



JOB LISTING BOOKLET

BeyondSMU Career Fair

[25 March 2026]



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

About e2i (Employment and Employability Institute)

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

Only for Singaporeans & Permanent Residents

Content Page

Pages [Click on these specific roles to view more details]

- #1 Business Edge Personnel Services**..... 4
 - Accounting Associate [Accountancy, Business] 4
 - Planning and Development Executive, 1 year, Information Technology [Open to All] 4
 - Recruitment Consultant, Permanent, Human Resources [Open to All]..... 4
 - Sales Executive/ Sr Executive [Open to All]..... 5
 - Steward Executive, 6 months, Communications [Business] 5
- #2 BreadTalk Group** 6
 - Accounts Executive [Accountancy, Business]..... 6
 - Human Resources Executive, Business Partner [Business]..... 7
 - Human Resources Executive, Payroll & Shared Services [Business] 8
 - Human Resources Executive, Talent Acquisition [Business] 8
 - Loyalty & Partnership Executive [Open to All]..... 9
 - Management Associate (Food Atrium) [Open to All] 10
 - Marketing Executive [Business] 11
- #3 Deloitte** 12
 - Audit Associate [Accountancy]..... 12
 - Tax Associate [Accountancy] 13
- #4 Exceltec Property Management** 14
 - Assistant Quantity Surveyor [Open to All] 14
 - Facilities Executive [Open to All]..... 15
 - Software Engineer (IoT) [Computer Science] 15
 - System Administrator / Engineer [Computer Science, Information Technology] 16
 - Technology & Innovation Executive [Computer Science, Information Technology] 17
- #5 Glints TapJobs** 18
 - Find out more about roles suitable to your interests and degree qualifications at their booth! 18
- #6 KATOEN NATIE** 19
 - Management Associate [Logistics & Supply Chain, Information Technology]..... 19
- #7 K.P.P. PACKAGING** 20
 - Junior AI Developer [Computer Science, Information Technology] 20
 - Junior Data Analyst [Business, Computer Science, Economics, Information Technology] 20

• Marketing Executive [Business]	21
• Purchasing Executive [Open to All]	22
#8 Lenovo	22
• Cloud L1 Engineer [Information Systems, Computer Science, Software Engineering]	22
#9 NTUC's Employment and Employability Institute (e2i)	24
• Project eXe [Open to All]	24
#10 Pixlr Group	25
• Gen AI Business Development Trailblazer [Open to All]	25
• Gen AI Business Operations Orchestrator [Open to All]	26
• Gen AI Client Sales Dynamo [Open to All]	26
• Gen AI Client Success Curator [Open to All]	27
• Gen AI Tribe Marketeer [Open to All]	28
#11 PKF-CAP LLP	29
• Audit Associate [Accountancy, Business]	29
#12 Scoot	29
• Analyst, Revenue Planning (Revenue Management) [Accountancy, Business, Economics & Finance] ..	29
• Flight Dispatcher [Open to All]	30
• Operations Controller [Open to All]	31
• Specialist, Ancillary Products [Accountancy, Business, Economics & Finance]	31
• Specialist, Flight Operations (Technical, Regulatory & Projects) [Open to All]	32
• Specialist, Optimization (Rostering) [Information Systems, Computer Science, Software Engineering]	33
#13 TEKsystems	33
• Business Support Associate [Open to All]	33
• Talent Consultant [Open to All]	35
#14 Tiger Brokers	35
• Investment Representative [Economics, Finance / Open to All]	35
#15 e2i SERVICES	37

#1 Business Edge Personnel Services

Business Edge Personnel Services is a multiple award-winning HR and Recruitment company (Enterprise 50 Award by Business Times (Top 10), Fastest Growing Companies (SG) by The Straits Times, Fastest Growing Companies (Asia-Pacific) by Financial Times)

We offer comprehensive HR services including Recruitment, Temporary Staffing, and Payroll.

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accounting Associate [Accountancy, Business]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Investment Accounting & Consolidation: Manage full-cycle accounting and data consolidation for diverse asset classes (PE, Real Estate, Public Markets) across multiple legal entities) Reporting & FP&A: Lead the preparation of monthly management reports and financial statements, providing variance analysis and cash flow forecasting to guide investments decisions. Investment Control & Valuation: Oversee all investment transactions, including capital calls and distribution, while ensuring accurate periodic valuation updates and mandate alignment. <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess up to 3 years' working experience in investment accounting related duties Degree in Accounting. Banking finance 	<ul style="list-style-type: none"> Working Hours: 9am – 6pm Location/ Postal code: To check with employer
Planning and Development Executive, 1 year, Information Technology [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Support the administration of training programmes and assessments Liase with programme stakeholders through routine emails and forms <p>Pre-requisites</p> <ul style="list-style-type: none"> Organised and detail-oriented with good administrative skills Proficient in Microsoft Office applications Familiarity with AI tools, coding, or learning technologies will be an advantage 	<ul style="list-style-type: none"> Working Hours: Monday to Thursday (8am-5.30pm) or (8.30am-6pm); Friday (8am-5pm) or (8.30am-5.30pm) Location/ Postal code: To check with employer
Recruitment Consultant, Permanent, Human Resources [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Recruitment & Manpower Sourcing Employee and Client Management Contract and Billing Management Other Ad-hoc Duties are required <p>Pre-requisites</p> <ul style="list-style-type: none"> Strong communication and interpersonal skills with the ability to build relationships with clients and candidates 	<ul style="list-style-type: none"> Working Hours: Mondays to Fridays (9am-6pm) Location/ Postal code: To check with employer

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Sales Executive/ Sr Executive [Open to All]</p>	<p>Key Responsibilities This role is for an MNC that develops and manufactures equipment for factory automation, sensors, measuring instruments, vision systems, barcode readers, laser makers and digital microscopes.</p> <ul style="list-style-type: none"> • Attend structured product and application training (paid training provided, 3-6 months) • Develop strong technical product knowledge through classroom sessions and on-the-job training • Provide consultative solutions to customers in manufacturing and related industries • Identify and secure new customers within the assigned territory • Conduct face-to-face customer visits and product demonstrations (Local and overseas markets) • Respond promptly to customer enquiries and maintain strong client relationships • Support product launches and territory expansion initiatives. • Manage daily activities independently while achieving sales targets. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess up to 3 years' working experience in any related field • Degree in any discipline, fresh degree experience is preferred 	<ul style="list-style-type: none"> • Working Hours: 815am to 530pm • Location/ Postal code: To check with employer
<p>Steward Executive, 6 months, Communications [Business]</p>	<p>Key Responsibilities <u>Stewardship</u></p> <ul style="list-style-type: none"> • Coordinate and manage the production process of Gift Impact Reports (GIRs) from data gathering to final delivery to donors. • Support the preparation of high-quality reports that articulate programme outcomes and impact through excellent writing skills • Assist project lead with GIR schedules, track milestones, and ensure deadlines are met across multiple workstreams • Coordinate the work of agencies, designers, and freelancers to ensure quality, timeliness, and brand alignment for GIR • Manage GIR administration, including communicating with school administrators on qualitative impact report submission. • Validate recipient information against notification letters and verify financial data to ensure accuracy and compliance for GIR • Review GIR content for factual accuracy, narrative coherence, and clarity of presentation (e.g. structure, headers, visuals) • Coordinate with team members to ensure timely completion of tasks and maintain data integrity. <p><u>Administrative Responsibilities:</u></p> <ul style="list-style-type: none"> • Validate and update the Rules and Administration (ROA) in the Gift Agreement to ensure accuracy and proper entry of 	<ul style="list-style-type: none"> • Working Hours: Monday to Thursday: 8.30 am – 5.45 pm Friday: 8.30 am – 5.15 pm • Location/ Postal code: To check with employer

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>information into the CRM system and ensure donor database is updated with the latest information provided</p> <ul style="list-style-type: none"> • Provide general administrative support in other assigned areas for the team • Monitoring and organizing the Stewardship mailbox and assigning / tracking Stewardship request tasks in CRM. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Advanced proficiency in MS Office applications, particularly MS Word • Candidates should possess a strong flair report writing and the ability to present information in a clear and compelling manner • High level of attention to detail and accuracy when reviewing documents and information • Good organisational and coordination skills, with the ability to track tasks, timelines, and follow-ups • Ability to work effectively with internal stakeholders and school administrators to gather and consolidate inputs • Comfortable handling administrative processes and maintaining proper records and documentation • Able to manage multiple tasks concurrently while maintaining quality and timeliness • Demonstrates resourcefulness and flexibility in problem-solving • Competency in creative software such as Photoshop and/or illustrator is an added advantage 	

#2 BreadTalk Group

Founded in 2000, BreadTalk Group Pte Ltd has rapidly expanded from Singapore to become a distinctive household brand. The Group has established its mark on the world stage with its bakery, restaurant, and food atrium footprints.

