlets' budgets.</p> <p>Establish overall business plans and provide regular reports on area performance, sales and financial budget analysis to senior management</p> <p>Provide solutions to improve the bottom line to outlet's Profit and Loss.</p> <p>Maintain and improve established quality and service standards</p> <p>Develop employees by providing ongoing feedback for operational improvement and establishing performance</p>	10 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Class 3 license	<p>expectations</p> <p>Maintain good working relationships with landlords, relevant authorities/ agencies, and stall tenants.</p> <p>Conduct regular checks on the hygiene, service standards and quality of products, and provide feedback internally and to stall tenant.</p> <p>Ensure selling prices of stalls according to agreements.</p> <p>Assess and provide evaluation of stall tenants' performance.</p> <p>Supervise and provide guidance to stall tenants and cleaning contractors to provide high quality of service and achieve housekeeping excellence.</p> <p>Conduct weekly and monthly outlet's meeting</p> <p>Ensure M&E works according to schedule.</p> <p>Administration</p> <p>Review staff performance and provide recommendation on staff confirmation, promotion and training to enhance their work performance.</p> <p>Handle disciplinary issues, grievances, disputes and work tension among the team.</p> <p>Handles the termination procedures as per company's guideline.</p> <p>Effectively communicate company policies and procedures to team members, and stall tenant etc.</p> <p>Accountable for outlet float money, petty cash and daily sales collection.</p> <p>Responsible for ensuring stall tenants' daily sales received, are correct and being bank in.</p> <p>Timely submission of outlet reports.</p> <p>Prepare and submit monthly reports to Senior Management.</p> <p>Ensure proper cost control on all expenses according to budget.</p> <p>Carry out necessary actions against stall tenants and contractors for non-conformance in service, housekeeping and agreements.</p>	
Management Associate 	<p>With passion in working F&B industry and its operational processes.</p> <p>Degree in F&B, supply chain or related disciplines</p> <p>Ability to foster positive working relationships</p>	<p>(a) Outlet Drink Stall Operations</p> <p>Manage and ensure smooth operation of the Drink stall within the food court or coffeeshop.</p> <p>Manage transactions with customers' order using cash registers / Point-of-Sale (POS) Systems.</p> <p>Collection of payments whether in cash, credit card, coupon, Net card, cashless payment, etc.</p> <p>Provide excellent customer service by maintaining a positive, empathetic, and professional attitude toward customers at all times</p> <p>Responding promptly to customer inquiries.</p> <p>Ability to follow company SOPs, operational workflows and guidelines when preparing and serving food and beverage items at assigned counters such as Desserts, Dim Sums, Drinks, Fruits or A Taste of Nanyang.</p> <p>Ensure product wastage is controlled to meet the product's gross profit (GP) target</p> <p>Drive sales performance through upselling and cost control.</p>	8 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Strong leadership quality with excellent analytical and decision-making skills</p> <p>Basic computer literacy including Microsoft Office and Google Suite</p>	<p>Responsible to drive sales performance by upselling, cost control and developing new product.</p> <p>Monitor and control the supply levels of perishable and non-perishable items, plan a schedule for ordering and process orders using the e-PR system.</p> <p>Conduct monthly stock-take and ensure supply comply with First-In-First-Out (FIFO) inventory guide.</p> <p>Understudy F&B supervisor on planning work schedule of the team to ensure effective schedule to achieve productivity and salary budget.</p> <p>Understudy F&B supervisor on recruitment, training and developing of F&B staff.</p> <p>Involve in creating new in-house product.</p> <p>(b) External Customer Relationship Management</p> <p>To retain 100% stall occupancy through effective tenant relationship</p> <p>To uphold quality control in food products sold in the tenant stalls</p> <p>To handle customers' and landlord's feedbacks and identify lapse of outlet's services</p> <p>(c) Outlet Operations Management</p> <p>Work pro-actively with the Maintenance Department to fix outlet's hygiene and maintenance issues in a timely manner.</p> <p>Ensure the outlet is well-maintained at all times and is in line with the Workplace Safety and Health (WSH) guidelines</p> <p>Perform daily sales bank-in.</p> <p>Achieve monthly sales target and FD rental income target.</p> <p>To ensure smooth operations during opening, mid and closing shifts.</p> <p>To uphold quality control in food & beverage products sold in the FB stalls</p> <p>Prepare reports at the end of shift/week.</p> <p>Ensure stalls comply with all necessary hygiene, health and safety, and licensing requirements.</p> <p>Monitor and control the supply levels of perishable and non-perishable items, plan a schedule for ordering and process orders using the e-PR system.</p> <p>You will be required to faithfully perform the duties of the position in which you are engaged in and any other duties that may be assigned to you from time to time.</p> <p>Ensure compliance with the rules and regulations of the Company, safety & health standards as well as quality standards.</p>	
<p>Food Court Management</p> 	<p>With passion in working F&B industry and its operational processes.</p> <p>Diploma in F&B, supply</p>	<p>Operations</p> <p>Manage and ensure smooth operation of the food court (aircon/ Non-aircon).</p> <p>Ability to lead and set directions as well as provide guidelines to the operation team according to company SOPs and operational workflows.</p> <p>Provide development plans to team members in accordance with the company's KPI.</p>	10 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>chain or related disciplines</p> <p>Minimum 3 years' experience in Foodcourt operation</p> <p>Bilingual in both English and Mandarin (written and spoken) to liaise with English and Chinese-speaking stakeholders</p> <p>Able to work on weekends and Public Holidays</p> <p>Ability to foster positive working relationships</p> <p>Strong leadership quality with excellent analytical and decision-making skills</p> <p>Basic computer literacy including Microsoft Office and Google Suite</p>	<p>Monitor the outlet's Profit and Loss and provide solutions to improve the bottom line.</p> <p>Responsible for the collection of monthly stall rentals.</p> <p>Propose activities according to market needs.</p> <p>Provide yearly sales budget proposals for the outlet.</p> <p>Maintain good working relationships with landlords, relevant authorities/ agencies, and stall tenants.</p> <p>Assist inspectors of relevant authorities/ agencies such as NEA, SFA and Civil Defense during outlet inspection and follow-up actions.</p> <p>Liaise with landlords on building matters, joint promotions and events.</p> <p>In-charge for lease renewal agreement, negotiate and follow-up on terms of lease with stall tenants.</p> <p>Responsible for sourcing and recommending suitable food types to fill up vacant stalls and to ensure that all vacant stalls are filled</p> <p>Conduct regular checks on the hygiene, service standards and quality of products, and provide feedback internally and to stall tenant.</p> <p>Ensure selling prices of stalls according to agreements.</p> <p>Assess and provide evaluation of stall tenants' performance.</p> <p>Supervise and provide guidance to stall tenants and cleaning contractors to provide high quality of service and achieve housekeeping excellence.</p> <p>Conduct daily roll calls, weekly and monthly outlet's meeting</p> <p>To plan and carry out M&E works according to schedule.</p> <p>Administration</p> <p>Planning work schedule of the team.</p> <p>Review staff performance and provide recommendation on staff confirmation, promotion and training to enhance their work performance.</p> <p>Handle disciplinary issues, grievances, disputes and work tension among the team.</p> <p>Handles the termination procedures as per company's guideline.</p> <p>Effectively communicate company policies and procedures to team members, and stall tenant etc.</p> <p>Accountable for outlet float money, petty cash and daily sales collection.</p> <p>Responsible for ensuring stall tenants' daily sales received, are correct and being bank in.</p> <p>Timely submission of outlet reports.</p> <p>Prepare and submit monthly reports to Area Manager.</p> <p>Ensure proper cost control on all expenses according to budget.</p> <p>Carry out necessary actions against stall tenants and contractors for non-conformance in service, housekeeping and agreements.</p>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Property Executive 	At least 2 years of relevant experience in industrial/commercial and facility management Possess good practical knowledge in building maintenance with initiative and good analytical skills Good teamwork, interpersonal qualities, self-motivated and able to multi-task Proficient in Microsoft Office suite of applications Good verbal and written communication skills to liaise with all levels of tenants Property management experience in a commercial/industrial/retail development	Responsible for effective management and maintenance of a commercial property by planning and executing all M&E activities. Plan deployments and preventive maintenance schedules as well as monitor the efficiency, lifespan and warranty periods of equipment. Ensure vendors and contractors' work performances comply with company's quality standards, statutory regulations and contract specifications. Prepare cost estimates, work specifications, invite quotations, recommendations of award for various repairs and maintenance work Execute sourcing and administration of contracted/term services Provide technical assistance and advice of the property Ensure all building's M&E defects and breakdowns are attended to expeditiously and recovery time frame is within the KPIs set Monitor all defects and ensure follow up and closure by the contractors Maintain proper documentation of Tenancy/Contractual agreements Responsible for Tenant Management and fitting out/renovation related matters Assist in the monthly rental collection and arrears management Assist in wet market leasing matters including enquiries from prospective tenants and property agents Plan and execute events and promotion of the mall Practicing and enforcing the company's procurement policies and procedures.	8 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	is a strong advantage		
Procurement & Supply Chain Executive	NA	<p>Procurement: Handle procurement activities including sourcing, purchase order issuance, price and delivery negotiations.</p> <p>Conduct regular cost review and supplier performance review.</p> <p>Co-ordinate food sampling and food tasting sessions for Operations Department.</p> <p>Compile analytical information, material inventory, amount and share with key stakeholder in order to prevent any wastage of inventory.</p> <p>Handle inventory management including stock level optimization and risk management.</p> <p>Supply Chain:</p> <p>Forecast and plan replenishment</p> <p>Investigate and reconcile inventory discrepancies to synchronize inventory between system and physical stock.</p> <p>Prepare all Import and Export documents to compliance to the SFA requirement.</p> <p>Manage all company import and export license.</p> <p>Preparing shipping documents and follow up will necessary certificate.</p> <p>Coordinate with warehouse incoming and outgoing shipment.</p> <p>Ensure all goods are received according to the packing list and conduct quality checks.</p> <p>Liaise with stakeholder to determine supply requirement and generate forecast for all products.</p> <p>Handle all the In/Out custom clearance matters.</p>	8 hours per day
Counter Crew	NA	Take orders. Cashiering & counter duties. Food preparation such as cooking desserts, cutting fruits, dim sum & drinks (training will be provided)	10 hours per day

#10 Luminary Service (13 Nov)

Top-notch manpower contracting services, specializing in the F&B industry, public area cleaning for hotels, private residences, shopping malls, and housekeeping for hotels ranging from boutique to five-star establishments.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Cleaner	Work in a Team Knowledge of cleaning products. Able to handle cleaning machinery. Able to read and basic numeracy	Sweeping, mopping, vacuuming, and dusting public areas like lobbies, elevators, lounges, and restrooms	9
Assistant Cleaning Supervisor	Work in a Team Knowledge of cleaning products. Able to handle cleaning machinery. Able to read and basic numeracy	Supervise and oversee a team of cleaning staff, allocate duties, and monitor work quality, experience with machinery for cleaning usage	9
Cleaning Supervisor	Work in a Team Knowledge of cleaning products. Able to handle cleaning machinery. Able to read and basic numeracy	Supervise and oversee a team of cleaning staff, allocate duties, and monitor work quality, experience with machinery for cleaning usage	9
Room Attendance	Work in a Team Knowledge of cleaning products. Able to handle cleaning machinery. Able to read and basic numeracy	Cleaning for Rooms, Clean toilet, Make Bed, Top up Linen Trolley, Rubbish Cleaning, Top Up Mini Bar, Check Laundry	9
Business Development Manager (Facilities Management) 	Diploma or Bachelor's degree in Facilities Management or relevant field Minimum at least 2 years of relevant experience Excellent leadership, communication, negotiation, and presentation skills In-depth knowledge of FM services and awareness of industry developments	Identify and secure new business opportunities across the facilities management sector, including residential, commercial, industrial, healthcare, and government clients Develop and execute business development strategies that support sustainable growth and align with the organization's vision and long-term goals Handle the entire tendering process from bid strategy, pricing review, and submission, to contract award and handover Generate and follow up on leads through tenders, networking, referrals, cold calls, and digital platforms Analyze market dynamics and competitor positioning to shape effective pricing strategies and anticipate emerging trends and innovations in facilities management Perform any other related duties as assigned accordingly	8

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Operations Manager	Strong sense of responsibility and attention to detail Excellent organizational and communication skills Ability to work under pressure and solve problems quickly Previous experience in operations, event coordination, or hospitality is preferred	Arrange daily work schedules for banquet part-time staff Ensure all operations run smoothly and efficiently Communicate with staff and clients to meet event requirements Handle any operational issues that arise during events Support the management team in improving operational processes	8
F&B Service Crew	Well Groom and able to communicate	Table Service for food and beverage, communicate in simple english with guests	6

#11 Markono Group (13 & 14 Nov)

