

Job Listing Booklet

MARINE WEEK 2025

Marine & Offshore Energy Jobs Discovery

Date:

23 October 2025

Thursday

Time:

10.00am to 4.00pm

Venue:

Devan Nair Institute for Employment and Employability

Hall 1 (Level 1)

80 Jurong East Street 21

Singapore 609607

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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<ul style="list-style-type: none"> • Assistant Field Service Engineer • Business Development Executive • Electrical Engineer • Electrician • Field Service Engineer • HR Assistant • Sales Admin Assistant • Senior System Control Engineer • System Control Engineer • Pantry Assistant 	
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<ul style="list-style-type: none"> • Finance Executive • Marketing Executive • Project Manager • QC Officer • Sales Coordinator • Store Assistant • Superintendent Engineer 	
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<ul style="list-style-type: none"> • Admin Assistant • EandI Supervisor • HSE Engineer • HVAC Engineer • Piping Supervisor • Quantity Surveyor • Receptionist cum Admin Assistant • Structural CAD Engineer • Structural Engineer (Fabrication) 	

- 5. ICF Group.....30**
- Customer Engagement Executive
 - Executive, Commercial
 - Executive, Digital Transformation
 - Executive, Supply Chain Management
 - General Manager
 - Manager, Commercial
 - Manager, Design and Engineering
 - Manager, Operation
 - Manager, Project
 - Manager, Sales
 - Manager, Supply Chain Management
 - Manager, Technical
 - Project Budget Controller
- 6. Marco Polo Shipyard.....45**
- Commercial Executive
 - Electrical Engineer
 - Mechanical Piping Engineer
 - Project Manager
 - Senior Marketing Executive (Ship Repair)
 - Senior Project Engineer
 - Steel Structure Engineer / Senior Engineer
- 7. Mencast Marine.....51**
- Advanced Manufacturing Engineer
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 - Design and Simulation Engineer
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- Accounts Assistant
 - Administrative Assistant
 - Assistant Management Executive
 - Assistant Service Engineer
 - Management Executive
 - Marketing Coordinator
 - Marketing Executive
 - Marketing Officer
 - Sales Coordinator
 - Sales Executive
 - Sales Manager
 - Service Engineer
 - Service Technician

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- Accounts Executive
- Assistant General Manager, Commercial (Modules)
- Assistant Head, Electrical (Production)
- Assistant/ Principal Engineer, Mechanical / HVAC
- Assistant/Engineer, HSE
- Assistant/Manager, HSE
- Engineer, Quality Systems
- HSE Coordinator
- Principal Engineer, Electrical and Automation
- Principal Engineer, Structure Detail Design
- Project Engineer, Engineering
- Senior Engineer, Hull Outfitting Detail Design
- Senior Engineer, Mechanical
- Senior Engineer, Structural Detail Design
- Senior/ Executive, Commercial - Estimator (Ship Repair)
- Senior/ Executive, Commercial - Invoicer (Ship Repair)

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- Area Manager (Marine Construction)
- Commercial Executive (Billing/ Estimating)
- Electrical Engineer
- Hull Engineer
- Materials Coordinator
- Naval Architect Engineer
- Package Engineer (Expeditor)
- Production Engineer
- Project Manager/ Assistant Project Manager (Marine)
- Senior/ Commissioning Engineer
- Senior/ Piping Engineer
- Senior/ Procurement Executive
- Senior/ Project Engineer
- Senior/ QA Engineer
- Senior/ Structure Engineer
- Shipwright Engineer
- Subcontracts Executive

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- Assistant Engineer, Mechanical-Benoi
- Assistant Engineer, Mechanical-Tuas
- Assistant Engineer-Fleet Maintenance (Gul / Brani)
- Assistant Supervisor, Mooring & Support-Tuas
- Electrical Engineer-Marine Ship Repairs (Gul)
- Engineer - Automation & Electrical Systems Design
- Project Manager - Ship Repairs and Conversions (Gul)
- Senior Assembly Technician - Structures and Fittings (Submarine)
- Senior Project Engineer - Shipbuilding (Benoi)
- Technician, Engine Service Centre-Benoi

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- Accounts Assistant
- Commercial Estimator
- Design Engineer
- HSE Coordinator
- Management Trainee
- Naval Architect
- Pantry Assistant
- Project Engineer
- Senior Naval Architect

1. Asian Sealand Offshore and Marine (ASOM)

The ASOM management team have been providing innovative solutions to the offshore and marine industry for many years with priority focus on safety and quality services, and having worked closely with its customers in the Asia-Pacific region. The company has been formed to capitalize on its reputation and management experience, and build on what is already an impressive track record.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Commercial Admin	<ul style="list-style-type: none"> • Strong communication and interpersonal skills, with the ability to interact with a range of stakeholders • Proficient in the use of Microsoft Office suite, particularly Excel and PowerPoint • A keen eye for detail and the ability to maintain accurate records and documentation • A proactive and solution-oriented approach to problem-solving 	<ul style="list-style-type: none"> • Provide administrative support to the Commercial team in all aspects of procurement, sales, and contract documentation. • Assist in the preparation, formatting, and tracking of commercial contracts, purchase orders, and service agreements. • Maintain and update records of contracts, quotations, and other commercial documents in an organized filing system (digital and hard copy). • Liaise with internal departments to gather and distribute information related to ongoing commercial activities. • Support the tendering process, including document compilation, deadline tracking, and submission. • Assist in generating reports on commercial performance, contract status, and financial metrics as required. • Monitor and track invoicing, payment status, and commercial milestones. Ensure compliance with company policies, procedures, and relevant regulations. • Manage document control and version tracking for all commercial documentation. • Assist in preparing meeting agendas, minutes, and presentations for commercial reviews. • Perform any other ad-hoc duties as assigned. 	<ul style="list-style-type: none"> • 5-day work week • 8.30am - 6pm • 8 @ TradeHub 21
Commercial Officer	<ul style="list-style-type: none"> • Minimum Diploma in Engineering, Commerce, or related field. • 3 years' experience in a similar commercial role, 	<ul style="list-style-type: none"> • Oversee and execute key administrative and operational tasks supporting the Commercial team across subcontracting, procurement, sales, tendering, and contract management functions. 	<ul style="list-style-type: none"> • 5-day work week • 8.30am - 6pm • 8 @ TradeHub 21

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>preferably in the marine and offshore industries.</p> <ul style="list-style-type: none"> Experienced with local shipyards' administrative processes. 	<ul style="list-style-type: none"> Take ownership in drafting, reviewing, and managing commercial documents from quotations, contracts, purchase orders, service agreements, and invoices to ensure accuracy, compliance, and timely execution. Maintain a structured and audit-ready documentation system (both digital and physical) for all commercial records, including quotations, agreements, and client correspondence. Act as a central liaison between internal departments (e.g., Legal, Finance, Operations) to ensure the smooth flow of commercial information and alignment across project timelines. Coordinate end-to-end tender processes, including documentation review, compliance checks, milestone tracking, and timely submission of bids. Prepare and analyze reports on contract progress, commercial KPIs, cost-performance trends, and revenue forecasts to support strategic decision-making. Monitor invoicing cycles, track payment collections, and ensure commercial milestones and deliverables are met in line with contractual terms. Enforce adherence to the company's commercial policies, compliance requirements, and statutory regulations related to procurement and contracting. Manage version control and document integrity for all commercial deliverables and ensure traceability for audits or reviews. Support the Commercial Manager in preparing review decks, commercial presentations, and minutes for senior management meetings and client discussions. 	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Commissioning Electrical Technician	<ul style="list-style-type: none"> • Certificate in Electrical Engineering or related field. • Minimum 5 years of experience in marine/offshore commissioning or electrical systems. • Strong knowledge of marine EandI systems and testing equipment. • Ability to read and interpret technical documents and manuals. • Able to communicate effectively in English and Chinese to liaise with Chinese-speaking clients and counterparts. • Familiarity with international standards (e.g., IEC, IMO) is an advantage. • Willing to work in offshore/yard environments and perform shift duties. 	<ul style="list-style-type: none"> • Interpret and work with electrical drawings, schematics, single-line diagrams, cable schedules, and equipment manuals. • Perform visual inspections of electrical installations for compliance with project standards. • Carry out continuity, insulation resistance (Megger), and earth bond testing on cables and equipment. • Assist in start-up pre-checks, line walks, and punch list generation and clearance on marine EandI systems including ICSS, FGS, communications, lighting, telecom, MV/LV circuits. • Conduct loop checks, functional tests, and operational verification of electrical systems. • Perform load, short circuit, and protection relay testing where required. • Coordinate with other trades (mechanical, piping, EandI) for pre-commissioning activities. • Identify and troubleshoot electrical faults and non-conformities. • Undertake shift-based watchkeeping to monitor marine mechanical and electrical systems. • Document test results, readings, and observations accurately. • Support the preparation of handover and close-out documentation as needed. • Perform other related tasks as assigned by management. 	<ul style="list-style-type: none"> • 5.5-day work week • Mon-Thurs: 8am to 5.15pm • Fri: 8am to 4.30pm • Sat: 8am to 11.30pm • 8 @ TradeHub 21
Commissioning Telecom Technician	<ul style="list-style-type: none"> • Certificate in Mechanical Engineering or related field. • Minimum 5 years of experience in mechanical commissioning within marine/offshore environments. • Strong knowledge of piping systems, mechanical equipment, and marine machinery. • Familiar with static and rotating equipment, lifting 	<ul style="list-style-type: none"> • Read and interpret mechanical drawings (PandIDs, general arrangements), specifications, and equipment manuals. • Inspect piping, valves, pumps, engines, rotating and static equipment to ensure proper installation, alignment, and cleanliness. • Verify bolting, torque, lubrication, and fluid levels prior to equipment start-up. • Assist in flushing and pressure testing of various mechanical systems 	<ul style="list-style-type: none"> • 5.5-day work week • Mon-Thurs: 8am to 5.15pm • Fri: 8am to 4.30pm • Sat: 8am to 11.30pm • 8 @ TradeHub 21

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>gear, and system testing procedures.</p> <ul style="list-style-type: none"> • Able to communicate effectively in English and Chinese to liaise with Chinese-speaking clients and counterparts. • Willingness to work in yard or offshore environments with shift duties. 	<p>(hydraulic, fuel, cooling, ballast, cargo).</p> <ul style="list-style-type: none"> • Support start-up pre-checks, line walks, punch list generation, and clearing for marine mechanical systems including mooring winches, HVAC, hose reels, pneumatic and hydraulic circuits. • Conduct functional and performance testing on mechanical systems and equipment. • Collaborate with electrical, automation, and piping teams during system integration testing. • Troubleshoot and resolve mechanical faults and non-conformities. • Participate in shift-based watchkeeping duties for mechanical and electrical system monitoring. • Maintain accurate records of test results, readings, and commissioning documentation. • Perform other duties as reasonably assigned by management. 	
Driver	<ul style="list-style-type: none"> • Minimum Class 3 driving licenses • Familiar with Singapore roads and use of navigation apps • Positive work attitude and ability to work independently • Able to read and converse in simple English • Able to do simple administrative work (e.g. vehicle logbook) • Able to lift heavy objects 	<ul style="list-style-type: none"> • Pick up workers from dormitories and drop them off at various job sites on the scheduled time daily (To and Fro). • Assist in transport arrangements for workers: such as sending workers for Swab tests, training, medical check-up, thumbprint, etc. • Deliver and collect materials from suppliers as and when needed. • Deliver and collect documents from HQ to sites, vice versa. • In charge of all inspections and daily checks on vehicles and maintaining the cleanliness. • Ensure the vehicle comply with safety regulations (e.g. traffic Rules and Regulations as stated in the Road Traffic Act). 	<ul style="list-style-type: none"> • 6-day work week • 6.30am-3.30pm / 6.30am-10.30am • 8 @ TradeHub 21
Fitter	<ul style="list-style-type: none"> • Follow approved drawings and project specifications without deviation. • Ensure all fit-up work is within tolerances and ready for welding inspection. 	<ul style="list-style-type: none"> • Measure, cut, and prepare pipes using manual and power tools. • Perform accurate fit-up and alignment of pipes, fittings, flanges, and supports. • Install piping systems in accordance with drawings and specifications. 	<ul style="list-style-type: none"> • 5.5-day work week • Mon-Thurs: 8am to 5.15pm • Fri: 8am to 4.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> Minimize rework through precision and adherence to procedures. Maintain traceability of materials and components where applicable. Participate in inspections and assist in the closure of punch list items. 	<ul style="list-style-type: none"> Ensure proper orientation, routing, and slope where required. Work closely with welders, riggers, and inspectors to coordinate activities. Identify discrepancies in drawings or materials and report to supervisors. Support pressure testing, flushing, and commissioning activities as needed. 	<ul style="list-style-type: none"> Sat: 8am to 11.30pm 8 @ TradeHub 21
HSE Engineer	<ul style="list-style-type: none"> Minimum 3 years of experience as an HSE Officer or in a similar role within the marine industry Working knowledge of ISO 45001, ISO 14001, and other relevant HSE standards. Strong understanding of statutory requirements related to workplace safety and environmental protection. Effective communication, coordination, and leadership skills.pen-minded 	<ul style="list-style-type: none"> Facilitate the maintenance and management of environmental health, safety, and well-being through systems, audit/inspection, and the establishment of high standards and expectations on employees of service excellence and safety awareness behaviours/performance. Conduct safety training for all operation activities and ensure HSE representatives are well-trained and well-equipped with HSE standards. Ensure compliance with EHS permits and licenses. Manage and maintain permits. Develop & update HSE policies, guidelines, practices, management systems & tools to reflect Group’s requirements, ensuring they are implemented across entities. Conduct HSE inspection, leads & provides support in major events/accident investigation where necessary, across entities & recommends improvement actions, sharing across entities to prevent reoccurrence. Perform an annual review of HSE performance & identify gaps for improvement. Prepare and review all HSE documents related to offshore and onshore projects and operations matters. Attend daily vessel coordination meetings with customers as assigned by the project manager to facilitate the safe execution of works particularly in hot and any other 	<ul style="list-style-type: none"> 5-day work week 8.30am - 6pm 8 @ TradeHub 21

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		incompatible works according to site conditions as and when required. <ul style="list-style-type: none"> • Administer and plan for risk management with regard to all works carried out in ensuring the best safe work practices are in place. • Any other responsibilities & authorities assigned by Management. 	
In-house IT Support	<ul style="list-style-type: none"> • Good troubleshooting skills and knowledge of Windows Operating systems, Mac OS, and Office 365 applications • Good knowledge of IT Security Management • Good communication skills and personality • Good team player and enthusiastic • Self-initiator in performing tasks • Able to work independently with minimum supervision 	<ul style="list-style-type: none"> • Provide daily IT helpdesk support and troubleshooting problems with all IT-related equipment (E.g. Laptop, phone, printer) • Perform laptop deployment (old/new/replacement/refurnish) • Administer Inventory control of all IT assets (hardware and software) • Install, upgrade, support, and troubleshoot printers, computer hardware, and any other authorized peripheral equipment and Windows and Microsoft Office • Deal with hardware and application support queries and issues reported to the support desk and escalated to the Desktop Support Engineers • Maintain and track security updates on all devices • Provide guidance on IT-related onboarding matters • Train and guide staff on hardware and software usage • Provide user data and application recovery • Use diagnostic tools to troubleshoot problems associated with network connectivity, and workstation hardware/software • Maintain and update website backend using WordPress • Procure IT-related assets for the office. • Support in testing and deployment of new applications and systems. • Provide Web/Email Server Support (Email Server Administrative Support, Add/Remove Email accounts, Set Email Forwarders, monitor and manage Email Quotas, Tracking spams and Trojans and imposing email filters and Assist users in all 	<ul style="list-style-type: none"> • 5-day work week • 8.30am-6pm • 8 @ TradeHub 21

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		day-to-day email-related issues and incidents) • Submit proposal for IT budget and planning	
Offshore Project Engineer	<ul style="list-style-type: none"> • Able to travel overseas, offshore on short notice and on a long-term basis. • Able to attend to projects' needs as and when required. • Strong level of planning, organization, people management, and communication skills in critical decision making and quick problem-solving. • Good knowledge of different scopes of work in aspects of the hull, mechanical, piping, and electrical for marine and offshore industries shall be advantageous. • High level in marine and offshore standards or class requirements on various works. • Good computer skills in Microsoft Office and Project. 	<ul style="list-style-type: none"> • Assist Project Manager to plan overall schedule and tracking and prioritize job card sequence and methodology according to contractual requirements and onboard vessel/site condition. • Lead, manage and supervise project team on the execution of works as well as ensuring the delivery of assigned projects within the planned schedule. • Direct and plan sufficient resources of manpower, material, and equipment for the project team for meeting the targets according to contractual requirements. • Attend daily vessel coordination meetings with clients and prepare daily reports on progress. • Attend or chair meetings with clients, ship crews, vendors, and classifications of society for work scope clarification, permits to work systems compliance, schedule updates, working methodology planning, and any other contractual matters as required • Responsible for the team's wellbeing during traveling and offshore. • Facilitate the safe execution of works particularly in hot and any other incompatible works according to onboard vessel/site conditions as and when required. • Administer and plan for risk management with regards to all works carried out in ensuring best safe work practices are in place • Responsible for the overall safety and health standard of work together with the project manager throughout the execution of projects as assigned • Represent the organization as per contractual requirements throughout project execution duration 	<ul style="list-style-type: none"> • 5-day work week • 8.30am - 6pm • 8 @ TradeHub 21

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Coordinate with the costing department and be alert in overall costing control to ensure maximum profit return to the organization • Any other associated tasks and responsibilities assigned from time to time by the organization 	
Project Support Assistant	<ul style="list-style-type: none"> • Microsoft Office • Planning skillsets • Meticulous 	<ul style="list-style-type: none"> • Perform a comprehensive and full spectrum of administrative support for mobilization and demobilization. • Liaise with clients on documentation submission for offshore projects • Assist in making travel arrangements such as preparing itineraries, booking of flights, visa and hotel reservations • Assist in the compilation, and validation of travel expenses and claims submitted by travel agencies and sub-contractors • Schedule, plan, and liaise logistical details for training and medical appointments. • Assist with calendar management, courier handling, scanning and photocopying • Prepare correspondence, Minutes of meetings, Memo, RFI, and transmittal and responsible for their distribution to department / Client and filing • Provide support in the ordering of corporate gifts and booking of event venues 	<ul style="list-style-type: none"> • 5-day work week • 8.30am - 6pm • 8 @ TradeHub 21
Welder	<ul style="list-style-type: none"> • Adhere to all approved welding procedures and technical specifications. • Ensure welds are free from visual defects and meet radiographic/UT/NDT acceptance criteria. • Carry out pre-weld and post-weld inspections to confirm quality standards. • Maintain consistent arc control, weld bead uniformity, and penetration. 	<ul style="list-style-type: none"> • Perform welding on piping systems using approved techniques and consumables. • Prepare joints and surfaces by cleaning, grinding, and aligning components. • Follow the WPS and project-specific instructions strictly. • Maintain weld traceability and accurate logging of heat numbers and weld IDs. • Support QA/QC inspections and correct any weld defects as required. • Cooperate with fitters, riggers, and inspectors to ensure smooth workflow. 	<ul style="list-style-type: none"> • 5.5-day work week • Mon-Thurs: 8am to 5.15pm • Fri: 8am to 4.30pm • Sat: 8am to 11.30pm • 8 @ TradeHub 21

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none">• Support documentation and handover processes, including test pack sign-off	<ul style="list-style-type: none">• Operate welding machines, tools, and equipment safely.	