Today, with over 700 outlets in 14 international markets, BreadTalk Group produces culinary magic for everyday recipes that you savour, uniting people with good taste around the world.

With a global staff strength of more than 5,200, the Group operates nearly 550 bakeries, 32 Din Tai Fung restaurants in Singapore, Thailand and the United Kingdom and 38 award-winning Food Republic outlets in Singapore, Malaysia, Greater China, as well as 10 Food Junction outlets in Singapore and Malaysia.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accounts Executive [Accountancy, Business]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Hands-on on accounts payable transactions processing. • Oversee day-to-day operations of invoices/claim processing. • Liaise with suppliers and business divisions on any discrepancies in invoices and other supporting documents. 	<ul style="list-style-type: none"> • Working Hours: 9am-6pm • Location/ Postal code: S(534013)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Work as a team within the department to ensure all documents are properly collated for timely submission. • Assist in ad-hoc projects assigned from time to time. • Prepare intercompany schedule and GST reports for submission <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's Degree in accountancy or similar discipline • Candidates with relevant internship experience are welcome to apply • Experience in handling transactions and/or accounts of F&B industry is preferred. • Proficient in Microsoft Excel. • Experience in SAP would be an advantage. • Positive working attitude, meticulous with accuracy & efficiency 	
Human Resources Executive, Business Partner [Business]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Be a business partner and work closely with the line to provide relevant advice pertaining to HR issues and provide support to various key HR initiatives and programmes • Provide guidance to employees of business units on HR policies and practices • Provide performance management guidance to managers and heads of department on concerns such as staff counselling, career development and disciplinary actions • Handle disciplinary issues and grievances of employees of business units to ensure issues are being resolved fairly • Assist to implement business unit employment engagement strategies • Involved in managing manpower budget and plan for hiring needs for business unit • Work closely with Talent Acquisition Team to prepare and post job advertisement, screening of applications and coordinate interview sessions • Handle all onboarding and offboarding matters • Work closely with Training Team for training related matters • Work closely with HR Shared Services on payroll & HRIS related matters <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's Degree in Business Administration, Human Resource Management, or related discipline • Excellent written and oral communication, interpersonal skills and ability to build effective working relationships with all levels in the organisation • Strong analytical, problem-solving, time management and priorities management skills • Meticulous with an eye for details and numbers • Excellent communication, interpersonal and presentation skills. 	<ul style="list-style-type: none"> • Working Hours: 9am-6pm • Location/ Postal code: S(534013)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ability to multitask effectively and perform under pressure and tight deadlines 	
Human Resources Executive, Payroll & Shared Services [Business]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> As a key member of HR payroll and data management team, you will ensure accuracy, consistency and standardization of HR processes to ensure efficient administration of all HR activities that complies with company's policies and government legislations. You will work proactively in partnership with key stakeholders to deliver end-to-end processing of employee data, keep proper documentation and records, and administer the staff compensation and benefits. In addition to the day-to-day operations, this role will identify and streamline the HR processes and develop a centralized shared service unit at the group level to drive quality HR services (covering full employee lifecycle) to employees in a large organization. There will be projects centered around HR system enhancements in SuccessFactors, BIPO Payroll, Leave and Attendance Management for you to hone your project management skills and develop yourself to be the subject matter expert on the deployment of HRIS. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 1-2 years or more relevant HR Shared Service Experience. Diploma/Degree in Business Administration, Human Resources, Psychology or related. Hands-on experience on SuccessFactors is a pre-requisite. Knowledge on Payroll administration is an advantage. Proficient in Microsoft Office applications. Prior experience in HR shared services environment with a large organization is preferred. Highly self-motivated, committed and resourceful; with initiative and drive to deliver organized and meticulous work. 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Location/ Postal code: S(534013)
Human Resources Executive, Talent Acquisition [Business]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Recruitment Coordination (Rank-and-File) Assist in the end-to-end recruitment process including posting jobs, screening resumes, scheduling interviews, and supporting onboarding activities. <p>Candidate Engagement:</p> <ul style="list-style-type: none"> Serve as a friendly and professional point of contact for candidates, ensuring a positive experience throughout the hiring journey. <p>Hiring Administration:</p> <ul style="list-style-type: none"> Maintain and update recruitment trackers, HR systems, and candidate databases accurately and timely. 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Location/ Postal code: S(534013)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Employer Branding Support:</p> <ul style="list-style-type: none"> Assist in organising and participating in recruitment events, career fairs, and engagement campaigns. <p>Stakeholder Collaboration:</p> <ul style="list-style-type: none"> Coordinate with hiring managers and HRBP team members to align on recruitment needs and timelines. <p>HR Projects & Adhoc Support:</p> <ul style="list-style-type: none"> Participate in ad-hoc HR initiatives and projects related to recruitment and employee experience. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma or Degree in Human Resource Management, Business, or a related field IHRP-CA/CP is a plus 1 to 2 years of recruitment experience; internship or part-time F&B recruitment experience is a bonus Proficient in Microsoft Office and familiar with recruitment platforms (e.g., JobStreet, FastJobs, MyCareersFuture) A positive, can-do attitude and a passion for people 	
Loyalty & Partnership Executive [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist with the planning and marketing of Loyalty and Partnership programme Manage all corporate orders and purchases and ensure end-to-end delivery within stipulated timeline Coordinate and liaise with the internal and external stakeholders to manage the loading of brand info and visuals onto the individual platforms Support the UI/UX testing of the Loyalty programme app and take charge of gathering feedbacks and requirements from the stakeholders to be implemented as part of the app enhancement plan Assist with the preparation of communication materials to the internal stakeholders and external members of the public Liaise with the key stakeholders from the respective brands to facilitate the campaign and promotion execution in entirety Coordinate the production and loading of all communication materials and ensure content accuracy and timely delivery to stores Perform data analytics to provide the respective stakeholders with useful insights and recommendations on how they can further harness the Loyalty programme to increase footfall and sales to store Manage and attend to reviews, enquiries and member's feedbacks pertaining to the Loyalty programme and escalate any pressing matters to the immediate superior promptly 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Location/ Postal code: S(534013)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's Degree in Data Analytics, Marketing, Computer Science or related disciplines • Relevant internship experiences welcome to apply. Exposure in the FMCG, Retail or fast-paced industry will be an advantage. • Strong interpersonal communication skills, including relationship and partnership building to effectively engage stakeholders and employees • Data driven, proactive and creative approach to problem solving • A self-starter and comfortable in ambiguity - working through things for the first time 	
<p>Management Associate (Food Atrium) [Open to All]</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support the Branch Manager in overseeing daily operations to ensure the smooth running of the food atrium • Ensure adherence to company policies and procedures, as well as compliance with relevant government regulations • Attend to requests and enquiries from tenants, customers, and cleaning staff in a professional and timely manner • Perform regular hygiene inspections and inventory checks at outlets • Conduct periodic cash audits to ensure adherence to the Cash Control Policy • Coordinate and assist with virtual food delivery orders across multiple tenants • Monitor and maintain the visual standards of stall displays and staff grooming across the outlets • Serve as the point-of-contact for external contractors and suppliers • Contribute to process improvement by proposing and implementing innovative operational practices • Undertake any other responsibilities as assigned by the Branch Manager or Senior Management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Food & Beverage Management, Hospitality, Business, or any related discipline • Entry-level candidates are welcome to apply • Well-groomed with an outgoing, friendly, and customer-centric attitude • Able to work well under pressure in a dynamic, fast-paced environment • Strong team player with good interpersonal and communication skills • Proficient in Microsoft Office applications (Word, Excel, PowerPoint) • Comfortable handling cash and performing audits • Willing to be cross-deployed across different outlet locations when needed 	<ul style="list-style-type: none"> • Working Hours: 8am to 4pm 11am to 8pm • Location/ Postal code: S(534013)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Able to commit to 6-day rotating shift work, including weekends and Public Holidays 	
Marketing Executive [Business]	<p>Key Responsibilities</p> <p>Overall:</p> <ul style="list-style-type: none"> Key liaison to support in-store marketing activities and collaterals Point of contact with vendors, agencies, printers, production houses, mall landlords, and other communication partners <p>Campaign Management:</p> <ul style="list-style-type: none"> Support in A&P related activities from start to end, to include Above-the-Line, Below-the-Line, Digital and In-store collaterals To garner adequate mall presence for new outlets and constantly drive consideration by working closely with landlords Budget and timeline management <p>Retail Implementation:</p> <ul style="list-style-type: none"> To work closely with the Creative and VM team on campaign launch, new store openings and renovations with regards to marketing collaterals and store displays Ensure up-keeping of store collaterals <p>Social Media Management:</p> <ul style="list-style-type: none"> Work closely with social media agency to manage the brands social media account, planning and coordinating content and shoots Brainstorm and develop creative and engaging content for the Bakery brand division on top of agency social media content Social media management and video editing – Instagram, Tiktok, Xiao Hong Shu <p>Any Other Business</p> <ul style="list-style-type: none"> Preparation of Campaign and Monthly Reports Other administrative duties as required <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's Degree in Marketing or other related disciplines. Relevant internship experience in FMCG, F&B, fashion, retail industry Social media and video editing experience. A positive attitude and willingness to take on new challenges and responsibilities. Excellent communication and interpersonal skills. Well-organized and good with timelines. An innovative and creative mind to drive fresh ideas and content. 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Location/ Postal code: S(534013)