At Markono Group Pte Ltd, we believe in making knowledge available to everyone. For centuries, the written word has had the profound ability to impart knowledge, spur imagination and fuel dreams. As the demand for knowledge, information, and entertainment soars, our story is about leaving positive imprints on the world by shaping the future of reading; inspiring and empowering the world's readers. Our team of printing and supply chain experts share our commitment to creating unbridled access to global knowledge, and are equally determined to create solutions that make high-quality books accessible. With unwavering commitment to innovation, we open doors to a universe of imagination. We keep you reading.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Principal / Senior Engineer (M&E / Reliability / Automation) 	<p>Bachelor's Degree in Mechanical, Electrical, or Mechatronics Engineering (Master's preferred)</p> <p>10 - 15 years of hands-on experience in maintenance engineering or equipment reliability roles, preferably in high-speed manufacturing or printing environments</p> <p>Proven expertise in PLC systems, motion controls, automation, and complex troubleshooting</p> <p>Demonstrated experience as a sign-off or approving authority for engineering changes, maintenance validations, or capital project completion</p> <p>Strong leadership, analytical, and communication skills with a collaborative mindset</p> <p>Certified in Predictive Maintenance, Lean, or Six Sigma methodologies (advantageous)</p>	<p>Technical Leadership & Complex Troubleshooting</p> <p>Act as the final point of technical escalation for complex electrical, mechanical, pneumatic, and control system issues across printing presses, bindery lines, digital printers, and auxiliary systems</p> <p>Conduct in-depth root cause analysis (RCA) and implement long-term corrective actions to eliminate recurring failures</p> <p>Interpret and troubleshoot from advanced electrical schematics, PLC ladder logic, and mechanical drawings with precision and speed</p> <p>Lead troubleshooting and repair strategies that balance equipment uptime, cost efficiency, and long-term reliability</p> <p>Vendor Management</p> <p>Lead technical engagements with OEMs and vendor service engineers during equipment breakdowns, installations, and major upgrades</p> <p>Evaluate and challenge vendor recommendations using data-driven analysis, ensuring solutions are technically sound and cost-effective</p> <p>Validate the quality, completeness, and sustainability of vendor-delivered work</p> <p>Drive strategic vendor partnerships to continuously improve equipment reliability and support innovation</p> <p>Engineering Leadership & Strategy</p> <p>Drive continuous improvement and capital projects that enhance machine reliability, automation, and performance</p> <p>Provide technical mentorship and on-the-job guidance to engineers and</p>	8:00am - 5:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>technicians, uplifting the team's overall competency</p> <p>Serve as the engineering sign-off authority for technical assessments, design changes, machine modifications, and project completion validations</p> <p>Contribute to the long-term maintenance strategy, aligning engineering initiatives with production and business goals</p> <p>Predictive & Preventive Maintenance Excellence</p> <p>Deploy predictive technologies (e.g. vibration analysis, thermal imaging, ultrasonic inspection) to proactively prevent failures</p> <p>Analyse performance data to refine maintenance strategies, intervals, and spare parts optimisation</p> <p>Ensure best-in-class preventive maintenance practices aligned with OEE (Overall Equipment Effectiveness) targets</p> <p>Project Engineering & Continuous Improvement</p> <p>Lead or support capital and improvement projects from design to commissioning — including automation, machine upgrades, and system retrofits</p> <p>Identify engineering solutions to eliminate bottlenecks, improve OEE, and reduce waste and downtime</p> <p>Partner with cross-functional teams to embed lean and digital maintenance practices across operations</p> <p>Safety & Compliance</p> <p>Champion a zero-incident safety culture, ensuring all activities meet company and statutory safety standards</p> <p>Lead risk assessments, equipment safety validations, and compliance audits</p> <p>Serve as sign-off authority for safety validations and engineering control changes, ensuring full compliance with safety and engineering integrity standards</p> <p>Drive safe design principles in all maintenance and project activities</p> <p>Knowledge Sharing & Capability Building</p>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Mentor and coach junior engineers and technicians through structured development plans</p> <p>Develop and conduct technical training programmes to build deep domain expertise within the team</p> <p>Maintain and enhance technical documentation, SOPs, and knowledge repositories for long-term learning continuity</p>	
Warehouse Associate	<p>Minimum Secondary Levels/ITE qualification.</p> <p>1 to 2 years of relevant experience in warehousing, store operations or related role.</p> <p>Experience in operating VNA or forklift.</p> <p>Basic computer literacy with experience in inventory data entry.</p> <p>Collaboration is often necessary in a warehouse environment, as associates typically work in teams to fulfil orders, pack shipments and maintain inventory.</p> <p>Able to understand and communicate in English.</p>	<p>Responsible for picking / packing accuracy &, timeliness.</p> <p>Perform system transaction for stock movement in FG1.</p> <p>Take part in Cycle Count to achieve stock accuracy.</p> <p>Daily Housekeeping to maintain the warehouse in good condition.</p> <p>Prepare the cargo in exportable condition.</p> <p>Ensure material-handling equipment is maintained in working condition.</p> <p>Issuance and receipt of stocks.</p> <p>Un-stuffing and stuffing of containers.</p> <p>Expedite goods out from production to meet delivery schedule.</p> <p>Liaise with transport contractor on delivery arrangement to meet customer requirement.</p> <p>To ensure safety rules and regulation are adhered.</p> <p>To carry out tasks assigned by immediate superior.</p>	8:00am - 5:30pm
Warehouse Logistics Coordinator	<p>O Levels with at least 3 years of experience in Warehousing Operations and WMS</p> <p>Proficient in using Microsoft Word and Excel</p> <p>Good working attitude and interpersonal skills</p> <p>Excellent communication and interpersonal skills</p>	<p>Providing timely and accurate support for superior regards to order fulfilment including but not limited to order processing, procurement, scheduling, liaising with principal vendors, customers, forwarders and 3PL for necessary delivery arrangements for shipments.</p> <p>Perform system transactions accurately for all stock movements in WMS</p> <p>Support in Cycle Count or Stock-take to achieve stock accuracy</p> <p>Support Superior in ensure daily maintenance of material handling equipment and housekeeping are carried out</p> <p>Support Superior in arrange manpower for overtime and deploying manpower for daily operations and supervise staff</p>	8:00am - 5:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Ensure goods are delivered to customers on time</p> <p>Ensure proper recording of all documentation filing</p> <p>Perform audit for picking activities</p> <p>Support Superior in manage and segregate obsolete stock.</p> <p>Perform system transactions such as printing Pick Lists, Delivery Orders, barcode labels, commercial invoices and packing lists</p> <p>Support Superior for safety rules and regulations are adhered to</p> <p>Liaise with QA on pre-shipment inspection</p> <p>Coordinate with internal departments (Binding, Planning, QA & Account Management) on the finishing and availability of goods to meet delivery schedules</p> <p>Coordinate with outsource transporter and freight forwarder on self-collection and delivery</p> <p>Solve problems relating to SCM and other issues</p> <p>Generate reports and process data</p> <p>Carry out tasks assigned by immediate superior</p>	
Supervisor, Supply Chain & Logistics	<p>Minimum GCE 'O' level, or at least minimum of 3 years of relevant experience in warehousing operations, with at least 1 year in a supervisory role</p> <p>Ability to work under pressure and meet tight deadlines while effectively organising and managing warehouse workflows</p> <p>Proven leadership and team management skills</p> <p>Strong communication and interpersonal abilities</p> <p>Proficient in all Microsoft Office applications</p>	<p>Oversee and coordinate daily warehouse operations, including receiving, storing, picking, packing, and shipping of products</p> <p>Coordinate with other departments to ensure timely fulfilment of orders</p> <p>Ensure accuracy and efficiency in all warehouse activities</p> <p>Implement process improvements to improve efficiency and productivity</p> <p>Supervise and train warehouse staff, including hiring, scheduling, and performance management</p> <p>Enforce company policies and procedures to maintain a safe and clean work environment</p> <p>Monitor inventory levels and conduct regular inventory counts</p> <p>Maintain proper documentation and records of warehouse activities</p> <p>Handle customer inquiries and complaints in a professional manner</p> <p>To carry out tasks assigned by immediate manager or management</p>	8:00am - 5:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Senior Executive, Projects and Process Improvement 	<p>Bachelor's degree / diploma in Supply Chain Management, Logistics, Industrial Engineering, or Operations Management</p> <p>Certifications in Lean Six Sigma, Project Management Professional (PMP), or Certified Supply Chain Professional (CSCP) will be advantageous</p> <p>At least 3 years of relevant experience in warehouse operations and participating in process improvement or warehouse optimisation projects, ideally in Singapore's logistics, e-commerce, or manufacturing sector</p> <p>Strong understanding of warehouse management systems (WMS) and enterprise resource planning (ERP) platforms</p> <p>Experience using data analytics tools for workflow optimisation and performance reporting will be advantageous</p> <p>Familiarity with automation, robotics, and digital supply chain solutions will be advantageous</p> <p>Knowledge of Singapore's Workplace Safety and Health (WSH) regulations, fire safety, and NEA/MOM requirements</p> <p>Awareness of customs, import/export compliance, and ISO quality standards relevant to warehousing and logistics operations</p> <p>Strong project management and stakeholder engagement skills</p> <p>Analytical mindset with a focus on continuous improvement and innovation</p> <p>Effective communicator; able to work effectively in a diverse workforce and manage both operational team members and senior stakeholders</p>	<p>Develop and implement strategies: Lead projects aimed at warehouse process improvement, focusing on operational efficiency, cost reduction, and enhanced order fulfilment service</p> <p>Project management: Oversee the end-to-end project lifecycle for process improvements, including resource planning, stakeholder engagement, and post-project evaluation</p> <p>Data analysis & reporting: Analyse supply chain workflows, identify bottlenecks, and generate reports on performance metrics for senior management</p> <p>Collaboration: Work closely with cross-functional teams to ensure seamless operations and effective implementation of improvement initiatives</p> <p>Continuous improvement: Identify and execute opportunities for optimization in warehousing layout, workflow automation, distribution routes, and inventory management</p> <p>Compliance & risk management: Ensure adherence to regulatory and quality standards throughout project execution and process upgrad</p>	8:00am - 5:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Maintenance Technician, Engineering & Facilities Management 	<p>Minimum 3 years of experience in Engineering and Facilities management</p> <p>ITE Higher Nitec/Nitec in Mechanical Engineering or Electrical Engineering is preferred</p> <p>Strong problem-solving skills, attention to detail, and the ability to work independently</p> <p>Basic computer literacy</p> <p>Good communication skills to liaise with internal parties and external vendors</p>	<p>Perform electrical and mechanical troubleshooting and repairs on automated equipment</p> <p>Attend to user complaints and carry out minor repairs</p> <p>Ensure the completion of preventive maintenance as per the schedule assigned by the Manager</p> <p>Assist manager to monitor and ensure that repair works done by Machine Vendor and Contractor are completed timely</p> <p>Assist Manager in monitoring the availability of spare parts and accessories inventory</p> <p>Conduct inspections, checks and minor repair work that are building related such as floor demarcation, patching, and partition works</p> <p>Explore ways to implement cost effective measures in spare part sourcing</p> <p>Carry out tasks as assigned by management</p>	8:00am - 5:30pm
Technician 	<p>Minimum 2 years of experience in Engineering and Facilities management</p> <p>ITE Higher Nitec/Nitec in Mechanical Engineering or Electrical Engineering is preferred</p> <p>Strong problem-solving skills, attention to detail, and the ability to work independently</p> <p>Basic computer literacy</p> <p>Good communication skills to liaise with internal parties and external vendors</p>	<p>Perform electrical and mechanical troubleshooting and repairs on automated equipment</p> <p>Assist in the troubleshooting of the Automated Storage and Retrieval System (ASRS) equipment and control system</p> <p>Assist in repair works of plant, equipment, and facilities</p> <p>Perform lighting replacement and tracking</p> <p>Ensure the completion of preventive maintenance as per the schedule assigned by the Manager</p> <p>Conduct routine inspections and servicing of the company's mechanical and electrical installations, building and associated facilities, air-conditioning units plumbing and sanitary systems, machinery, and equipment</p> <p>Conduct inspections, checks and minor repair work that are building related such as floor demarcation, patching and partition works</p> <p>Attend to user complaints and carry out minor repairs</p> <p>Attend to external contractors during major repairs and installation work as</p>	8:00am - 5:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>well as provide assistance as required</p> <p>Ensure work done by external contractors are completed as per requirements and in a timely manner</p> <p>Assist in all building contractual works such as pest control, lift servicing, landscaping etc</p> <p>Assist external contractors in the preventive maintenance of all facilities such as cooling tower, air compressor, fire alarm system</p> <p>Ensure work done by external contractors are completed as per requirements and in a timely manner</p>	
Network Engineer 	<p>Bachelor's Degree or Diploma in Information Technology, Computer Science, or a related discipline</p> <p>Minimum 3- 5 years of relevant experience in network administration and support</p> <p>Strong analytical and problem-solving abilities, with the capacity to work independently in a fast-paced environment</p>	<p>Network Operations & Maintenance</p> <p>Oversee daily network operations, including configuration, monitoring, and troubleshooting of Cisco Catalyst 2960 switches</p> <p>Manage VLAN setup, trunking, port security, and perform switch firmware upgrades</p> <p>Monitor LAN/WAN performance to ensure reliable and stable connectivity across offices and data centers</p> <p>Maintain IP address management, DNS/DHCP configurations, and routing setups (BGP/OSPF where applicable)</p> <p>Administer Ruckus WiFi controllers and access points, and resolve WiFi instability issues as needed</p> <p>Firewall & Security</p> <p>Administer and maintain Sophos XG210 and Fortigate 200D firewalls</p> <p>Configure, manage, and maintain VPN tunnels for both site-to-site and remote access connections</p> <p>Regularly review and update firewall rules, perform firmware upgrades, and monitor security alerts</p> <p>Troubleshoot and respond promptly to network and security incidents to ensure system integrity and uptime</p> <p>Cloud & Systems Support</p> <p>Manage Microsoft 365 services (Exchange Online, Teams, SharePoint, Intune), including user setup and connectivity</p> <p>Oversee integration and synchronization between on-premises Active Directory and Azure AD</p> <p>Support network configurations within</p>	<p>8:00am - 5:30pm</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Azure and AWS environments, including virtual networks, subnets, and routing</p> <p>Implement and maintain hybrid connectivity between on-premises infrastructure and cloud environments using VPN, ExpressRoute, or Direct Connect</p> <p>Hands-on experience with AWS services such as EC2, CloudWatch, Route 53, RDS, Lightsail, and Lambda</p> <p>Monitoring & Troubleshooting</p> <p>Proactively monitor network performance to identify and address bottlenecks or failures</p> <p>Utilise tools such as PRTG, Wireshark, and SolarWinds for diagnostics and performance analysis</p> <p>Collaborate with vendors and ISPs to troubleshoot and resolve connectivity issue</p> <p>Support & Maintenance Windows</p> <p>Provide Level 2/3 technical support for escalated network and system issues</p> <p>Participate in the on-call rotation to support after-hours incidents</p> <p>Documentation & Improvements</p> <p>Maintain up-to-date documentation of network topology, configurations, and system changes</p> <p>Propose and implement enhancements to improve network efficiency, stability, and security</p> <p>Technical Skills</p> <p>Strong hands-on experience with Cisco Catalyst 2960 switches, including configuration, VLANs, trunking, and spanning tree setup</p> <p>Good knowledge and experience with Sophos XG210 and Fortigate 200D firewalls</p> <p>Proficient in Microsoft 365, Azure, and AWS network and identity management</p> <p>Good understanding of TCP/IP, DNS, DHCP, routing protocols (BGP/OSPF), and VPN technologies.</p> <p>Experienced in using network monitoring tools such as PRTG, SolarWinds, Wireshark, and Graylog</p> <p>Familiar with backup procedures and configuration management for network devices</p> <p>Holding Linux+ or an equivalent Linux</p>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		certification is an advantage Preferred certifications include Cisco CCNA or CCNP, Microsoft Certified: Azure Administrator, AWS Certified SysOps Administrator, and ideally, a Sophos or Fortigate Network Security certification	
Digital Print Technician 	<p>Minimum 1 year of experience working in fast-paced environment</p> <p>Able to perform tasks that may involve repetitive motions</p> <p>Able to understand and follow basic verbal and written instructions.</p> <p>Willing to work on a rotating shift schedule (2 weeks day shift, followed by 2 weeks night shift)</p>	<p>Manage daily routines duties in operating Digital Printing Machines and/or Binding Machines</p> <p>To continuing improve the productivity of the printers or finishing machines mentioned by reducing the down time on change over & trouble-shooting and etc</p> <p>To perform basic troubleshooting and carry out basic maintenance on the printers and finishing machines</p> <p>Control wastage, and ensure production quantity and quality</p> <p>To ensure proper line clearance upon completion of jobs</p> <p>Understand Material Safety Data Sheet to ensure proper & safe handling and usage of chemicals</p> <p>To carry out housekeeping at the end of every shift</p> <p>To carry out tasks assigned by immediate leader/supervisor</p> <p>Comply with the requirement set in Quality Management System; FSC COC Management System; Environmental, Health & Safety Management System, and any other management systems deem related to this industry.</p>	8:00am - 5:30pm
Print Finishing Technician 	<p>Minimum 1 year of experience working in a fast-paced environment</p> <p>Able to perform tasks that may involve repetitive motions.</p> <p>Able to understand and follow basic verbal and written instructions</p> <p>Willing to work on a rotating shift schedule (2 weeks day shift, followed by 2 weeks night shift)</p>	<p>Gathering of information on job requirements and materials</p> <p>Setting and operating of machine</p> <p>Handling of finished product</p> <p>Recording procedures for finished work</p> <p>Machine trouble-shooting</p> <p>Understand Material Safety Data Sheet to ensure proper & safe handling and usage of chemicals</p> <p>Housekeeping</p> <p>To comply Safe Work Procedures (SWP) and adhere to safety in work station/area</p> <p>To carry out tasks assigned by immediate superior</p>	8:00am - 5:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Print Production Technician 	Minimum 2 years experience in offset printing. At least 1 year of experience working as an Assistant Printer or in similar capacity. Hands-on experience in operating or assisting with offset printing processes. Willing to work on a rotating shift schedule (2 weeks day shift, followed by 2 weeks night shift).	Identify and retrieval of raw materials (paper, ink, chemical, consumables, etc) Understand Material Safety Data Sheet to ensure proper & safe handling and usage of chemicals Record the data on the daily Job Completion report and identify the printed sheets by label/tag the pallet with job completed and quality control card Interpretation of work instructions with standard procedures Operations Functions:- Loading of paper Machines setting Air-setting and adjustment Setting spray powder unit Difference of single and multi colour printing Use of Densitometer Arrangement and recording of finished work Machine maintenance Proper handling and storage of used materials Ensure work safety and good housekeeping Knowledge of quality Feedback and update to Supervisor or Operations Executive on problems To carry out tasks assigned by immediate superior	8:00am - 5:30pm