2. BH Global

From humble beginnings, BH Global Corporation Ltd has grown and evolved itself to provide a comprehensive suite of solutions in varying fields like Marine and Offshore, Green LED, Integrated Technology, Cyber Security and Infrared and Thermal Sensing Technology. Our different specialties in the various sectors creates a synergy that provides us with unique expertise and more growth opportunities from our investments. These acquisitions have strategically provided us a distinctive platform to integrate and deliver added value for our clients in the region and across the globe. BH Global is focused on continual transformation and improvement through sustainable Digitalization, Electrification and Environmental initiatives. These initiatives will help us to value add towards our products and services by providing better solutions to our clients.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Assistant Field Service Engineer	<ul style="list-style-type: none"> Diploma/ITE/NTC in Electrical & Electronic or in relevant fields. Must have class 3 license. Must understand basic AC & DC circuitry and electronic. Experience in soldering / Assembly. 	<ul style="list-style-type: none"> Perform preventive maintenance of production equipment. To report in writing for maintenance carry out. To ensure customer satisfaction at their premises. Able to standby after office hours, when required, to provide support for urgent projects or to handle unexpected issues that may arise outside of regular business hours. 	<ul style="list-style-type: none"> 5-day work week 8.30am - 6pm 8 Penjuru Lane
Business Development Executive	<ul style="list-style-type: none"> Degree in Cybersecurity, Computer Science, Business Management, Business Administration, or a related field. Minimum 1 to 3 years of experience in business development, sales or client relationship management, preferably in a corporate or customer-facing environment. Possess an innovative and open mind-set especially in the creation of viable partnerships and new markets with radically differentiated propositions. 	<ul style="list-style-type: none"> The successful candidate will be contributing to the business development team for the growth of cyber-security businesses in Singapore and the APAC region. S/He is expected to possess keen eye to spot opportunities and able to execute quickly on tasks given. S/He should be able to do consultative sales either independently or by leveraging available and accessible technical resources to develop new businesses. 	<ul style="list-style-type: none"> 5-day work week 8.30am - 6pm 8 Penjuru Lane
Electrical Engineer	<ul style="list-style-type: none"> At least Diploma in Electrical Engineering or related discipline. Solid knowledge of electrical design principles, power distribution, and control systems. Proficiency in relevant software tools (e.g., 	<ul style="list-style-type: none"> Design, develop, and implement electrical systems, components, and equipment according to project requirements. Perform testing, troubleshooting, and preventive maintenance of electrical systems to ensure performance and safety compliance. 	<ul style="list-style-type: none"> 5-day work week 8.30am - 6pm 8 Penjuru Lane

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	AutoCAD, EPLAN, MATLAB, or equivalent). <ul style="list-style-type: none"> • Good knowledge of safety standards, electrical codes, and regulatory requirements. 	<ul style="list-style-type: none"> • Prepare technical drawings, specifications, and documentation using CAD software. • Conduct root cause analysis and resolve electrical-related issues in a timely manner. 	
Electrician	<ul style="list-style-type: none"> • At least NITEC/Higher NITEC in Electrical Engineering or equivalent. • Minimum 2–3 years of experience in electrical installation and field servicing. • Able to read and interpret technical drawings and wiring schematics. • Familiarity with project-based environments and working under tight deadlines. 	<ul style="list-style-type: none"> • Perform installation, wiring, testing, and commissioning of electrical systems and equipment for assigned projects. • Interpret technical drawings, plans, and schematics to carry out electrical work according to project specifications. • Assist in planning and coordinating project tasks to meet deadlines and quality standards. • Prepare accurate job reports, service documentation, and project completion documents 	<ul style="list-style-type: none"> • 5-day work week • 8.30am - 6pm • 8 Penjuru Lane
Field Service Engineer	<ul style="list-style-type: none"> • Preferably 1-2 years of experience in supporting network, security, server, UPS and mission critical systems. • Customer orientated with high level of service attitude. • Able to understand the system and architecture diagrams. 	<ul style="list-style-type: none"> • Perform preventive maintenance of production equipment. • To report in writing for maintenance carry out. • Perform other job responsibilities as and when assigned. 	<ul style="list-style-type: none"> • 5-day work week • 8.30am - 6pm • 8 Penjuru Lane
HR Assistant	<ul style="list-style-type: none"> • Diploma or Degree in Human Resource Management, Business Administration or related field. • At least 1 year of experience in HR and/or administrative support roles. • Strong attention to detail and organizational skills. • Excellent communication and interpersonal skills. 	<ul style="list-style-type: none"> • Manage the end-to-end recruitment process including sourcing, facilitating interviews, making employment offers and onboarding arrangement. • Handle applications and claims for government grants, ensuring timely submission and compliance. • Coordinate training programs, course registrations and manage training records. • Assist in planning and organising company events, celebrations and engagement activities. 	<ul style="list-style-type: none"> • 5-day work week • 8.30am - 6pm • 8 Penjuru Lane
Pantry Assistant	<ul style="list-style-type: none"> • Prior experience in a similar role would be an advantage. • Basic understanding of hygiene and cleanliness standards. 	<ul style="list-style-type: none"> • In-charge of pantry supplies and stocks through organising and stock-taking. • Prepare beverages for all directors daily. 	<ul style="list-style-type: none"> • 5-day work week • 8.30am - 6pm • 8 Penjuru Lane

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Sales Admin Assistant	<ul style="list-style-type: none"> Fresh graduates (Polytechnic or University) from business / marketing disciplines (or graduates from other relevant disciplines are also welcomed). Must be sensitive to numbers and comfortable with medium to slightly complex calculations and able to use formula in excel (can be guided). Proficient in using office productivity suites (e.g. Word, Excel, PowerPoint, etc). A well-natured, result-oriented, self-motivating, self-driven and responsible team player. 	<ul style="list-style-type: none"> Serve guests coffee/tea as and when required. Ensure the cleanliness of pantry. Assist in creating Sales Orders, Purchase Orders, Delivery Orders in internal accounting system. Follow up and track various metrics related to sales and projects. Support finance team with information needed for various invoicing matters. Track project license and maintenance dates and remind customers in advance when renewals are due. 	<ul style="list-style-type: none"> 5-day work week 8.30am - 6pm 8 Penjuru Lane
Senior System Control Engineer	<ul style="list-style-type: none"> Degree in Electrical Engineering, Mechatronics, Automation, or related field. 4–8 years of experience in system control and industrial automation. Proven expertise with PLC programming, motion control, and electrical system design. Experience with marine or offshore electrical systems is a strong advantage. 	<ul style="list-style-type: none"> Lead the design, development, and integration of marine electrical and automation systems. Prepare, review, and approve electrical drawings, wiring diagrams, and schematics. Develop and implement PLC programs, HMI interfaces, and control logic. Configure and optimize VFDs, motor controllers, and motion control systems. 	<ul style="list-style-type: none"> 5-day work week 8.30am - 6pm 8 Penjuru Lane
System Control Engineer	<ul style="list-style-type: none"> Degree/Diploma in Electrical Engineering, Mechatronics, Automation, or related field. 1–3 years of experience in industrial automation or control engineering. Basic experience with PLC programming and electrical troubleshooting. Familiarity with marine systems is an advantage. 	<ul style="list-style-type: none"> Assist in the design and development of vessel electrical and automation systems. Prepare, interpret, and update electrical drawings, schematics, and wiring diagrams. Support PLC programming, configuration of VFDs, motor controllers, and motion control systems. 	<ul style="list-style-type: none"> 5-day work week 8.30am - 6pm 8 Penjuru Lane

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none">• Work with breakers, contactors, and control panels to support system integration.• Participate in factory acceptance tests (FAT), site acceptance tests (SAT), and vessel commissioning.	

3. Everllence

Everllence Singapore Pte. Ltd. is a dynamic leader in advanced engineering and green technologies, driving the future of sustainable industrial solutions. Specializing in cutting-edge marine and industrial engines, we're committed to reducing carbon emissions and shaping a cleaner, greener world. Backed by over 260 years of innovation and a global network, Everllence Singapore offers exciting opportunities to be part of groundbreaking projects that transform industries and protect the planet. Join us to power the future with innovation, sustainability, and impact!

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Finance Executive	<ul style="list-style-type: none"> • Minimum 2 years of relevant experience in accounting, with a focus on Accounts Receivable and General Ledger. • Proficient in Microsoft Excel and ERP systems, preferably SAP. • Solid understanding of core accounting principles and practices, ensuring accuracy and compliance in financial processes. 	<ul style="list-style-type: none"> • Experienced Finance Executive skilled in timely and accurate customer invoicing, payment monitoring, and account updates. • Supports monthly, quarterly, and year-end closings through reconciliations, journal entries, and variance analysis. • Prepares financial schedules and documentation to ensure compliance with internal and external reporting requirements. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5.00pm • 29 Tuas Avenue 2
Marketing Executive	<ul style="list-style-type: none"> • 3–5 years' experience in marketing, administration, communications, or related fields. • Skilled with marketing tools like Adobe Creative Suite and Canva, plus CRM systems. • Proficient in social media management and digital content creation. • Experienced in office administration, procurement, and vendor management. • Able to manage multiple projects and tasks efficiently. 	<ul style="list-style-type: none"> • Support development and implementation of local marketing plans aligned with MAN ES global branding. • Assist in executing marketing campaigns across traditional and digital platforms to promote products and services. • Help plan, coordinate, and execute corporate events, exhibitions, and customer engagement activities effectively. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5.00pm • 29 Tuas Avenue 2
Project Manager	<ul style="list-style-type: none"> • Bachelor's degree in technical or commercial field, or equivalent experience. • Knowledge of marine engines and power generation equipment. • Advanced skills in Microsoft Excel, Word, and Project. Experience with SAP is 	<ul style="list-style-type: none"> • Manage execution of after-sales agreements in marine and power plant sectors. • Maintain thorough knowledge of project scopes. • Implement operational strategies and coordinate timely milestone completion. • Collaborate with global service centers to ensure cost-effective 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5.00pm • 29 Tuas Avenue 2

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>advantageous but not required.</p>	<p>contract execution and successful project delivery.</p>	
QC Officer	<ul style="list-style-type: none"> • Minimum Diploma or 5 years' related experience. • Proven quality assurance and control expertise. • Skilled in NDT inspections like DPI and MPI with Level 2 certification. • Strong knowledge of quality management principles and standards, including ISO 9001, ensuring effective implementation and compliance in quality processes. 	<ul style="list-style-type: none"> • support implementation and maintenance of Quality Management Systems (QMS) aligned with ISO standards. • Assist in developing and updating quality documentation. • Participate in quality assurance processes to ensure product compliance. • Help implement corrective and preventive actions (CAPA) to promptly resolve quality issues. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5.00pm • 29 Tuas Avenue 2
Sales Coordinator	<ul style="list-style-type: none"> • Minimum 2 years' experience in service coordination, sales operations, or customer support, preferably in marine or industrial sectors. • Proficient in Microsoft Office (Excel, Outlook, Word). • Strong communication skills with a customer-focused approach. • Excellent organizational and time management abilities to ensure efficient and timely task execution. 	<ul style="list-style-type: none"> • Dependable support partner to the Sales Manager by serving as the customer interface during project execution. • Manage customer expectations through timely updates and proactive communication. • Provide regular status reports on service jobs and assist in handling complex customer engagements. • Coordinate with internal departments to ensure smooth service execution. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5.00pm • 29 Tuas Avenue 2
Store Assistant	<ul style="list-style-type: none"> • 1–2 years of relevant warehouse or store experience preferred. • Skilled in manual tasks and operating basic goods handling equipment such as pallet jacks. • Able to work accurately both under supervision and collaboratively within a team environment. 	<ul style="list-style-type: none"> • Handle receiving, checking, storing, picking, and packing of goods per warehouse guidelines. • Verify incoming goods against delivery orders and report discrepancies or damages promptly. • Organize materials in designated safe locations. Prepare orders for timely and accurate dispatch to both internal and external customers. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5.00pm • 29 Tuas Avenue 2
Superintendent Engineer	<ul style="list-style-type: none"> • Possess 7–10 years of hands-on experience in field service and maintenance of heavy machinery, marine engines, or turbochargers. 	<ul style="list-style-type: none"> • Serve as the primary technical contact for service projects, ensuring effective communication, documentation readiness, and project coordination. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5.00pm • 29 Tuas Avenue 2

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none">• Demonstrated expertise in automation systems, commissioning, and troubleshooting.• Skilled in writing detailed technical reports and proficient in Microsoft Office tools to support documentation and communication needs effectively.	<ul style="list-style-type: none">• Guide service and commissioning efforts, meeting budget, schedule, and quality goals.• Troubleshoot issues, identify root causes, and implement solutions in collaboration with customers and internal teams to ensure successful project outcomes.	

4. Hanwha Offshore Engineering Services Singapore

Hanwha Offshore Singapore started its business under the name of Dyna-Mac Engineering Services Pte Ltd in 1990 to serve the industrial, pharmaceutical, marine and offshore sector. Our initial business was in the construction and fabrication of piping systems and steel structures as well as the provision of skilled labour, for the marine and offshore, oil and gas industries in Singapore. Subsequently in 1992, we started to provide fabrication and installation services for onshore piping systems and steel structures for the pharmaceutical, petrochemical and energy industries.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Admin Assistant	<ul style="list-style-type: none"> • Diploma in Engineering or equivalent • Minimum 3 years experience in marine and oil and gas industry • Familiar with Microsoft Tools 	<ul style="list-style-type: none"> • Familiar with MOM's rules and regulations on the Marine Shipyard Scheme terms and conditions, including the deductible and non-deductible of RC's workers' salaries. • Track and ensure all RC submit the following document on monthly basis to performance checks and balance to ensure all RC adhere to the above-mentioned Marine Shipyard Scheme: <ul style="list-style-type: none"> ○ Proof of payment on Levy ○ Proof of payment on CPF ○ Proof of payment on dormitory ○ Proof of payment on workers' salaries. Itemized pay slips must be provided. • Assist in Pilot Program (means to import workers for projects). • Assist in following up with Contractors on their CPF top up plan. • Check and ensure all worker's detail entered by Contractors in the E-Service tallied with the Work Permit copy, insurances etc. before approving the particular in the System. • Check and ensure all documents submitted by Contractor for the Safety Induction Course to be in order before approving in E-Service (eg, Letter of indemnity, Letter of Undertaking, HSE Acknowledgement Form, insurances etc.) • Responsible for overall filing system in Sub-contracting Department. • Support Sub-Contracting Executives as and when required (eg. WO creation, prepare letter etc.). • Check and ensure issued WOs are duly signed by Contractor and returned 	<ul style="list-style-type: none"> • 5-day work week • Monday - Friday (8am - 5.30pm) • 45 Gul Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>within 3 days. All signed WO to be saved in the shared folder.</p> <ul style="list-style-type: none"> • Provide general administrative support to Sub-contracting Department (eg. issue memo to Contractors, consolidate response internally on survey etc.). • Perform bi-weekly worker’s interview for RC Subcontractors. 	
<p>Eandl Supervisor</p>	<ul style="list-style-type: none"> • Diploma/Degree in Electrical Engineering or equivalent • Minimum 5 years experience in marine/shipyard operations involving in site electrical and instrument supervision works • Self-driven, independent, and resourceful • Good analytical thinking and problem-solving skills 	<ul style="list-style-type: none"> • Plan and enforce Eandl works according to schedule and specified targets. • Work closely with contractors to maintain material and works quality/standards according to project specification. • Monitor and update daily manpower reports and feedback any lacks. • Engage sub-contractors and plan for the priority activities in line with sequence of works. • Perform site coordination with other trades. • Monitor and anticipate possible shortage of materials. • Ensure site execution is in line with the plan and according to the sequence of works with proper supervision. • Attend weekly sub-con meeting; provide feedback all site problems and recommend solutions. • Guide and help sub-contractors on the details of the works. • Supervise and monitor the status and progress of the works • Prepare and update weekly progress report and submit to planning department. • Responsible for the clearance for both in-house and clients punch list • Prepare request for inspection according to approve ITP. • Provide direct support to workers in maintaining safety controls at all times. • Participate actively in implementing safety programs. (Attend Tool Box Meeting and VSCC daily) 	<ul style="list-style-type: none"> • 5.5-day work week • Monday - Friday (8am - 5pm) • Saturday (8am - 12pm) • 45 Gul Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
HSE Engineer	<ul style="list-style-type: none"> • Degree/Diploma in Workplace Safety and Health/Engineering or related discipline • Ensure compliance with all legal and regulatory requirements • Good knowledge of Safety Regulations and Procedures 	<ul style="list-style-type: none"> • Conduct toolbox meetings and implement safety and health measures at site • Conduct regular site inspections and follow up actions to ensure HSE compliance • Ensure each person working on site is registered in the site registry and carry out a site-specific induction for everyone • Investigate and report on any accidents that occur and take actions to prevent re-occurrence • Prepare Method Statements/Risk Assessments/Safe Work Procedure • Maintain project accident statistics • Handle all safety issues and routines at site • Liaise with all authorities on safety matters • Ensure firefighting and security equipment are maintained • Ensure compliance to the Company's Code of Conduct and mandatory regulations 	<ul style="list-style-type: none"> • 5.5-day work week • Monday - Friday (8am - 5pm) • Saturday (8am - 12pm) • 45 Gul Road
HVAC Engineer	<ul style="list-style-type: none"> • Bachelor's Degree in Engineering • Minimum 3 years experiences in HVAC, Fire Suppression and Architecture. 	<ul style="list-style-type: none"> • Drive HSE initiatives, promoting safety programs in collaboration with the Safety Department (e.g., Monthly Safety Committee, JSA, RA meetings). • Ensure compliance with offshore/marine HVAC regulations and standards such as SOLAS, ABS, DNV, NORSOK, ASHRAE, ISO 7547, and ISO 8861. • Perform engineering calculations and design including cooling load, ventilation, air conditioning systems, pressure drop, duct sizing, grille/diffuser sizing, and material take-off. • Responsible for HVAC equipment sizing, selection, and compliance with client specifications, class regulations, and hazardous area classifications. • Prepare and review engineering documents and drawings including PandID, DandID, ducting layouts, 	<ul style="list-style-type: none"> • 5.5-day work week • Monday - Friday (8am - 5pm) • Saturday (8am - 12pm) • 45 Gul Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>electrical single-line diagrams, control and termination diagrams, load calculations, HVAC logic diagrams, and cable schedules.</p> <ul style="list-style-type: none"> • Lead submission of HVAC/Architectural design documents and drawings for class approval, ensuring revision control and technical accuracy. • Prepare technical specifications, bid evaluations, and manage technical clarifications with clients and vendors. • Coordinate with other disciplines to provide engineering guidance and ensure smooth HVAC/Architectural installations. • Oversee and monitor the engineering, procurement, construction, and commissioning (EPCC) phases of HVAC and architectural systems. • Raise purchase requisitions for consumables, hardware, and subcontractor works. • Supervise and instruct site supervisors/foremen to ensure progress, safety, and quality at the worksite. • Liaise with client representatives, classification society surveyors, and inspectors to fulfill inspection requirements. • Troubleshoot and resolve technical issues during project execution. • Maintain project documentation including latest drawings, procedures, client instructions, specifications, inspection reports, and timesheets for audits. • Prepare red-line markups for site modifications and coordinate with engineering for as-built drawings. • Maintain accurate records of all work performed for project and audit purposes. 	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Piping Supervisor	<ul style="list-style-type: none"> • Diploma in Mechanical Engineering or equivalent • Minimum 5 years of experience in marine/shipyard operations involving site piping fabrication and supervision works • Good planning, organization, control, problem solving, interpersonal and communication skills • Proficient in MS Office applications (ie. Microsoft Excel) 	<ul style="list-style-type: none"> • Supervise fabrication and installation of piping items as per drawings and clients specifications • Follow planned progress schedule without compromising quality and safety • Coordinates with QC, Painting Supervisors and clients' representative for hydro-testing and completion • Responsible for safety in workplace and workers/contractors under you • Attend daily Toolbox meeting at site. • Carry out daily reporting and monitoring site progress in order to achieve planned schedule. • Ensure site housekeeping are well maintained and strictly follows proper work sequence and workflow • Prepare necessary documents such as JCS, SI as and when required for all additional work requirements • Responsible for Material Take Off (MTO) and follow up 	<ul style="list-style-type: none"> • 5.5-day work week • Monday - Friday (8am - 5pm) • Saturday (8am - 12pm) • 45 Gul Road
Quantity Surveyor	<ul style="list-style-type: none"> • Degree in Civil Engineering, Quantity Surveying, or a related field • Minimum 3 years experience in re-measurement work and claims 	<p>Quantity Measurement and Costing</p> <ul style="list-style-type: none"> • Perform quantity measurement for multiple trades, including structural works, piping, electrical and instrumentation, mechanical and equipment, and painting. • Reconcile Material Take-Off (MTO) with clients to ensure accuracy in project quantities and costs. <p>Change Management</p> <ul style="list-style-type: none"> • Monitor and track on-site changes in collaboration with production teams, including design drawing revisions, site instructions, job confirmation sheets, and production team-issued IOC or COVI. • Compile and maintain a change proposal register. • Prepare and submit change proposals to clients, and reconcile variations with client representatives. 	<ul style="list-style-type: none"> • 5-day work week • Monday - Friday (8am - 5.30pm) • 45 Gul Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>Project Cost Control</p> <ul style="list-style-type: none"> • Monitor design changes and scope adjustments, evaluating their impact on project costs. • Track cost variations and ensure accurate reporting of increases or decreases in work scope. • Manage commercial claims including extensions of time, disputed claims, and cost recovery. <p>Contracts Management</p> <ul style="list-style-type: none"> • Ensure all works and associated costs are aligned with contractual terms and obligations. • Identify and manage contract variances and disputed items in a timely and professional manner. 	
Receptionist cum Admin Assistant	<ul style="list-style-type: none"> • Nitec/Diploma in any discipline • At least 3 years of experience as receptionist/admin assistant in marine industry • Proficient in Microsoft Office (Excel and Words) 	<ul style="list-style-type: none"> • Responsible for providing administrative support to ensure that office support services are provided in an effective and efficient manner • Answer, screen and forward incoming phone calls • Receive visitors at the front desk by greeting, welcoming, directing and announcing them appropriately • Handle incoming mails, documents and couriers. Sort and distribute mails to respective departments/personnel • Maintain records of registered letters, courier and official letters • Maintain and update the booking system for meeting rooms at level 1 • Inform Tea-Lady of meeting for the setting up of meeting rooms • Prepare Personal Protective Equipment (PPE) for visitors/clients • Ensure that meeting rooms and PPE are clean, tidy and in good working condition • Arrange and maintain the potted plants in the office by the landscape company • Responsible to email the Corporate e-Birthday Card to staff 	<ul style="list-style-type: none"> • 5-day work week • Monday - Friday (8am - 5.30pm) • 45 Gul Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Responsible for maintaining office fixed assets record and order upon request from the relevant department • Submit requisition of stationery and pantry items. Ensure adequate stocks • Prepare and issue car park decal, verify invoices (couriers, phone bills, newspaper and laundry, Esso and transport) • Arrange company transport for staff and workers • Issue memo for staff welfare pertaining to 'Newborn Babies' and 'Condolences' • Arrange of fruit basket to staff for newborn or on hospitalization leave • Update memo for welcoming new staff, resigned staff, promotion and transfer staff • Maintain a safe and clean reception and lobby area 	
Structural CAD Engineer	<ul style="list-style-type: none"> • Diploma/Degree in Engineering or equivalent • Minimum 5 years' experiences in steel structure detailing preferred • Candidates with Tekla Structures software knowledge will be an advantage • Hands on AutoCAD and drafting knowledge 	<ul style="list-style-type: none"> • Create shop drawing based on information, specifications, calculations and incorporate all details of shop drawing. • Ensure the drawings in keeping with company standards. • Understand company welding and nesting details. • Provide MTO based on drawing details. • Develop and maintain drawing numbering system and proper control of revisions. • Maintain all drawing files and update drawings as and when required. • Explain drawings to Production or Construction teams and provide adjustments if necessary. 	<ul style="list-style-type: none"> • 5.5-day work week • Monday - Friday (8am - 5pm) • Saturday (8am - 12pm) • 45 Gul Road
Structural Engineer (Fabrication)	<ul style="list-style-type: none"> • Degree/Diploma in Engineering/Marine Offshore or equivalent • Minimum 5 years' experience in marine/shipyard operations involving structure fabrication and installation • Ability to resolve production related issues due to engineering or site clashes 	<ul style="list-style-type: none"> • Work out MTO for the respective Projects and hand over to the material coordinator for follow up with the procurement of materials • Maintain and upkeep the remnant material records for final reconciliation of materials • Liaise with Project Lead/Superintendent to get knowledge of the project schedules 	<ul style="list-style-type: none"> • 5.5-day work week • Monday - Friday (8am - 5pm) • Saturday (8am - 12pm) • 45 Gul Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Monitor and control material management on-site to ensure proper storage and unnecessary wastage • Understand Resource planning and management • Ability to communicate effectively, coordinate site activities between different trades to achieve structural completion as per planned construction sequence • Good inter-personal skills and able to interact and resolve issues with client's site supervision daily • Computer literacy – MS Excel for reporting. 	<ul style="list-style-type: none"> • Expedite the site fabrication and installation works with the respective sub-contractor teams in achieving targeted progress • Update and report project progress reports and plan for one -week ahead of activities to be completed • Consolidate and update information to PR coordinator for items like galvanizing, machining etc apart from project materials for raising Purchase Requests, Variation Orders for client, Site Instructions for sub-contractors • Coordinate with QA/QC in resolving issues and maintaining project quality standards • Coordinate with Client representatives for resolving issues and maintaining project quality standards • Prepare Red Line Markup drawings progressively and update engineering regarding the site changes • Liaise with Project Lead/Superintendent for drawing and site discrepancies, equipment structural clash checks for trouble shooting of fabrication matters and get information for site coordination • Coordinate and organize scaffolding erection and de-staging activities with trades 	