#3 Deloitte

Deloitte is one of the world’s leading professional services organisations, with more than 470,000 people in over 150 countries and territories. For more than 175 years, they have worked alongside leaders—from Fortune Global 500® companies to innovative start-ups—to help them succeed, solve complex problems, and make a real impact.

Deloitte offers a broad range of services from audit & assurance, strategy, risk, and transactions, to tax & legal, technology, and business transformation. Four out of five Fortune Global 500® companies trust Deloitte to help them navigate change and seize new opportunities.

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Audit Associate [Accountancy]</p>	<p>Key Responsibilities</p> <p>At Deloitte, we offer a unique and exceptional career experience to inspire and empower talents like you to make an impact that matters for our clients, people and community. Whatever your aspirations, Deloitte offers you a highly inclusive, collaborative workplace and unrivalled opportunities to realize your full potential. We are always looking for people with relentless energy to push themselves further, and to find new avenues and unique ways to reach our shared goals.</p> <p>Deloitte’s Assurance and Advisory provide audit, accounting and regulatory advice, attest and attest-related services. Using robust audit tools, resources and methodology, our professionals work closely with clients to deliver high-quality services and solutions. We also advise clients in areas such as initial public offerings, internal controls, Singapore and International Financial Reporting Standards, US GAAP and regulatory compliance.</p> <p>You will perform a variety of assurance and testing work for a portfolio of diversified clients in different industries. Given the many opportunities to work with different engagement teams and managers, you learn to collaborate very fast. As you progress, we train you and assign you to different aspects of the engagement.</p> <p>Your role as a leader:</p> <ul style="list-style-type: none"> • At Deloitte, we believe in the importance of empowering our people to be leaders at all levels. We expect our people to embrace and live our purpose and shared values, challenging themselves everyday to identify issues that are most important to our clients, our people and the communities, and to make an impact that matter. <p>In addition to living our purpose, Associates / Analysts / Consultants across our Firm are expected to:</p> <ul style="list-style-type: none"> • Understand the expectations set and demonstrates personal accountability for keeping own performance on track. • Understand how our daily work contributes to the priorities of the team and business. • Demonstrate strong commitment to personal learning and development 	<ul style="list-style-type: none"> • Working Hours: 8 working hours per day • Location/ Postal code: S(68809)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Actively focus on developing effective communication and relationship-building skills, with stakeholders, clients and team • Work effectively in diverse teams within a highly inclusive team culture where everyone is supported, respected and recognized for their contribution. <p>Pre-requisites</p> <ul style="list-style-type: none"> • You should have a degree in Accountancy or an equivalent professional qualification. • Previous work experience is not required. <p>To do well, you should have:</p> <ul style="list-style-type: none"> • Fluency in English communications, both verbal and written. • Strong analytical skills • Ease of working individually and in teams • Resilience to work under tight deadlines 	
Tax Associate [Accountancy]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Deloitte’s Tax & Legal Services help companies and individuals manage their tax costs and obligations effectively, especially in the area of cross-border tax costs and obligations effectively, especially in the area of cross-border tax matters. Leveraging on Deloitte's global resources and reach, our Tax professionals keep clients abreast of developments that have tax implications and advise them in structuring investments, merger and acquisitions, transfer pricing, tax planning and compliance. • You will be assigned to one of our business tax groups to provide tax compliance and advisory work. Your roles include preparation of tax computations, returns and advisory, research and documentation. <p>Pre-requisites</p> <p>At Deloitte, we believe in the importance of empowering our people to be leaders at all levels. We expect our people to embrace and live our purpose and shared values, challenging themselves everyday to identify issues that are most important to our clients, our people and the communities, and to make an impact that matters. In addition to living our purpose, Associates / Analysts / Consultants across our Firm are expected to:</p> <ul style="list-style-type: none"> • Understand the expectations set and demonstrates personal accountability for keeping own performance on track. • Understand how our daily work contributes to the priorities of the team and the business. • Demonstrate strong commitment to personal learning and development • Actively focus on developing effective communication and relationship-building skills, with stakeholders, clients and team. 	<ul style="list-style-type: none"> • Working Hours: 8 working hours per day • Location/ Postal code: S(68809)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Work effectively in diverse teams within a highly inclusive team culture where everyone is supported, respected and recognized for their contribution <p><u>Requirements</u></p> <ul style="list-style-type: none"> • You should have a degree, preferably in Accountancy, or an equivalent professional qualification. • Previous work experience is not required • To make a difference, you should be • Fluent in English communication, both verbal and written • Analytical and meticulous • Capable of working under tight deadlines • Self-motivated 	