#12 MINDS (12 & 13 Nov)

MINDSG Ltd (*Movement for the Intellectually Disabled of Singapore*) is one of Singapore's largest charities dedicated to empowering Persons with Intellectual Disability (PWIDs) across their lifespan. Since 1962, we have been committed to nurturing the innate talents and abilities of every individual. We offer a comprehensive and holistic range of services, including special education schools, residential care, and employment development centres. Join our dedicated team to strengthen community-based services, enhance employability for PWIDs, and champion a more inclusive society. We seek passionate individuals to help us build thought leadership and expand our vital programmes.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Training Officer 	<p>Minimum O levels, or any of the following qualification: NITEC Certificate in Community Care & Social Services (ITE) / Certificate of Special Needs Education (MOE) / Diploma of Special Education (MOE) / Diploma in Disability Studies (SSI) / Diploma of Community Services (SSI) / Other Information:</p> <ul style="list-style-type: none"> - Computer literacy skills MS Word, Excel and PowerPoint - People-oriented team player - Good interpersonal and communication skill - Passion and great deal of patience to work with people with intellectual disabilities 	To perform the tasks of teaching, training, supervising, maintaining and developing the functioning level of client to function adequately and independently in the areas of Activities of Daily Living, Community Living, Social and Recreational Skills.	8.30am to 5.30pm
Operations Support Officer	Completed Primary Education	Assist to ensure smooth running in the day-to-day operations of the adult services centre. This includes, but is not limited to, direct care for clients, facility management and maintenance, operational support, support for centre activities and events, and simple administrative tasks.	8.30am to 5.30pm

#13 Popeyes (11 & 12 Nov)

In 2022 Feisiong Group inked an exclusive Franchise deal to develop and run Popeyes Singapore. This agreement marks Feisiong Group first venture into the fried chicken quick service restaurant industry. Serving delicious and flavourful fried chicken, using only fresh chicken marinated in 12 hours in bold spices, then hand battered and breaded to perfection, we believe in Popeyes, to serve delicious fried chicken to everyone

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Commis Chef (Batter fryer)	With or Without Experience Proactive in learning Good Communication Skills Able to work under pressure Need to work on weekends, PH, Shift Work Rotating Shift(AM/PM) /Overnight Shift Available	Prep chicken for batterfrying according to our SOP Master the art of batter frying our chicken, ensuring perfect golden brown color and crispy texture. Carefully received and pack fried chicken pieces into chiller, maintaining First-In-First-Out(FIFO) practices. Follow all Standard Operating Procedure(SOP) To ensure safety and consistency. Maintains the highest quality standard for our delicious fried chicken Uphold strict food hygieneregulations in the kitchen	44 hours
Restaurant Management Trainee (RMIT) 	Minimum Diploma or equivalent Good written, verbal and interpersonal skills Good Leadership skill oraganizational and planning abilities Motivated, result oriented and fast learner A positive attitude, and willingness to learn Willingness to work longer than required if needed Ability to engage in physical activities which requires long hours of standing during work shift	<p>Operational Leadership and Training: Co-lead operations team to ensure quality assurance and customer satisfaction, completing assigned task, rotating positions to gain comprehensive knowledge of restaurant operations and supervising staff to achieve expected performance and productivity</p> <p>Financial Management and Compliance: Assist Restaurant Manager in managing restaurant finances and equipment, ensuring compliance with standards, guidelines, and regulatory requirements, while also maintaining records and preparing documents.</p> <p>Team Development and Customer Service: Lead and develop employees to achieve optimal work performance, while also creating a memorable brand experience for guests through prompt service and quality products, and obtaining and acting on customer feedback.</p> <p>Communication and Shift Management: Act as a liaison between operations staff and management, coordinating daily operations, cash control, and shift management, including traveling to different outlets as required to support operational needs.</p>	44 hours
Commis Crew	With or without experience	Ensure chicken & fry station products are prepared and cooked according to SOP to ensure	44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>are welcome (training will be provided)</p> <p>Proactive in learning</p> <p>Good communication skills</p> <p>Able to work under pressure</p> <p>Need to work on weekends / Public Holidays / Shift Work</p> <p>Rotating shifts (Restaurant Operating Hours)</p> <p>AM/PM/Overnight shift available</p>	<p>the highest standards</p> <p>Receive and arrange food ingredients into the Chiller/Freezer/Cold room/Freezer room/Storeroom using FEFO method</p> <p>Prepare food according to Standard Operating Procedures (SOP), ensuring the highest standards</p> <p>Ensure best quality of food</p> <p>Ensure no expired products are present in the kitchen at all times</p> <p>Ensure tiptop food hygiene standards</p> <p>Ensure cleanliness of the batterfry station and kitchen area</p> <p>Ensure that chicken & food are of the best quality to deliver the best guest experience</p> <p>Adhere to brand operations standards</p>	
Guest Experience Manager	<p>With or Without Experience</p> <p>Proactive in learning</p> <p>Good Communication Skills</p> <p>Able to work under pressure</p> <p>Need to work on weekends, PH, Shift Work</p> <p>Rotating Shift(AM/PM /Overnight Shift Available</p> <p>Engage with guest in a friendly, professional service-oriented demeanor.</p> <p>Strong Interpersonal Skills and acts as a face of the company or brand</p>	<p>Guest Engagement</p> <p>Self-Ordering Kiosk Management</p> <p>Guest engagement to gather feedback</p> <p>Guest Service Recovery</p> <p>Flyer Distribution</p> <p>Ensuring cleanliness of Lobby Area</p> <p>Explanation of Menu to Guest</p> <p>Service Duties</p> <p>Support Cashier at times</p> <p>Other Ad Hoc Duties when needed</p> <p> "The Guest Experience Manager (GEM) is responsible for creating memorable and positive experiences for every guest. This role focuses on hospitality, service recovery, team engagement, and in-store execution to drive guest satisfaction and repeat business. The GEM sets the tone for service excellence and ensures the restaurant delivers a consistent, friendly, and welcoming environment"</p>	44 hours
Guest Experience Crew	<p>No prior experience required (training will be provided).</p> <p>Good communication and interpersonal skills.</p> <p>Ability to work in a fast-paced environment.</p> <p>Willingness to work flexible shifts, including weekends and holidays.</p> <p>Team player with a positive attitude.</p>	<p>Greet and assist customers in a friendly and professional manner.</p> <p>Take customer orders accurately and efficiently.</p> <p>Prepare and serve food and beverages according to company standards.</p> <p>Handle cash and process payments using the POS system.</p> <p>Maintain cleanliness in the dining, kitchen, and counter areas.</p> <p>Ensure compliance with food safety and hygiene regulations.</p> <p>Assist in restocking and inventory management.</p> <p>Work as a team to ensure smooth and efficient restaurant operations.</p> <p>Address customer concerns and escalate issues when necessary.</p>	44 hours

#14 RMA Group (11 & 12 Nov)

Sengkang General Hospital forms a vital part of Singapore's master plan to provide quality and accessible care to better serve the healthcare needs in North-Eastern Singapore. We focused on building a hospital that is built around prevention to beyond hospital care. Our vision - "Healthy Living. Fulfilling Life" and mission - "Better Health Together" were developed to guide and keep us on the right path. Our philosophy of care is based on prevention and wellness - from 'I' to 'WE' – from Illness to Wellness. Our multidisciplinary team of healthcare professionals are passionate for delivering care and helping people take ownership of their health and healthcare needs. If you share our passion and commitment, we invite you to SHINE WITH US!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Customer Service Executive 	Diploma in Business Management or relevant discipline	<p>Provide on-site support various teams within organization</p> <p>Provide on-site frontline concierge service</p> <p>Provide on-site support for room and AV/IT systems management</p> <p>Support with provision of office supplies and employee indents.</p> <p>Provide administrative and operational support for the daily topping up and up-keeping of pantries located at various floors across three primary locations.</p> <p>Manage the daily operations of the gym, including timely follow-ups on any maintenance works.</p> <p>Provide administrative support and content to drive the monthly promotion</p> <p>Provide administrative and operational support to plan.</p> <p>Provide on-site wayfinding/assistance (e.g. lost-and-found) for public visitors at the Public Concierge.</p>	8:30am-6pm
Software Programmer 	<p>Diploma or Degree in Information Technology or a related field.</p> <p>1–2 years of experience in software development.</p> <p>Working knowledge of Java and C# for backend implementation.</p> <p>Proficient in Angular, Kendo UI, and JavaScript for frontend development.</p> <p>Experienced in API integration and database design/optimization.</p> <p>Skilled in developing and deploying mobile apps on</p>	<p>Develop and maintain web and mobile applications based on project needs.</p> <p>Work on both frontend and backend to ensure full application functionality.</p> <p>Manage databases and integrate with system APIs for smooth operations.</p> <p>Deploy mobile apps and ensure they perform well across devices.</p> <p>Fix bugs, improve performance, and support scanning/tracking features.</p> <p>Collaborate with teams and follow project timelines effectively.</p>	9AM - 6PM