5. ICF Group

Founded in 1989, ICF Group is a one-stop provider of turnkey solutions for Marine, Oil and Gas and industries. With over 35 years of expertise in New-builds, Modernization, Conversion and Maintenance for Cruise Ships, Ferries, Support Vessels, Luxury Yachts, Offshore Platforms and Rigs and other Specialized Marine Vessels.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Customer Engagement Executive	<ul style="list-style-type: none"> • Diploma/Degree in Business, Marketing, Communications, or related field. • Fresh graduates are welcome to apply; prior experience in customer service, engagement, or administration will be an advantage. • Strong organizational, interpersonal, and communication skills. • Proficient in MS Office Suite; familiarity with CRM or billing tools is an advantage. • High level of discretion and professionalism in handling confidential matters. • Ability to multitask, prioritize effectively, and learn quickly in a fast-paced environment. 	<ul style="list-style-type: none"> • Serve as a point of contact for customers, addressing inquiries, concerns, and feedback promptly and professionally. • Build positive customer relationships to support trust and long-term engagement. • Support marketing and sales teams in campaigns designed to improve customer participation and satisfaction. • Assist in tracking and managing billing processes, ensuring accuracy, timely invoicing, and follow-up on outstanding payments. • Maintain proper documentation of contracts, service agreements, and customer records. • Coordinate meeting schedules, travel arrangements, and event logistics for senior leadership. • Assist in preparing briefing notes, agendas, and follow-up documentation for executive-level meetings. • Support communication flow between executives and internal teams to ensure timely updates and task completion. • Maintain accurate records of customer interactions, billing, and engagement activities. • Support preparation of periodic reports on customer satisfaction, engagement levels, financial tracking, and operational support activities. 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30pm • Alternate Saturday • 8.30am-12.30pm • Eunost Avenue 3
Executive, Commercial	<ul style="list-style-type: none"> • Bachelor's degree or Diploma in quantity surveying, Construction Management, Business, or equivalent. • Certifications related to contract management, procurement, or project 	<ul style="list-style-type: none"> • Build relationship with Clients and establish new contacts. • Attend daily Commercial Meeting and Weekly Commercial Meeting. • Manage tendering activities, including handling complaints and disputes through negotiation and settlement 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30pm • Alternate Saturday • 8.30am-12.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>management (e.g., MRICS, PMP) are a plus.</p> <ul style="list-style-type: none"> • Preferred 2–4 years of relevant experience in a commercial/contracts/tendering role, ideally in construction, marine, or oil and gas industries. • Experience handling RFQs, tenders, purchase orders, and subcontractor engagement processes. • Familiarity with project handover procedures and cost tracking during construction. • Strong understanding of tendering processes, contractual terms, and commercial negotiations. • Experience preparing, reviewing, and submitting quotations, proposals, and contract documents. 	<p>agreements, while ensuring RFQ compliance with technical, regulatory, and commercial requirements.</p> <ul style="list-style-type: none"> • Maintain and update project databases and records, including the Inquiry Masterlist, Quotation Masterlist, Subcontractor Masterlist, QS server folders, and ERP system. • Prepare and manage the handover process for awarded tenders to relevant teams. • Provide regular project updates by preparing inputs for the Weekly Integrated Meeting. • Review and approve Purchase Orders (PO) and Work Orders (WO) raised by the SCM department. • Support subcontractor management by sourcing, selecting, and reviewing subcontractors, in coordination with the Operations team. • Assist in raising change orders during the construction phase and support the Operations team in preparing service reports. • Undertake ad-hoc duties as assigned by the Commercial Manager to support project and business needs. 	<ul style="list-style-type: none"> • Eunos Avenue 3
<p>Executive, Digital Transformation</p>	<ul style="list-style-type: none"> • Bachelor’s degree or Diploma in quantity surveying, Construction Management, Business, or equivalent. • Certifications related to contract management, procurement, or project management (e.g., MRICS, PMP) are a plus. • Preferred 2–4 years of relevant experience in a commercial/contracts/tendering role, ideally in construction, marine, or oil and gas industries. 	<ul style="list-style-type: none"> • Develop and implement digitalization strategies to enhance business efficiency and productivity. • Collaborate with various departments to identify areas for digital improvement and innovation.. • Manage and support digital transformation projects from conception through to implementation and post-implementation review. • Stay updated on emerging technologies and trends to recommend and integrate new solutions. • Assist with software selection, implementation, and integration to support digital transformation initiatives. 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30pm • Alternate Saturday • 8.30am-12.30pm • Eunos Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Experience handling RFQs, tenders, purchase orders, and subcontractor engagement processes. • Familiarity with project handover procedures and cost tracking during construction. • Strong understanding of tendering processes, contractual terms, and commercial negotiations. • Experience preparing, reviewing, and submitting quotations, proposals, and contract documents 	<ul style="list-style-type: none"> • Provide training sessions and create user guides for digital tools and software applications. • Ensure software solutions align with business needs and compliance requirements. • Liaise with software vendors and third-party service providers for digital project exe 	
Executive, Supply Chain Management	<ul style="list-style-type: none"> • Diploma or Degree in Procurement, Supply Chain Management, Business Administration, or a related field • Certifications in Procurement, Logistics, or Supply Chain Management (e.g., CIPS) would be an advantage. • Preferred 2-4+ years of experience in procurement or sourcing (preferably in a logistics or manufacturing environment). • Experience in negotiating with local and overseas vendors and handling purchase orders. • Familiarity with ERP systems for processing Purchase Requests (PR) and Purchase Orders (PO). • Exposure to market trend analysis, pricing reviews, and cost management. • Experience in vendor performance evaluation and maintaining long-term vendor relationships. • Strong sourcing, negotiating, and purchasing skills. 	<ul style="list-style-type: none"> • Conduct sourcing, negotiating and purchasing activities from local or overseas vendors • Conduct pricing review e.g. price comparison and/or or compilation. • Monitor and update any potential market trends or forecasts regarding material price increases or discontinuations, especially on those with high-cost impact. • Execute requisite ERP processes (e.g. Conversion of Purchase Request (PR) to Purchase Order (PO) issuance within the set departmental KPIs • Liaise with internal teams to understand project delivery schedule including any changes • Liaise with vendors on delivery schedules to expedite deliveries • Liaise with logistic and store teams to coordinate the receiving of purchased goods based on vendor’s incoterms • Liaise with accounts payable on vendor invoices and payment issues • Maintain good documentation practice of all AVL contacts, PRs, POs, invoices and purchasing related records • Monitor and evaluate vendors’ performance annually according to the criteria set • Conduct re-evaluation of core vendors according to vendors’ annual performance grades 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30pm • Alternate Saturday • 8.30am- 12.30pm • Eunost Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Proficiency in ERP systems for efficient order processing and documentation. • Excellent communication skills to liaise with vendors and internal teams (Logistics, Accounts, etc.). • Ability to conduct price comparisons, monitor market trends, and forecast material cost fluctuations. • Strong vendor management skills to ensure vendors meet quality, safety, and environmental standards. • Strong documentation and record-keeping abilities for managing PRs, POs, invoices, and vendor details. • Ability to coordinate deliveries, resolve invoice discrepancies, and follow up on corrective actions for non-conforming products/services. • Ability to manage and meet KPIs and deadlines for procurement activities. 	<ul style="list-style-type: none"> • Manage vendors to meet objectives in quality, safety and environmental aspects • Maintain good vendors' relationships to develop long-term relationships across the supply chain • Maintain good communication and follow-up with vendors for their correction / corrective actions for non-conformed products / services, if any • Undertake any other ad-hoc duties as assigned by Procurement Manager/SCM HOD 	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
General Manager	<ul style="list-style-type: none"> • Bachelor's Degree in Maritime Studies, maritime operations or a related field. • Seafaring Chief Engineer (COC1) with at least 20 years related managerial skills with minimum 5 years of experience in ship management or a related field. • Good stake-holders management skills, self-driven and resourceful team player with proven communication skills, able to mentor and train the team. • Experience in handling and managing alternative low carbon fueled ships such as LNG or Methanol fueled ships will be required. • Experience with dealing with Dual Fuel (DF) vessel management, new build vessel delivery or must have sailed as an Engineer on ships with DF propulsion systems. • In depth knowledge on dry docking in line with industry standards, including class, flag and other regulatory/statutory requirements. • Familiarity with ISM /ISPS/CSO and kept abreast of maritime developments. • Appointment will commensurate with experience 	<ul style="list-style-type: none"> • Oversee ICF International, Singapore and China Project Operation • Monitor and manage activity plan for the Departments in line with the project schedule • Monitor and manage activity plan with Operation, Purchasing and Logistic, Design and Engineering, Production and Planning departments • Oversee day-to-day running of the operation activities based on the goals, objectives, and standards of the organization • Liaise with DandE and SCM on engineering and supply chain issues • Lead and manage the Project Team, including the overseeing of all day-to-day project activities • Lead internal and external project meetings to ensure alignment • Assist in identifying internal and external issues, including their expectations • Assist in identifying the risks and opportunities, and actions to address such risks and opportunities • Monitor the Departments performance to ensure objectives are met • Ensure Occupational Health and Safety (OHS) regulations are adhered by all employees who are involved in the operation activities • Report to COO TOP Management on regular basis regarding operation and all the Project status 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30am • 8.30am - 5.30pm • Alternate Saturday • 8.30am- 12.30pm • Eunost Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
<p>Manager, Commercial</p>	<ul style="list-style-type: none"> • Bachelor's degree in business, Finance, Quantity Surveying, or a related field. • Certifications related to contract management, procurement, or project management (e.g., MRICS, PMP) are a plus. • Minimum 8 years' experience in commercial management, contracts, or procurement. • Strong background in tendering, RFQs, and contract negotiations. • Experience in compliance, financial reporting, and ERP systems. • Leadership experience in managing commercial teams. • Contract and Tender Management • Client and Stakeholder Relationship Management • Financial and Commercial Acumen Negotiation and Conflict Resolution • Team Leadership and People Management • Data Analysis and Reporting • Regulatory and Compliance Knowledge • Negotiation and Conflict Resolution • Team Leadership and People Management • Data Analysis and Reporting • Regulatory and Compliance Knowledge 	<ul style="list-style-type: none"> • Oversee Commercial team. • Prepare and attend KPI report, monthly HOD report, monthly Commercial report. • Review Commercial SOP. • Assist CEO to select incoming RFQ and assign to Commercial team. • Assist Commercial team on tender process. • Assist billing for compliance with term in PO/Contract. • Build relationship with Clients and establish new contacts. • Attend daily Commercial Meeting and Weekly Commercial Meeting. • Manage tendering activities, including handling complaints and disputes through negotiation and settlement agreements, while ensuring RFQ compliance with technical, regulatory, and commercial requirements. • Update Inquiry Masterlist, Quotation Masterlist, Subcontractor Masterlist, QS Server Folder and ERP. • Prepare handover of awarded tender. • Update Weekly Integrated Meeting. • Review and approve PO/WO raised by SCM. • Source, select and review Subcontractor assisted by Operation team. • Assist raise change order during construction stage. • Assist Service Report requested by Operation team. • Undertake any other ad-hoc duties as assigned by CEO. 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30am • 8.30am - 5.30pm • Alternate Saturday • 8.30am- 12.30pm • Eunost Avenue 3
<p>Manager, Design and Engineering</p>	<ul style="list-style-type: none"> • Bachelor's Degree or Diploma in Architecture, Interior Design, Marine and Offshore Engineering or other related field. • Preferred 10 years of experience as a designer in the marine industry or 	<ul style="list-style-type: none"> • Lead in the presentation of the project proposals and execution of project deliverables. • Engage Client to obtain approval on proposed drawings. • Direct and manage Design and Engineering interface with production, operations, quality assurance, testing or maintenance. 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30pm • Alternate Saturday • 8.30am- 12.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>landed projects (fit-out sector preferred).</p> <ul style="list-style-type: none"> • Knowledgeable in AutoCAD, Sketch Up, Enscape, Photoshop or similar software • Strong understanding of architectural materials, installations, and fit-out processes (marine-related knowledge will be a plus) • Strong problem-solving and analytical skills. • Excellent leadership, teamwork, and communication abilities. 	<ul style="list-style-type: none"> • Lead the research and development of new products and procedures. • Plan and monitor the workload of the designers/engineers. • Write performance reviews and solve internal issues. • Review, approve or modify product designs. • Draft proposals and reports for Clients. • Check technical accuracy of work. 	<ul style="list-style-type: none"> • Eunos Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
<p>Manager, Operation</p>	<ul style="list-style-type: none"> • Bachelor’s degree in engineering, Business Management, Operations Management, or a related field • Certifications in Project Management (e.g., PMP,) – advantageous • Occupational Health and Safety Certification (e.g. OSHA) – advantageous • Any relevant Maritime or Logistics certification (if applicable) • Preferred minimum 5–10 years of experience in operations, project management, or manpower planning • Proven track record in managing teams, workforce planning, and operational execution • Experience in budgeting, auditing, and compliance • Prior experience in the marine, shipyard, or construction industry (if applicable) • Strong leadership and team management – ability to lead and motivate teams • Excellent organizational and planning skills – managing schedules, manpower, and resources • Project management and problem-solving – handling risks, opportunities, and post-project reviews • Knowledge of OHS regulations – ensuring compliance with safety standards • Good communication and stakeholder management – liaising with other departments and workers • Proficiency in MS Office and ERP systems 	<ul style="list-style-type: none"> • Develop and implement Standard Operating Procedures (SOP) and guidelines • Responsible for overall manpower planning, deployment, scheduling, coordination and supervision of department. • Prepare the overall manpower loading and reporting to Management • Ensure the execution of Project Execution Plan (PEP), including project schedule and budgetary control • Oversee budgeting, reporting, planning, and auditing • Liaise with other Departments for smooth operation • Manage the Operation Department, including the overseeing of all day-to-day project activities • Assist to promote company culture that encourages top performance and high morale • Identify and address risks and opportunities for the company • Develop risk management contingency plan in the operation of the Department • Lead and organize the Occupational Health and Safety (OHS) Committee • Conduct the monthly safety meeting with OHS Committee • Enforce OHS requirements of staff and workers at workplace • Support worker communication with the Management team • Ensure and maintain proper documentation in the Department • Responsible for identifying and recording workers’ skills competency • Recommend workforce training and courses to Management according to operational needs • Approve leave application for the operation team • Manage the OPS Department request for supply labour and coordinate with HR according to project needs • Conduct ship inspection as required • Initiate post mortem meeting review after project completion 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30pm • Alternate Saturday • 8.30am- 12.30pm • Eunus Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
<p>Manager, Project</p>	<ul style="list-style-type: none"> • Bachelor’s degree in engineering (Mechanical, Marine, Civil, Electrical, or related field), Project Management, or Business Administration • Project Management Professional (PMP)– advantageous • ISO 9001 / ISO 45001 Lead Auditor Certification – advantageous • Familiarity with SOLAS, IMO, and classification society regulations (for marine-related projects). • Preferred 5–10 years of experience in project management, shipbuilding, offshore, construction • Proven experience in budget control, scheduling, contract management, and vendor coordination • Strong track record in leading project teams and managing stakeholders (clients, vendors, subcontractors) • Experience working with DandE (Design and Engineering) teams and Commercial Teams • Familiarity with HSE regulations, site inspections, and quality assurance processes • Project Planning and Execution – ability to develop Project Execution Plans (PEP) and keep projects on track • Technical Knowledge – reviewing specifications, design verification, and conducting inspections • Leadership and Team Management – leading teams, resolving work 	<ul style="list-style-type: none"> • Review and clarify project specifications with Commercial Team. • Develop Project Execution Plan (PEP) that includes project schedule and budgetary control. • Ensure that project is on schedule, meet the specifications and is within budget. • Lead internal and external communication meetings to ensure alignment. • Lead the Internal Kick-off Meeting to resolve all open issues and provides clarity to the Project Execution Plan (PEP). • Liaise with DandE team on engineering and design issues. • Raise Technical Query Request (TQR) for design and engineering clarification prior to site execution. • Raise Clarification Request (CR) during site execution and liaise with Commercial Team to ensure that additional works are billed accordingly. • Plan the manpower requirement with Operation Manager. • Lead and manage the Project Team, including the overseeing of all day-to-day project activities and actively resolving any work issues and worker site conflicts. • Ensure that HSE rules and regulations are met. • Access and substantiate Sub-cons and vendors’ claim for progress payment. • Enforce materials and consumables control for projects. • Provide and submit progress reports to GM, OPS Manager and Clients. • Liaise with QA for site inspection activities. • Perform Ship Inspection and FAT of projects when required. • Communicate with Vendors on the products or services requirements. • Attend project meeting with Clients and resolve project issues. • Ensure that before and after completion, photos of the project are uploaded to the project folder. 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30pm • Alternate Saturday • 8.30am- 12.30pm • Eunus Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>conflicts, and manpower planning</p> <ul style="list-style-type: none"> • Problem-Solving and Decision-Making – handling issues on-site and addressing technical queries • HSE and Quality Compliance – ensuring workplace safety and meeting regulatory requirements • Documentation and Reporting – maintaining project records, submitting reports, and managing final documentation • Software Proficiency – MS Project, or other project management tools 	<ul style="list-style-type: none"> • Ensure final documentation handover including Customer Satisfaction Form. 	
<p>Manager, Sales</p>	<ul style="list-style-type: none"> • Bachelor’s degree in Business, Engineering, Maritime Studies, Interior Architecture, or related fields • Minimum 5–8 years of proven sales experience, preferably in marine, offshore, or construction industries • Prior experience working with shipowners, EPCs, or shipyards is a strong advantage 	<ul style="list-style-type: none"> • Identify and pursue new business opportunities in the marine, offshore, and hospitality sectors • Build and maintain a strong pipeline of projects through proactive outreach, networking, and collaboration with industry stakeholders • Participate in industry exhibitions, trade missions, and client presentations to promote ICF’s capabilities • Manage and grow key client accounts, ensuring high customer satisfaction and long-term partnerships • Understand client requirements and coordinate with internal teams (Design, Estimation, Project, Procurement) to deliver tailored proposals and solutions • Lead end-to-end sales activities including RFQs, bid submissions, negotiation of terms, and contract closure • Collaborate closely with the Estimation and Project teams to ensure cost-competitive, technically sound proposals • Maintain accurate sales forecasts, reports, and market intelligence. • Monitor industry trends, competitor activity, and regional market 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30pm • Alternate Saturday • 8.30am- 12.30pm • Eunost Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>developments to inform strategic decisions</p> <ul style="list-style-type: none"> • Provide input to marketing and corporate communications to align messaging and branding with market needs • Work closely with Project Management, Engineering, and Operations to ensure alignment between client expectations and project execution • Assist Finance and Legal teams with commercial contract terms, payment milestones, and risk assessments 	
<p>Manager, Supply Chain Management</p>	<p>Bachelor's degree in supply chain management, Logistics, Business Administration, or related field</p> <ul style="list-style-type: none"> • Master's Degree or professional certifications (e.g., CIPS, SCPro) is an advantage • Preferred 5+ years in procurement and supply chain, with 2-3 years in a managerial role • Experience in vendor management, logistics, and inventory control • Familiarity with ERP systems and procurement SOPs • Skills and Competencies: • Manage and develop SCM team, set goals, and conduct appraisals • Negotiate terms, evaluate vendors, and build long-term relationships • Develop supply chain strategies, manage budgets, and forecast trends • Coordinate effectively with internal teams and vendors • Identify and resolve procurement/logistics issues 	<ul style="list-style-type: none"> • Provide overall management of procurement, logistic and store activities • Manage SCM team members daily tasks and activities • Conducts periodic appraisal of SCM team members in line with Management requirements • Set and monitor department Key Performance Indicators ("KPI") and department goals; including reporting to KPIs to Management • Develop and execute supply chain strategies to ensure seamless procurement, inventory management, and logistics • Identify and propose practical solutions for procurement and logistics related issues during project execution • Promote efficient communication with internal stakeholders (Commercial, Operation, Production) to align supply chain goals with business objectives • Draft and manage compliance with company procurement Standard Operating Procedure ("SOP") and policies • Ensure ERP data entry and approval in line with company SOP • Responsible for oversight of end-to-end management of vendors, including: • Evaluate new vendors and register them under Approved Vendor List (AVL) 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30pm • Alternate Saturday • 8.30am- 12.30pm • Eunos Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> Integrate technology and sustainable practices in processes. Address supply chain risks and create contingency plans. 	<ul style="list-style-type: none"> Identify core vendors and seek Management approval; Conduct the evaluation and re-evaluation of core vendors Monitor vendors’ performance annually according to the criteria set Negotiate with vendors to achieve best possible pricing, taking into account timeframe and payment terms Manage vendors to meet quality, safety and environmental objectives Maintain vendors’ relationships and develop long-term relationships across the supply chain Authorize the disqualification of vendors from AVL Monitor and update on potential market trends or forecasts of material price increases or discontinuations, especially on those with high-cost impact. Drive digitalisation and incorporate sustainability into procurement and logistics processes Implement long-term supplier development plans to improve reliability and cost efficiency. Identify risks in the supply chain and develop contingency plans to minimize disruptions Responsible for the approval of ad-hoc purchases Work within the budget given for each project 	
<p>Manager, Technical</p>	<ul style="list-style-type: none"> Bachelor’s Degree in Marine Engineering, Mechanical Engineering, or Naval Architecture (required) Master’s Degree in Engineering Management or equivalent (preferred) Certified in Occupational Health and Safety (OHS) and Maritime Regulations (e.g., NEBOSH, ISM Code certification) Project Management Professional (PMP) or 	<ul style="list-style-type: none"> Oversee dry-docking, repairs, and refit operations while managing subcontractors for quality and compliance. Conduct ship inspections across project phases, review technical drawings, and ensure quality in metalworks, joinery, MandE, piping, and modules. Prepare TQRs, risk assessments, and perform MTO checks to maintain technical and regulatory standards throughout site execution. 	<ul style="list-style-type: none"> 5.5 day work week 8.30am - 5.30pm Alternate Saturday 8.30am- 12.30pm Eunos Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>equivalent certification (preferred)</p> <ul style="list-style-type: none"> • Minimum 8–10 years of experience in technical management within the maritime, shipbuilding, or offshore industry • Proven track record of overseeing dry-docking, vessel repairs, and refit operations, including management of subcontractors to ensure adherence to quality and regulatory standards • Hands-on experience conducting ship inspections, reviewing technical drawings, and ensuring quality in metalworks, joinery, MandE, piping, and module fabrication • Strong background in preparing Technical Queries and Responses (TQRs), performing risk assessments, and managing Material Take-Off (MTO) processes during site execution • Proficient in using project management software (MS Project, ERP systems) for planning and execution • Demonstrated leadership in managing multi-disciplinary teams, vendors, and stakeholders under high-pressure project environments • Solid knowledge of Occupational Health and Safety (OHS) regulations, maritime compliance standards, and technical issue resolution • Strong leadership, organizational, and planning capabilities 		