#4 Exceltec Property Management

Incorporated in 1997, Exceltec is an established property and facilities management company providing one-stop property solutions in Singapore. These solutions cater to commercial, retail and industrial sectors and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up its ranking in the SMR 1000. The ranking helps in credibility building, raising visibility, benchmarking, and employee motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Quantity Surveyor [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Responsible for quantity take-off and cost estimation. • Preparation of tender submission with specific deadline. • Source, negotiate and award of contracts to vendors. • Responsible for material order processing and cost control. • Evaluate and process vendors claims. • Prepare progress claims for submission in timely manner. Finalise project accounts with clients and vendors. • Any other duties as assigned by Contracts Director / Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Experience in pre & cost contract-administration. • Prepare cost submission / pricing / quantity take off / cost evaluation • Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player & able to meet tight deadlines • Able to carry out procurement and cost management process • Source for subcontractors and suppliers. • Degree / Diploma in Building / Quantity Surveying 	<ul style="list-style-type: none"> • Working Hours: 9am - 6pm, 9am - 1pm • Location/ Postal code: S(609601)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> At least 3 years of working experience in building / quantity surveying experience Pro-active attitude Fresh graduates are welcome to apply 	
Facilities Executive [Open to All]	<p>Key Responsibilities</p> <p>The Facilities Executive is responsible for supporting the effective daily operations, maintenance, and compliance of building facilities in accordance with Singapore's regulatory requirements and service standards. The role involves coordinating with vendors, conducting inspections, and ensuring a safe, functional, and customer-focused environment for building users.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Support daily building and facilities operations, ensuring smooth functioning of essential systems (M&E, fire protection, lifts, water, etc.). Conduct regular inspections to identify defects, safety hazards, and ensure compliance with BCA, SCDF, NEA, and WSH regulations. Plan and monitor preventive, corrective, and ad hoc maintenance works across M&E and civil systems. Supervise vendors and contractors to ensure quality service delivery, safety compliance, and adherence to timelines. Handle tenant feedback and service requests and assist in preparing operational reports. Oversee tenancy fit-out, renovation, and improvement works in accordance with building guidelines. Maintain accurate maintenance records, asset registers, and operate FM and building management systems (BMS). Manage soft services such as cleaning, security, landscaping, pest control, and car park operations. Support emergency response, evacuation procedures, and safety drills. Perform any other duties assigned by the Facilities or Account Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Diploma in Building, Facilities Management, or related disciplines from a recognised institution. 2 years' relevant experience. Prior experience in public space management will be an advantage. 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Location/ Postal code: S(609601)
Software Engineer (IoT) [Computer Science]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> We are looking for a highly motivated candidate with strong interest in working with IoT and facilities management systems. We are developing new IoT solutions for smart facility management applications. The team is exploring new frontiers and developing applications around cutting edge IoT technologies. 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Location/ Postal code: S(609601)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> The role encompasses using C, C++, and Python programming for the sensor node, LoRa gateway, and fabrication of Internet of Things (IoT) devices. This role will work with existing developers on maintaining existing IoT devices & systems and developing new IoT hardware, devices, and systems. Candidates with similar skills are welcome to apply. Shortlisted candidates will be contacted for an interview. <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor / Master's Degree in Computer Science, Electrical Engineering, or related field Good electronics background and familiar with embedded system programming in C, C++, and Python language, Good experience on setting up Arduino IDE for sensor testing, Good understanding on IoT data formatting, generation, management, and processing, Comfortable working with Git for version control, Self-motivated, problem-solver and ability to work independently and as a member of a team. 	
System Administrator / Engineer [Computer Science, Information Technology]	<p>Key Responsibilities</p> <p>System Maintenance and Configuration:</p> <ul style="list-style-type: none"> Install, configure, and maintain hardware and software for the organization's infrastructure. Monitor system performance to ensure everything runs smoothly and securely. Regularly update systems to provide necessary patches and upgrades. <p>Network Management:</p> <ul style="list-style-type: none"> Manage network servers and technology tools. Set up user accounts and workstations. Monitor network performance and integrity. Security: Ensure security through access controls, backups, and firewalls. Frequently review security protocols and make adjustments as needed. Respond to and resolve help desk requests. <p>Data Management:</p> <ul style="list-style-type: none"> Oversee data storage solutions and database systems. Ensure data recovery and backup procedures are in place and function correctly. Manage and store backups. Troubleshooting and Support: Troubleshoot issues and outages. Upgrade systems with new releases and models. Provide technical support and training to other employees. 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm, 9am - 1pm Location/ Postal code: S(609601)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Documentation and Policy Development:</p> <ul style="list-style-type: none"> • Develop expertise to train staff on new technologies. • Build an internal wiki with technical documentation, manuals, and IT policies. • Document system performance and plan for future upgrades. <p>Collaboration and Communication:</p> <ul style="list-style-type: none"> • Work closely with IT project managers and other technical staff. • Collaborate with other departments to understand their technical needs and implement IT solutions. • Report regularly on operation status. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree/Diploma in Computer Science/Information Technology. • Basic knowledge of computer networks/infrastructure. • Strong analytical and problem-solving skills. • Good understanding and possess troubleshooting know-how on IT infrastructure and software. • Able to handle sensitive information confidentially. • Minimum 2 years of experience in a similar field. • Strong knowledge of MS 365 and Azure. 	
<p>Technology & Innovation Executive [Computer Science, Information Technology]</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • We are seeking a hands-on, motivated individual with a strong interest in electronics and Internet of Things (IoT) technologies to join our Technology & Innovation team. You will be involved in the installation, configuration, and deployment of electronic and IoT systems for smart facility management applications. This is a practical, field-based role that will also provide opportunities to learn and contribute to the design, development, and testing of IoT solutions. <p>Primary Duties:</p> <ul style="list-style-type: none"> • Plan and carry out installation, wiring, and setup of IoT/electronic systems • Execute on-site fabrication, assembly, and deployment of equipment • Assist in hardware and software testing, troubleshooting, and maintenance • Support project development activities, including prototype building and field trials • Provide basic IT administration and system configuration support <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum ITE (NITEC/Higher NITEC) or Polytechnic diploma in IT, Electronics, or Engineering • Familiarity with Electronics and (Arduino OR Arduino IDE OR Microcontroller) 	<ul style="list-style-type: none"> • Working Hours: 9am - 6pm, 9am - 1pm • Location/ Postal code: S(609601)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Basic understanding of programming and computer systems • Knowledge of Python is a plus • Comfortable with on-site installation work (including wiring, soldering, and equipment setup) • Self-motivated, problem solver, able to work independently and in a team <p>Experience/Skills:</p> <ul style="list-style-type: none"> • Hands-on electronics assembly, soldering, and fault diagnosis • Arduino/Microcontroller and Electronics 	

[Click here for Content Page](#)

#5 Glints TapJobs

Glints TapJobs is Southeast Asia’s leading job platform where you can discover fresh grad roles beyond business development, sales, marketing and tech. As one of the largest job portals in Indonesia with more than 13 million users, we bring our well-loved features to Singapore so that you can get connected to HR or hiring managers fast

Get personalised recommendations based on your job preference, find jobs near you and chat directly with HR or hiring managers to get quicker updates on your job application

Roles

- Opportunities for Accounting Jobs: <https://jobs.glints.com/accountancy>
- Opportunities for Marketing Jobs: <https://jobs.glints.com/business-management>
- Opportunities for Consulting Jobs: <https://jobs.glints.com/economics>
- Opportunities for Computer & Software Jobs: <https://jobs.glints.com/is>
- Opportunities for Computer & Software Jobs: <https://jobs.glints.com/cs>
- Opportunities for Computer & Software Jobs: <https://jobs.glints.com/cl>
- Opportunities for Computer & Software Jobs: <https://jobs.glints.com/se>
- Opportunities for Marketing Jobs: <https://jobs.glints.com/social>

Find out more about roles suitable to your interests and degree qualifications at their booth!