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Android and iOS platforms.</p> <p>Familiar with designing user-friendly, responsive interfaces for mobile and web.</p> <p>Ability to handle the full deployment cycle, from build to release on app stores.</p>		
Refinery Technician 	<p>Diploma or NITEC in a relevant Engineering discipline OR</p> <p>At least 3 years' relevant experience in an oil refinery/ petrochemical plant, preferably with EMA license.</p>	<p>Carry out routine, preventive and corrective maintenance, troubleshooting and repairing of instrument, analyser and electrical equipment & system.</p> <p>Troubleshoot critical electrical equipments such as UPS, DC Charger, LV/HV switchgears.</p> <p>Execute assembly, wiring and termination works on LV/HV switchboard.</p> <p>Read and interpret electrical single line and schematics diagram.</p> <p>Update and maintain electrical drawing documentation.</p> <p>Ensure that all Electrical Safety, HSE and Safe Work Procedure (SWP) are followed.</p>	7:30AM-4:30PM
Operations Executive	<p>Responsible, organised, detail-oriented, with strong multitasking capabilities.</p> <p>Strong interpersonal and written communication skills; with the ability to interact effectively with all levels of management, clients and various stakeholders of all ages.</p> <p>Minimum 3 years of solid experience in Project Management & Operations is preferred.</p> <p>Proficiency in Microsoft Office is required.</p>	<p>Project Management</p> <p>Monitor and manage projects from start to finish, ensuring all deliverables are met according to the defined project scope, budget and timeline.</p> <p>Act as the main point of contact for stakeholders; providing timely updates and effectively resolving issues.</p> <p>Measure, review and enhance existing processes to improve efficiency and effectiveness.</p> <p>Operations</p> <p>Oversee day- to- day operational activities to ensure smooth and efficient business operations.</p> <p>Plan and allocate resources to achieve deliverables and meet KPIs.</p> <p>Maintain and optimise workflows to increase productivity and operational performance.</p>	8:30am-6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Perform any other ad-hoc duties assigned by management.	
Chef De Partie	<p>Experience in French cuisine.</p> <p>Good team player with a strong sense of responsibility.</p> <p>Willing to work weekends, shifts, and public holidays.</p>	<p>Prepare and cook dishes according to menu and quality standards.</p> <p>Maintain hygiene and cleanliness in the kitchen at all times.</p> <p>Support daily kitchen operations including food prep and stock management.</p> <p>Work as part of a team to deliver high-quality meals efficiently.</p>	<p>Working Days: 5 days</p> <p>Working Hours: 44 hours</p> <p>Operation time: Monday to Saturday - 12.00PM to 11.00PM, Sunday closed</p>
Barista	<p>Proficiency in coffee and beverage preparation.</p> <p>Strong interpersonal and communication skills.</p> <p>Customer service excellence with a friendly, positive attitude.</p> <p>Ability to multitask and stay composed under pressure.</p> <p>Previous experience in a café or similar F&B setting is an advantage.</p> <p>Familiarity with food hygiene standards and cleanliness protocol.</p> <p>Responsible, reliable, and detail-oriented.</p>	<p>Prepare and serve coffee, tea, and a variety of beverages with consistency and quality.</p> <p>Perform basic food preparation according to hygiene and safety standards.</p> <p>Greet and serve customers warmly, providing recommendations when needed.</p> <p>Maintain a clean and organized café environment, including bar and service areas.</p> <p>Operate POS system accurately for orders and payments.</p> <p>Monitor stock levels and assist in restocking supplies.</p> <p>Work efficiently in a fast-paced setting while maintaining high service standards.</p> <p>Collaborate with team members to ensure smooth daily operations.</p>	<p>Working Days: 5-days (shift schedule)</p> <p>Working Hours: 44-hour schedule (with overtime where applicable)</p> <p>Operation Time: 7AM - 10PM</p>
Pool Technician	<p>At least 1 year experience in pool/water systems maintenance, HVAC, or related technical fields.</p> <p>Knowledge of water treatment, filtration, and chemical handling (certifications a plus).</p>	<p>Perform daily checks on water quality, temperature control, and system functionality for ice baths and hot baths.</p> <p>Conduct preventive maintenance on pumps, filters, heating/cooling systems, and water circulation equipment.</p> <p>Manage chemical dosing and water treatment in</p>	<p>Working Days: 5-days (shift schedule)</p> <p>Working Hours: 44-hour schedule</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Strong troubleshooting skills and attention to detail.</p> <p>Ability to work independently while collaborating with the operations team.</p> <p>Commitment to health, safety, and regulatory compliance.</p>	<p>Line with health and safety standards.</p> <p>Coordinate with external vendors for servicing, repairs, and inspections when necessary.</p> <p>Maintain detailed records of maintenance schedules, water test results, and any incidents or system upgrades.</p> <p>Respond promptly to equipment faults or member concerns to minimise downtime.</p>	<p>(with overtime where applicable)</p> <p>Operation Time: 7AM - 10PM</p>
Mechanical and Electrical Engineer 	<p>Diploma or above in Electrical Engineering, Automation, Control Engineering, or a related field.</p> <p>At least 1-3 years of experience in automation control systems in semiconductor or high-tech plants.</p> <p>Familiar with electrical control system design, PLC/SCADA/HMI programming and debugging; experience in wiring, instrumentation, and circuit diagram drawing.</p> <p>Proficient in MS Office and AutoCAD/EPLAN drafting software; relevant certifications preferred.</p> <p>Experience in project execution, budgeting, and construction coordination is a plus.</p> <p>Fluent in writing emails and oral communication in English</p> <p>Proficiency in Chinese is preferred to liaise with</p>	<p>Responsible for the design and planning of the control panel and circuit diagrams, ensuring system configuration meets engineering specifications and customer requirements.</p> <p>Prepare the Bill of Materials (BOM) for the control panel electrical components, conduct material estimations, and submit procurement requests.</p> <p>Execute control panel assembly, machine wiring, and quality control (QC).</p> <p>Develop and write SCADA monitoring interface software, report programs, human-machine interface (HMI), and PLC control programs.</p> <p>Conduct on-site system commissioning, signal testing, and instrument calibration to ensure stable system operation.</p> <p>Plan and draw on-site external wiring design drawings, and assist in confirming the project scope and budget submission.</p> <p>Execute overall project schedule and construction management, and monitor the project construction, progress, and quality status.</p> <p>Responsible for troubleshooting and reviewing construction anomalies and accidents, and developing corrective and preventative measures.</p> <p>Establish and maintain all project documents, records, and forms, ensuring project documentation completeness and traceability.</p> <p>Review and submit vendor progress estimates and payment requests, and assist with finance and project reconciliation.</p>	<p>Monday - Friday, 8:30AM - 5:30PM</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Chinese-speaking clients and customers.		
Patient Account Officer 	Nitec and Above	<p>Contract: Until 30 June 2026 (option to extend till 30 June 2027)</p> <p>Shift Hours: AM- 7am to 4.30pm, MD- 8.30am to 6pm, PM- 1pm to 8.30pm, Night- 10pm to 7.30am</p> <p>Location: Novena</p> <p>Salary: \$2,200 (Basic) + \$380 (Allowance - Attendance Based)</p> <p>Outpatient Registration & Billing:</p> <p>Handle patient registration, billing, and perform visitor management including temperature screening.</p> <p>Input patient details and carry out admission procedures in the system.</p> <p>Provide guidance to patients on Medisave, MediShield, Integrated Shield Plans, and corporate insurance claims and guarantees.</p> <p>Enter Doctors' Fees and details from Doctor's Letters of Certification into the system as required.</p> <p>Follow up on relevant documentation when necessary.</p> <p>Inpatient Admission & Billing:</p> <p>Enter and update patient information and perform system admission for inpatient cases.</p> <p>Conduct financial counselling for patients or their next-of-kin, providing bill estimations (AFHS) and securing required signatures.</p> <p>Collect admission deposits and alert the Executive of any bad debt flags or patients unable to provide a deposit.</p> <p>Perform other administrative tasks related to inpatient records and updates.</p> <p>Cashiering Duties:</p> <p>Present and explain itemized bills and charges to patients.</p> <p>Process payment collections and issue refunds as necessary.</p> <p>Submit daily shift closure reports to the supervisor.</p> <p>Patient Experience & Service:</p> <p>Handle complex inquiries and feedback related to admission, billing, insurance claims, and cashiering matters escalated by Business Office staff.</p> <p>Process and follow up on insurance claims, liaising</p>	AM- 7am to 4.30pm, MD- 8.30am to 6pm, PM- 1pm to 8.30pm, Night- 10pm to 7.30am

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>with insurers to facilitate claim approvals.</p> <p>Maintain and manage office supplies and counter inventory.</p> <p>Respond to general inquiries via internal and external mailboxes.</p> <p>Assist in administrative tasks such as preparing specialist rosters and generating daily management reports.</p>	
Patient Service Associate (Call Centre)	<p>General Requirements:</p> <p>Able to work independently as well as in a team</p> <p>Proficient in MS Excel / office</p> <p>Pleasant personality and customer service oriented</p> <p>Skills Required</p>	<p>Job Description</p> <p>Handle customers' enquiries (not limited to phone calls, email, live chat, instant messaging)</p> <p>Manage protocols (such as fire & emergency messages)</p> <p>Liaise with other department enquiries and requests</p> <p>Manage customers' feedback</p> <p>Make accurate data entry to the CRM System and maintain records.</p> <p>Participate in trainings, tests and audits when required.</p> <p>Pay Package</p> <p>Salary: \$2,100 + \$400 (Allowance)</p> <p>Yearly performance bonus</p> <p>Working hours (Shift and rostered)</p> <p>Able to work in any of the following shift: AM – 7:30AM to 5:00PM, MID - 11:30AM to 9PM</p> <p>Shift shall be rostered. - With 1 hour of mealtime</p> <p>5-day work week, inclusive of 1 weekend workday</p> <p>2 Off days</p> <p>General Requirements:</p> <p>Able to work independently as well as in a team</p> <p>Proficient in MS Excel / office</p> <p>Pleasant personality and customer service oriented</p> <p>Skills Required</p> <p>CRM</p> <p>Customer Service Oriented</p> <p>Microsoft Office</p> <p>Customer Experience</p> <p>Interpersonal Skills</p> <p>Healthcare Administration</p> <p>B2B Accurate Data Entry</p>	<p>AM – 7:30AM to 5:00PM, MID - 11:30AM to 9PM</p>
L&D Specialist, Strategic HR 	<p>At least 2 years of prior experience in Human Resources and/ or Learning and Development, with knowledge and interest in</p>	<p>Conceptualise and deliver online, blended and classroom learning interventions in HR topics (e.g., identifying learning needs, designing curriculum, developing training materials and evaluating learning interventions.)</p>	<p>9AM-6PM</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>HR content.</p> <p>Experience in facilitation, design of learning interventions/programmes of different modalities (e.g., face-to-face, virtual, blended).</p> <p>Good organisational, analytical, project management, and communication skills</p> <p>One who believes in developing people and would like to make a difference in HR practices in the public sector.</p> <p>Contract: One year/extendable, possible to convert permanent</p>	<p>Partner with public agencies to develop and customise L&D interventions to support their developmental plans</p> <p>Conduct research in key emerging HR areas and translate insights into learning products, such as articles, videos, infographics, toolkits, case studies, and role-plays.</p> <p>Design and organise seminars, webinars, communities of practice, and exhibitions on trending HR topics.</p> <p>Design and facilitate learning sessions and case study discussions in training programmes</p> <p>Contribute to consultancy projects to support public agencies in their transformation journey</p>	
Admin Assistant 	<p>Diploma/Bachelor in Business Administration with minimum 1 year job experience.</p> <p>Good in MS Office suite, particularly Excel, and experience with HR information systems.</p> <p>Perform works scrupulous and well organised.</p> <p>Work independently and self-motivated.</p> <p>Perform multi-task and solve problems.</p> <p>Willingness to learn and take initiative in a dynamic environment.</p>	<p>Manage administrative assignment each day.</p> <p>File documents in electronic copy and hard copy for easy retrieval.</p> <p>Manage calendars and schedule meetings for management.</p> <p>Book hotels and flights for international and domestic travel.</p> <p>Manage incoming phone calls and direct them to relevant team members.</p> <p>Handle sorting and distribution of incoming and outgoing mail and courier services.</p> <p>Handle purchasing task including purchase requests, approvals, and invoice verification.</p>	Monday - Friday, 8:30AM - 5:30PM
Design Engineer 	<p>Previous experience as a Design Engineer or a similar role</p> <p>Proven experience using CAD software; knowledge of SolidWorks is a plus</p> <p>Good understanding of safety standards and</p>	<p>Design new engineering products and processes</p> <p>Craft models and drawings of products using CAD</p> <p>Analyze prototype data and retest if needed</p> <p>Research new product ideas and methods</p> <p>Improve existing products and processes</p>	Monday - Friday, 8:30AM - 5:30PM