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Proficiency in project management tools (MS Project, ERP systems) • In-depth knowledge of OHS regulations and maritime compliance • Excellent communication and stakeholder management • Skilled in risk assessment, cost control, and technical issue resolution 		
Project Budget Controller	<ul style="list-style-type: none"> • Bachelor’s degree in Finance, Accounting, Business Administration, or related field. • 3–5 years’ experience in budgeting, financial planning, or project cost control (preferably in marine industry). • Strong proficiency in financial software (ERP systems, MS Excel, or project budgeting tools). • Excellent analytical, reporting, and communication skills. • Ability to work collaboratively with cross-functional teams under tight deadlines. • Key Performance Indicators (KPIs) • Variance between budgeted and actual costs. • Timeliness and accuracy of financial reports. • Effectiveness of cost-control measures implemented. • Stakeholder satisfaction with financial transparency. • Approved project budgets and forecasts. • Monthly or quarterly financial status reports with variance analyses. 	<ul style="list-style-type: none"> • 1. Budget Planning & Forecasting • Develop, consolidate, and maintain project budgets in collaboration with project managers and finance teams. • Prepare financial forecasts, cash flow projections, and cost-to-complete analyses for all phases of the project. • Ensure budgets align with organizational goals, contract requirements, and funding approvals. • 2. Financial Monitoring & Reporting • Track actual project expenditures against approved budgets on a regular basis. • Identify variances, analyze their causes, and propose corrective actions to management. • Prepare periodic financial status reports, dashboards, and presentations for internal and external stakeholders. • 3. Cost Control & Compliance • Implement cost-control measures and ensure adherence to financial policies and procedures. • Review and approve project-related invoices, purchase orders, and expense claims for budget compliance. • Conduct regular audits of project spending to ensure accuracy and prevent overrun. • 4. Risk Management • Monitor financial risks and develop mitigation strategies for budget-related issues. • Flag potential cost overruns early and provide recommendations for budget reallocation or scope adjustments. 	<ul style="list-style-type: none"> • 5.5 day work week • 8.30am - 5.30pm • Alternate Saturday • 8.30am- 12.30pm • Eunost Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Recommendations for cost-saving measures or reallocation of funds. • Audit-ready project financial records. 	<ul style="list-style-type: none"> • 5. Stakeholder Collaboration • Work closely with project managers, procurement, and finance departments to ensure clear communication of budget status. • Support contract management by verifying payment terms, change orders, and financial obligations. • 6. Systems & Process Improvement • Maintain and update financial tracking tools, software, and templates to improve budget management efficiency. • Recommend improvements to project financial processes to increase transparency and control. 	

6. Marco Polo Shipyard

Shipyard, Offshore Energy and Marine Transportation services. We give you a solid logistics platform to grow your marine operations and build a cleaner energy future.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Commercial Executive	<ul style="list-style-type: none"> • At least 3 years' experience in marine industry, familiar with sourcing of cost, estimation tabulation and offer submission. • Diploma/Degree in related field. • IT savvy (Excel, Words, Power point) • Good working and positive attitude. • Good interpersonal and organizational skills. • Meticulous and self-motivated. • Willing to learn. • Equipped with equipment and material knowledge. • Good commercial sense. • Sensitive in numbers. • Good communication and presentation skills. • Team player. • Required to travel to Indonesia, Taiwan and other countries to canvas for new built and conversation contracts. • Proficient in Mandarin to communicate effectively with Mandarin-speaking clients. 	<ul style="list-style-type: none"> • Receive tender documents (i.e. enquiries) and review of the tender specification to prepare costing into various segregation of standard cost structure. • Prepare and send out of RFP/RFQ to equipment/material vendors and to arrange for technical clarification • Review equipment vendors' quotation to meet tender or specification requirements with competitive pricing. • Collate forex, material and labour costs for estimate build-up. • Prepare detailed cost sheet for review, approval and submission according to given timeline. • Identify the critical items/ systems and carry out risk assessment. • Coordinate and collate tender documents from various internal parties and ensure compliance to tender requirements for on time and quality submission. • Assist in putting up tender review and cash flow projection if required. • Assist in contract discussions/negotiations and procurement contract of equipments. • Manage equipment contract for delivery timeline and milestone payout. • Work with shipyard to ensure and achieve proper equipment delivery. • Perform contract management activities of awarded projects like budget monitoring and control, shifting, milestone invoices and required guarantees to Buyer etc. • Generate postmortem reports for completed projects. 	<ul style="list-style-type: none"> • 5-day work week • Monday - Friday 8:00am - 5:00pm • 1 Tai Seng Ave, Singapore 536464

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Electrical Engineer	<ul style="list-style-type: none"> • Bachelor degree in electrical engineering or diploma in marine engineering • At least 5 years relevant working experience in shipyard or in marine electrical field • Proficiency in AutoCAD • Good computer skills • Understand shipbuilding and project processes. Able to comprehend the technical specification and discuss projects with customers. • Analytical ability • Communication skills • Interpersonal skills 	<ul style="list-style-type: none"> • Meeting technical specification requirement, interpretation of class rules to address to review comment, testing procedure, short-circuit verification, familiar with elect standard compliance for oil and gas and knowledge in Integrated Automation System (IAS). • Document preparation and review for single line drawing, evaluation of electrical load analysis, power plant, switchboards, Variable frequency drive, starters panel, power distribution, alarm monitoring, Fire protection, PAGA, navigation, communication and others for diesel electric vessel. • Develop drawing list, cable termination drawing, cable list , cable tray sizing , breakers sizing, control console and preparing of testing protocol according to building schedule. • Require system integration skills to liaise among vendors of electrical power management systems, power plant, propulsion, IAS, equipment suppliers while meeting FMEA compliance for dynamic positioning and check on harmonic distortion. 	<ul style="list-style-type: none"> • 5-day work week • Monday - Friday 7:30am - 5:00pm • Alternate Saturday: 7:30am - 4:00pm • Sunday 7:30am - 3:30pm (once a month) • 1 Tai Seng Ave, Singapore 536464
Mechanical Piping Engineer	<ul style="list-style-type: none"> • Bachelor degree in Marine engineering or diploma in marine engineering • At least 5 years relevant working experience in shipyard • Proficiency in AutoCAD • Good computer skills • Understand shipbuilding and project processes. Able to comprehend the technical specification and discuss projects with customers. • Analytical ability • Communication skills • Interpersonal skills 	<ul style="list-style-type: none"> • Review of machinery and equipment specification, meeting technical specification. Interpretation of classification rules to address to review comment. • Familiar with equipment specification and their installation requirement such as main engines, generators, propulsion, gearbox, hydraulic operated equipment, HVAC, refrigeration and others. • Familiar with marine piping system such as bilge, ballast, tank gauging, cooling, fuel oil, sanitary , fire protection and others. Able to select pump types, compressor, pipe material, thickness, valves and 	<ul style="list-style-type: none"> • 5-day work week • Monday - Friday 8:00am - 5:00pm • 1 Tai Seng Ave, Singapore 536464

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> Required to travel to Batam or other countries for technical meeting when necessary 	<ul style="list-style-type: none"> pipe fittings that meet pressure rating and functionality. Liaise with designer and vendors to develop pipe schematic drawing, machineries space equipment layout and equipment installation plan. Review of Mechanical interfacing for major equipment such as main engine, gear box and propeller shafting and others. Working with a team of engineers to develop the detail 3D ship model for production. Job involving interfacing and clash check on routing of pipe systems, HVAC, electrical system installation and others. Generate MTO for pipe routing, fittings and pipe spool for production. 	
Project Manager	<ul style="list-style-type: none"> 5 to 7 years relevant working experience in shipyard Bachelor's degree or Diploma in Naval architect or marine engineering Proficiency in Microsoft Office Suites and AutoCAD. Good computer skills. Ability to speak in Bahasa will be an additional advantage to communicate with clients and stakeholders. 	<ul style="list-style-type: none"> Create and execute project work plans and identify resources needed. Manage day-to-day operational aspects of a project and scope. Applies yard methodology and enforce project standards effectively. Facilitate team and client meetings effectively. Ensure quality control is in place. Ensure overall projected cost is within budget and reduce wastage Assist engineering in preparing site acceptance tests and sea trials protocol 	<ul style="list-style-type: none"> 5-day work week Monday - Friday 7:30am - 5:00pm Alternate Saturday: 7:30am - 4:00pm Sunday 7:30am - 3:30pm (once a month) 1 Tai Seng Ave, Singapore 536464
Senior Marketing Executive (Ship Repair)	<ul style="list-style-type: none"> At least 5 to 7 years of sales and marketing in Marine or Offshore industries Polytechnic / Degree in maritime studies or equivalent Exceptional communication and presentation skills Good computer skills and awareness of web-based 	<ul style="list-style-type: none"> Sales and marketing for ship repair. Assist Senior Commercial Manager in inquiries, RFQ and pre-tender documents. Contact potential clients, inform them of company services and solicit new business. Collaborate with marketing team to creatively reach more potential customers. Understand company objectives, and conduct market research to evaluate opportunities, identify 	<ul style="list-style-type: none"> 5-day work week Monday - Friday 8:00am - 5:00pm 1 Tai Seng Ave, Singapore 536464

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>marketing and social media</p> <ul style="list-style-type: none"> • Able to travel for marketing purposes • Able to communicate effectively in English and Chinese to liaise with Chinese-speaking clients and counterparts. • Ability to communicate in Bahasa will be an added advantage 	<p>potential partners and develop pricing strategies.</p> <ul style="list-style-type: none"> • Arrange for pre-tender meetings, visits customers and agents. • Maintain and expand customer feedback database. 	
Senior Project Engineer	<ul style="list-style-type: none"> • Polytechnic / Degree in Marine or Naval Arch. or equivalent • At least 2 - 3 years' experience in project engineering role for engineering department for marine or offshore related industries. • Microsoft Words, Excel, Power point and AutoCAD • Ability to follow up on correspondents, writing meeting minutes and managing the engineering information or document flow for meeting project compliance and delivery schedule • Ability to meet and converse with related parties • Analytical ability • Communication skills. • Interpersonal skills • Bilingual (English and Mandarin) • Required to travel to Batam or other countries for technical meeting when necessary 	<ul style="list-style-type: none"> • Review technical specifications for new builds, ship repair and conversion projects. • Technical project managing for engineering department with Designer, Client, Classification, Yard production and Vendors to meet design compliance and meeting project contractual delivery timeline. • Liaise with internal department section engineers to develop drawing list, drawing schedule and addressing to comment from parties related to the projects. • Arrange and attending technical meetings in Batam or Singapore. • Manage correspondence and technical information flow between Designer, Class, Client, Vendors, Yard and System integrator. • Understand of contract, technical, equipment specifications and scope of work and supply to meet design obligations. • On time execution of design and engineering production drawing plan for awarded projects. • Ensure designers prepare drawing on time, closing of classification review comment, managing of vendors specification and monitoring of production drawing schedule. • Ability to read design drawings and retrieve classification rules and Maritime regulation for review. 	<ul style="list-style-type: none"> • 5-day work week • Monday - Friday 7:30am - 5:00pm • Alternate Saturday: 7:30am - 4:00pm • Sunday 7:30am - 3:30pm (once a month) • 1 Tai Seng Ave, Singapore 536464

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Liaise with engineers in engineering to prepare reply in writing on technical matters. Follow up with the correspondent after sending until the matters resolved. • Work with engineering document controller to ensure proper filing of emails with related parties, filing or drawing according to their status, documents issuing status, updating of drawing list status and filing of specification from vendors. • To be able to work independently with a team 	
Steel Structure Engineer / Senior Engineer	<ul style="list-style-type: none"> • Polytechnic / Degree in Marine or Naval Arch. or equivalent • At least 3 - 5 years of engineering experience in structure field for marine or offshore related industries • Microsoft Words, Excel, Power point and AutoCAD • Understand and ability to interpret marine structure dwg to meet technical specifications and carry out discussion with client • Analytical ability. • Interpersonal skills • Communication skills • Bilingual (English and Mandarin) • Required to travel other countries for technical meeting • Required to base in Batam, Indonesia 	<ul style="list-style-type: none"> • Review technical specifications, structure drawing, steel outfitting drawing for tendering, new builds, ship repair and conversion projects. • Prepare design plan, drawing schedule , structure drawing, outfitting drawing and attend technical meetings in Batam or Singapore. • Liaise with Classification, Designer, Client, Vendors and Yard Production team to execute the design plan. • Provide technical support at work sites to resolve construction issues with classification, client, contractors and yard production team. • Review of contract, technical drawing and equipment specifications to meet design obligations. • On time execution of design and engineering production drawing plan for awarded projects. • To liaise with designer, classification, vendors and client to meet new building, ship repair and conversion specification compliances. • Ability to read design drawings and carry out Interpretation based on classification rules and Maritime regulation. • Address to technical comment in writing, prepare solution proposal 	<ul style="list-style-type: none"> • 5-day work week • Monday - Friday 7:30am - 5:00pm • Alternate Saturday: 7:30am - 4:00pm • Sunday 7:30am - 3:30pm (once a month) • 1 Tai Seng Ave, Singapore 536464

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>and prepare drawing remarks to correspond with related parties.</p> <ul style="list-style-type: none"> • Prepare production drawing based on class reviewed drawings or client issued drawings. • Drawing responsibility to cover preparing of general arrangement, outfitting drawing, lifesaving arrangement, structure strength calculation, structure block construction plan weight calculation, weight control, structure lifting arrangement etc. • Assist commercial newbuilding and ship repair in tender exercise for newbuilding and conversion projects. Generating basic design concept to align with tender. • To work independently with a team. 	

7. Mencast Marine

Mencast Marine, Singapore's leading provider of integrated propeller solutions, has built over 40 years of trust with customers through quality and innovation. Today, as the marine industry faces rising demands for efficiency, lower emissions, and sustainability, Mencast is embarking on its "From Carbon to Silicon" transformation. We are moving beyond traditional methods to deploy artificial intelligence, advanced optimization, and additive manufacturing. By doing so, we are redefining marine propulsion with greener, smarter, and more efficient propellers that are designed for the challenges of tomorrow.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Advanced Manufacturing Engineer	<ul style="list-style-type: none"> Degree in Engineering or Science, with passion for advanced manufacturing and a keen interest in hands-on projects that integrate multiple disciplines. Proficient in handling complex, multidisciplinary projects. Independent, driven, and capable of leading initiatives. 	<ul style="list-style-type: none"> Additive manufacturing: Oversee and innovate in large-format 3D printing of metal marine propellers, enhancing advanced fabrication processes. CAD/CAM: Utilize top-tier software for 3D modelling and toolpath generation, preparing designs for production. Edge AI-powered IoT: Develop and implement Edge AI and IoT solutions for smart manufacturing, leveraging real-time data analytics. Material Formulation: Lead in the development and testing of new composite materials aimed at increasing sustainability and efficiency. 	<ul style="list-style-type: none"> 5-day work week 8am to 5.30pm 42B Penjuru Road
Artificial Intelligence Engineer	<ul style="list-style-type: none"> Computer Science, Data Science, Engineering, Information Systems, or Applied Mathematics working knowledge of Python and libraries such as NumPy, pandas, scikit-learn, PyTorch, or TensorFlow Passionate about applying AI to real-world engineering challenges Have an interest in areas such as computer vision, time-series modeling, or generative AI Enjoy building intelligent tools that interact with users and improve productivity Can think critically about data quality, 	<ul style="list-style-type: none"> Predictive Monitoring and QA/QC: Develop Edge AI models that analyze sensor, image, or audio data to detect anomalies, predict failures, and monitor quality in real time. Data Preparation and Analysis: Clean, preprocess, and structure engineering data from IoT systems, quality inspections, and historical performance logs for AI use. Model Selection and Benchmarking: Evaluate and compare different AI/ML models based on predictive accuracy, interpretability, and deployment suitability. Model Development and Training: Use Python frameworks (e.g., PyTorch, TensorFlow, scikit-learn) to build, train, and refine models for specific engineering tasks. AI Agent Development: Design and build intelligent agents and chat-based systems using frameworks such as LangChain or OpenAI APIs to assist 	<ul style="list-style-type: none"> 5-day work week 8am to 5.30pm 42B Penjuru Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>model performance, and system integration</p> <ul style="list-style-type: none"> Fresh graduates with strong foundational skills and a demonstrated interest in AI applications are encouraged to apply. 	<p>engineers with recommendations and automated workflows.</p> <ul style="list-style-type: none"> Testing and Validation: Conduct rigorous testing to validate model robustness, generalizability, and suitability for production deployment in engineering environments. 	
<p>Design and Simulation Engineer</p>	<ul style="list-style-type: none"> Bachelor's, Master's or PhD degree in Mechanical Engineering, Aerospace Engineering, Marine Engineering, Computer Science, Mathematics, Physics, Numerical Analysis or related field. Proficiency in parametric modelling software Proficiency in CFD software (e.g., ANSYS, Fluent, OpenFOAM). Strong analytical and mathematical skills. Experience with programming and scripting (e.g., Python, MATLAB) is a plus. Ability to work independently and in a team. 	<ul style="list-style-type: none"> Conduct computer simulations to analyze and optimize propeller designs. Develop and validate simulation models for fluid-structure interactions. Collaborate with design engineers to integrate simulation results into product designs. Stay updated with the latest parametric modelling and Computer Fluid Dynamics techniques and tools. Enhance propeller performance using cutting-edge AI techniques. 	<ul style="list-style-type: none"> 5-day work week 8am to 5.30pm 42B Penjuru Road
<p>IoT and Automation Engineer</p>	<ul style="list-style-type: none"> Bachelor's or Master's degree in Electrical Engineering, Computer Science, or related field. Experience with IoT devices, cloud computing, sensors and automation systems. Proficiency in programming languages (e.g., C, C++, Python). Knowledge of cybersecurity principles and practices Strong analytical and problem-solving skills 	<ul style="list-style-type: none"> Develop and implement IoT solutions for smart manufacturing processes. Develop and implement cloud computing solutions. Program and integrate robots, sensors and encoders for automation Design and maintain firmware and microcontrollers for various devices Ensure cybersecurity measures are in place for IoT devices and networks Edge AI-powered IoT: Develop and implement Edge and IoT solutions for smart manufacturing , leveraging real-time data analytics 	<ul style="list-style-type: none"> 5-day work week 8am to 5.30pm 42B Penjuru Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Product Design Engineer	<ul style="list-style-type: none"> • Diverse backgrounds in Physics, Mathematics, Engineering, Computer Science, or related fields • Fresh graduates are welcome • Passionate about 3D design and simulation-based problem-solving, excel in integrating technology with engineering, and capable of managing complex projects independently 	<ul style="list-style-type: none"> • 3D Solid Modeling: Utilize advanced tools for detailed and innovative propeller design • Parametric and Computational Modeling: Optimize designs through adaptable modelling and sophisticated CFD simulations • AI-Driven Design Optimization: Enhanced propeller performance using cutting-edge AI techniques 	<ul style="list-style-type: none"> • 5-day work week • 8am to 5.30pm • 42B Penjuru Road
Software Engineer, Digital Twin Development	<ul style="list-style-type: none"> • Background in Computer Science, Engineering or a related field who are Passionate about technology and innovation • Proficient in handling complex, multidisciplinary projects • Independent, driven and capable of leading initiatives 	<ul style="list-style-type: none"> • Develop and optimize IT frameworks for next-generation manufacturing • Implement robust cybersecurity protocols to safeguard data • Design and maintain cloud-based data exchange and communication systems • Create innovative AI-powered digital twin and digital warehouse solutions to manage digital product passports 	<ul style="list-style-type: none"> • 5-day work week • 8am to 5.30pm • 42B Penjuru Road