#6 KATOEN NATIE

As a leading company with rich history spanning over 160 years, the Katoen Natie Group brings innovation to the fore with a wide range of unique solutions for the chemical industry in a global network of 68 terminals, including our Singapore Jurong Logistics Terminal.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Management Associate [Logistics & Supply Chain, Information Technology]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Responsible for working alongside managers and accepting delegated responsibilities & duties with the goal of independently executive the role of a Management Executive <p>Primary Responsibilities</p> <ul style="list-style-type: none"> Attend compulsory on-the-job training in different operational and supporting functions packaging, warehousing, technical/maintenance, customer service and health, safety, quality & environment to gain different perspectives on the jobs Gain hands-on experience in managing innovation / automations projects to enhance operational efficiencies and reduces the reliance on manual work Acquire planning, organizing and other related soft skillsets interfacing with internal and external stakeholders Assist department head to plan and direct the work of the department Review standard operating procedures and streamlining processes. <p>Pre-requisites</p> <p>Person Attributes</p> <ul style="list-style-type: none"> Someone who thrives in an operational environment Optimist who sees opportunity in every difficulty Highly adaptable to and appreciative of different cultures Active and articulate person who communicates well with people from all levels Resourceful and tech-savvy individual Strong-minded and independent with a sense of humility <p>Criteria</p> <ul style="list-style-type: none"> Minimum a good Bachelor's Degree in Engineering or Logistics & Supply Chain Management Incumbent will not only be trained / exposed in Singapore but must agree to be deployed to other parts of the world where Katoen Natie has its presence 	<ul style="list-style-type: none"> Working Hours: Monday to Friday Location/ Postal code: S(627841)

[Click here for Content Page](#)

#7 K.P.P. PACKAGING

A dynamic Print & Pack manufacturing company established since 1986, providing Lithographic printing and packing solutions for a wide spectrum of industries namely IT, Electronics, Pharm, food and advertising and media. Sublimation printing for soft signages and textiles. With added facility of dye-sublimation printing for soft signages and textiles.

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Junior AI Developer [Computer Science, Information Technology]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist in the design, development, and training of local LLM and deep learning models. Preprocess and clean large datasets to make them suitable for training. Write clean, efficient, and well-documented code in Python (e.g., using libraries like TensorFlow, Tesseract/Paddle OCR, scikit-learn). Help integrate trained models into production applications and services (e.g., using APIs, Docker, cloud services). Participate in model validation, performance testing, and fine-tuning. Monitor the performance of deployed models and assist in troubleshooting issues. Collaborate with data engineers, software developers, and product managers. Stay updated with the latest trends and technologies in AI/ML. <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's degree in Computer Science, Data Science, Engineering, Mathematics, or a related technical field. Solid understanding of core machine learning concepts (supervised/unsupervised learning, model evaluation, etc.). Proficiency in Python programming. Understanding of NLP, Computer Vision, or LLM fine-tuning. Strong analytical and problem-solving skills. Ability to communicate technical concepts clearly. 	<ul style="list-style-type: none"> Working Hours: 5.5 times per week Location/ Postal code: S(629753)
Junior Data Analyst [Business, Computer Science, Economics, Information Technology]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Extract, clean, and validate data from various sources (SQL databases, CRM, spreadsheets, APIs, AI Extraction etc.) to ensure accuracy and consistency. Perform descriptive and diagnostic analyses to explain business trends, anomalies, and outcomes. Create and maintain interactive dashboards, reports, and visualizations using tools like Tableau, Power BI, or Looker. Write and optimize SQL queries to retrieve and manipulate data. Present findings and insights to team members in a clear and understandable manner. Document analysis processes and data definitions for local LLM training. <p>Pre-requisites</p>	<ul style="list-style-type: none"> Working Hours: 5.5 times per week Location/ Postal code: S(629753)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Bachelor’s degree in Data Analytics, Statistics, Mathematics, Economics, Business, or a related quantitative field. • Proficiency in SQL for data querying and manipulation, understand vector SQL structure. • Strong skills in data visualization and presentation (e.g., Tableau, Power BI, or Excel advanced charts). • Experience with data analysis in Python (pandas, NumPy) or R. • Advanced proficiency in Microsoft Excel/Google Sheets (pivot tables, lookups, functions). • Excellent analytical, problem-solving, and critical thinking skills. • Keen attention to detail and a commitment to data accuracy. • Strong written and verbal communication skills to translate data into business insights. 	
Marketing Executive [Business]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support the planning and execution of marketing campaigns and initiatives. • Liaise with external creative and marketing agencies for larger campaigns, shoots, and key marketing assets. • Assist in preparing briefs, coordinating timelines, and managing deliverables with external partners. • Create in-house content such as basic graphics, short-form videos, captions, and presentations. • Coordinate content schedules, timelines, and deliverables across internal teams and vendors. • Assist in managing social media platforms and updating website or marketing content. • Track campaign performance and prepare basic reports or summaries. • Support events, launches, or marketing activations when required. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or Degree in Marketing, Communications, Media, or a related field. • 0–2 years of relevant experience (internships and freelance experience are welcome) • Basic understanding of marketing, branding, and digital content. • Ability to create basic content (copy, simple visuals, storyboards, short-form video) • Comfortable coordinating with external agencies or vendors. • Good organisational skills and ability to manage multiple tasks. Willingness to learn and take direction across both marketing and creative work. 	<ul style="list-style-type: none"> • Working Hours: 5.5 times per week • Location/ Postal code: S(629753)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Purchasing Executive [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Ensure all materials purchased are compliant to company standards. Keep detailed records and prepare and submit necessary reports. Maintain daily day to day purchase operations <p>Pre-requisites</p> <ul style="list-style-type: none"> Rich purchasing experience Deep understanding of ISO Good teamwork spirit and communication skills 	<ul style="list-style-type: none"> Working Hours: 5.5 times per week Location/ Postal code: S(629753)

#8 Lenovo

Lenovo PCCW Solutions (LPS) is a leading IT and technology solutions provider in the Asia Pacific region. We partner with governments and enterprises to achieve digital transformation excellence, driving business growth through our market-leading solutions and industry best practices. As a proud member of Lenovo Group, we have unlocked new synergies with Lenovo's global reach and technological capabilities, focusing on AI, data practice and cloud. With out 4,000+ team of domain experts and a strong network of ecosystem partners, LPS is committed to providing cutting-edge AI powered solutions and data practice to enable organizations excel in their digital journey.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cloud L1 Engineer [Information Systems, Computer Science, Software Engineering]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The engineer must be familiar with design and deployment on Amazon Web Services (AWS) Should be able to understand architecture of cloud environment, and manage cloud infrastructure solutions using platforms like AWS, Azure, or Google Cloud. Collaborate with development/Application and operations teams to ensure seamless integration of cloud-based applications. Monitor cloud resources for performance, security, and cost optimization, using appropriate monitoring tools (AWS CloudWatch, Trusted Advisor, CloudTrail). Design, deploy and manage cloud infrastructure using Infrastructure as Code (Terraform, AWS CloudFormation). Ensuring security, scalability and reliability. Troubleshoot and resolve cloud-related issues, including performance bottlenecks, security vulnerabilities, and system outages. Design and implement network solutions (VPC, subnets, Transit Gateway) and manage hybrid cloud connectivity (Direct Connect), configure firewall, security groups, network access control lists, and optimize network configuration (Elastic Load Balancer, Route 53). Monitor and maintain - disaster recovery and backup strategies for cloud-hosted environments. 	<ul style="list-style-type: none"> Working Hours: 9am to 6pm Location/ Postal code: S(339213)

[Click here for Content Page](#)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Maintain documentation related to cloud architecture, processes, and procedures. • Ensure security compliance by managing IAM roles, implementing encryption, monitoring security events, while adhering to government compliance standards (IM8). • Participate in cloud audit reviews and propose improvements to optimize efficiency, cost, and security • Stay up to date with the latest cloud technologies and industry trends. • Develop, deploy, and maintain cloud-native applications such as Lambda, ECS, RDS to meet project needs • Work closely with development and operations to integrate CI/CD pipelines, automate workflows, and adopt DevOps best practices using tools such as GifLab to streamline and secure cloud deployment. • Scripting skills in languages like Bash, or PowerShell to automate and run repetitive reports and tasks. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Knowledge or academic exposure to cloud platforms such as AWS, Azure, or Google Cloud. • Understanding of cloud infrastructure fundamentals, networking, and security basics. • Familiarity with monitoring tools (e.g., CloudWatch) or equivalent university/bootcamp exposure. • Basic understanding of cloud-native services (Lambda, containers, databases). • Knowledge of networking basics: VPC, subnets, routing, load balancing, firewalls, DNS. • Familiarity with Infrastructure as Code tools such as Terraform or CloudFormation is a plus. • Strong analytical and problem-solving skills, with willingness to learn and troubleshoot. • Good communication skills and ability to collaborate in team environments. 	