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>environmental impact of a design</p> <p>Ability to present in front of stakeholders and managers</p> <p>Great computational and spatial ability</p> <p>Excellent oral and written communication</p> <p>Attention to detail</p> <p>Degree in Mechanical Engineering or a similar field</p>	<p>Ensure compliance with the industry's safety standards</p> <p>Maintain accurate records</p> <p>Ensure products are user- and environment-friendly</p> <p>Write detailed reports</p> <p>Find creative design solutions to problems</p> <p>Present prototypes and designs to customers and project managers</p>	
<p>Human Resource Executive</p> 	<p>Diploma/Bachelor in Human Resource Management and Business Administration with minimum 1 year job experience.</p> <p>Diploma/Bachelor degree with minimum 3 years work experiences related to Human Resource Management.</p> <p>Require skills of English language and Mandarin language.</p> <p>Detail-oriented, well-organized, and able to handle confidential information with integrity.</p> <p>Proactive and resourceful and able to adapt face-pace environment.</p> <p>Work independently and excellent in communication by developing interpersonal relationships with employees at all levels.</p>	<p>Previous experience as a Design Engineer or a similar role</p> <p>Proven experience using CAD software; knowledge of SolidWorks is a plus</p> <p>Good understanding of safety standards and environmental impact of a design</p> <p>Ability to present in front of stakeholders and managers</p> <p>Great computational and spatial ability</p> <p>Excellent oral and written communication</p> <p>Attention to detail</p> <p>Degree in Mechanical Engineering or a similar field</p> <p>Manage full spectrum of HR functions, including recruitment, payroll processing, office administration.</p> <p>Maintain accurate personnel records, attendance records, leave records.</p> <p>Monitor employees job performance by using KPI to explore company internal talents.</p> <p>Handle applications of work pass, renewal and cancellation.</p> <p>Ensure timely submission for statutory obligation</p>	<p>Monday - Friday, 8:30AM - 5:30PM</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Good in MS Office suite, particularly Excel, and experience with HR information systems.</p> <p>Understanding of Singapore's employment laws and HR best practices.</p>	<p>such as IR8A, IR21, MOM and Work Insurance.</p> <p>Compensation & benefits, insurance renewal.</p> <p>Reconciling complaints between employees through communication and find a solution adheres to organization policies and labor laws.</p>	
Accounting Assistant/Officer 	<p>Work experience as an Accountant</p> <p>Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP)</p> <p>Hands-on experience with accounting software like FreshBooks and QuickBooks</p> <p>Advanced MS Excel skills including Vlookups and pivot tables</p> <p>Experience with general ledger functions</p> <p>Strong attention to detail and good analytical skills</p> <p>BSc in Accounting, Finance or relevant degree</p> <p>Additional certification (CPA or CMA) is a plus</p>	<p>Manage all accounting transactions and prepare budget forecasts</p> <p>Publish financial statements in time</p> <p>Handle monthly, quarterly and annual closings</p> <p>Reconcile accounts payable and receivable</p> <p>Ensure timely bank payments</p> <p>Compute taxes and prepare tax returns</p> <p>Manage balance sheets and profit/loss statements</p> <p>Report on the company's financial situation and liquidity</p> <p>Audit financial transactions and documents</p> <p>Reinforce financial data confidentiality and conduct database backups when necessary</p> <p>Comply with financial policies and regulations</p>	8:30am-6pm
Quality Control Engineer 	<p>At least 2 years relevant experience</p> <p>Must possess relevant quality inspection certification(s).</p>	<p>Supervise construction units to ensure all works are carried out in accordance with approved drawings and specifications.</p> <p>Monitor contractors to control project execution progress and ensure construction quality meets company and regulatory standards.</p> <p>Discuss and resolve technical issues related to equipment installation, design discrepancies, and assembly processes.</p> <p>Track and document the progress of equipment installation, including preparing progress reports and maintaining photographic records.</p>	Monday - Friday, 8:30AM - 5:30PM

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Conduct quality approval and verification for equipment and machinery before final handover or commissioning.	
Electrical and Instrument Engineer 	Degrees in Electrical, Electronics, and Automatic Control fields. Experience in on-site engineering execution or work related to PLC, HMI, and SCADA is plus.	<ul style="list-style-type: none"> Assist in the design and planning of control panels and electrical schematics. Perform QC inspections for control panel and machine wiring. Assist in the development of SCADA monitoring interface software. Assist with HMI and PLC programming. Support on-site system testing and commissioning. Assist with on-site signal testing and instrument calibration. Assist with on-site external wiring design. Complete various forms and records for each project. 	Monday - Friday, 8:30AM - 5:30PM
Piping Engineer 	<ul style="list-style-type: none"> Degree in Engineering or a related field. Familiarity with chemical supply systems in semiconductor and optoelectronic plants is preferred. Experience in piping-related work is plus. 	<ul style="list-style-type: none"> Install and arrange plastic piping (CPVC, PP, PFA, PVDF) according to construction drawings and engineering specifications. Execution of piping works in factories and cleanroom environments. 	Monday - Friday, 8:30AM - 5:30PM

#15 Sodexo Singapore (14 & 15 Nov)