8. Pamarine

Pamarine, a highly qualified and dedicated partner to our customers, consulting on equipment needs and local regulatory controls, and delivering turnkey solutions supported by uncompromisingly high standards of service. Our expertise is recognized and relied on by organizations in both commercial and military sectors as well private recreational boat owners.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Accounts Assistant	<ul style="list-style-type: none"> • NITEC in any discipline • 1 year of relevant experience • Proficient in MS Office • Dedicated team player, resourceful and able to multi-task in a fast-paced environment 	<ul style="list-style-type: none"> • Assist in tax and audit matters • Assist to data key in entry into system • Assist in generating aging report • Assist in filing and retrieving of document • Provide administrative/ sales/ accounts support • Any other duties assigned 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6pm • 22 Tuas West Road
Administrative Assistant	<ul style="list-style-type: none"> • NITEC in any discipline • 1 year of relevant experience • Proficient in MS Office • Dedicated team player, resourceful and able to multi-task in a fast-paced environment 	<ul style="list-style-type: none"> • Assist and participate in ISO/ PDPA compliance matters • Assist to setup new employees for HR mobile application • Assist in scheduling and maintaining the monthly outsourced contract service providers • Calculate in meal reimbursement • Assist employees for HR mobile e-leave application • Assist in PPE issuance for new hires/ Replacement for existing staff • Provides administrative/ sales/ accounts support • Any other duties assigned 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6pm • 22 Tuas West Road
Assistant Management Executive	<ul style="list-style-type: none"> • Tertiary education in any discipline • 1 year of relevant experience • Proficient in MS Office • Dedicated team player, resourceful and able to multi-task in a fast-paced environment 	<ul style="list-style-type: none"> • Vendor and Stakeholder Management: Coordinate with stakeholders, tenants, and internal support teams to ensure smooth operations and service delivery. • Inventory Management: Oversee indenting, management, and distribution of office supplies, consumables, and Personal Protective Equipment (PPE). • Administrative Support: Handle office and finance administration, contract management, and processing of payments. • Process Improvement and Ad-hoc Projects: Support business operations through assigned ad-hoc 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6pm • 22 Tuas West Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		duties and contribute to process improvement initiatives.	
Assistant Service Engineer	<ul style="list-style-type: none"> • Tertiary education in electrical and electronic engineering, Mechatronics or electro-mechanical engineering, or a related field. • Welcome candidates without experience • Proficiency in hands-on preventive and corrective maintenance, as well as calibration tasks • Excellent report writing skills for post-servicing documentation • Ability to work independently and as a team player • Be a team member to work with cross-functional teams • Keen on continuous improvement • Strong written and oral communication skills • Preferably with valid class 3 driving license (optional) 	<ul style="list-style-type: none"> • Perform preventive maintenance in accordance with Planned Preventive Maintenance (PPM) schedule. • Carry out maintenance, trouble shooting and repair for unplanned equipment breakdown. • Monitor equipment performance and fine tune equipment to the best operating conditions. • Carry out all associated maintenance work (e.g., configuration, dismantling and re-instatement, servicing, calibration etc.) during plant turnaround • Execute plant modifications and supervise junior colleagues during the execution phase 	<ul style="list-style-type: none"> • 5.5-day work week • 8.30am – 6pm • 22 Tuas West Road
Management Executive	<ul style="list-style-type: none"> • Tertiary education in any discipline • 1 year of relevant experience • Proficient in MS Office • Dedicated team player, resourceful and able to multi-task in a fast-paced environment 	<ul style="list-style-type: none"> • Vendor and Stakeholder Management: Coordinate with stakeholders, tenants, and internal support teams to ensure smooth operations and service delivery. • Inventory Management: Oversee indenting, management, and distribution of office supplies, consumables, and Personal Protective Equipment (PPE). • Administrative Support: Handle office and finance administration, contract management, and processing of payments. • Process Improvement and Ad-hoc Projects: Support business operations through assigned ad-hoc duties and contribute to process improvement initiatives. 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6pm • 22 Tuas West Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Marketing Coordinator	<ul style="list-style-type: none"> • Tertiary education in Marketing, Business, or a related field • 1-3 years of relevant experience in Marketing • Experience in social media content creation and graphic design • Excellent team-player with strong written and verbal communication skills • Enthusiastic, team-oriented, and willing to learn and grow in a dynamic work environment 	<p>Content Creation and Graphic Design:</p> <ul style="list-style-type: none"> • Assist in creating engaging and compelling content for various marketing channels, including social media, blogs, and email campaigns • Develop creative content creation and graphic design <p>Campaign Coordination:</p> <ul style="list-style-type: none"> • Assist in the coordination of marketing campaigns • Collaborate with cross-functional teams to ensure seamless campaign implementation <p>Social Media Management:</p> <ul style="list-style-type: none"> • Manage social media platforms such as Facebook, Instagram, and corporate website to create brand awareness and enhance social media presence • Monitor social media channels, respond to comments, and identify opportunities for community building • Participate in sourcing for and collaborating with influences and KOLs <p>Market Research and Analytics:</p> <ul style="list-style-type: none"> • Assist in the preparation of market analysis reports • Assist in the formulation of marketing strategies • Monitor current market conditions as well as competitors' information to improve effectiveness of marketing campaigns 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6pm • 22 Tuas West Road
Marketing Executive	<ul style="list-style-type: none"> • Tertiary education in Marketing, Business, or a related field • 1-3 years of relevant experience in Marketing • Experience in social media content creation and graphic design • Excellent team-player with strong written and verbal communication skills • Enthusiastic, team-oriented, and willing to 	<p>Content Creation and Graphic Design:</p> <ul style="list-style-type: none"> • Manage, engaging and compelling content for various marketing channels, including social media, blogs, and email campaigns • Develop creative content creation and graphic design <p>Campaign Coordination:</p> <ul style="list-style-type: none"> • Manage marketing campaigns Collaborate with cross-functional teams to ensure seamless campaign implementation <p>Social Media Management:</p>	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6pm • 22 Tuas West Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>learn and grow in a dynamic work environment</p>	<ul style="list-style-type: none"> • Manage social media platforms such as Facebook, Instagram, and corporate website to create brand awareness and enhance social media presence • Monitor social media channels, respond to comments, and identify opportunities for community building • Participate in sourcing for and collaborating with influences and KOLs <p>Market Research and Analytics:</p> <ul style="list-style-type: none"> • Manage the preparation of market analysis reports • Manage the formulation of marketing strategies • Monitor current market conditions as well as competitors' information to improve effectiveness of marketing campaigns 	
<p>Marketing Officer</p>	<ul style="list-style-type: none"> • Tertiary education in Marketing, Business, or a related field • 1-3 years of relevant experience in Marketing • Experience in social media content creation and graphic design • Excellent team-player with strong written and verbal communication skills • Enthusiastic, team-oriented, and willing to learn and grow in a dynamic work environment 	<p>Content Creation and Graphic Design:</p> <ul style="list-style-type: none"> • Manage, engaging and compelling content for various marketing channels, including social media, blogs, and email campaigns • Develop creative content creation and graphic design <p>Campaign Coordination:</p> <ul style="list-style-type: none"> • Manage marketing campaigns • Collaborate with cross-functional teams to ensure seamless campaign implementation <p>Social Media Management:</p> <ul style="list-style-type: none"> • Manage social media platforms such as Facebook, Instagram, and corporate website to create brand awareness and enhance social media presence • Monitor social media channels, respond to comments, and identify opportunities for community building • Participate in sourcing for and collaborating with influences and KOLs <p>Market Research and Analytics:</p> <ul style="list-style-type: none"> • Manage the preparation of market analysis reports 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6pm • 22 Tuas West Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Manage the formulation of marketing strategies • Monitor current market conditions as well as competitors' information to improve effectiveness of marketing campaigns 	
Sales Coordinator	<ul style="list-style-type: none"> • Diploma in any discipline • 1 year of relevant experience • Proficient in MS Office • Dedicated team player, resourceful and able to multi-task in a fast-paced environment 	<ul style="list-style-type: none"> • Full spectrum for both outdoor and indoor sales, service and projects from supply chain, fulfilment quotations delivery order, invoices and related shipping documents • Ensure competent technical knowledge to advise and assist clients in their enquiries • Liaise and follow-up with customers on sales, service and project related enquiries • Scanning and uploading of sales, projects and service documents • Compile monthly sales and service reports • Provide sales administration support • Any other duties assigned 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6pm • 22 Tuas West Road
Sales Executive	<ul style="list-style-type: none"> • Tertiary education in any related field. • Excellent negotiation, communication, and presentation skills. • Ability to travel as required to meet with clients and attend industry events. 	<ul style="list-style-type: none"> • Provide clients with product expertise on marine products, including machinery, equipment, and related solutions. • To Ecommerce proposals and outreach based on clients' technical requirements. • To Assist clients in the selection and application of products to meet their operational needs. • To Follow through sales order, attend to walk in clients. • To Attend industry events, conferences, and training to stay updated on emerging technologies. 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6pm • 22 Tuas West Road
Sales Manager	<ul style="list-style-type: none"> • Tertiary education in any related field. • Proven experience in sales within the marine industry. • Strong technical knowledge of marine systems, products, and industry regulations. • Excellent negotiation, communication, and presentation skills. 	<ul style="list-style-type: none"> • To Develop and implement sales strategies to achieve business objectives and expand the customer base in the marine industry. • To Identify and qualify new business opportunities and target accounts. • To Conduct market research to understand industry trends, competitor offerings, and customer requirements. 	<ul style="list-style-type: none"> • 5-day work week • 22 Tuas West Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Ability to travel as required to meet with clients and attend industry events. 	<ul style="list-style-type: none"> • To Provide clients with product expertise on marine products, including machinery, equipment, and related solutions. • To Ecommerce proposals and outreach based on clients' technical requirements. • To Assist clients in the selection and application of products to meet their operational needs. • To Track and analyze sales performance, trends, and revenue growth. • To Prepare regular sales forecasts, progress reports, and pipeline updates for management. • To Maintain a high level of technical knowledge of marine products, industry standards, and regulatory requirements. • To Attend industry events, conferences, and training to stay updated on emerging technologies. 	
Service Engineer	<ul style="list-style-type: none"> • Tertiary education in electrical and electronic engineering, Mechatronics or electro-mechanical engineering, or a related field. • At least 2 years of working experience in a related field • Proficiency in hands-on preventive and corrective maintenance, as well as calibration tasks. • Excellent report writing skills for post-servicing documentation • Ability to work independently and as a team player • Be a team member to work with cross-functional teams • Keen on continuous improvement • Strong written and oral communication skills • Preferably with valid class 3 driving license (optional) 	<ul style="list-style-type: none"> • Perform preventive maintenance in accordance with Planned Preventive Maintenance (PPM) schedule. • Carry out maintenance, trouble shooting and repair for unplanned equipment breakdown. • Monitor equipment performance and fine tune equipment to the best operating conditions. • Carry out all associated maintenance work (e.g., configuration, dismantling and re-instatement, servicing, calibration etc.) during plant turnaround. • Execute plant modifications and supervise junior colleagues during the execution phase. • Any ad-hoc tasks and duties assigned by supervisor/ management. 	<ul style="list-style-type: none"> • 5.5-day work week • 8.30am – 6pm • 22 Tuas West Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Service Technician	<ul style="list-style-type: none"> • Professional Certificate/NITEC or Diploma in Engineering (Electrical/Electronic), Engineering (Mechatronic/Electromechanical), or equivalent • At least 2 years of working experience in a related field • Proficiency in hands-on preventive and corrective maintenance, as well as calibration tasks • Basic report writing skills for post-servicing documentation • Ability to work independently and as a team player • Keen on continuous improvement • Strong written and oral communication skills • Preferably with valid class 3 driving licence (optional) 	<ul style="list-style-type: none"> • Perform daily routine inspections • Liaise and coordinate with stakeholders and vendors for defects rectification works • Ensure execution of preventive / predictive maintenance to identify and prepare equipment for maintenance before breakdown • Maintain proper inventory of items for electrical, sanitary and plumbing, painting, carpentry, and hand tools • Ensure safe working conditions through taking corrective actions to maintain equipment and process within safe operating limits 	<ul style="list-style-type: none"> • 5.5-day work week • 8.30am – 6pm • 22 Tuas West Road