#9 NTUC's Employment and Employability Institute (e2i)

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 advisory 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.

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Project eXe [Open to All]	<p>Key Responsibilities You will embark on a curated job rotation designed to provide you with a holistic perspective of our meaningful work. You will play a crucial role in:</p> <ul style="list-style-type: none"> • Provide career coaching and match jobseekers with suitable jobs. • Engage key stakeholders such as employers, government agencies, training and industry partners to co-create employability solutions. • Plan and coordinate outreach and marketing events such as career fairs and industry engagements. • Support in the formulation of policies to help our local workforce equipped with better skills and jobs. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Good Degree holder in any discipline. • Good interpersonal and negotiation skills. • Excellent analytical, writing and communication skills. • Meticulous, self-driven, and able to multi-task. • High perseverance and passion to help workers. 	<ul style="list-style-type: none"> • Working Hours: 8.30am to 6pm • Location/ Postal code: S(609607)

#10 Pixlr Group

Where Adventure meets AI

The Pixlr Group is a Southeast Asia’s largest Generative AI company by monthly active users. With more than 13 million users globally and headquartered in Singapore, Pixlr Group operates on a simple but powerful belief: Everyone is creative, everyone can design and everyone can use AI.

Pixlr Group is the company behind Pixlr.com, the world’s most accessible and powerful browser-based creative suite. They specialize in democratizing professional-grade design and photo editing tools through cloud platforms that require no downloads, subscriptions, or extensive training. Pixlr Group also operates Designs.ai, one of the fastest growing all-in one, browser-based AI creative suite that streamlines content creation through automation and AI. It allows users to create logos, videos, graphics, and text content quickly via simple prompts, without professional experience.

Why join the Pixlr?

If you have the gumption, talent and curiosity to be part of a change the-world AI tribe, join us as we ride the rainbow of the world’s greatest sunrise industry

No technical skills needed. We will train you to explore the world’s best large language models. If you are looking for a job with extreme clarity and defined pats, please look elsewhere. If you are looking for an adventure into the unknown future of changing humanity with technology, you may find your calling here. Life is short. Learn More. Dream More. Play More.

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Gen AI Business Development Trailblazer [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Pipeline Development: Identify, qualify, and close new business opportunities across target verticals (SaaS, enterprise, media, retail, etc.) • AI Evangelism: Articulate the value of Generative AI solutions to C-suite executives, product leaders, and technical buyers • Strategic Partnerships: Build and nurture alliances with technology partners, system integrators, and resellers • Market Intelligence: Track competitive landscape, emerging AI trends, and customer pain points to inform go-to-market strategy • Solution Selling: Collaborate with product and engineering teams to tailor AI offerings to specific client needs <p>Pre-requisites</p> <ul style="list-style-type: none"> • Demonstrated understanding of Generative AI technologies (LLMs, image/video generation, voice AI, etc.) • Show strong potential for consultative selling skills with the ability to translate technical concepts into business value • Understanding of how to network with enterprise decision-makers across relevant industries • Self-started mindset — comfortable navigating ambiguity and building processes from scratch • Excellent communication — compelling storyteller, both written and verbal 	<ul style="list-style-type: none"> • Working Hours: 9am – 6pm • Location/ Postal code: S(239924)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Gen AI Business Operations Orchestrator [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Operations Management: Oversee the end-to-end delivery of technology training programs — from scheduling and logistics to learner experience and post-course follow-up • Process Design & Optimization: Build, document, and continuously improve operational workflows that scale with the business • Vendor & Partner Management: Manage relationships with training platforms, content providers, trainers, vendors, and technology partners • Data & Reporting: Own operational dashboards — tracking enrolment numbers, course completion rates, learner satisfaction and revenue performance • Cross-functional Coordination: Serve as the connective tissue between instructors, sales, marketing, customer success, and product teams • Learner Experience: Champion a seamless, world-class experience for every student — from first enrolment to final certification <p>Pre-requisites</p> <ul style="list-style-type: none"> • System thinker — you see the full picture, spot the inefficiencies, and build processes that actually stick • Tech-savvy — hands-on experience with AI tools, CRMs, and productivity tools • Analytical mindset — comfortable with data, dashboards, and making decisions backed by numbers • Project management fluency — you run multiple workstreams simultaneously without dropping a single thread • Strong communicator — clear, direct, and equally effective with instructors, executives, and learners • Ownership mentality — you don't wait to be asked; you see what needs doing and you do it 	<ul style="list-style-type: none"> • Working Hours: 9am – 6pm • Location/ Postal code: S(239924)
Gen AI Client Sales Dynamo [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Account Ownership: Manage a portfolio of key accounts, serving as the primary point of contact and trusted advisor • Retention & Renewal: Drive contract renewals and minimize churn through proactive relationship management • Upsell & Expansion: Identify growth opportunities within existing accounts to increase revenue • Onboarding Support: Guide new clients through seamless onboarding and early adoption milestones • Performing Reporting: Deliver regular business reviews (QBRs) with clear ROI metrics and forward-looking plans • Issue Resolution: Act as the internal champion for client escalations — fast, calm, and solutions-focused <p>Pre-requisites</p> <ul style="list-style-type: none"> • Passion for sales and delivering exceptional performance 	<ul style="list-style-type: none"> • Working Hours: 9am – 6pm • Location/ Postal code: S(239924)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Strong EQ — you read rooms, build trust quickly, and handle difficult conversations with grace • Data-driven mindset — comfortable using CRM tools (Salesforce, HubSpot) and interpreting account health metrics • Excellent communicator — clear, concise, and compelling in writing and in & person • Organized proactive — you manage multiple accounts without dropping a single ball • Collaborative spirit — a natural team player who thrives in cross functional environments 	
Gen AI Client Success Curator [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Customer Onboarding: Lead new clients through a seamless, confidence-building onboarding that sets them up for long-term success • Relationship Management: Serve as the trusted, go-to partner for a portfolio of accounts — proactive, responsive, and always one step ahead • Health Monitoring: Track product adoption, engagement signals, and account for health metrics to flag risk early and act fast • Retention & Renewal: Own renewal of conversations with confidence — articulation ROI, resolving concerns, and securing long-term commitment • Expansion & Upsell: Spot natural growth opportunities and collaborate with sales to expand account value organically • QBRs & Business Reviews: Facilitate strategic quarterly check-ins that connect product usage to real business outcomes • Voice of the Customer: Capture, synthesize, and advocate for client feedback — feeding insights directly to product, marketing, and leadership • Community & Advocacy: Nurture your happiest clients into case studies, referrals, and brand advocates <p>Pre-requisites</p> <ul style="list-style-type: none"> • Empathy at scale — you make every client feel like your only client, even while managing a full portfolio • Commercial awareness — you understand the link between customer health and revenue, and you act on it • Data fluency — comfortable navigating CRM platforms (Salesforce, HubSpot, Gainsight) and interpreting usage analytics • Problem-solving instinct — you don't wait for issues to escalate; you solve them before they start • Outstanding communicator — warm in tone, sharp in content, and always clear on next steps • Project management cops — organized, deadline-driven, and capable of juggling multiple priorities with grace • Collaborative DNA — you thrive in cross-functional environments and lift the people around you. 	<ul style="list-style-type: none"> • Working Hours: 9am – 6pm • Location/ Postal code: S(239924)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Gen AI Tribe Marketeer [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Campaign Strategy & Execution: Plan and launch multi-channel campaigns across social, email, paid, and content — from concept to conversion • Brand Storytelling: Develop compelling narratives that communicate our value proposition with clarity, with and impact • Content Creation: Produce high-quality written, visual, and video content tailored to each platform and audience segment • Event Marketing: Conceptualize, plan, and execute end-to-end events — including trade shows, conferences, product launches, webinars, roundtables, and brand activations — that drive pipeline and brand awareness • Event Strategy & ROI: Define event objectives, manage budgets, coordinate vendors, and measure post-event performance against pipeline and engagement KPIs • Experiential Campaigns: Design immersive brand experiences that translate online brand identity into memorable in-person moments • Community Building: Cultivate and engage audience across digital touchpoints and events — social media, newsletters, conferences • Optimization: Track, analyze, and report on campaign <p>Pre-requisites</p> <ul style="list-style-type: none"> • Event Marketing experience — hands-on ownership of B2B or B2C events, from intimate roundtables to conferences • Versatile skill set — equally comfortable writing punchy headlines, reading a dashboard, managing an event vendor, or briefing a designer • Platform fluency — hands-on experience social media channels • Logistics mastery — detail-oriented project manager who can juggle multiple events and campaigns simultaneously without missing a beat • Creative instinct – a sharp eye for what looks good, sounds right, and resonates with real people — on screen and on stage • Analytical mindset — you let data guide decisions without letting it kill creativity • Self-starter energy — you spot a gap, build the plan, and execute without waiting to be told • Excellent communicator — your copy is clean, your decks are tight, and your ideas land every time 	<ul style="list-style-type: none"> • Working Hours: 9am – 6pm • Location/ Postal code: S(239924)