Sodexo Singapore Pte Ltd is a leading provider of integrated facilities management services, catering, and food service solutions. With a global presence in 67 countries, we are committed to improving the quality of life for our clients, their employees, and the communities we serve. Join us and be part of a dynamic, diverse, and ambitious team.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Food Service Ambassador	<ul style="list-style-type: none"> • 2 to 5 years of relevant working experience preferably in customer service/service industry. • Able to work independently and enjoy working closely with all levels of staff to achieve positive outcomes. • Service oriented and customer focused. • Sharp, analytical and self-motivated. • Good communication and interpersonal skills. • Able to work independently as well as in a team with minimal supervision. 	<ul style="list-style-type: none"> • To be responsible for the meal service for the patients including meal order taking, meal service and tray clearance • To liaise with various departments such as dietetics and kitchen to ensure accurate patient meal service • To follow the procedures related to control room pertaining to meal service • To provide excellent customer service to the patients in the wards. • To ensure a good relation with the patients and make sure their concerns are taken care of. • To attend to all patients complaints and feedbacks within a short period of time. • To achieve the standard set in the KPI for his/her department. • To attend trainings in relation to the job and train new joiners in whichever area that has been identified. • To carry out the orientation training for new staff in customer service as well as using the EMOS system. • To carry out all other administrative and operational related duties assignment assigned by superior and the Management 	7am-3pm / 1pm-9pm
Kitchen Assistant	<ul style="list-style-type: none"> • Minimum 2-3 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. 	<ul style="list-style-type: none"> • Perform duties to keep all areas of the kitchen clean and sanitized including floors, walls, drains, food processing equipment, cooking utensils and other light equipment daily and periodically. • Remove food wastes from waste receptacles thereafter clean and sanitize bins. • To assist in daily food preparation assigned by the Head Chef. • Ensure that all food are processed according to the corporate and government regulatory control in hygiene and sanitation standards. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Attend weekly service meetings to improve and enhance service level. • Responsible to wear the uniform that is provided and to maintain a neat and professional appearance at all times. • Performs any other duties as directed by the Head Chef 	7am-4pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<ul style="list-style-type: none"> • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism. 		
Catering Assistant Cum Cashier	<ul style="list-style-type: none"> • Minimum 2-3 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the 	<ul style="list-style-type: none"> • Establish and collect cash/coupon transaction for each sale by ringing into the Point of Sales machine. • Maintain and upkeep the POS machines and report any fault or discrepancies in the machine's performance. • Handle customers' feedback duly and ensure that all actions taken are reported to the Senior Cashier after each meal. • Prepare coffee and tea in urns provided for food service during all meals. • Ensure the continuous supply of beverage (hot/cold), drinking cups and stirrers at the beverage counters and display chillers. • Assist in month-end stock taking and closing of inventory. • Responsible and accountable for the float and cash collection of daily sales transactions at the end of the day. • Responsible for the end of day transaction report to the Unit Manager. • Ensure that the front of house including walls, floors, dining facilities (tables and chairs), counters, display chillers, beverage counters, check-out points are clean and tidy. • Attend weekly service meetings to improve and enhance service level. • Ensure that all of the following is ready for service at 15 minutes before meal times in terms of food served according to the menu planned, food garnishing, counter temperature, food displays, serving gears, merchandising posters, and price tags. • Ensure that all food counters and displays are clean and tidy at all times. • Ensure that all customers are served promptly and duly. • Ensure that all areas around food counters are clean 	7am-4pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	company's professionalism	<p>and spotless including floors, walls, counters and equipment.</p> <ul style="list-style-type: none"> • Ensure that food served during meal times are prepared and dished out according to the hygiene and safety regulations required by corporate standards and governmental regulations. • Serve food in the assigned plates or holding receptacles in the portions approved by the client to customers during meal times. • Handle customers' feedback duly and ensure that all actions taken are reported to the Unit Manager after each meal. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Responsible to wear the uniform that is provided and to maintain a neat and professional appearance at all times. • Perform all other duties as and when assigned 	
Cook	<ul style="list-style-type: none"> • Minimum 3 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an 	<ul style="list-style-type: none"> • Ensure that all areas of the kitchen are clean and sanitized including food processing equipment, cooking utensils and other light equipment. • Cook and prepare assigned dishes for serving according to the menu (main and special/promotion dishes). • Ensure that all food are processed according to the corporate and government regulatory control in hygiene and sanitation standards. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Assist in planning of menus and recipes with the Unit Manager and / or Head Chef. • Attend weekly service meetings to improve and enhance service level. • Responsible to wear the uniform that is provided and to maintain a neat and professional appearance at all times. • Performs any other duties as directed by the Head Chef and/or Unit Manager. 	7am-4pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	attitude of friendliness while conveying confidence in the company's professionalism		
Chef De Partie	<ul style="list-style-type: none"> • Minimum 3-5 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objective. 	<ul style="list-style-type: none"> • Ensure that all kitchen areas are clean and sanitized including food processing equipment, cooking utensils and other light equipment. • Cook and prepare assigned dishes for serving according to the menu (main and special/ promotion dishes). • Ensure that all food are processed according to the corporate and government regulatory control in hygiene and sanitation standards. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Assist in planning of menus and recipes with the Unit Manager and Sous Chef. Attend weekly service meetings to improve and enhance service level. • Recording temperature for all refrigerators and Daily Cooking core temperature. • Responsible to ensure that all menu items are available in service areas throughout service times. • Responsible to oversee other kitchen personnel and kitchen areas on occasions when Junior Sous Chef or Sous Chef is not available. • Performs any other duties as directed by the Sous Chef and Unit Manager 	7am-4pm
Dishwasher	<ul style="list-style-type: none"> • Minimum 1-year experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability 	<ul style="list-style-type: none"> • Manage and maintain food service clearing system so that it works effectively during meal times. • Ensure that all soiled wares are collected duly, cleaned, washed and sanitized for use in all other department. • Ensure that all equipment and facility in the dishwashing department is managed effectively by proper usage and maintenance. • Perform duties to keep all areas of the dishwashing area clean and sanitized including floors, walls, dishwashing machines and equipment, storage equipment/ shelves and other light equipment. • Remove food wastes from waste receptacles thereafter clean and sanitize bins. • Ensure that all work is carried out safely according to industrial safety requirement regulated in-house and governmental regulations. 	7am-4pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>to effectively relate to customers and others in all organizational levels, being sensitive to their needs.</p> <ul style="list-style-type: none"> • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism. 	<ul style="list-style-type: none"> • Responsible for all use and security of cleaning chemicals used in the catering facility and to wear the uniform that is provided and to maintain a neat and professional appearance at all times. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Attend weekly service meetings to improve and enhance service level. • Performs any other duties as directed by the Head Chef. 	
Barista	<ul style="list-style-type: none"> • Possess at least 1 year experience in similar capacity. • Excellent customer service, interpersonal and communication skills. Able to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. 	<ul style="list-style-type: none"> • Determine customer coffee desires; presenting and explaining the coffee drink menu; follow drink recipes and preparation techniques for coffee drinks; replenishing coffee bean supply. • Sells and serves baked goods and miscellaneous food items to customers in a courteous and friendly manner. • Educate on whole bean knowledge, coffee blends, tea products, bakery items, coffee brewing, and blended products. • Safely handles all hot and cold drinks during preparation. • Maintain the highest quality, consistent product standards. • Follows all Company drink recipes and procedure. • Ensure that all of the following is ready for service 15 minutes before meal times in terms of food served according to the menu planned, food garnishing, counter temperature, food displays, serving gears, merchandising posters, and price tags. • Ensure that all food counters and displays are clean and tidy at all times. • Ensure that all customers are served promptly and duly. • Ensure that food served during meal times are prepared and dished out accordance to the hygiene and safety regulations required by corporate standards and governmental regulations. • Serve food in the assigned plates or holding receptacles in the portions approved by the client to customers during meal times. • Attend weekly service meetings to improve and 	7am-4pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>enhance service level.</p> <ul style="list-style-type: none"> Handle customer's feedback duly and ensure that all actions taken are reported to the Unit Manager after each meal. Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. Responsible to wear the uniform that is provided and to maintain a neat and professional appearance at all times. Perform all other duties as and when assigned by Superior 	
Cleaner	<ul style="list-style-type: none"> Minimum 1-year experience in similar capacity with or without qualification. Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism. 	<ul style="list-style-type: none"> Manage and maintain food service clearing system so that it works effectively during meal times. Ensure that all soiled wares are collected duly, cleaned, washed and sanitized for use in all other department. Ensure that all equipment and facilities in the dishwashing department are managed effectively by proper usage and maintenance. Perform duties to keep all areas of the dishwashing area clean and sanitized including floors, walls, dishwashing machines and equipment, storage equipment/ shelves and other light equipment. Remove food wastes from waste receptacles, thereafter clean and sanitize bins. Ensure that all work is carried out safely according to industrial safety requirement regulated in-house and governmental regulations. Responsible for all use and security of cleaning chemicals used in the catering facility. Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. To minimise complaints from Client on cleaning issue. Ensure feedback received from user and convey accordingly to Cleaning Supervisor for any action to be taken. Ensure toilet amenities are replenished daily. Ensure pantry items are in order. To be punctual and work according to time slot assigned. Ensure daily cleaning operation without fail. Attend weekly service meetings to improve and enhance service level. Responsible to wear the uniform that is provided and to maintain a neat and professional appearance at all times. Performs any other duties as directed by the Head Chef. 	7am-4pm
Sous Chef	<ul style="list-style-type: none"> Minimum 8-10 years' experience in 	<ul style="list-style-type: none"> Responsible for the overall daily food production and back of the house operations. 	7am-4pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>similar capacity with or without qualification.</p> <ul style="list-style-type: none"> • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism. • Team player. • Maintaining culinary standard up to company's requirements. 	<ul style="list-style-type: none"> • Maintain and enhance manpower management by daily effective communication. • Ensure that quality and wholesome food is served in the facility. • Plan and execute monthly rotating menus and special food promotion with the Unit Manager. • Manage daily customer feedback concerning services provided through effective communication and effective customer service management. • Liaise and produce for banquet events of the day/ week with F&B Coordinator/ Supervisor. • Ensure that all areas of services provided are maintained at the required in-house and corporate standards. • Assist in co-ordinating activities from the head office during official visits from other related departments i.e. Purchasing, HR, Finance, Business Development and SEQ Department. • Submit weekly and monthly financial/administration reports to the Unit Manager. • Submit all HR related documentation to Unit Manager concerning employment, termination, leave application, timecards, manpower costs etc. from back of house operations. • Attend weekly service meetings to improve and enhance service level. • Evaluate and administer manpower plans, employee training & development. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Maintain and improve hygiene and safety standards of both front of house and back of house operations. • Keeping Food Sampling and Daily Cooking Core temperature recordings. • Ensure recording temperature for all refrigerators. • Perform all other common duties assigned by both the client and management of Sodexo Singapore 	
Admin - Food Services	<ul style="list-style-type: none"> • Minimum 'N' or 'O' level certificates. • Possess at least 2-3 years' experience in similar capacity. • Proficient in Microsoft Words, Excel and PowerPoint. • Communication Skills (verbal and 	<ul style="list-style-type: none"> • Coordinate with the Contracts Manager and Unit Manager on back of house activities including daily purchase requirements, request for repair and maintenance. • Responsible for incoming faxes, department keys, petty cash and notices on bulletin board. • Update record and maintain proper filing systems. • Liaise with Sodexo HQ concerning HR matters, finance and other administrative requirements. • Assist in weekly and monthly submission of 	7am-4pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>written) – ability to convey meaning and obtain understanding.</p> <ul style="list-style-type: none"> • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism. 	<p>administration requirements to Sodexo HQ.</p> <ul style="list-style-type: none"> • Conduct and coordinate month-end inventory procedures. • Attend weekly service meetings to improve and enhance service level. • Handle customer feedbacks duly and ensure all actions taken are reported to the Contracts Manager or Unit Manager. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Responsible in checking on grooming standards of all staff and ensure the maintenance of neat and professional appearance at all times. • Perform any other duties as and when assigned by Contracts Manager / Unit Manager. 	
Pastry CDP	<ul style="list-style-type: none"> • Good knowledge of different types of pastry, desserts and cake decorating. • Ability to work a variety of shifts including weekends, days, afternoons and evenings. • Minimum 5 years of relevant bakery/ pastry and high volume food production experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to 	<ul style="list-style-type: none"> • Oversees preparation process, portioning, presentation and quality of bakery products. • Take ownership of supervising and guiding pastry team to deliver bakery products according to Company's quality and cost requirements. • Manages all day-to-day operations of the pastry and bakery section of the kitchen. • Prepare a wide variety of goods such as cakes, cookies, pies, bread etc., following traditional and modern recipes. • Able to produce all baked goods including but not limited to artisan breads and rolls, muffins, laminated Danish, laminated croissants and doughnuts etc. • Able to develop, design, and create new and exciting desserts to renew menus and engage the interest of customers. • Able to recognize superior quality products, presentations and flavours and ensure excellent quality throughout the dessert offerings. • Follow proper handling and right temperature of all 	7am-4pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>convey meaning and obtain understanding.</p> <ul style="list-style-type: none"> • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism. 	<p>food products.</p> <ul style="list-style-type: none"> • Decorate pastries and desserts using different types of icings, toppings etc. and ensure the food presentation will be beautiful and exciting. • Coordinate activities of cooks and workers engaged in food preparation. • Check the quality of raw and cooked food products to ensure that standards are met. • Assist in determining how food should be presented and creates decorative food displays. • Assist on late events and stay back for boarders' dinner once weekly, if required. • Monitor stocks for baking ingredients such as flour, sugar etc. and make appropriate orders within budget. • Check quality of material and condition of equipment and devices used for cooking. • Operates and maintains all department equipment and reports all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervisor immediately. • Attend all scheduled employee meetings and brings suggestions for improvement. • Must possess a positive attitude and have the ability to work with a variety of people and co-operate with co-workers efficiently and effectively. • Encourage and build mutual trust, respect and cooperation among team members, and serves as a role model to demonstrate appropriate behaviours. • Guide and motivate pastry assistants and bakers to work more efficiently. • Ensure compliance to food safety and hygiene regulations at all times. • Any other ad-hoc duties as assigned by Superior. 	
Nutrition Service Assistant 	<ul style="list-style-type: none"> • A Diploma in Applied food science or any relevant field with at least 1 year of experience in the clinical background. • A strong knowledge and understanding of the local Dietetics requirements in the hospitals can be an added benefit. • Teamplayer, self starter with high level of initiative and drive. • Excellent communication both written and spoken. 	<ul style="list-style-type: none"> • Work closely with the food service dietician and assist in planning the menus and addressing the nutritional problems of the patients. • Ensure that all the areas of dietary responsibilities are met in a timely and sanitary manner. • Ensure that all the prepared items are correctly served and portioned. • Assist in planning and preparing tube feeds and blenderized diets. • Assist in assembling food trays and belting process of food service to ensure correct food is served; do all the final check-ups according to the production/menu sheets before the food leaves the kitchen. • Help to take the food orders in the private wards as well as the feedback if any. • Assist in meal order checking and confirmation in case of contradictory amendments. • Assist in late order meal communication and verification. 	7am-4pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<ul style="list-style-type: none"> • Meet the patients/attendants on regular basis and address to their nutritional concerns. • Work as part of team to maintain amicable relation with the hospital staff. • Maintain high level of customer satisfaction and quality standards. • Follow food safety and sanitation guidelines correctly. 	
Technician 	<ul style="list-style-type: none"> • Understand contract deliverables and obligations. • Prioritize tasks so that the most important work gets accomplished. • Proactive in looking for value-add opportunities. • On time and accurate updating Client and Site Manager. • Be professional in communicating with Clients. Always keep Site FM informed. • Maintain a good relation with Client. • A good team player at site and Sodexo office. • Maintain records of inventory of consumable and raise request when stock is low. • Assist in preparation of the FM monthly report via the collecting & summarizing of data. • Keep Site FM informed of any issues, incidents and any other matters that needs his attention. • Responsible and adherence to all Safety, Health and Environment Procedures and Reporting. • Any other ad-hoc 	<ul style="list-style-type: none"> • To perform Scheduled Preventive and Reactive Maintenance on the Air con systems installed in the site facility and any other building related maintenance to ensure smooth functioning of installations. • To perform general mechanical, electrical (light fittings interior & exterior), Fire System, Plumbing (including drainage) and general building maintenance works and other duties as assigned. • To perform daily checks to ensure all the equipment and facility are in good condition. • To manage and coordinate site activities (contractors) for ongoing projects and oversee daily activities of site staff. • Planned preventative maintenance schedules are completed on time and in a professional manner, recorded and issued to the client each month. • Investigate, analyze and evaluate the causes of building defects e.g. air conditioning plant breakdown, water seepage, etc. Reactive maintenance is completed as per SLA's and has been duly authorized by the relevant Client Representative. Service reports are filled in by the service representative, signed for accuracy by the onsite client staff and issued as supporting documentation when invoiced. • Ensure all statutory and government rules and regulations are being adhered to within the scope of work being undertaken. • To understand contractual obligations and meet customer expectations under the agreement. • On a daily or as needs basis, report to the Site Facility Manager and discuss works completed or in-progress. • Ensure indoor air quality basic, fire safety certification, fire alarm monitoring and servicing, dry risers, water hose reels and fire extinguishers maintenance and testing. • Maintain green certification parameters in order to renew the green certification (level gold plus). • Removal of furniture or equipment within the Campus when required. • Ensure compliance to Safety, Health & Environment Procedures and Reporting. 	7:30am-4:30pm 11am - 8pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	projects as assigned by Management.		
Café Assistant	<ul style="list-style-type: none"> • Minimum 2-3 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism 	<p>Ensure that all of the following is ready for service 15 minutes before meal times in terms of food served according to the menu planned, food garnishing, counter temperature, food displays, serving gears, merchandising posters, and price tags.</p> <p>Ensure that all food counters and displays are clean and tidy at all times.</p> <p>Ensure that all customers are served promptly and duly.</p> <p>Ensure that all areas around food counters are clean and spotless including floors, walls, counters and equipment.</p> <p>Ensure that food served during meal times are prepared and dished out according to the hygiene and safety regulations required by corporate standards and governmental regulations.</p> <p>Serve food in the assigned plates or holding receptacles in the portions approved by the client to customers during meal times.</p> <p>Attend weekly service meetings to improve and enhance service level.</p> <p>Handle customers' feedback duly and ensure that all actions taken are reported to the Unit Manager after each meal.</p> <p>Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment.</p> <p>Responsible to wear the uniform that is provided and to maintain a neat and professional appearance at all times.</p> <p>Perform all other duties as and when assigned by Senior Catering Assistant.</p> <p>To support staff lounge and food service operations assigned by superior and the Management when necessary.</p>	6:30am-3:30pm
Events Coordinator	<ul style="list-style-type: none"> • Minimum 2-3 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work 	<p>Maintain a commitment to customer service and guest satisfaction. Perform all guest contact activities such as serving food and beverages, answering guest questions etc. in a cordial, efficient and professional manner.</p> <ul style="list-style-type: none"> • Ensure that the food and beverages are served while maintaining a consistent presentation and proper temperature. • Keep station neat and clean during service. Constantly patrols assigned station, refilling water and coffee, removing service items and condiments as per established policies and procedures. Checks on the guest. 	7am-4pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>being done, prioritizing and scheduling an even workflow.</p> <ul style="list-style-type: none"> • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism 	<ul style="list-style-type: none"> • Assist in food, beverage, equipment, meeting supplies, glass and silverware inventories on a predetermined basis. • Maintain a cooperative, team-like attitude in working with supervisors and fellow employees. • Enforce all sanitation procedures including safety guidelines and OHSA requirements. • Organizing equipment for a function as well as cleaning, maintaining, and looking after equipment during and after functions. • Immediate communication of special requests, guest problems or concerns to Banquet Supervisor/ Manager. • Follow all designated opening and closing procedures to ensure areas are secure and energy efficient. • Ensure the proper handling and cleaning of all equipment, glass and silver. • Wears proper uniform at all times in accordance with the Grooming Standards Agreement. • Perform any reasonable request assigned by management for the Unit's staffing and performance needs. 	

#16 Sushi Tei Group (13 Nov)

Sushi Tei – where expert culinary skills and an innate appreciation of nature come together to inspire and enhance the Japanese dining experience. Since our debut in 1994, we have forged an identity of our own by combining the intricacies of sashimi with teppanyaki to offer the height of Japanese cuisine to the masses. Sushi Tei is no ordinary dining restaurant. We believe in providing an alluring ambience that sets us apart from a regular dinner. Illustrating the emerging influence Asia has on modern Japanese cuisine, our menu features a fusion of traditional Japanese dishes with modern innovative trends.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Service Crew (Waiter / Waitress)	<p>Applicants with prior relevant experience will be advantageous.</p> <p>Able to perform shifts and work on weekends and Public Holidays</p> <p>Great customer service skills with a pleasant smile.</p> <p>Able to work in fast-paced F&B environment with minimal supervision.</p> <p>Able to start work in a short notice</p>	<p>Responsible for providing courteous and efficient food & beverage services to the guests.</p> <p>To present menu, take order, suggest and recommend appropriately.</p> <p>Attend and respond to guests' needs promptly and professionally.</p> <p>Setting up table arrangement and ensure cleanliness in the restaurant.</p> <p>To perform other duties as assigned by superior.</p> <p>5.5 working days/week (44-hours)</p>	8
Restaurant Supervisor	<p>Applicants with prior relevant experience will be advantageous</p> <p>Able to perform shifts and work on weekends and Public Holidays.</p> <p>Great customer service skills with a pleasant smile.</p> <p>Able to work in fast-paced F&B environment with minimal supervision.</p> <p>Able to start work in a short notice</p>	<p>Greet and lead arriving guests to assigned table in a friendly manner, make them feel welcome and at ease.</p> <p>Present Ordering IPad /Menu to the customers.</p> <p>Attend to guest's request, be helpful and answer politely.</p> <p>Recommend signature and popular dishes to customers.</p> <p>Check food before presenting to guest and ensure all items ordered are served accordingly.</p> <p>Seek customers' permission prior to clearing of the empty dishes.</p> <p>Follow service procedures and familiarize with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly.</p> <p>Take incoming calls and provide information regarding respective restaurant.</p>	8

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Relay customer feedbacks or comments to the duty manager in charge.</p> <p>Manage daily cashiering duty to ensure all transactions are accurate & done efficiently.</p> <p>Ensure complete table set up according to service SOP.</p> <p>To perform other duties as assigned by superior.</p> <p>Work location: Various (https://www.sushitei.com/outlets/outlets.aspx)</p>	
Senior Cook	<p>Applicants with prior relevant experience will be advantageous.</p> <p>Able to perform shifts and work on weekends and Public Holidays.</p> <p>Great customer service skills with a pleasant smile.</p> <p>Able to work in fast-paced F&B environment with minimal supervision.</p> <p>Able to start work in a short notice</p>	<p>Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff.</p> <p>Ensure that all work stations are clean, tidy and ready for the start and end of the business day.</p> <p>Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</p> <p>Uphold the hygiene standard of ingredient handling and the dishes served.</p> <p>Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned.</p> <p>Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering.</p> <p>Perform stock count for monthly closing inventory.</p> <p>6 working days/week (44-hours).</p> <p>Work location: Various (https://www.sushitei.com/outlets/outlets.aspx).</p> <p>Training and uniform will be provided</p>	8
Assistant Leading Cook	<p>Applicants with prior relevant experience will be advantageous.</p> <p>Able to perform shifts and work on weekends and Public Holidays.</p> <p>Great customer service skills with a pleasant</p>	<p>Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff.</p> <p>Ensure that all work stations are clean, tidy and ready for the start and end of the business day.</p> <p>Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</p> <p>Uphold the hygiene standard of ingredient handling and</p>	8