9. PaxOcean Singapore

PaxOcean Singapore Pte. Ltd. is a wholly owned subsidiary of Kuok Group Singapore Limited. Principle business for PaxOcean Singapore includes repair, retrofit, conversion and building of maritime assets (which include ocean-going vessels, coastal harbour crafts, offshore mobile structures and vessels, ferries and yachts) as well as project management, engineering design, research and development, innovation and consultancy services.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Accounts Executive	<ul style="list-style-type: none"> • Polytechnic Graduate/LCCI/ACCA foundation level and above • 3 to 5 years of relevant experience • Proficient in MS Excel and Words • Experience in SAP will be advantage • Good communication and interpersonal skill • Able to interact with other departments and vendors from overseas • Meticulous, detailed and patient 	<ul style="list-style-type: none"> • Manage the full set of accounts for an overseas subsidiary which includes: • Process AP invoices and employee claims online for an overseas subsidiary, ensuring the tax invoice complied with the regulation for claiming of VAT and resolving any issues on the invoices with vendors or internal stakeholders • Prepare payment for invoices and claims per payment cycle or ad-hoc urgent payment upon request • Raise AR invoice timely upon receipt of necessary documents from internal stakeholders • Follow up with customers on outstanding AR invoices due for payment • Update of cashbook on daily basis, monitoring of cashflow and cashflow forecast • Prepare cash utilization report for submission to Group • Conduct Month end activities such as bank recon, accrual entries etc • Prepare audit schedules for selected accounts • Prepare quarterly VAT report for submission • Review and follow up on outstanding items in the accounts such as GRIR etc • Register vendors or customers base on SOP • Assist on yearly audit • Perform other ad-hoc duties such as replying to VAT query • Prepare ad-hoc payments or fund transfer for SG entities • Assist on month end AP reclassification entries for SG entities 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Assistant General Manager, Commercial (Modules)	<ul style="list-style-type: none"> • Strong track record of securing major EPC or FPSO-related projects in the oil and gas, offshore, or energy sectors. • Proven experience in project identification, tendering, and commercial management within the oil and gas or EPC industry. • Strong client relationship management skills with established networks among FPSO operators and EPC companies with proven ability to build and sustain strong client relationships. • Excellent negotiation, analytical, and communication skills. • Ability to manage multiple tenders and deadlines simultaneously. • Strategic thinker with strong leadership and team management capabilities. • Demonstrated ability to lead high-performing teams and drive organizational success. 	<ul style="list-style-type: none"> • Full set of accounts for an overseas subsidiary which includes: • Responsible for driving project identification and tender acquisition by leveraging strong and established relationships with Offshore FPSO Operators and Onshore EPC companies to generate opportunities and secure participation in strategic projects. • Accountable for the full spectrum of commercial activities across Module Construction Projects, including prequalification, tendering and proposal development, costing, pricing strategy, risk assessment, contract negotiation, and post-contract commercial management. • Provide leadership to the commercial department to secure successful project awards, while ensuring business KPIs are achieved through the delivery of annual project revenue targets set by senior management 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent
Assistant Head, Electrical (Production)	<ul style="list-style-type: none"> • 8-10 years of relevant experience in the marine industry/ environment • Degree or Diploma above related to Electrical Engineering or equivalent 	<ul style="list-style-type: none"> • Plan and execute (Manpower planning, cost control, attend project Issues, achieve department target and KPIs) • Responsible for the day-to-day planning and execution for all activities in the department • Ensure adherence of safety requirement for all staff in the department • Ensure optimum productivity through effective delegation and control of resources • Read and understand technical specifications, prepare job-list, work schedule, plan material take off and manpower planning of yard men and contractor for each given jobs 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Trigger early warning to commercial and Production Manager for potential technical or manpower challenges for all repair or projects • Review and approve the required materials as per material take off and co-ordinate with Purchase Department for timely delivery of the materials • Prepare forecast for manpower loading, and materials arrival, including all facilities. • Work closely with Project Manager, Commercial, Subcontracting, and other trades on appropriate procedures and schedules to complete the job • Represent the department in daily production, operation, and management meetings. Attend periodical meetings with client to discuss on the engineering clarification and technical query. • Ensure adherence of safety, discipline, identification of training needs and welfare for all subordinates • Ensure compliance with regulatory, company, quality, environment, occupational health and safety standards and procedures • Plan, implement, and demonstrate continual improvement in occupational health and safety, quality, environment, and productivity • Liaise and coordinate with regulatory bodies, clients, consultants, contractors, and internally within the company to satisfy their needs, within commercial controls, and essential requirement. • Ensure company and project milestones, and commercial controls are achieved by effective planning, logistics, and execution. • Ensure optimum work processes and equipment’s utilization • Generate, control and monitor department budgets. 	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Responsible for minimum wastage of materials and ensure balance materials to be accounted and returned to store at the end of the project. • Prepare and review department documents (RA, SOP, Internal and External Auditing, ORs). • Ensure Permit to work system is followed strictly by all staff. • Ensure all work done reports to be completed by ship in-charge on time. • To undertake other tasks as directed by Production Manager. • Motivate staff to always maintain good housekeeping and safety on board vessel and workshops. Ensure all staff follow safe work procedures. 	
<p>Assistant / Principal Engineer, Mechanical / HVAC</p>	<ul style="list-style-type: none"> • Minimum 10 years of relevant work experience in the Machinery / HVAC newbuilding design in the marine /offshore industry. • Minimum 3 years of senior engineer above experience. • Degree or Diploma in relevant discipline • Familiar with AutoCAD/ MS office / AVEVA • Familiar with Class rules, Statutory requirement • Good knowledge of machinery/ piping/HVAC design • Good communication and analytical skills 	<ul style="list-style-type: none"> • Ensure that the mechanical design (2D and 3D) design comply with Class and Technical specification requirements and is within assigned schedule • Assist Manager in day-to-day operation and perform the assigned mechanical tasks with good quality and within schedule and study and adopt the new regulation/rule, product, standard • Report to the project manager / section manager for mech/HVAC related Man-hour/Schedule etc. • Lead the mech and HVAC team in the project with good quality and within schedule • Train and guide the mech/HVAC engineer (AE or draft man) and unite as a team • Prepare and review HVAC calculation, 2D SLD/DLD, 3D models and specification and vendor's drawing • Attend and report in project and section meeting, Support project section lead for mech/HVAC technical issue and coordinate with Shipyard /Consultant / Vendor etc. • Act as Project Section Lead/ Mech and HVAC Technical Lead for New building project, Repair, Upgrading, Conversion project etc 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Assistant / Engineer, HSE	<ul style="list-style-type: none"> • Bachelor's degree in EHS / any relevant engineering field from recognized institute. • Diploma in any relevant engineering field from recognized institute. • Candidates with no prior experience. • At least 4-5 years of relevant experience in the shipyard industry (for non graduates) HSE 	<ul style="list-style-type: none"> • Ensure all forms of operation carried out within PaxOcean Singapore is in regulatory compliance to all relevant requirements and industry codes and standards. • Uphold all in-house requirements and standards pertaining to HSE governance within yard's operation. • Serve as point of contact for direct liaison of all operational and /or HSE system related matters. • Implement HSE Policy and requirements as established within PaxOcean's Safety Management System to ensure yard operations comply with all requirements as established by relevant authorities. • Enforce local regulatory requirements from relevant authorities and international best practices from relevant standards on all operations being carried out within PaxOcean's premises • Promote safety awareness and culture amongst the workforce through trainings and other HSE activities to achieve an accident-free and healthy work environment • Assist organization in achieving higher standard of HSE performance. • Liaise with external parties and other governmental bodies pertaining HSE matters. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent
Assistant / Manager, HSE	<ul style="list-style-type: none"> • More than 10 years of Shipyard / Marine related Experience. • At least 5 years of experience in management role. • Bachelor's degree in EHS / any relevant engineering field from recognized institute. • Firm and decisive in decision making 	<ul style="list-style-type: none"> • Provide necessary support to PaxOcean Group HSE for all matters • Function as the appointed Fire Safety Manger (FSM) for the yard and ensure all Fire Code requirements are being complied with • Lead as FSM or other appointed role within the Emergency response plan (ERP) during the event of an emergency • Serve as HSE Duty Manager as per manpower scheduling 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Ability to provide feasible and practical solutions to challenges encountered • Competent in planning and conducting ISO 45001, ISO 14001 and Safety Management System Audit. • Ability to monitor and conduct data analysis and trending • Ability to conduct investigation and root cause analysis utilizing various proven investigational techniques • Proven track record on people's management • Ability to prepare and present concepts and ideas to both internal and external stakeholders, including senior management team 	<ul style="list-style-type: none"> • Identify areas of improvement within current system and processes and recommend areas of improvement • Co-ordinate with both internal and external stake holders (Yard Management team, Owners, Contractors, and local government authorities) on all HSE matters • Ensure PaxOcean safety procedures are up to date and conforms to Singapore and International Standards and align with regulatory requirements • Strategize and plan out annual department work plan and Key Performance Indicators (KPI) • Identify training needs for both yard operational team and HSE department personnel • Participate in the evaluation and appraisal of all HSE department personnel's performance and work output • Oversee the conduct of periodic audit and assessment of consultants, suppliers, contractors • Oversee preparation of weekly and monthly HSE report • Organise HSE Monthly Committee meeting • Prepare External Awards Application • Carry out periodic maintenance, servicing and replacement for all HSE assets • Prepare and submit Prequalification Questionnaire • Assist to monitor department budgets and expenditure • Plan and implement HSE initiatives and campaigns 	
Engineer, Quality Systems	<ul style="list-style-type: none"> • ISO 9001:2015 Internal Auditor certificate • Certified Lean six sigma green belt will be added advantage. • Degree in Engineering (Marine/Mechanical or related field) • Experience in continuous improvement activities. 	<ul style="list-style-type: none"> • Ensure compliance with ISO 9001:2015, maintaining and improving the Quality Management System (QMS). • Manage QMS document revisions, audits, support continual improvement initiatives, conduct quality training, analyse quality data, and address nonconformities. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Experience in conducting quality trainings. • Experience in creating procedures and work instructions. • Experience in conducting quality audits. • Experience in root cause analysis, corrective action processes, and use of various quality tools. • Experience in data analysis and suggestion for improvement. 	<ul style="list-style-type: none"> • Oversees KPIs, customer satisfaction, and subcontractor performance, while working closely with all departments to align the QMS with business goals and drive operational excellence • Lead and participate in the company continue improvement program. • Conduct QMS briefing for new employees and delivery quality-related training programs. • Develop, implement, and improve the QMS documents, review and improve existing QMS documentation (DCR) for best practices and align with group yards. • Plan and manage internal and external quality audits, follow up on audit findings till closure. • Manage the nonconformity process, ensuring timely resolution and corrective actions. • Prepare Management Review Slides, performing analysis, and preparing meeting minutes. Follow up on improvement suggestions and closure with actionable plans and clear accountability • Generate and analyse Quality Monthly report, Identify top quality issues and track closure. • Manage Departments KPI reporting, follow-up, verification, and analysis. • Manage Customer Satisfaction reporting and analysis, driving continuous improvement initiatives. • Oversee in-house calibration records, instruments like micrometres and pressure gauges. • Conduct subcontractor and supplier qualification audits and monitor their ongoing performance • Collaborate with departments to update risks, opportunities, and the needs of interested parties to ensure the QMS remains responsive to business changes • Perform any other duties, as assigned by superior 	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
HSE Coordinator	<ul style="list-style-type: none"> • Possess at least a NITEC/ Higher NITEC in related engineering courses • Preferably with relevant experience in the ship building and ship repairing industry • Relevant experience in emergency response and firefighting 	<ul style="list-style-type: none"> • Prepare and arrange all relevant HSE logistics i.e., fire box, Coordination tag boards etc. prior to vessel arrival and secure all HSE related items upon completion of refit. • Perform atmospheric gas checks for all the confined spaces as per mandatory requirement. • Ensure the readiness of emergency related equipment's onboard the vessel. • Perform regular inspections for all work activities onboard the vessel • Ensure all requirements as indicated within Permit to work system are complied with • Conduct daily checks onboard assigned vessel and surrounding work locations to enforce on mandatory and in-house requirements. • Participate and engage workforce in promoting safe work practices, accident and fire prevention program. • Participate in emergency response activities including firefighting, rescue of personnel and pollution control. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent
Principal Engineer, Electrical and Automation	<ul style="list-style-type: none"> • Minimum 10 years of relevant work experience in the marine/offshore industry engineering design. • Degree or Diploma in relevant discipline • Familiar with Marine Power system/ Automation system/ Navigation system Familiar with Rules and Regulation, IEC/IEE/NEC standard • Familiar with Auto-CAD/ Microsoft Office/AVEVA • Good communication and analytical skills 	<ul style="list-style-type: none"> • Independently develop Power and Automation design to comply with Class and Technical specification requirements within assigned schedule. • Responsible for the overall design, review and integration of marine electrical power system, automation system and navigation/ communication system for the project. • Conduct review of short circuit, harmonics, discrimination, protection devices system and FMEA studies and analysis. • Conduct review and/or develop overall single line diagram, control topologies, load analysis/balancing, voltage drop calculation, lux intensity analysis and equipment procurement technical specification in line with project requirements and classification rules. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Develop detail design such as schematics, layout, cable routing plan, termination drawings • Collaborate closely with other disciplines and stakeholders to identify, troubleshoot, and resolve technical issues throughout the project lifecycle. 	
Principal Engineer, Structure Detail Design	<ul style="list-style-type: none"> • Minimum 10 years of relevant work experience in the marine/offshore industry with Structure newbuilding engineering design. • Degree or Diploma in relevant discipline • Familiar with AutoCAD/ Microsoft Office/ AVEVA/ FEMAP • Good communication and analytical skills 	<ul style="list-style-type: none"> • Independently develop structural design to comply with Class and Technical specification requirements within assigned schedule. • Responsible for delivering the respective project design drawing and document according to project plan schedule. Shall take on project lead role. • Review external designer's pre-contract technical specifications, general arrangement and drawing lists. • Liaise with Owner and Classification Society for the specific design requirement compliance, review, and approval. • Review external designer's pre-contract technical specifications, general arrangement and drawing lists. • Ability to performing FE analysis using FEMAP is an advantage • Review project team members drawings, calculations or documents prior submission • Perform structural calculation, rudder calculation and design. • Prepare optimized arrangement and detail structure concept • Prepare sourcing technical specifications for fittings related to structure (special material/construction, rudder, etc.) • Coordinate with detail designer / production designer and checks their processes and output • Communicate with the person in charge of production on trouble shooting and visiting on-site if needed 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Project Engineer, Engineering	<ul style="list-style-type: none"> • Minimum 3 years of relevant work experience in experience in handling Engineering Projects in the Marine and/or Offshore Industry • Degree or Diploma in relevant discipline Character and Skill • Good Planning and Project Management skills • Good Communication skills (in English) and interpersonal relationships • Knowledge of Shipbuilding or Offshore industry standards and practices • Ability to prepare reports and update key stakeholders on the drawing status and • General understanding of Key Statutory Regulations and Classification Requirements • Good Problem solving and Decision-Making ability. • Good Knowledge of MS Excel, MS Projects and AutoCAD would be required. Familiarity with Aveva Marine software would be desirable but not a mandatory requirement. • Good knowledge of the relevant design documentation that need to be prepared for a Marine/Offshore project covering all disciplines. 	<ul style="list-style-type: none"> • Coordinate meetings with the Client and other key stakeholders of the project • Oversee the execution of engineering project works in accordance with the Project`s Technical Specification and provide the necessary engineering support to ensure timely delivery of the drawings in good quality and within budget • Collaborate with the engineering team to develop detailed project plans, schedules, and resource allocations. Monitor project progress, track milestones and proactively identify risks or delays, reporting these to the Project Manager. • Participate in meetings with Clients, external designers, suppliers and internal teams. Prepare and distribute minutes of meetings and draft timely project status reports for various stakeholders. • Apply comprehensive knowledge of shipbuilding processes—including ship design, construction methods, naval architecture, and marine engineering principles—to oversee and coordinate various aspects of shipbuilding projects. • Provide technical inputs during design reviews and support the resolution of project challenges as they arise. Liaise with both internal and external stakeholders to address technical issues promptly and efficiently. • Ensure proper document control processes in coordination with the Document Controller. Ensure compliance with ISO standards and company processes. • Demonstrate strong analytical skills to identify problems, assess risks, evaluate alternatives, and recommend solutions to overcome construction challenges or delays. • Demonstrate the ability to work effectively as part of a multidisciplinary team 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Build strong relationships with team members, foster a collaborative work environment, and promote knowledge sharing and continuous improvement. • Stay updated with the latest technologies, regulations, and best practices in shipbuilding. Participate in training and actively seek opportunities for skills enhancement. 	
Senior Engineer, Hull Outfitting Detail Design	<ul style="list-style-type: none"> • Minimum 5 years of relevant work experience in the marine/offshore industry Detail Design for Hull Outfitting newbuilding engineering design • Degree or Diploma in relevant discipline Character and Skill • Familiar with AutoCAD/ Microsoft Office/ AVEVA • Good communication and analytical skills 	<ul style="list-style-type: none"> • Independently develop structural design to comply with Class and Technical specification requirements within assigned schedule. • Responsible for delivering the respective project design drawing and document according to project plan schedule. Takes on project role. • Review external designer's pre-contract technical specifications, general arrangement and drawing lists. • Liaise with Owner and Classification Society for the specific design requirement compliance, review, and approval. • Create the hull outfitting equipment sourcing technical specifications for cranes, deck machinery, outfitting, etc. • Conduct a technical assessment of the offer made by the seller. • Liaise with suppliers and contractors for interpretation of the drawings and specifications. • Prepare arrangement and detail outfitting drawings. • Develop and update weight report (weight and center of gravity). • Coordinate with detail designer / production designer and checks their processes and output. • Communicate with the person in charge of production on trouble shooting and visiting on-site if needed. • Safety and architectural outfitting coverage is an advantage. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Senior Engineer, Mechanical	<ul style="list-style-type: none"> • Minimum 5 years of relevant work experience in the Machinery newbuilding design in the Marine/Offshore industry. • Degree or Diploma in relevant discipline Character and Skill • Familiar with AutoCAD/ MS office / AVEVA • Familiar with Class rules, Statutory requirement • Good knowledge of machinery/ piping/HVAC design • Good communication and analysis skills • Good teamworking spirit 	<ul style="list-style-type: none"> • Independently perform the Mechanical design (2D and 3D) and equipment sizing to comply with Class and Technical specification requirements within assigned schedule. • Assist Section Project Lead in day to day operations, perform the assigned mechanical task under quality and schedule and review and advise the project's design mode and standard • Report the project daily discipline (Man-hour/Schedule etc.) • Able to work with other team members for the overall progress of the project • Prepare and review machineries calculation, specification and vendor's drawing, 2D SLD/DLD design and submission and 3D model and production and site related drawings/supports • Support Project Section Lead in Mechanical Technical issue and Coordinate with Shipyard /Consultant / Vendor • Responsible to Mechanical Project Section Lead/ Mechanical Technical Lead • Project Handling- New building project, Repair, Upgrading, Conversion project 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent
Senior Engineer, Structural Detail Design	<ul style="list-style-type: none"> • Minimum 5 years of relevant work experience in the marine/offshore industry Structure newbuilding engineering design. • Degree or Diploma in relevant discipline Character and Skill • Familiar with AutoCAD/ Microsoft Office/ AVEVA/ FEMAP • Good communication and analytical skills • Good teamworking spirit 	<ul style="list-style-type: none"> • Independently develop structural design to comply with Class and Technical specification requirements within assigned schedule. • Responsible for delivering the respective project design drawing and document according to project plan schedule. Shall take on project lead role. • Review external designer's pre-contract technical specifications, general arrangement and drawing lists. • Liaise with Owner and Classification Society for the specific design requirement compliance, review, and approval. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Perform FE analysis using FEMAP is an advantage. • Review project team members drawings or documents prior submission. • Perform structural calculation, rudder calculation and design. • Prepare sourcing technical specifications for fittings related to structure (special material construction, rudder, etc.). • Coordinate with detail designer / production designer and checks their processes and output. • Communicate with the person in charge of production on trouble shooting and visiting on-site if needed. 	
Senior/ Executive, Commercial - Estimator (Ship Repair)	<ul style="list-style-type: none"> • Minimum 3 years working experience in the field of ship repairs. • Diploma / Engineering in Marine, Mechanical, Naval Architecture or Offshore Engineering • Working Location: Tuas • Meticulous 	<ul style="list-style-type: none"> • Plays a key role in the commercial department by receiving enquiries from clients, working closely with Production and Subcontractor on preparing a Proposal in an accurate and timely manner, and working closely with clients to follow up on the status of our bids. • Understand and evaluate vessel repair / docking specification. • Ensures the preparation and timely submission of quotation for Ship Repair, Conversion and Retrofit Projects on the basis of manhours, materials and subcontractor costing prior to award of contract. • Liaise with equipment vendor / subcontractor for accurate quote. • Attend vessel inspection. • Any other ad-hoc duties that may be assigned from time to time. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent
Senior/ Executive, Commercial - Invoicer (Ship Repair)	<ul style="list-style-type: none"> • Minimum 3 years working experience in the field of ship repairs. • Diploma / Engineering in Marine, Mechanical, Naval Architecture or Offshore Engineering • Working Location: Tuas • Meticulous 	<ul style="list-style-type: none"> • Play a critical role within the Commercial Department as the key point of contact with external clients, as well as internal stakeholders – production, subcon, purchasing, finance – during the project life cycle. • Capture and bill all planned and additional works to clients in a timely manner. 	<ul style="list-style-type: none"> • 5-day work week • 7.30am to 5pm • 33 Tuas Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Attend VSCC meeting and progress meeting on board vessel. • Inspect additional works with trades / SRM / subcontractor / Owner. • Submit and agree prices for all additional works, based on manhours, materials and subcontractor, before commencement of work. • Submit weekly cost update to owner. • Prepare part payment invoice and follow up with remittance. • Negotiate and settle final repair invoice with owner / Tech Supt • Monitor, track and report project budget and PandL on a weekly basis • Provides Project Costing / Revenue reporting to Finance for Month end closing. • Perform any other ad-hoc duties that may be assigned from time to time. 	

10. Seatrrium

Seatrrium Limited (formerly Sembcorp Marine Ltd and renamed as Seatrrium Limited following its combination with Keppel Offshore and Marine Limited) provides innovative engineering solutions to the global offshore, marine and energy industries. Headquartered in Singapore, the Group has over 60 years of track record in the design and construction of rigs, floaters, offshore platforms and specialised vessels, as well as in the repair, upgrading and conversion of different ship types.