#11 PKF-CAP LLP

We deliver expert financial, audit, and advisory services tailored to your business needs, no matter where you operate. With PKF-CAP, you gain access to a trusted international network that empowers growth across borders. Whether you need audit, tax, business consulting, or financial advisory services, our professionals provide the same high standards of service and compliance in every country.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Audit Associate [Accountancy, Business]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Team member in audit engagements, which include planning, executing risk based financial and operational audits and completing audit statutory financial audits • Obtain a thorough understanding of Singapore Standards on Auditing (SSA) and common audit procedures and techniques. • Develop a good understanding of Singapore Financial Reporting Standards (SFRS) and financial statements presentation and generally accepted accounting principles and others reporting requirements, where applicable • Research and analyse financial statements and audit related issues • Manage client's expectations and provide timely updates and feasible solutions on their queries <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's degree in accountancy or related field • Proficiency in Microsoft Office software programs such as MS Word, MS Excel and Office 365 • Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude • Highly motivated self-starter with the ability to multi-task and complete assignments within time constraints and deadlines 	<ul style="list-style-type: none"> • Working Hours: 8 hours per day • Location/ Postal code: S(068809)

[Click here for Content Page](#)

#12 Scoot

Scoot is Asia's leading budget airline offering dependable and delightful experiences to customers, connecting them around the world, enabled by an innovative team fueled with Scootitude! As dreamers and changemakers in aviation, we share one electrifying purpose: Make Each Journey Better – not just for our passengers, but for every professional who chooses to build their career with us.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Analyst, Revenue Planning (Revenue Management) [Accountancy, Business, Economics & Finance]	<p>Key Responsibilities</p> <p>Revenue Management & Strategy</p> <ul style="list-style-type: none"> • Assess and segment demand based on market conditions • Maximise revenue on assigned routes by optimizing inventory control measures and overbooking management • Work with Pricing Team to identify opportunities for tactical pricing actions for incremental traffic • Identify opportunities to maximise revenue through demand forecast/ inventory adjustments without significant adverse impact on demand and market share 	<ul style="list-style-type: none"> • Working Hours: Office hours • Location/ Postal code: S(819663)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Benchmark and monitor pricing strategy vs competition • Drive revenue management best practices and enhancements to the revenue management system • Work closely with pricing teams, overseas managers and market contacts to identify revenue opportunities and take early revenue management actions • Post departure analysis to ensure strategies align with expected outcomes through constant evaluation of no-shows, go-shows, cancellations, and demand shifts. <p>Revenue Budgeting/ Forecasting</p> <ul style="list-style-type: none"> • Development of annual revenue budget/ targets by month for assigned routes • Monthly forecast review and adjustments • Systems Settings/ Maintenance • Ensure timely and accurate set up of system influences and strategies. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in any numerical discipline • Strong numerical and analytical skills with commercial acumen • Fluent written, spoken and reading capability in English • High level of accuracy and detail • Strategic outlook and understanding • Excellent communication skills and experience in working with people at all levels • Ability to maintain the overview and see the bigger picture • Able to create and maintain strong internal and external networks • Able to handle simultaneous projects and adapt to a fast-paced, changing environment 	
Flight Dispatcher [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare the Operational Flight Plans and Briefing packages for Scoot flights accurately in accordance with Company policies, considering aircraft performance, weather, Notices to Airmen (NOTAMs) and other necessary operational requirements. • Planning and selecting suitable and optimum flight routes in respect of operational factors, including the avoidance of natural hazards such as tropical storms, volcanic activities, among others. • File the Air Traffic Services flight plans and ensuring that any changes to the flight plans are updated in accordance with ATC requirements. • Monitor operational messages and respond to flight planning-related requests in a timely manner. • Coordinate with other departments, internal and external stakeholders regarding flight and fuel planning information. • Support and assist Pilots with flight planning queries in a timely and accurate manner. 	<ul style="list-style-type: none"> • Working Hours: Shiftwork • Location/ Postal code: S(819663)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Be conversant with company fuel and operational policies, aircraft performance, aviation meteorology, route structure, flight planning requirements and apply such knowledge to achieve safe and optimal flight planning outcomes.8) Any other duties as assigned, including (but not limited to) tactical monitoring of flight planning variables, NOTAMs, flight planning system or any other projects. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree holder, preferably with a technical or engineering background Aviation-related qualifications or experience would be advantageous, but not necessary. Analytical with good numerical and problem-solving skills Comfortable working with operational and technical documentation and procedures Comfortable with 24-hour rotating shift duties including weekends and public holidays 	
Operations Controller [Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Ensure all flights are safely dispatched in accordance to Company policies and CAAS regulations. Perform flight watch duties, anticipate and prevent operational delays and disruptions. Ensure optimization of crew and aircraft utilization Coordinate changes to and recover flying programs Handle daily operations matter including but not limited to performing of up-gauge and down-gauge of flights, dissemination of information to all concerned based on operations requirements <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's degree in any disciplines. Diploma holders in aviation related disciplines with experience in similar capacities will also be considered. Able to work 12hr rotating shifts, rotating days off, weekends and holidays. Strong organizational and communication skills with the ability to manage multiple assignments with minimum supervision. Working knowledge of Microsoft Office with aptitude to learn and operate complex aviation scheduling software. Experiences working on Merlot rostering system and in an operations environment will be an advantage 	<ul style="list-style-type: none"> Working Hours: Shiftwork Location/ Postal code: S(819663)
Specialist, Ancillary Products [Accountancy, Business, Economics & Finance]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Work closely with the Product Lead to grow the revenue and take-up rate of the team's ancillary products Conduct periodic benchmarking studies and competitor analysis to ensure relevance of product in terms of proposition and pricing. 	<ul style="list-style-type: none"> Working Hours: Office hours Location/ Postal code: S(819663)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Generate insights from regular deep analysis on product performance trends • Identify opportunities, gaps and customer pain points through customer engagement and feedback loops • Define and execute revenue optimization plans for ancillary products and revenue initiatives. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree, preferably with a business or numerical discipline • Preferably 2-4 years of experience in revenue management, ancillary revenue sales or airline commercial experience 	
Specialist, Flight Operations (Technical, Regulatory & Projects) [Open to All]	<p>Key Responsibilities</p> <p>Technical:</p> <ul style="list-style-type: none"> • Render operations and engineering related technical support in the day-to-day running of the three Scoot aircraft fleets. • Keep operations manuals such as Airplane Flight Manuals, Flight Crew Operations Manuals, Minimum Equipment Lists, Electronic Forms, etc. for the various Scoot fleets up to date and seek approval from the authority. • Work with various departments, authorities and aircraft manufacturers on operational and technical matters pertaining to Flight Operations. • Assist the management pilots with operational instructions to flight crew in respect of aircraft configuration changes, regulation changes, etc. • Focal point for all Foreign and Local regulatory applications. • Administrator of various Flight Ops systems. • Administrate the EFB (iPads) issued to all crew for operational use. • Coordinate E-Ops projects and initiatives. <p>Administrative:</p> <ul style="list-style-type: none"> • Validate overflight invoices to ensure accuracy of invoices. • Ensure proper documentation for all overflight charges and general invoices • Tracking of Flight Operations Correspondences • Provide administrative and documentation support to Flight Operations for document uploads, correspondences, paperwork and inventories. • Any other administrative tasks that may be assigned. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Preferably a Degree in related field • Fresh graduates are welcome to apply • Strong organizational and planning skills • Good knowledge in Aviation Industry with strong analytical and problem-solving skills • Proficient in MS Office 	<ul style="list-style-type: none"> • Working Hours: Office hours • Location/ Postal code: S(819663)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Specialist, Optimization (Rostering) [Information Systems, Computer Science, Software Engineering]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Collaborate closely with stakeholders in Operations, Crew Planning, Cabin Services, IOCC and Network teams Contribute to automation initiatives and continuous improvement of crew systems Develop robust and easy-to-use UI/UX with designers to improve user experience and increase engagement <p>Pre-requisites</p> <ul style="list-style-type: none"> Strong analytical and problem-solving skills Fresh graduates with strong analytical backgrounds and an interest in complex operational systems are also welcome Degree in Mathematics, Operations Research, Computer Science, or related field with specialization in Optimization. Familiarity with analytical or technical tools such as SQL, Python, Java, or similar Excellent communication skills; capable of explaining complex models, trade-offs, and solver outcomes to both technical and non-technical audiences; strong stakeholder and change management skills Experience in airline operations such as Crew Planning, Crew Control, Operations Control, or Network Operations would be highly advantageous. 	<ul style="list-style-type: none"> Working Hours: Office hours Location/ Postal code: S(819663)