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>smile.</p> <p>Able to work in fast-paced F&B environment with minimal supervision.</p> <p>Able to start work in a short notice</p>	<p>the dishes served.</p> <p>Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned.</p> <p>Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering.</p> <p>Perform stock count for monthly closing inventory.</p> <p>6 working days/week (44-hours).</p> <p>Work location: Various (https://www.sushitei.com/outlets/outlets.aspx).</p> <p>Training and uniform will be provided</p>	
Leading Cook	<p>Applicants with prior relevant experience will be advantageous.</p> <p>Able to perform shifts and work on weekends and Public Holidays.</p> <p>Great customer service skills with a pleasant smile.</p> <p>Able to work in fast-paced F&B environment with minimal supervision.</p> <p>Able to start work in a short notice</p>	<p>Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff.</p> <p>Ensure that all work stations are clean, tidy and ready for the start and end of the business day.</p> <p>Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</p> <p>Uphold the hygiene standard of ingredient handling and the dishes served.</p> <p>Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned.</p> <p>Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering.</p> <p>Perform stock count for monthly closing inventory.</p> <p>6 working days/week (44-hours).</p> <p>Work location: Various (https://www.sushitei.com/outlets/outlets.aspx).</p> <p>Training and uniform will be provided</p>	8
Part Time (Waiter / Waitress)	No experience required as training will be provided.	Responsible for providing courteous and efficient food & beverage services to the guests.	8

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Able to perform shifts and work on weekends and Public Holidays.</p> <p>Great customer service skills with a pleasant smile.</p> <p>Able to start work in a short notice</p>	<p>To present menu, take order, suggest and recommend appropriately.</p> <p>Attend and respond to guests' needs promptly and professionally.</p> <p>Setting up table arrangement and ensure cleanliness in the restaurant.</p> <p>To perform other duties as assigned by superior</p>	
Part Time (Cook)	<p>No experience required as training will be provided.</p> <p>Able to perform shifts and work on weekends and Public Holidays.</p> <p>Great customer service skills with a pleasant smile.</p> <p>Able to start work in a short notice</p>	<p>Adhere to SOP on the preparation of food and provide guidance</p> <p>Ensure that all work stations are clean, tidy and ready for the start and end of the business day.</p> <p>Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</p> <p>Uphold the hygiene standard of ingredient handling and the dishes served.</p> <p>Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned.</p> <p>Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering.</p> <p>Perform stock count for monthly closing inventory.</p> <p>6 working days/week (44-hours).</p> <p>Work location: Various (https://www.sushitei.com/outlets/outlets.aspx).</p> <p>Training and uniform will be provided</p>	8
Intern - Marketing (6 months)	<p>No experience required as training will be provided.</p>	<p>Membership Marketing (Main Portfolio):</p> <ul style="list-style-type: none"> • Plan and implement membership campaigns, promotions, and referral programs. • Manage membership communications across email, digital platforms, and social media. • Monitor and track membership data, including points accumulation and redemptions, ensuring accuracy and timely updates. • Collaborate with internal teams to ensure membership benefits and experiences are clearly communicated. 	8

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<ul style="list-style-type: none"> Provide regular reports on membership growth, churn, engagement, and redemption activities 	
Service Crew (Waiter / Waitress)	<p>Applicants with prior relevant experience will be advantageous.</p> <p>Able to perform shifts and work on weekends and Public Holidays</p> <p>Great customer service skills with a pleasant smile.</p> <p>Able to work in fast-paced F&B environment with minimal supervision.</p> <p>Able to start work in a short notice</p>	<p>Responsible for providing courteous and efficient food & beverage services to the guests.</p> <p>To present menu, take order, suggest and recommend appropriately.</p> <p>Attend and respond to guests' needs promptly and professionally.</p> <p>Setting up table arrangement and ensure cleanliness in the restaurant.</p> <p>To perform other duties as assigned by superior.</p> <p>5.5 working days/week (44-hours)</p>	8
Restaurant Supervisor	<p>Applicants with prior relevant experience will be advantageous</p> <p>Able to perform shifts and work on weekends and Public Holidays.</p> <p>Great customer service skills with a pleasant smile.</p> <p>Able to work in fast-paced F&B environment with minimal supervision.</p> <p>Able to start work in a short notice</p>	<p>Greet and lead arriving guests to assigned table in a friendly manner, make them feel welcome and at ease.</p> <p>Present Ordering IPad /Menu to the customers.</p> <p>Attend to guest's request, be helpful and answer politely.</p> <p>Recommend signature and popular dishes to customers.</p> <p>Check food before presenting to guest and ensure all items ordered are served accordingly.</p> <p>Seek customers' permission prior to clearing of the empty dishes.</p> <p>Follow service procedures and familiarize with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly.</p> <p>Take incoming calls and provide information regarding respective restaurant.</p> <p>Relay customer feedbacks or comments to the duty manager in charge.</p> <p>Manage daily cashiering duty to ensure all transactions are accurate & done efficiently.</p> <p>Ensure complete table set up according to service SOP.</p> <p>To perform other duties as assigned by superior.</p>	8

#17 The Providore Singapore (12 & 13 Nov)

The Providore Singapore Pte Ltd is a lifestyle brand offering a curated experience of food, coffee, wine, and retail. We operate cafés, bakeries, and retail outlets featuring artisanal produce, freshly prepared meals, specialty coffee, and fine wines. Beyond dining, our retail stores showcase premium ingredients, kitchenware, and gourmet products sourced from around the world. With a focus on quality and authenticity, The Providore creates a welcoming space where people can gather to enjoy good food, drinks, and company.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Barista	Prepare and serve a variety of coffee beverages with speed, consistency, and attention to detail. Operate espresso machines and follow standardized recipes. Maintain a clean and organized workspace while delivering excellent customer service. This role requires 0–1 year of experience, but full training will be provided. A genuine interest in coffee and hospitality is essential for success.	Prepare and serve coffee and espresso beverages with attention to quality and presentation. Maintain cleanliness of the bar station throughout shifts. Engage with customers in a friendly and professional manner to ensure a positive experience. Must be reliable, detail-oriented, and enthusiastic about coffee and hospitality. Training will be provided.	44
Assistant Lead Barista	Support the Lead Barista in overseeing daily coffee operations, ensuring consistent beverage quality and smooth workflow. Assist in onboarding and training new baristas while helping manage inventory levels and stock rotation. Must have experience in specialty coffee and demonstrate leadership potential. Strong communication and problem-solving skills are essential for resolving minor customer and team issues.	Support the Lead Barista in day-to-day operations, ensuring drink consistency and quality. Assist in training and mentoring junior baristas, manage inventory, and maintain equipment. A strong understanding of coffee preparation techniques and good communication skills are essential. Must show initiative and leadership potential within a coffee-focused environment.	44
Service crew	Take customer orders, serve food and beverages, and maintain cleanliness in dining and service areas. Follow hygiene and safety protocols while providing friendly and attentive service. This position is ideal for individuals with 0–1 year of experience, strong communication skills, and a team-oriented attitude. Training will be provided for enthusiastic and responsible candidates.	Take orders, serve food and drinks, clear tables, and handle point-of-sale transactions. Maintain a clean and organized dining area while providing excellent guest service. This role requires strong communication skills, attention to detail, and the ability to work efficiently in a team-oriented environment. A positive attitude is key.	44
Assistant Restaurant Lead	Supervise service staff and support the Restaurant Lead in managing daily front-of-house operations. Ensure quality customer service, manage team performance during shifts, and address minor service or staff-related issues. Requires 3–5 years of food and beverage experience, including prior responsibilities in a supervisory or	Support the daily floor operations by supervising the service team, ensuring guest satisfaction, and resolving service issues. Maintain adherence to standard operating procedures and coordinate closely with the kitchen and management. Strong interpersonal skills and a hands-on leadership approach are	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	leadership capacity. Strong interpersonal and organizational skills are needed.	essential for maintaining smooth operations during busy shifts.	
Restaurant Manager	Oversee all aspects of restaurant operations including staff management, cost control, and customer service excellence. Monitor compliance with food safety regulations and drive sales performance through effective leadership. Requires 3–5 years of management experience in food and beverage environments. Strong leadership, communication, and problem-solving abilities are essential to ensure smooth daily operations and guest satisfaction.	Oversee full restaurant operations including staffing, budgeting, inventory, customer service, and compliance with health regulations. Ensure high food and service quality while driving team performance and profitability. Requires excellent organizational and leadership skills, the ability to multitask, and a strong focus on operational excellence and guest satisfaction.	44
Multi-Outlet Head of Service	Lead service operations across multiple outlets, ensuring consistency in service standards and guest experience. Coordinate training programs, monitor team performance, and resolve escalated issues. Requires 3–5 years of experience in F&B operations with at least 2 years in a multi-unit leadership role. Strong analytical, leadership, and people management skills are crucial for success.	Lead and oversee multiple outlets, standardizing training, monitoring KPIs, and driving consistent service delivery across locations. Collaborate with outlet managers to improve team performance and ensure guest satisfaction. Strategic thinking, strong communication, and leadership abilities are crucial for maintaining operational alignment and scaling service quality chain-wide.	44
Stove Chef / Line Cook	Prepare dishes according to standardized recipes, ensure accurate portioning, and manage food preparation stations. Maintain cleanliness, adhere to food safety standards, and work efficiently in a fast-paced kitchen. Requires 1–3 years of experience as a line cook. Basic knowledge of kitchen tools, hygiene practices, and teamwork is essential to excel in this role.	Prepare and cook food items according to menu specifications and presentation standards. Maintain cleanliness of the work area, follow food safety practices, and support kitchen prep work. This position requires strong multitasking skills, attention to detail, and the ability to work efficiently under pressure in a busy kitchen.	44
Trainee Chef / Apprentice Chef	Support chefs by assisting in food preparation, ingredient organization, cleaning duties, and maintaining kitchen hygiene. Learn essential culinary techniques and procedures in a hands-on environment. Although 1–3 years of kitchen experience is preferred, candidates with culinary education or strong interest in cooking will be considered. Willingness to learn and physical stamina are important.	Support chefs with food preparation tasks, basic cleaning, and organization of kitchen tools and ingredients. Learn kitchen procedures and food safety standards while gaining hands-on experience. A strong willingness to learn, good hygiene practices, and the ability to take direction well are essential for success in this role.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Supervising Chef / Chef Supervisor	Oversee kitchen operations and supervise junior kitchen staff to ensure food quality and hygiene standards are met. Assist in training new team members and ensure recipes and prep procedures are followed accurately. Requires 3–5 years of kitchen experience, including at least 1–2 years in a leadership or supervisory role within a professional kitchen.	Manage a small kitchen team, oversee prep standards, and ensure cleanliness and hygiene protocols are followed. Provide support to the Sous Chef and assist in coordinating kitchen activities. This position requires strong organizational skills, a proactive attitude, and the ability to lead and motivate team members during service.	44
Junior Sous Chef	Support the Sous Chef in kitchen operations, including food preparation, staff coordination, and quality control. Help manage daily service flow, organize kitchen stations, and ensure consistent execution of dishes. Requires 3–5 years of culinary experience, including exposure to team management. Strong organization and multitasking skills are necessary for this leadership track role.	Assist the Sous Chef in managing kitchen sections, overseeing food preparation, and ensuring consistent food quality and timely service. Help coordinate team activities during shifts and support training efforts. Strong culinary knowledge, good communication skills, and a team-oriented mindset are important for excelling in this leadership role.	44
Sous Chef	Support the Senior Sous Chef and Head Chef in the smooth execution of daily kitchen operations. Assist in preparing dishes, supervising staff during service, and ensuring food safety and hygiene standards are met. This role requires 3–5 years of professional kitchen experience and prior exposure to team coordination. A strong foundation in culinary techniques, good communication skills, and the ability to work well under pressure are essential.	Support the Senior Sous Chef and Head Chef in daily kitchen operations, including prep coordination, food consistency, and supervision of kitchen staff. Help maintain cleanliness, food safety, and high culinary standards. Must be organized, efficient, and capable of leading kitchen sections during service while assisting in team training.	44
Senior Sous Chef	Serve as the second-in-command to the Head Chef, overseeing all aspects of kitchen operations including food preparation, staff supervision, and service execution. Ensure consistency in dish quality and kitchen organization while mentoring junior team members. Requires 3–5 years of culinary experience, with at least 2 years in a supervisory or leadership role. Must have strong organizational skills, attention to detail, and the ability to manage kitchen operations efficiently in a fast-paced environment.	Serve as second-in-command to the Head Chef, managing kitchen staff, overseeing daily food preparation, and ensuring quality and consistency. Provide training and support to junior team members, manage inventory, and maintain high food safety standards. Requires strong leadership, organizational skills, and a deep understanding of kitchen operations.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Head Chef (Outlet) / Outlet Head Chef	Lead all kitchen operations including menu planning, team management, food preparation, and hygiene compliance. Supervise kitchen staff, ensure consistent food quality, and manage inventory and cost control. Requires 8–10 years of culinary experience, including at least 3 years in a senior kitchen management role. Strong leadership, creativity, and operational knowledge are key.	Lead and manage the kitchen team and operations, including menu development, inventory control, food preparation, and quality assurance. Uphold hygiene standards and ensure consistent performance across all shifts. This role requires excellent leadership, creativity, and the ability to coordinate large-scale food production in a fast-paced environment.	44
Steward	Clean dishes, utensils, kitchen equipment, and food preparation areas. Support the kitchen team by maintaining a hygienic and organized environment. Follow food safety protocols and work quickly in a fast-paced setting. No prior experience is necessary, but candidates must be physically fit, detail-oriented, and capable of maintaining cleanliness throughout shifts.	Responsible for cleaning dishes, kitchen equipment, and food prep areas. Support hygiene standards by maintaining a clean and organized kitchen environment. Assist in waste management and daily cleaning tasks. No prior experience is required, but physical stamina, reliability, and attention to detail are essential for this role.	44
Finance Manager 	Manage budgeting, forecasting, and financial reporting for food and beverage operations. Ensure compliance with local tax regulations and accounting standards. Analyze financial data and provide insights to guide strategic decisions. Requires 5–7 years of experience in finance or accounting, preferably in F&B. CPA, ACCA, or equivalent certification is highly advantageous.	esponsible for overseeing the financial health of the F&B business, including budgeting, forecasting, cost control, and financial reporting. They ensure accurate financial statements, manage P&L, and provide strategic insights to support operational and business decisions. The role involves close collaboration with operations, procurement, and senior management to improve profitability, monitor inventory costs, and ensure compliance with financial regulations.	44
Logistics & Supply Chain Executive / Coordinator 	Coordinate daily inventory tasks, track stock movement, and manage supplier deliveries. Ensure accurate documentation and maintain optimal inventory levels for efficient operations. Requires 1–3 years of experience in supply chain or logistics, preferably within F&B. Strong organizational abilities and proficiency in inventory management software are essential for this role.	Coordinate inbound and outbound deliveries (suppliers to kitchen/outlets) Maintain optimal inventory levels across multiple locations Plan delivery routes and schedules Handle warehouse or central kitchen logistics (if applicable) Support cross-outlet stock transfers Track and report on KPIs: delivery timeliness, spoilage, breakage, etc.	44
Procurement & Sourcing Officer 	Source quality suppliers, negotiate pricing, and manage procurement documentation to ensure timely and cost-effective delivery of goods. Maintain supplier relationships and ensure consistent product quality.	Coordinate and manage inbound and outbound deliveries to kitchens and outlets, ensuring accurate and timely logistics. Maintain optimal inventory levels across locations and plan efficient delivery routes. Support stock transfers	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Requires 3–5 years of procurement experience, preferably with a focus on food sourcing. Strong negotiation, documentation, and vendor management skills are required for this position	between outlets and monitor logistics KPIs such as timeliness, spoilage, and breakage to improve operational efficiency and accountability.	
Operations Manager 	Lead overall business operations across multiple F&B outlets, ensuring profitability, team efficiency, and high service standards. Develop SOPs, monitor KPIs, and manage cross-functional teams. Requires 5–7 years of F&B operational experience with at least 3 years in a leadership role. Strong strategic planning, people management, and process optimization skills are required.	oversees daily restaurant operations across multiple outlets or a flagship location. Their key focus is ensuring smooth front and back-of-house execution, guest satisfaction, cost control, staff performance, and compliance with hygiene and service standards. They also support budgeting, SOP implementation, and strategic development in line with company goals.	44