The Group's key business segments include Oil and Gas Newbuilds and Conversions, Renewables and New Energies, Specialised Shipbuilding, and Repairs and Upgrades, with a growing focus on sustainable solutions to advance the global energy transition and maritime decarbonisation.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Area Manager (Marine Construction)	<ul style="list-style-type: none"> Bachelor's Degree in Marine Engineering, Naval Architecture or a related field Minimum 5 year experience in shipbuilding (FPSO Construction) and marine operation will be advantageous Good planning, organization, control, problem-solving, interpersonal and communication skills 	<ul style="list-style-type: none"> Manage shipbuilding projects from construction to completion, ensuring adherence to specifications and timelines. Analyze workflows and implement best practices to streamline construction works, reduce costs, and improve productivity. Ensure compliance with safety regulations and quality standards throughout the construction process. Ensure the works are done within project budgets and identify areas for cost savings while maintaining quality. Serve as the primary liaison between clients, suppliers, and internal teams, providing regular updates on project status and addressing any concerns. Identify potential risks in projects and develop mitigation strategies to minimize impact. 	<ul style="list-style-type: none"> 5-day work week Mon - Thurs: 8:00am - 5:15pm Fri: 8:00am - 4:30pm 80 Tuas South Boulevard
Commercial Executive (Billing/ Estimating)	<ul style="list-style-type: none"> Possess a Degree in Naval Architecture/ Marine and Offshore / Electrical Engineering or equivalent Is positive and possess a willingness to learn Good interpersonal and communication skills Ability to work in a fast-paced environment Good analytical and problem-solving skills. 	<ul style="list-style-type: none"> Prepare statements with full details on the actual work carried out for presentation to Owners and to resolve or clarify any dispute Source for competitive sub-contractors / vendors to submit realistic quotations promptly Finalise additional cost with subcontractors Understand the work specification and quotations to raise variations to the work that is brought to the immediate attention of the attending Superintendent 	<ul style="list-style-type: none"> 5-day work week Mon - Thurs: 8:00am - 5:15pm Fri: 8:00am - 4:30pm 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Prepare bills intelligently in accordance with the work specification and quotations with minimum guidance • Negotiate bills independently and amicably with Subcontractors as per limit set by Commercial Managers • Conduct performance assessment for subordinates during performance appraisal review • Ensure disciplinary matters are reported to Manager and dealt with promptly and appropriately 	
Electrical Engineer	<ul style="list-style-type: none"> • Bachelor's in Electrical Engineer/ Marine Engineering or other relevant disciplines • Entry Level candidates are welcome to apply (On Job Training will be provided) • Understand construction schedule and analysis of critical path • Experience in managing Vendors and Sub-Contractors • Able to handle project independently 	<ul style="list-style-type: none"> • Manage the Electrical, Instrument and Telecom discipline within construction to make certain product quality and well- timed deliver to commissioning • Work closely with electrical design team to document project requirements and develop electrical work plan for electrical system and sub-systems construction, testing and commissioning • Study electrical drawing related to cable ladder, cable tray, penetration, system layout drawing, single line drawing and interconnection drawing • Involve in electrical hot work fitting, cable termination, cable continuity check, megger test and Atex inspection • Create work package by area or by subsystem • Plan resources manpower, materials, facilities and P6 scheduling • Provides direction and assign jobs to subordinates for job execution • Prepare the work condition for subordinates to work eg. Materials, facilities etc • Monitor progress in meeting the P6 schedule • Apply Plan, Do, Check, Act methodology for all work activities • Report the daily work progress to EPCC • Coordinate with Vendors, Sub-Contractors and Engineering 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Hull Engineer	<ul style="list-style-type: none"> • A degree from a recognized tertiary institute. • At least 2 years of relevant working experience. • Possess positive and willing to learn attitude. • Good analytical and problem-solving skills. • Possess good interpersonal and communication skills. • Able to multi-task and able to work in a fast-paced environment. 	<ul style="list-style-type: none"> • Assist in preparing the Work Plan. • Delegate jobs to supervisors and plan the manpower required for the jobs in accordance to the budgeted man-hours. • Resolve problems encountered and manage the coordination between the different trades • Raise or approve Issue Passes for materials and equipment required for the jobs accordingly • Monitor the work of sub-contractors to ensure that quality and workmanship conform to company standards. • Ensure that all standard operating procedures comply with specifications, quality standards, statutory and regulatory requirements. 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard
Materials Coordinator	<ul style="list-style-type: none"> • Diploma in any Engineering disciplines or equivalent experience • Minimum 2 years of relevant experience in material coordination with piping or structure material • Proficient knowledge of MS Office, including Word, Excel, or equivalent • Familiar with SAP/JDE or equivalent WMS an added advantage • Good oral and written communication skills. 	<ul style="list-style-type: none"> • Coordinate with Logistics / Procurement / Engineering Team for all incoming materials • Supervise the loading/unloading of materials from container/trailer in assigned storage area • Plan manpower and equipment schedule for the loading/unloading of material • Conduct initial material inspection to ensure that the quantity received is tallied with Packing List/DO by supplier. • Ensure that all necessary documents and certificates are available as per requirements and specifications, ready for QA/QC inspection • Coordinates with QA/QC to conduct material inspection and liaise with Procurement/Suppliers for rejected or not conform to standards. • Ensure that the basic preservation for each material is performed as per requirement. • Supervise and ensure that all the piping / str materials received are correct / inspected that meets required material specification • Supervise and control all movements of materials IN/OUT of the stores / warehouse. • Always ensure maximization of storage space for any new shipment. 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Update and Monitor Daily Stock Transaction Record in Excel Spreadsheet/system. (e.g. MRR/OSandD report) • Perform inventory cycle count and check its condition. • Able to respond to project team inquiry on materials via email. 	
<p>Naval Architect Engineer</p>	<ul style="list-style-type: none"> • Bachelor’s Degree in Naval Architecture, Marine Engineering, or a related field. • Minimum of 2 years of relevant experience in the marine/offshore industry. • Strong knowledge of marine vessel design principles and offshore structural requirements. • In-depth understanding of engineering software tools such as AutoCAD, Stability Software, and other relevant design tools. • Proficiency in Microsoft Office and the ability to use engineering design software efficiently. • Familiarity with industry regulations and classification society standards. • Excellent communication, interpersonal, and supervisory skills, with the ability to mentor and motivate team members. • Ability to work effectively both in a team environment and independently. • Willingness to work on-site, including onboard inspections and surveys. 	<ul style="list-style-type: none"> • Able to perform Naval Architecture calculations (manually and using software). • Experience using hydrostatic and stability software to general hull model, general stability booklet, stability and longitudinal strength check, sounding table etc. • Prepare test procedures (inclining experiment, weighing control, ballasting sequence for tanks testing/cargo loading). • Experience in conducting the inclining experiment, light ship survey, ship check. • Handle contract-bidding engineering specifications and enquiry. • Monitor the progress of drawings, documents and purchase specifications. • Perform quality assurance check of drawings. • Familiar with Marine classification society regulation and steel design code. • Liaise with Production Department to resolve site problems. • Liaise with Project Management Department to ensure on-time delivery of project. • Interact with customers, vendors and regulatory bodies on engineering design matters. 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard
<p>Package Engineer (Expeditor)</p>	<ul style="list-style-type: none"> • A degree from a recognized tertiary institute • At least 5 years of relevant working experience • Possess positive and willing to learn attitude 	<ul style="list-style-type: none"> • Support Project Manager (Package) in managing equipment packages delivery such that vendors ensure they meet contractual obligations and deliverables. • Liaise with engineering department and vendors on drawings changes 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Good analytical and problem-solving skills • Possess good interpersonal and communication skills • Able to multi-task and able to work in a fast-paced environment 	<ul style="list-style-type: none"> • Ensure proper follow-through on equipment packages from pre-PO phase until completion as per contractual and project requirements • Coordinate with Package Buyer to conclude the Contract/PO with Package Vendor • Ensure Vendor submits documents such as ITP, Quality Plan, Procedures at execution phase • Compiles and coordinate with Vendor for the spare parts list (2 yr spare) and commissioning spares • Attend / lead the pre-inspection meeting, if applicable • Coordinate with Owner's Representative, 3rd Party Inspector, Project Team and Vendor for visit to Vendor site/workshop (either local and overseas) for inspection and testing • Ensure inspection Notifications for Inspection (NOI) are issued by suppliers and forwarded to BUYER and/or Inspection Agency in a timely manner • Coordinate with relevant stakeholders to prepare, update and timely submission of weekly/monthly reports including procurement map • Monitor and track vendor payment milestones and ensure vendor meets the requirements for each payment milestone. • Coordinate and support Package Buyer and Costing Officer to manage Vendor variation/claim • Review and verify vendors invoices • Coordinates with Vendor and Expediting Lead for delivery, expediting, receiving, joint inspection, warehousing and preservation requirements at delivery phase • Ensure delivery of the 2-yr spares within 420 days from Petrobras; notice to proceed. • Coordinates with Package Buyer and Vendor for any guarantee/warranty matters • Coordinate with Project Team and Vendor for site support for installation, testing and commissioning 	<ul style="list-style-type: none"> • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Coordinate with Vendor for timely submission of final vendors data books and documentation • Arrange with approved 3rd party inspector agencies the required inspection visit upon receipt of NOI (notice of inspection) from vendors • Review CV of inspectors from approved agencies to recommend suitable inspectors for final approval by Vendor Package Manager • Monitor inspection activities and progress. • Review and approve inspection reports submitted by 3rd party inspectors. Return approved reports to vendors for vendor data book compilation • Review and follow-up with NCR and punch list • Approve Inspection Release Certificate (IRC) prior to final release of material/equipment/component and provide it to BUYER. • Hold discussions with vendors and/or client on technical clarification/deviation and with vendors and/or client on ITP, Testing and Commissioning Procedures etc • Hold Kick-Off meeting within 10days from date of signing of PO • Organise and chair alignment meeting, kick-off meeting and weekly progress meeting with vendor • Record minutes of meetings • Update vendor's progress in weekly internal project meeting and external procurement meeting 	
<p>Production Engineer</p>	<ul style="list-style-type: none"> • A degree from a recognized tertiary institute. • At least 2 years of relevant working experience. • Possess positive and willing to learn attitude. • Good analytical and problem-solving skills. • Possess good interpersonal and communication skills. • Able to multi-task and able to work in a fast-paced environment. 	<ul style="list-style-type: none"> • Assist in preparing the Work Plan. • Delegate jobs to supervisors and plan the manpower required for the jobs in accordance to the budgeted man-hours. • Resolve problems encountered and manage the coordination between the different trades • Raise or approve Issue Passes for materials and equipment required for the jobs accordingly • Monitor the work of sub-contractors to ensure that quality and workmanship conform to company standards 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Ensure that all standard operating procedures comply with specifications, quality standards, statutory and regulatory requirements 	
Project Manager/ Assistant Project Manager (Marine)	<ul style="list-style-type: none"> • Bachelor's Degree, in Marine and Offshore/ Naval Architecture/ Mechanical or equivalent. • Knowledge of project management, Cost Budgeting, MS Office, AutoCAD. • Minimum of 10 year(s) of working experience in the Marine Industry. • Proficient in EPCC (Engineering, Procurement, Construction, and Commissioning) • Able to work under stress environment and within tight deadlines • Understand offshore knowledge and related commercial matters 	<ul style="list-style-type: none"> • Manage, direct and co-ordinate ship repair / conversion / new building activities as Project Leader and to ensure that all operations carried out conform to high safety standards and meets customers' expectations. • Lead and manage project team, supervise execution of production works, ensure delivery of assigned projects. • Plan and prioritise the order of works and work methodology • Coordinate with the project team to allocate adequate manpower and equipment resources • Monitor work progress on board vessels and in workshops. • Coordinate in production meetings between all stakeholders and project teams to clarify work scope, co-ordinate sequence of work, update schedules and other contractual matters. • Ensures works are carried out according to the job specifications • Generate commissioning / mechanical completion test plans and arrange for inspection and survey for the Superintendents and Classification. • Administer and ensure all operations conform to safety requirements and policy of the yard • Act as shipyard's main representative and be responsible for the refit/ conversion / new build of projects. • Build good rapport and relationships with shipowners, representatives, clients and all stakeholders. • Prepare project specifications and Incorporate any changes in the work scope in defect list • Prepare for quotation for work variations and facilitate billing as required 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Senior/ Commissioning Engineer	<ul style="list-style-type: none"> • Minimum 5 years years of commissioning experience in the Oil and Gas/ Wind Farm industry • Experience in commissioning of Diesel Generators/ Compressors/ Pumps/ Piping systems / Utility packages/ cranes / mechanical handling equipment/ HVAC, etc • Good knowledge and experience in commissioning activities of oil and gas/ wind farm facilities • Familiar with permit-to-work systems and lock-out tag-out procedures • Good analytical, problem solving and planning skills. • Familiar with Project Specifications, Technical and HSE Standards • Familiar with MS Office software applications (MS Outlook, Word, Excel, Power Point etc. • Familiar with Completion Management System database such as PIMS-CMS / WinPCS / ProCoSys / ICAPS 	<ul style="list-style-type: none"> • Customise CMS database checksheets and allocation of checksheets based on latest engineering drawing revisions and punchlist updates for mechanical/ process/safety /HVAC discipline • Prepare boundary drawings as per subsystem listing • Prepare procedures/ work method statements and risk assessment for mechanical/ process/ safety/ HVAC commissioning activities • Attend Factory Acceptance Test at vendors' premises, as required • Lead a team of mechanical technicians/ mechanics for preparation and site execution of pre-commissioning, commissioning and function testing of mechanical equipment and vendor equipment packages on the topsides • Review commissioning shipped-loose items, consumables and spares for proper inventory and availability • Review system / sub-system completion status for taking over from Construction Team as per commissioning schedule and priorities • Liaise with various parties including vendor site representatives, where required, to ensure any issues affecting system completion are resolved in a timely manner • Participate in system / sub-system joint inspections for taking over from Construction Team, punch listing activities, etc • Prepare relevant documents required for safe energization of equipment such as Livening -Up Notice, CPTW, Isolation Lists, etc • Ensure that commissioning testing activities are conducted safely and comply with the site PTW and safety regulations and procedures • Review completed commissioning documentation such as checksheets, test procedures, red-line mark-up drawings, commissioning dossiers, etc. • Followup with relevant parties to ensure proper closure of outstanding 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		issues arising from commissioning activities	
Senior/ Piping Engineer	<ul style="list-style-type: none"> • Minimum primary education with relevant working experience or diploma in Marine Engineering or Mechanical Engineering or NTC 3 certification or equivalent or completed apprenticeship in Marine Piping and Plumbing. • Preferably with 2 years' working experience in a similar capacity. • Effective planning skills, good supervisory ability, conflict management skills and interpersonal skills. • Effective problem solving and decision making skills are also essential. • Ability to communicate in other languages (like Mandarin, Tamil, and Malay) would be an added advantage. • Basic knowledge on Piping Standard and Compliance with all Codes, Policies, Procedures e.g. ASME Code for Pressure Piping B31.3, ASME IX, IACS • Resourceful, dynamic, excellent leadership qualities, tactful, committed, good team player, customer oriented and able to work under stressful situations. 	<ul style="list-style-type: none"> • Administer, monitor and continuously ensure that all operations conform to safety requirements and maintains high safety standards. • Plan, prioritize and execute repair activity based on available resources, facilities and defect list given by ship owner. Provide information to APM for any CM39 requisition • Co-ordinate and disseminate all the repair activities in the repair process in a given schedule with supervisors, yardmen and contractors in accordance to the Department Work Instruction and specifications. • Attend vessel safety co-ordination meetings to ensure that all repair activities are carried out in a safe environment and meets the applicable statutory, regulatory and contractual requirements. • Attend department production meeting to co-ordinate work progress, update work schedules promptly and scope of work. Highlight critical path and also channel to Ship Repair manager to achieve project milestones and prevent cost overruns. • Liaise with Ship repair Manager/ Billing Dept about variation and additional in work scope. Raise variation order for additional work not stated in the specs • Liaise and coordinate with relevant trades towards milestone set • Liaise with Superintendent for critical activities for smooth operation and provide technical proposal. • Ensure cost control by correct Just-In-Time material ordering, proper manpower deployment and reporting, rework prevention, continual improvement on work method in order to meet the EVA, KPI and Key Thrust set by the department • Provide feedback to HOD and superior on any non-conformance and record in 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<p>Incident reporting and follow up on corrective actions</p> <ul style="list-style-type: none"> • Ensure all completed works carried out are documented and verified by Client • Ensure that contractors work completion report is verified as per actual carried out • Ensure proper usage of department assets and report any non-conformance • Whenever required communicate through by means of IT networking and solutions • Ensure the safety of personnel through compliance with Occupational Safety and Health and Environmental Regulations and HSE operating procedures and conduct Risk assessments before commencement of work. Counsel employees about compliance as necessary. • Participate in the preparation of Safe work, Environmental control and Emergency procedures and Audit Matters e.g. ISO9001:2015, ISO45001:2018 and ISO14001:2015. • Ensure that all Health, Safety, Environmental and Quality (HSEQ) plans are followed. Perform Safe Management/ Distancing Officer duties stipulated when assigned • Any other associated tasks and responsibilities assigned from time to time. 	
Senior/ Procurement Executive	<ul style="list-style-type: none"> • Preferably Bachelor's Degree in Engineering / Process / Marine Offshore / Logistics / Supply Chain Management or related discipline • 5 years of relevant working experience • Knowledge of topside equipment will be an added advantage • Entry Level candidates are welcome to apply (On Job Training will be provided) • Possess good analytical and problem-solving skills • Possess good interpersonal and communication skills 	<ul style="list-style-type: none"> • Analyse and evaluate marine and topside equipment for purchase. • Negotiate with supplier • Review purchase requisitions and purchase orders in accordance with the project requirement and a time schedule • Liaise with project team and external vendors to ensure that the equipment/parts and materials are met within project's specification and budget • Manage full spectrum of purchasing process (sourcing, quotation, negotiation, shipping and delivery, etc) 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Able to multi-task and able to work in a fast-paced environment • Prior experience in managing contracts for equipment, especially topside, will be an added advantage. 	<ul style="list-style-type: none"> • Issue and process purchase order in accordance with company policies and procedures • Expedite order, monitor and follow up with suppliers to ensure timely delivery • Propose recommendation for vendors and evaluates vendor’s performances • Coordinate all warehouse operation matters to ensure all are in good order • Resolve any discrepancy found on delivered equipment and material upon receiving • Ensure proper gathering and distribution of all records, forms and reports pertaining to the receiving, storage, movement and control of equipment/ materials • Supervise and manage warehouse personnel to ensure that the completions of tasks are in accordance to plans and schedules 	
Senior/ Project Engineer	<ul style="list-style-type: none"> • Bachelor's Degree in Marine Engineering, Shipbuilding, Naval Architecture, Mechanical Engineering or relevant apprenticeship training in a marine trade • Knowledge of various workshops dealing with specialised works in the industry • Able to perform scheduled night duties when required • Attend to vessel’s needs during weekends and public holidays • Travel within the country or abroad for ship check • Good knowledge of marine industry skills in any discipline • Knowledge in Hull, Mechanical, Piping and Electrical will be advantageous • Good planning, organization, control, problem-solving, interpersonal and communication skills 	<ul style="list-style-type: none"> • Assist the Project Manager in managing and supervising the execution of production works and ensuring the delivery of assigned projects • Assist the Project Manager in planning and prioritising the order of works and work methodology • Liaise with the project team to allocate adequate manpower and equipment resources • Monitor work progress on board vessels and in workshops • Conduct production meetings between Yard’s subcontractors, supervisor and ship’s staff to clarify work scope, co-ordinate sequence of work, update schedules and other contractual matters, as and when required • Ensure works are carried out according to the job specifications in terms of quantity, quality and meeting Class / Owner requirements by developing test plans and arranging for inspection and survey for the Superintendents and Classification • Complete the process of mechanical completion and commissioning scope of work 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Senior/ QA Engineer	<ul style="list-style-type: none"> • Good knowledge of project management software and other planning softwares • Degree or Diploma in Mechanical Engineering / Marine and Offshore or equivalent. • Minimum 5 years of relevant work experiences in shipbuilding / oil and gas / offshore projects as QA/QC Structural Inspector. • Working in FPSO/FSO/FPU Project will be added advantage. • Shall be familiar with AWS D1.1, API 2X, ASME Section II, and ABS Class rules. • Certified Welding Inspector (AWS CWI or CSWIP 3.1) • NDT Level II in RT/UT/MPI/PT 	<ul style="list-style-type: none"> • Perform any other associated tasks and responsibilities assigned from time to time • Prepare list of daily job activities and provide clear job instructions before delegating the jobs to subordinates. • Supervise job coordination, monitor conformity towards quality, environmental and safety management system policies and procedure. • Monitor and ensure all mechanical works are carried out according to the latest revision mechanical drawing and comply with contract specification, class requirements and quality management system • Arrange, coordinate and carry out all the inspection inspections and testing with customer representative and / or classification surveyor as per the Inspection and Test Plan (ITP) • Perform material equipment incoming are as per Vendor document • Verify tools and equipment used are as per procedures • Familiar with mechanical inspection process • Verify that NDT id done as per approved NDT plan and procedures. • Verify that preservation is being performed as per preservation plan and procedures • Monitor the progress of work and report the status of completion of the official inspections such as accepted, rejected, postponed or cancelled to the respective project manager. • Prepare review and document inspection records, certificates and NDT reports for the submission to relevant party • Check and endorse inspection record prior to issue to customers. • Ensure subordinates comply with company’s procedure and work instructions. • Report any non-conformance (NC) and issue corrective action request (CAR), where necessary. 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Ensure response timing for NC/CAR are within acceptance period; • Ensure close-out response for NC/CAR is of sound reasoning and evidence. • Maintain good relationship with the customers as to full fill part of company's core value to ensure customer satisfaction. • Implement and compile the monthly key performance indicators (KPI) related to mechanical. • Verify that mechanical MDR is as per construction prior to release the product back to Singapore • Conduct and participate in audit 	
Senior/ Structure Engineer	<ul style="list-style-type: none"> • A degree from a recognized tertiary institute. • At least 2 years of relevant working experience. • Possess positive and willing to learn attitude. • Good analytical and problem-solving skills. • Possess good interpersonal and communication skills. • Able to multi-task and able to work in a fast-paced environment. 	<ul style="list-style-type: none"> • Assist in preparing the Work Plan. • Delegate jobs to supervisors and plan the manpower required for the jobs in accordance to the budgeted man-hours. • Resolve problems encountered and manage the coordination between the different trades • Raise or approve Issue Passes for materials and equipment required for the jobs accordingly • Monitor the work of sub-contractors to ensure that quality and workmanship conform to company standards. • Ensure that all standard operating procedures comply with specifications, quality standards, statutory and regulatory requirements 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard
Shipwright Engineer	<ul style="list-style-type: none"> • Candidate must possess at least a Bachelor's degree in Marine/ Engineering/ Mechanical, or related disciplines • At least 3 to 5 years of working experience in marine/ offshore related industry • Experience with surface preparation, painting, TSA, PFP and related painting jobs. • Excellent proficiency in English (written and spoken) • Good working knowledge in scaffolding, tank blasting 	<ul style="list-style-type: none"> • Plan, organize, manage and provide feedback on crucial matters from projects • Verify the docking plan and confirm that the block setting aligns with the provided drawing through accurate calculations. • Verify the ballast condition and stability drafts and ensure that tanks are properly blasted and coated on requirement provided. • Arrange surveyors and officer for testing of lifeboats, davits, derricks crane etc • Ensure all job performed is accordingly to owner requirement (Renewal of lifeboats and crane wires etc.) 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<p>and Painting and project execution.</p>	<ul style="list-style-type: none"> • Discuss with representative on blasting standards and coating requirement 	
<p>Subcontracts Executive</p>	<ul style="list-style-type: none"> • Possesses a Diploma or Degree in Engineering or equivalent • At least 1 year of subcontracting experience with basic Production and/ or Engineering knowledge • Proficient in Microsoft Office, SAP and iSRP system • Possesses good communication and interpersonal skills • Basic knowledge of contract law, local regulatory requirement and subcontracting nature of business and systems • Possess updated knowledge and understanding in corporate compliance, labour policies and procedure and employment laws • Possess updated knowledge of market rates of labour and specific services for the organization’s construction activities • Possess basic knowledge of offshore and marine construction capabilities and production facilities 	<ul style="list-style-type: none"> • Ensure all relevant Quality Assurance Procedures and SOPs are always observed • Liaise with the internal department stakeholders as well as sub-contractors both in-house and out of yard • Lead and devise improvement initiatives for existing processes, policies and procedures • Maintain a list of reliable sub-contractors to complement the organization workforce through: • Conduct the screening and registration of new sub-contractors • Revalidation of existing sub-contractors • Posts project evaluation of sub-contractors • Ensure that adequate information/ requirements are supplied for sub-contractors’ tenders • Prepare the commercial terms/ bid analysis and negotiate with sub-contractors, if necessary • Ensure that the coordination of all sub-contracting work for specific projects are in place • Assist Project Management on claims assessment for original/ variation workscope, including compilation and reporting of sub-contract cost • Review the compiled post project evaluation prior to final evaluation by Sub-contract Committee • Ensure the map out of sub-contractors workload to be done in advance with Production Department and to be of fair distribution • Prepare reports and presentations for management reviews, if required • Review subcontractors’ applications/renewals for foreign workers’ permits • Manage subcontractors according to their sponsorship classifications, in areas of: <ul style="list-style-type: none"> • Assess the dependency ratio • Assess the adequacies of project values 	<ul style="list-style-type: none"> • 5-day work week • Mon - Thurs: 8:00am - 5:15pm • Fri: 8:00am - 4:30pm • 80 Tuas South Boulevard

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Track the progress of recruitment • Conduct regular interviews to obtain workers' feedbacks • Conduct periodical interviews remotely or at different locations if permitted, e.g., work sites, dormitories, etc • Review findings from dormitories' inspections • Process documents pertaining to work commencement and payment claims i.e. job cards, works orders, etc • Issue commendations or warning letters to contractors according to their performance and levels of compliance • Handle contractors' delinking matters • Perform Ad hoc duties as assigned by immediate superior 	