#13 TEKsystems

TEKsystems is a global headhunting and technology staffing firm, partnering with over 6,000 clients- including 80% of the Fortune 500. We scale teams, transform talent strategies, and secure niche skills to drive business transformation. We're part of Allegis Group, a global leader in talent solutions.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Business Support Associate [Open to All]	<p>Key Responsibilities</p> <p><u>Contracting Operations</u></p> <ul style="list-style-type: none"> End-to-end onboarding of new external consultant in a timely and compliant manner, including: <ul style="list-style-type: none"> - Contract generation - Manage background checks - Employment pass applications & renewal, where necessary - Medical insurance enrolments - Personnel file management - Delivering onboarding briefings Manage contract extensions and variations Operational account management Ensure invoicing occurs in alignment with required timelines Contribute to management of the team case-resolution mailbox 	<ul style="list-style-type: none"> Working Hours: 8.30am - 5.30pm Location/ Postal code: S(038985)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Active management and support of timesheet collection process • Ongoing engagement with contractors, clients and sales team throughout assignments with a view to delivering exceptional customer experience • Manage smooth offboarding of external consultants, ensuring timely payment of final salary and entitlements. <p><u>Contractor Care</u></p> <ul style="list-style-type: none"> • Partner with stakeholders to resolve contractor issues related to onboarding, payroll, time sheets, payroll, timesheets, work passes, leave, insurance and offboarding • Ensure contractor queries are handled a satisfactory manner and in accordance with team SLAs <p><u>Business Partnering</u></p> <ul style="list-style-type: none"> • Work collaboratively with Sales and Billings teams to drive timely and accurate invoicing • Partner with sales team to problem solve client and contractor issues as required • Act as the connector between external consultants, sales team and Service Centre • Tender submission report • Contribute to the continuous improvement of sales support processes • Preparation of weekly & monthly business reports <p><u>Quality Control</u></p> <ul style="list-style-type: none"> • Work with Commercial Team to understand compliance requirements of all new clients, and ensure all contractual obligations are fulfilled during the contractor life-cycle • Assist in Government recruitment legislative reporting as required <p><u>Ad Hoc Responsibilities</u></p> <ul style="list-style-type: none"> • Proactive involvement in ad hoc business improvement projects and workgroups • Proactive involvement in ad hoc business improvement projects and workgroups <p>Pre-requisites</p> <ul style="list-style-type: none"> • Open to fresh grads, willingness to learn is key • A team player who enjoys helping others around them • Sales support & operations background in HR / Recruitment will be ideal • Meticulous, Strong communicator, good stakeholder management skills • Takes on new opportunities with a sense of urgency, high energy, and enthusiasm 	

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Talent Consultant [Open to All]	<p>Key Responsibilities As a Technology Consultant, you will:</p> <ul style="list-style-type: none"> • Develop deep expertise in the technology market to advise professionals and clients on hiring trends, skill demand, and career pathways • Act as a trusted consultant of both candidates and clients by understanding business needs, role requirements, and long-term career goals, then delivering tailored talent solutions. • Build and manage long-term relationships with technology professionals and hiring stakeholders through in-person meetings, calls, and virtual consultations • Partner with clients to identify current and future talent needs, proactively presenting suitable professionals and uncovering new hiring opportunities. • Facilitate end-to-end hiring processes from initial role briefing and talent assessment to interview coordination and offer discussion. • Stay current on technology, market movements, and hiring best practices to provide informed, value-driven recommendations • Collaborate closely with internal teams to drive business growth, share market insights, and contribute to a high-performance, supportive culture • Identify opportunities to improve processes, increase efficiency, and deliver better outcomes for candidates, clients, and the business <p>Pre-requisites</p> <ul style="list-style-type: none"> • A strong entrepreneurial work style • A positive learning attitude and driven mindset • A passion for both Business Development and building new candidate/client relationships • Passion for wanting a career and learning to be the best in your field • A team player who enjoys helping others and around them 	<ul style="list-style-type: none"> • Working Hours: 8.30am – 5.30pm • Location/ Postal code: S(038985)

#14 Tiger Brokers

Discover the power of Tiger Trade, your premier online trading app. As a leading platform for share trading by Tiger Brokers Singapore, we offer comprehensive analytical tools and financial insights.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Investment Representative [Economics, Finance / Open to All]	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Build and Grow Client Relationships: Actively source and manage a portfolio of new and existing clients, providing expert insights on securities, futures, and other financial instruments. • Execute Trades: Leverage on Tiger Brokers’ powerful trading app and platform, execute and manage orders, ensuring 	<ul style="list-style-type: none"> • Working Hours: 36 hours per week • Location/ Postal code: S(048616)

[Click here for Content Page](#)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>accuracy, speed, and adherence to risk management protocols.</p> <ul style="list-style-type: none"> • Market Analysis: Stay on top of global financial markets, providing clients with timely insights, market trends, and investment opportunities. • Develop Customized Strategies: Create tailored trading strategies and solutions based on clients' financial goals, risk appetite, and market conditions. • Regulatory Compliance: Maintain the highest ethical standards, ensuring compliance with MAS regulations, and company policies, and managing risks effectively. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Recognised university degree or polytechnic diploma in any discipline, preferably in Economics or Finance • Experience in a related industry will be an advantage • Completion of relevant CMFAS exams (Modules 1A, 2A, 5, 6 and 6A) are an added advantage. 	

#15 e2i SERVICES

Meet an e2i Career Coach

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



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

[Click here for Content Page](#)

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

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

NTUC Job Security Council’s Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies

- Subscribe to **PMET Jobs-Alert**
(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
<https://bit.ly/jsc-ja-npmet>



[Click here for Content Page](#)