#18 Trampolene (15 Nov)

Trampolene is a Singapore-based non-profit organization focused on promoting independent and dignified living for individuals with special needs. We offer skills training, guided coaching, and career development programs to help individuals with special needs develop work habits, identify their strengths, and explore job opportunities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Job Coach 	<p>Diploma, Degree in special education, social work, counselling, psychology, and community care or related.</p> <p>Passion in social services, education, health services or related areas is preferred.</p> <p>Patient, observant, flexible and resilient.</p>	<p>Develop and implement individualized behavioral intervention plans to support trainees with special needs, ensuring consistent monitoring and updates based on their progress.</p> <p>Provide on-site job support, guiding trainees in meeting work expectations while equipping employers, supervisors, and co-workers with strategies to foster an inclusive and supportive environment.</p> <p>Act as a key liaison between trainees, caregivers, and workplace stakeholders to resolve issues, support home-based interventions, and ensure successful transition and long-term retention.</p>	8 am - 5pm
Admin & Client Account Service Executive 	<p>Minimum Diploma in Business Administration, Social Sciences, or related field.</p> <p>1–2 years of experience in admin, customer service, or account servicing preferred.</p> <p>Strong organizational skills with attention to detail.</p>	<p>1. Administrative Support Handle day-to-day administrative tasks including data entry, documentation, and filing. Maintain accurate records of trainees, employers, and program outcomes. Support scheduling of meetings, training sessions, and employer visits. Assist with preparation of reports, presentations, and surveys. Coordinate logistics for events, workshops, and briefings.</p> <p>2. Employer Account Servicing Serve as a point of contact for existing employer partners. Ensure follow-up surveys, feedback forms, and progress reports are completed on time. Maintain regular communication with employers to check in on trainee progress and satisfaction.</p>	8 am - 5pm

#19 Vantive Manufacturing (11 & 12 Nov)

Vantive separated from Baxter in 2025, and is building on a 70-year legacy as a leader in kidney care innovation. As a new standalone company, Vantive is dedicated to advancing vital organ therapies. Greater flexibility and efficiency in therapy administration for care teams, and longer, fuller lives for patients—that is what Vantive aspires to deliver.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Technician 	MIN NITEC	<p>Supporting daily production activity to reach target production output and quality level.</p> <p>Responsible for machine operation</p> <p>Performing machine trouble-shooting, maintenance and repairs.</p> <p>Following SOP while ensuring the highest level quality of work</p> <p>Any other ad-hoc duties as required</p>	12 HOUR SHIFT
Operator	SEC 2	<ol style="list-style-type: none"> 1. Perform packing for all products 2. Perform visual inspections for non-Japanese products according to specifications. 3. Handling of simple packing machines 4. Perform some simple manual jobs in Sub-assembly 5. Adheres to quality as in Standard Operating Procedures 6. Compliance to EHS procedures and requirements 7. Any other duties that may assigned 	12 HOUR SHIFT
Lab Analyst 	Diploma	<p>You will be responsible for performing laboratory testing on raw materials as well as initial, in-process and final products for compliance to quality standard.</p> <p>2. Other responsibilities include laboratory equipment maintenance, test procedure qualification, validation as well as involvement in improvement projects.</p> <p>3. Responsible for compliance to EHS procedure and requirement.</p>	12 HOUR SHIFT
Forklift Driver	Pri	<p>To perform receiving system transaction (JDE/dcLINK/Coupa) and weight count on materials where required.</p> <p>To file documents and receive goods from Suppliers.</p> <p>To move materials from one point to another and paste Receiving label.</p> <p>To perform general housekeeping and daily forklift maintenance per checklist.</p> <p>Any other duties as assigned by Supervisor</p> <p>Responsible for compliance to EHS procedure and requirement.</p> <p>Responsible for compliance to cGMP and GDP requirement.</p>	8 to 4.30PM
Quality Technician	Pri	<p>Summary:</p> <p>To routinely perform incoming laboratory functions independently: Incoming inspection (visual, dimensional, special/ functional test etc).</p> <p>Sample incoming material (eg. Chemical, Resin, Packaging Material etc)</p>	8 to 4.30PM

#20 Watami Food Service Singapore (12 & 13 Nov)

The company was founded by Miki Watanabe in 1984. In 1992, the first ever "WATAMI" restaurant opened in Tokyo. To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years. Providing an enjoyable and casual taste of Japanese delicacies for customers outside Japan, with more than 450 restaurants in Asia, and 6 shops established in Singapore, WATAMI promises a comfortable dining experience at reasonable prices.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Service Crew	We are looking for a friendly and reliable F&B service crew member to join our Japanese restaurant team. Applicants who enjoy working with people, have a positive attitude, and are willing to learn. Experience in food service is a plus, but not a must. We will provide training and guidance. Job scope includes helping with taking orders, serving food, keeping the place clean, and making sure our guests have a great dining experience. A basic interest in Japanese food and culture is a bonus. Applicants should be alright with shift work, including weekends and public holidays.	Provide service to all customers according to Watami's service standard and procedures. Responsible for the preparation work of Hall opening and closing operation hours. Maintain quality, service & cleanliness at all times according to Watami's standards. Promote Watami Japanese dining culture and introduce the specific dining manner of certain cuisine. Any other job related duties requested from senior staff.	44
Kitchen Crew	We are looking for a hardworking and dependable kitchen crew member to join our Japanese restaurant. Main tasks will include basic food preparation, keeping the kitchen clean and organized, and cooking. Basic F&B kitchen experience will be a plus point. No need for fancy experience, just a good attitude, willingness to learn, and ability to work well under pressure. If applicants enjoy working in a fast-paced kitchen and have an interest in Japanese food, that is a big plus. Applicants will need to be okay with shifts, including weekends and holidays. Teamwork and hygiene are super important in this role.	Preparing and cooking food orders for all customers according to Watami's service standard and procedures. Preparation work of Kitchen opening and closing operation hours. Maintain quality, service & cleanliness at all times according to Watami's standards. Food production: make sure the end product and the cooking process conforms to Watami's standard and procedures, and at the same time has good sense of preventing and recording of losses.	44
Dishwasher	We are hiring a dishwasher to join our team at a Japanese restaurant. The job is simple but important. Applicants will help keep the kitchen running smoothly by cleaning dishes, utensils, and kitchen equipment, taking out trash, and placing dishes back to	Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery. Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations. Cleaning machines and appliances used	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>original locations. No experience needed, just a strong work ethic, good attitude, and the ability to handle a fast-paced environment. Applicants should be comfortable standing for long hours and working shifts, including weekends and public holidays.</p>	<p>in kitchen, such as pots, and pans etc. Taking out the trash. Supporting other restaurant staff members by assisting with other tasks, as needed.</p>	
Management Trainee 	<p>We are looking for a motivated and hands-on Management Trainee to join our Japanese restaurant team. This role is perfect for someone who is eager to learn all aspects of restaurant operations, from front-of-house service to kitchen workflow and team management. Applicants do not need years of experience, but you should have a strong interest in F&B, a willingness to take on challenges, and a positive, team-first attitude. As a trainee, applicants will be guided by experienced managers and gradually take on more responsibility. Applicants must be open to shift work, including weekends and public holidays, and willing to work hard to grow into a leadership role.</p>	<p>Provide service to all customers according to Watami's service standard and procedures. Responsible for the preparation work of Hall opening and closing operation hours. Maintain quality, service & cleanliness at all times according to Watami's standards. Able to handle all stations at an independent level. Other leader and manager job scope.</p>	50

#21 Wok Hey (14 & 15 Nov)

We are an equal-opportunity company that celebrates people-centricity, development and diversity. We believe that anyone with the right aptitude and attitude deserves a chance and we want to grow people alongside the growth of the brand.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Chef	Stir fry experience able to stand for long hours open to work in open concept kitchen	<p>Stir fry dishes according to the company's standards.</p> <p>Prepare food at the backend for stir frying.</p> <p>Top up salad bar counter with prepared food.</p> <p>Ensure that all food and sauce portions are according to company's standards.</p> <p>Ensure that kiosk area is clean and hygienic.</p>	<p>Rotating shifts based on below</p> <ul style="list-style-type: none"> • 9.00am to 8.30pm • 9.30am to 9.00pm • 10.00am to 9.30pm • 10.30am to 10.00pm
Management Trainee 	Stir fry experience able to stand for long hours open to work in open concept kitchen	<p>Assist Outlet Manager to manage outlet operations.</p> <p>Order and manage inventory from suppliers.</p> <p>Ensure good customer service in accordance with company's standards.</p> <p>Oversee maintenance requirements of kitchen equipment and store build.</p> <p>Stir fry dishes according to company's standards.</p> <p>Prepare food at the backend for stir frying.</p> <p>Ensure that all food and sauce portions are according to company's standards.</p> <p>Ensure that kiosk area is clean and hygienic.</p>	<p>Rotating shifts based on below</p> <ul style="list-style-type: none"> • 9.00am to 8.30pm • 9.30am to 9.00pm • 10.00am to 9.30pm • 10.30am to 10.00pm
Assistant Outlet Manager	Stir fry experience able to stand for long hours	<p>Plan and manage manpower at the kiosk.</p> <p>Order inventory from suppliers.</p> <p>Stir fry dishes according to the company's standards.</p> <p>Prepare food at the backend for stir frying.</p> <p>Ensure that all food and sauce portions are according to company's standards.</p> <p>Ensure that kiosk area is clean and hygienic."</p>	<p>Rotating shifts based on below</p> <ul style="list-style-type: none"> • 9.00am to 8.30pm • 9.30am to 9.00pm • 10.00am to 9.30pm • 10.30am to 10.00pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Area Manager 	At least 4-5 years of relevant F&B managerial experience. Team player with good leadership and communication skills. Able to work in fast paced environment.	Manage and take charge of operations for designated outlets. Responsible for manpower management and training. Ensure staff compliance to Company Standard Operating Procedures. Ensure right inventory mix and adequate stock levels. Maintain high standards of product quality and hygiene across assigned outlets. Oversee maintenance requirements of kitchen equipment and store build. Lead and motivate outlet staff in achieving sales targets and customer satisfaction. Evaluate operational procedures and suggest improvements. Any other ad-hoc operational duties as required.	Rotating shifts based on below <ul style="list-style-type: none"> • 9.00am to 8.30pm • 9.30am to 9.00pm • 10.00am to 9.30pm • 10.30am to 10.00pm

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📍 e2i Career Centre (DNI)

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

Operating Hours

Mondays: 2:30pm to 5pm
Tuesdays to Fridays: 9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

📍 e2i Career Centre (OMB)

One Marina Boulevard
1 Marina Boulevard #B1-03
Singapore 018989

📍 e2i Career Centre (OTH)

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1 Tampines Walk #01-21
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