11. ST Engineering

We design, build, and offer through-life support from repair, maintenance to retrofitting and upgrading for a wide range of naval ships suited for maritime security, humanitarian assistance and disaster relief and specialised missions. Our engineering and design team offers the depth and breadth of expertise and experience to keeping the seas safe.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Assistant Engineer, Mechanical-(Tuas/)Benoi	<ul style="list-style-type: none"> • Nitec/Higher Nitec/Diploma in Mechanical or Marine and Offshore Engineering. • Preferably 3 – 5 years of working experiences. • Work in marine industry or similar capacity. • Understanding of Technical Drawings and basic mechanical works. 	<ul style="list-style-type: none"> • Conduct safety and works briefing to workers / Sub Contractors (Morning and afternoon) • Plan of daily resources and works to meet project schedule. • Co-ordinate within departments for resources. • Co-ordinate inter-department on workflow and resources on board vessels. • Perform Inspection of work site • Prepare for VSCC meeting • Attend Weekly progress Meeting for repair and report delay to schedule, if any, for workaround. • Supervise workers at work site. • Plan and manage required resources for following workdays. • Report and work with EDC for resolution to Technical Issues encountered. • Prepare and raise PR to purchase material or DRL when required. • Prepare, compile and submit field report to owner and SRM for approval (Repair vessel) • Co-ordinate and raise PR for Sub-Contractor Work Order (PWO). 	<ul style="list-style-type: none"> • 5-day work week • 7.25am to 5pm • 16 Benoi Road
Assistant Engineer, Mechanical-Tuas	<ul style="list-style-type: none"> • Diploma in Mechanical or Marine Engineering • Preferably 3 – 5 years of working experiences in marine industry or similar capacity • Able to deal and communicate with stakeholders effectively at all levels • Possess man-management experience to supervise and deploy workers • Possess high level of initiative 	<ul style="list-style-type: none"> • Coordinate & supervise maintenance. • Manage technicians and workers. • Daily listing of jobs in ES and SAP. • Provide field report to commercial. • Perform onboard vessels and workshop repair & maintenance. • Conduct toolbox meeting and risk assessment. • Create Purchase Requisition for spares and work order. • Liaise with customers & contractors, supervise, monitor & update job status, arrange inspection and prepare job acceptance on completion job 	<ul style="list-style-type: none"> • 5-day work week • 7.25am to 5pm • 16 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Assistant Engineer-Fleet Maintenance (Gul / Brani)	<ul style="list-style-type: none"> • Able to work under pressure • Proficient in MS Office • Diploma or NTC in Mechanical, Marine or Electrical Engineering or related • Possess knowledge in Mechanical, Engines and Electrical principles • Minimum of 2 years experience in maintenance and repairs scope • Proficient in using hand tools such as wrenches and calipers • Able to communicate effectively with internal and external stakeholders • Able to work under the sun and onboard vessel, with no sea sickness • Able to work during weekends and public holidays and or odd-hours 	<ul style="list-style-type: none"> • Work as part of a maintenance team ensuring fleet availability for client • Manage planned maintenance activities • Conduct troubleshooting of systems onboard vessels • Supervise and guide workers in maintenance tasks • Coordinate with suppliers, contractors when required • Coordinate with Owner Rep on issues pertaining to maintenance task • Any tasks as directed by Site Manager 	<ul style="list-style-type: none"> • 5-day work week • 7.25am to 5pm • 16 Benoi Road
Assistant Supervisor, Mooring & Support-Tuas	<ul style="list-style-type: none"> • O Level / NTC in any engineering fields • Minimum 3 years of working experience, preferably in marine or maritime industry • Candidate with no experience may apply • Must be able to carry heavy loads and pulling of ropes. • Able to lead a team of workers. • Possess Driving License Class 3. (Optional) 	<ul style="list-style-type: none"> • To lead a team of workers to perform sound and security round tasks • Mooring of ropes • Handling ship power cables • To carry out Risk Assessment for each task • Ensure all sound and security tasks are carried out safely. • To carried out sound and security tasks as per schedule by the client. • To function as main point of contact for the client. • To train other workers on sound and security tasks. • To escort workers in compliance with security needs. 	<ul style="list-style-type: none"> • 5-day work week • 7.25am to 5pm • 16 Benoi Road
Electrical Engineer-Marine Ship Repairs (Gul)	<ul style="list-style-type: none"> • Degree/Diploma in Electrical Engineering • 2 -3 years relevant experience in Electrical operations in marine industry 	<ul style="list-style-type: none"> • Responsible for day-to-day project supervision for conversion and repairs of vessels • Ensure work assigned is carried out effectively and productively to meet customer specifications and requirements 	<ul style="list-style-type: none"> • 5-day work week • 7.25am to 5pm • 16 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Knowledge of class requirements will be advantageous • Knowledge of ship's electrical system, control system and their classification requirements • Knowledge of HVAC systems • Knowledge on Accommodations and Carpentry works will be advantageous • Able to interpret technical/electrical drawings and specifications • Possess man-management experience for workers and subcontractors • Able to work on weekends and public holidays due to project's requirements • Able to work under outdoor conditions, including grease and dust 	<ul style="list-style-type: none"> • Deploy effective utilization of manpower and material resources in the department. • Liaise with other departments on daily production schedule • Assist in Planning of department manpower projections • Assess and plan weekly manpower deployment and allocation of repair vessel to Sub-contractor • Obtain and monitor drawings/ technical information • Attend assigned project progress meeting/HAT meeting • Assess staff work performance under his charge as required • Identify training needs for his men • Monitor job progress and man hours of the assigned project • Study and evaluate the work processes and methods of the department and explore new ideas to improve work quality and productivity • Liaise with owners' representative and/or class surveyor during witness/inspection • Highlight areas of need to other trades to clear their work (e.g. temporary lightings, staging, closing of access, etc.) • Conduct RA assessment/ BBS observation/ hazard reporting 	
<p>Engineer - Automation & Electrical Systems Design</p>	<ul style="list-style-type: none"> • Knowledge of Marine Electronics and Automation systems • Knowledge in computer networking, control instrumentation and control system design • Knowledge of standard communication protocols like Modbus RTU/TCP, Profibus, RS422, RS485, NEMA, CANbus, J1939 • Knowledge in Autocad for drafting purpose • Good Interpersonal Skills, problem solving skills and is a team player. 	<ul style="list-style-type: none"> • Responsible for ship automation related system design and in charge of the Ship Management System (SMS) and its interfaces to platform system equipment and related control and monitoring logics, which includes basic and detail design • Review vendors' technical proposals to ensure solution meets the functional requirement. • Responsible for ensuring the Contractual technical requirement and Classification requirement of automation related design are fulfilled and within project schedule. 	<ul style="list-style-type: none"> • 5-day work week • 7.25am to 5pm • 16 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Good time management and able to meet tight deadlines. 	<ul style="list-style-type: none"> • Liaise with client and other internal engineering trades for project coordination. • Attend technical review and meetings with client and vendors during project execution to ensure requirements are fulfilled, technical solutions are discussed and technical issues resolved. 	
Project Manager - Ship Repairs and Conversions (Gul)	<ul style="list-style-type: none"> • Degree / Diploma in Naval Architecture/Marine/Mechanical Engineering. • Minimum 5 to 7 years' experience in project management for ship repairs in similar capacity from marine / heavy industries. • Possess SRM Certificate • Experience in chairing VSCC meetings is an advantage • Experienced in project scope covering pipe laying and cables laying • Able to make appropriate decisions and judgments, decisive and take proper actions. • Able to lead and manage ship repair, construction and conversion projects independently. • Willing to work late at times and possess leadership qualities. • Proficiency in MS Office • Proficient in report writing 	<ul style="list-style-type: none"> • Manage and direct ship repair, construction and conversion projects. • Conduct and lead the daily VSCC meeting on hot-works and incompatible jobs onboard to ensure safety of personnel and property are not endangered. • Meet repairs / refit schedules by planning, monitoring projects' critical path, cost control and execution. • Develop good working relationship with customers and maintaining teamwork showing high interests. • Solve daily conflicts at ground level by monitoring and coordinating sequential and incompatible jobs affecting master schedule. • Liaise closely with classification societies, ship owners, owner specialist engineers, vessel crew and ship agents to ensure successful completion of the project meeting to exceed customer's expectations. • Meet commercial / naval contractual commitments and quality of repaired ship. • Capture additional works and raise work list and provide information to Commercial Department for more competitive pricing. 	
Senior Assembly Technician - Structures and Fittings (Submarine)	<ul style="list-style-type: none"> • Diploma or NTC in an Engineering or Technical related field • Must be willing to perform hands on work for repairs, installations and removals using tools such as spanners, wrenches and electrical tools(eg. grinders, cutters) etc 	<ul style="list-style-type: none"> • Assist Engineers in daily maintenance tasks and perform checks to ensure all tasks assigned are completed according to requirements. • Carry out welding, cutting, grinding of woodwork and metallic work onboard vessel/workshop. • Perform physical work of removal/servicing/installation of hull structures / components and 	<ul style="list-style-type: none"> • 5-day work week • 7.25am to 5pm • 16 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Confidence in assembling and dismantling of structures and fittings • Able to work under hot, dusty and greasy conditions and confined spaces • Able to commit to overtime or extended hours due to exigency of work. • Positive attitude and willingness to learn • Ability to work both independently and in a team setting. 	<p>documentation of maintenance activities.</p> <ul style="list-style-type: none"> • Perform joint inspection and acceptance with ship representative • Adhere to strict safety protocols and procedures to ensure the safety of oneself and others onboard the submarine. • Assist in logistic support, lifting operation and housekeeping of workshop tools and equipment etc. 	
<p>Senior Project Engineer - Shipbuilding (Benoi)</p>	<ul style="list-style-type: none"> • Diploma/Degree in Marine/Mechanical/Naval Architecture • Preferably possess 1 year of experience in newbuild or ship repairs related projects, candidates with 3 years or more of experience will be considered at Senior Engineer level • Completed Ship Repair Manager Course • Project Management Skills in the following areas: Planning scheduling and costing, Risk management, Manpower management, Customer Relationship management. • Able to deal and communicate with people effectively at all levels on the ground, identify and manage issues, cost consciousness and urgency to get things done • Familiarity with project management software such as Primavera or MS Projects will be advantageous • Able to go onboard vessels • Able to work on weekends based on project needs 	<ul style="list-style-type: none"> • Manage and oversee day-to-day construction management of project • Monitor and report to Senior / Project Manager of project progress versus baseline, including issues and risks in a timely manner • Conduct VSCC and take charge of ship work safety and cleanliness • Liaise with trades on the activities and construction effort needed to achieve progress safely, within schedule and budget • Plan, develop and organize the construction effort to formulate the most cost-effective plan to support schedule and cost • Ensure all changes to specifications, work scope and drawings are documented • Review man hours and duration forecasts to completion and resource requirements • Monitor construction productivity and schedule performance and investigate reasons for less than satisfactory performance • Manage schedule, cost-to-completion (CTC) and POC together with Senior / Project Manager • Conduct progress meetings to manage issues • Responsible for planning, scheduling and costing • Support in project tender when called upon or any other adhoc project duties as required 	<ul style="list-style-type: none"> • 5-day work week • 7.25am to 5pm • 16 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Handle warranty issues • Manage customer expectations at site and maintain good customer relationships 	
Technician, Engine Service Centre-Benoi	<ul style="list-style-type: none"> • NTC or Higher NTC in Mechanical or Marine related field. • Possess basic understanding of basic components and functions of mechanical engines or diesel engines. • Able to read simple drawings and service reports. • Able to use measurement tools such as Bore Gauge. • Willing to work in an outdoor environment on site. • Willing to work shifts when required. • Able to work and communicate effectively in a team setting. 	<ul style="list-style-type: none"> • Carry out general repair and maintenance of engines onboard vessels or in workshops. • Dismantle and troubleshoot for marine engine defects. • Perform repair and /or replacement of engine's components spare parts • Perform alignment checks and reassemble the engine parts. • Perform testing of equipment to ensure smooth operation. • Perform test run and report to superior on the job completion status. 	<ul style="list-style-type: none"> • 5-day work week • 7.25am to 5pm • 16 Benoi Road

12. Strategic Marine

Headquartered in Singapore, Strategic Marine (S) Pte Ltd ("Strategic Marine") is a dynamic shipbuilding company with an international book of business and is renowned for producing quality, high performance commercial and defence and security vessels for markets across the globe. Strategic Marine eventually broaden its global footprints and expanded operations to Singapore in 1998, entering into a Singapore joint venture to deliver an order of more than 70 vessels for the Singapore Coast Guard and the Malaysian Water Police. Over the years, Strategic Marine has successfully built and delivered over 600 high-quality vessels to satisfied clients all over the world. These vessel types range from Oil and Gas Vessels, Offshore Wind Service Vessels, Maritime Security Vessels, Passenger and Tourism Vessels as well as several types of Workboats. Strategic Marine's growing portfolio has seen the company's capabilities expand to offer larger, purpose-built steel vessels. Beyond shipbuilding, the company offers Service and Maintenance, Fabrication and Engineering, Marine Logistics services and Financial Services and Solutions for its products – providing a turnkey, hassle-free, end-to-end solutions to clients.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Accounts Assistant	<ul style="list-style-type: none"> Team player, meticulous, independent with a good working attitude Minimum diploma in Accounting or its equivalent 	<ul style="list-style-type: none"> Posting AP invoices and process of AP payments Perform Monthly / Quaterly Vendor Reconciliation Assist in audit and tax, liaise with auditor and tax agent for information/queries requested Liaise with bank and other internal and external parties on company related issues Execute any other tasks as assigned by the reporting manager. 	<ul style="list-style-type: none"> 5-day work week 8am – 5pm 5 Benoi Road
Commercial Estimator	<ul style="list-style-type: none"> Minimum 5-10 years' experience in a similar role with proven track record within similar industry (Engineering, Ship Building, Heavy Manufacturing, Oil and Gas) Past experience in new build aluminum vessel cost estimate and ability to write shipbuilding technical specifications is highly desirable Attention to detail Good time management skills Able to multi-task under a fast-paced environment while maintaining accuracy in cost estimate and technical proposal 	<ul style="list-style-type: none"> Ensure technical proposal write up is accurate and according to latest rules and regulations Source, negotiate and obtain best prices and quotes from vendors and subcontractors Review terms and conditions of subcontractors and vendors' quotes Submit and perform ship building projects cost estimation for management approval Understand shipbuilding process, classification societies regulations and statutory rules Prepare well written detailed technical specifications write up proposal for new build aluminium and steel vessels Study projects specification to understand customer's requirement 	<ul style="list-style-type: none"> 5-day work week 8am – 5pm 5 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Critical-thinker and problem solver • Experience in the management of commercial and defence shipbuilding proposals • Ability to produce and present complex solutions of between USD\$5M to USD\$100M in value • Formal management or engineering qualifications highly desirable • High level of presentation skills • Performance and outcome orientation • Commercial acumen • Strong networks in industry • Commitment to continuous improvement, teamwork and open communications 	<p>by identifying project requirements, labour, and material costs</p> <ul style="list-style-type: none"> • Interpret blueprints and analyse related applicable documents to prepare estimates • Work closely with vendors, sub-contractors, engineers, and naval architects, external ship designer and classification societies during estimate creation to ensure overall accuracy • Adhere to company standard and guidelines when providing cost estimate focusing on maximising profit while mitigate any potential risks to the company • Conduct Cash flow budgeting • Assist sales team in tender preparation transactions • Support sale teams with project pricing in a timely manner • Maintain thorough records of all project documentation • Perform any Ad-hoc tasks 	
Design Engineer	<ul style="list-style-type: none"> • Degree or Diploma in Naval Architecture, Engineering, or similar disciplines • Minimum 5 years' drafting experience in ship/boat design • Experience in understanding design across a range of vessel types, in particular HSC Code 2000 • Experience with latest ACAD and other drafting/design programs • Experience with all facets of ship design in a production environment supporting several projects • Passion for quality work and desire for improvement • Independent, Objective-driven, Reliable, and Motivated • Excellent grasp of the English language. 	<ul style="list-style-type: none"> • Generate the design information required for construction and ensure compliance to rules and regulations as defined in the specifications. • Provide technical and design expertise • Possess understanding of Class and Flag requirements • Perform Scheduling of deliverables to support project schedule • Produce detailed schematic drawings and construction drawings for vessel systems • Update as built drawings • Adhere to company design standards • Provide continual improvements to design with relevance to industry standards • Liaise with project teams and supervisors for information • Work with external designers, suppliers and contractors • Interaction with Classification Societies and other relevant regulatory authorities 	<ul style="list-style-type: none"> • 5-day work week • 8am – 5pm • 5 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Clear understanding of model/paper space in a CAD environment • Exceptional attention to detail • Demonstration of sensitivity to culturally diverse environments • Ability to devise and implement innovative work practices aimed at improving productivity • Excellent organizational skills with a strong focus on achieving results 	<ul style="list-style-type: none"> • Communicate regularly with Senior Operations Manager 	
HSE Coordinator	<ul style="list-style-type: none"> • Degree or Diploma in Engineering, or similar disciplines • Project Management Certification (PMP, PRINCE2) • Minimum 5 years of project engineering experience • Understanding of ship systems and able to interpret engineering drawings • Knowledge in use of MS Office 	<ul style="list-style-type: none"> • Assist in reviewing and updating Company's Safety Management System manual and support safety programs/ initiative • Assist in preparing and implementing safe work procedure and risk assessment • Assist in incident investigation, analysing and determining the root cause of reported incidents • Provide support on daily operations relating to Workplace Safety and Fire Safety • Conduct daily site recces and inspections with relevant personnel • Conduct in-house HSE training and Induction • Prepare HSE related reports as assigned • Proactive and willing to take up challenges • Perform Any other duties as assigned 	<ul style="list-style-type: none"> • 5-day work week • 8am – 5pm • 5 Benoi Road
Management Trainee	<ul style="list-style-type: none"> • Bachelor's degree in business administration, Management, or a related field • Recent graduates or candidates with up to 2 years of work experience are welcome • Strong analytical and problem-solving skills • Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> • Participate in structured training and rotational assignments across departments (e.g., Operations, Sales, HR, Finance, etc.) • Assist department heads with daily operations, project management, and strategic initiatives • Analyze data, prepare reports, and present findings to management • Attend meetings, workshops, and team activities to be exposed to decision-making processes 	<ul style="list-style-type: none"> • 5-day work week • 8am – 5pm • 5 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Proactive, eager to learn, and adaptable to change • Ability to work collaboratively in a team environment • Willingness to travel or relocate, if required (optional based on role) 	<ul style="list-style-type: none"> • Collaborate with cross-functional teams to solve problems and drive efficiency • Work on assigned projects and contribute to continuous improvement efforts • Shadow experienced staff to gain insight into leadership and operational responsibilities 	
Naval Architect	<ul style="list-style-type: none"> • Degree or Diploma in Naval Architecture, Mechanical or Marine Engineering • 5 years' experience in a design office or shipyard environment • Experience in ship systems engineering • Experience in design of engineering mechanical components • Experience in aluminium and steel vessels • Knowledge of Classification Society regulations • Experienced in AUTOCAD 2D and 3D, Rhinoceros, Solidworks or other equivalent 3D software and Microsoft Office Suite 	<ul style="list-style-type: none"> • Preliminary vessel concept work for tendering • Prepare 2D and 3D drawings/models for construction • Perform Engineering system calculations to various classification society rules • Prepare and review production drawings for construction • Follow approved company processes as defined in the Strategic Marine Business Management System • Assist in the development of design office standards / procedures • Able to take on project management tasks • Ensure OHSE policies and guidelines are carried out • Provide regular communications to the Design Manager • Attend Design and Project meetings and conference calls • Provide info on work accomplished for B.O.D. reports on monthly basis to the Design Manager • Ensure proper filing and documentation of drawings, calculations and other project documents in the design server • Maintain an accurate project design register • Provide weekly timesheets to Accounts and Design Manager 	<ul style="list-style-type: none"> • 5-day work week • 8am – 5pm • 5 Benoi Road
Pantry Assistant	<ul style="list-style-type: none"> • Prior experience in a similar role preferred (but not mandatory) • Ability to maintain cleanliness and hygiene standards 	<ul style="list-style-type: none"> • Prepare and serve beverages such as coffee, tea, and water for staff and guests • Ensure pantry area is clean, tidy, and well-stocked at all times 	<ul style="list-style-type: none"> • 5-day work week • 8am – 5pm • 5 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Friendly, helpful, and service-oriented attitude • Basic knowledge of using kitchen appliances (e.g., kettle, coffee machine) • Able to work independently and manage time well • Physically fit and able to be on your feet for extended periods 	<ul style="list-style-type: none"> • Replenish pantry supplies (e.g., snacks, coffee, tea, sugar, utensils, paper cups) • Wash and clean cups, plates, and utensils used in the pantry or meeting rooms • Support meeting setups by preparing refreshments or light snacks, as needed • Dispose of trash properly and ensure cleanliness of pantry bins • Assist with light office cleaning duties, such as wiping tables or assisting with event setups (if required) • Monitor and report low stock levels to Admin/HR for timely replenishment 	
Project Engineer	<ul style="list-style-type: none"> • Degree or Diploma in Naval Architecture, Engineering, or similar disciplines • Min 5 years drafting experience in ship/boat design • Experience in understanding design across a range of vessel types, in particular HSC Code 2000 • Experience with latest AUTOCAD and other drafting/design programs • Experience with all facets of ship design in a production environment supporting several projects • Passion for quality work and desire for improvement • Independent, Objective-driven, Reliable, and Motivated • Excellent grasp of the English language. • Clear understanding of model/paper space in a CAD environment • Exceptional attention to detail • Demonstration of sensitivity to culturally diverse environments 	<ul style="list-style-type: none"> • Assist the Project Manager in producing, analysing and accepting design and technical details • Assist the Project Manager in developing, managing and overseeing a safety management system for projects across the organisation • Provide Engineering support to project, production and yard staff as directed by Project Manager. • Provide technical expertise during design activities and reviews. • Produce technical documentation as required to support daily operations and tendering activities • Coordinate stakeholder activities during construction phases of projects not limited to clients, suppliers and contractors • Create and maintain a culture of continuing improvement in safety performance and awareness across teams & work areas • Execute Project Plan assigned by Project Manager. 	<ul style="list-style-type: none"> • 5-day work week • 8am – 5pm • 5 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	<ul style="list-style-type: none"> • Ability to devise and implement innovative work practices aimed at improving productivity • Excellent organizational skills with a strong focus on achieving results. 		
Senior Naval Architect	<ul style="list-style-type: none"> • Minimum 10 years' experience as a Senior Design Engineer or Naval Architect. Proven history working within the Shipbuilding industry. • Formal Naval Architect or Marine Engineering qualifications. • Sound working knowledge of Classification Society Rules and Flag Regulations. • High level negotiation and dispute resolution skills. • Performance and outcome orientation. • Excellent interpersonal and leadership skills. • Experienced in contractual management. • Strong network of industry suppliers, subcontractors and contacts. • Mature and patient. Ideally experienced in working with other cultures. • Commitment to continuous improvement, safety, teamwork and open communications. 	<ul style="list-style-type: none"> • Ensure vessel designs meet all contractual requirements and specifications. • Provide oversight of the technical review process for the procurement of all main equipment and materials. • Provide oversight of dealings with classification societies, flag states and any relevant regulatory bodies. • Responsible for the successful resolution of technical issues with OEMs, Client, Classification Societies and Flag states. • Technical Expertise: Serve as a subject matter expert on classification society rules, flag state regulations, and industry standards. • Lead weight management and control throughout the vessel construction process. • Oversee Inclining Experiments and Lightship Surveys. • Provide expertise on Sea Trials protocols, including vessel loading conditions. • Identify and communicate process and product improvements to enhance vessel performance and quality. • Leadership & Team Management: Provide leadership, coaching, and mentorship to all engineering team members. • Collaborate closely with the General Manager, Engineering, and Senior Management to align objectives. • Develop and maintain a strong network of industry suppliers, subcontractors, and professional contacts. • Manage high-level contracts, negotiations, and dispute resolution. 	<ul style="list-style-type: none"> • 5-day work week • 8am – 5pm • 5 Benoi Road

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<ul style="list-style-type: none"> • Interpersonal Management : Communicate effectively by actively listening, clearly conveying information, and providing constructive feedback to all staff levels. • Build trust and rapport through genuine, respectful, and dependable interactions. • Liaise with shipyard personnel and management to ensure product performance aligns with organizational goals. • Maintain and cultivate key external relationships with partners, customers, contractors, suppliers, and official bodies. • Represent the company in negotiations, balancing assertiveness with realistic compromises. • Information & Project Management : Develop and maintain a comprehensive understanding of vessel/product specifications and performance, educating internal and external stakeholders as needed. • Ensure awareness of relevant classification and survey body rules impacting quality and performance. • Oversee project documentation, reporting, and information management. • Understand the scope and impact of decisions across departments, projects, and business areas, assisting Project Managers in quantifying implications • Personal & Professional Development : Actively pursue opportunities for professional growth and development. • Demonstrate personal accountability in achieving objectives. Stay updated on industry best practices 	

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