Job Fair @ Queenstown

30th Oct 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

Participating Companies

Legend: 💼 – PMET Roles

[Click on the specific role to view more details]

#1 AC Hesed 6

- F&B Brand Executive 💼 6
- F&B Brand Manager 💼 7
- F&B Commissary Production Crew (midnight shift 8pm to 6am) 8
- F&B Delivery Driver (early shift 4am start) 8
- F&B Kiosk Area Manager 💼 8
- F&B Kiosk Service Crew(FT/PT/Perm PT) 9
- F&B Kiosk Store Manager 💼 10
- F&B Kiosk Store Supervisor 10
- HR & Admin Executive 💼 11

#2 Amara Hotels and Resorts 12

- Assistant Housekeeper 💼 12
- Assistant Restaurant Manager 💼 12
- Banquet Operations Manager 💼 12
- Guest Service Executive 💼 13
- Guest Service Manager 💼 13
- M&E Technician 13
- Public Attendant 14
- Restaurant Executive 💼 14
- Restaurant Manager 💼 14
- Senior Room Attendant 15
- Senior Security Officer (Hotel) 15
- Senior Security Officer 15
- Waiter/ Waitress 15

#3 Cedele 16

- Assistant Outlet Manager 💼 16
- Outlet Manager 💼 16
- Team Member 17
- Trainee Manager 💼 17

#4 ISS Facilities Services 18

- Butler (Healthcare Services) 18

Legend: 💼 – PMET Roles

- Driveway Officer 19
- Facilities Coordinator 💼 20
- Facility Executive 💼 21
- Health Attendant 22
- Housekeeping Supervisor 23
- Mailroom/ Senior Mailroom Executive 26
- Office Cleaner 27
- Operations Executive 💼 27
- Porter (FT/PT) 28
- Technical Officer 💼 29
- Workplace Coordinator 💼 30
- Workplace Experience Lead 💼 30

#5 Mcdonald's Singapore 31

- Evening Crew 31
- Restaurant Management Trainee 💼 32
- Service Crew (FT/PT) 33

#6 MyQueen Asia 34

- Healthcare Assistant / Infant Carer (FT/PT) 34

#7 Republic of Singapore Yacht Club 35

- Forklift Operator 35
- Housekeeping Supervisor 35
- Linen Attendant 36
- Security Officer 36
- Waiter/ Waitress & Bartender 37

#8 Savills Property Management 38

- Account Admin Assistant 38
- Account officer (PM) 💼 39
- Admin Assistant / Executive 39
- Assistant Facilities Manager 💼 41
- Cleaners 43
- Cleaning Supervisor 43
- Facility Manager 💼 44

Legend: 💼 – PMET Roles

- Facility Officer 💼 45
- Key Account Manager (Cleaning) 46
- Strata Commercial Manager 💼 48
- Strata Residential Executive M&E 💼 49
- Strata Residential Manager 💼 49
- Strata Residential Officer / Executive 💼 51

#9 Select Group 54

- Canteen Assistant- Changi North (PT) 54
- Canteen Assistant- Changi Airport (PT) 54
- Canteen Assistant -Jurong West (PT) 54
- Cleaner 55
- Drink Stall Assistant (PT) 55
- Drink Stall Supervisor (Foodcourt) 💼 55

#10 SuperClean SG 57

- Indoor Cleaner (FT/PT) 57

#11 UEMS Solutions 58

- Healthcare Attendant (TTSH) 58
- Healthcare Attendant (SKH) 59
- Healthcare Porters 59
- Housekeepers 60
- Housekeeping Team Leader / Supervisor 61
- Meal Service Associate 61
- Operations Executive 💼 62
- Public Area Cleaners 63
- Room Attendant 63
- Visitor Service Associate 64

#12 WSH Experts 64

- Airport Baggage Handler 64
- Assistant Library Officer 65
- Class 3 Driver 65
- Class 4 Driver 65
- Call Centre Operator 66

Legend: 💼 – PMET Roles

- Cleaners 66
- Enforcement Officer 67
- Fueler 67
- Reception / Admin Assistant 67
- Resident Technical Officer (RTO) 💼 68
- Senior Investigations Officer 💼 69
- Service Ambassador 69
- Site Inspector (Construction) 💼 70
- Warden (PT) 70

e2i Services 70

Legend: 💼 – PMET Roles

#1 AC Hesed

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
F&B Brand Executive 💼	• Brand Management, Marketing Campaigns & Promotions • Product Launches & Menu Development • Digital & Social Media, Customer & Market Insights • In-Store Brand Execution • Commercial & Sales Support • Brand Partnerships & Activations • Marketing Budget & Administration • Reporting & Performance Tracking	• We are looking for a creative, commercially minded, and execution-focused Food Brand Executive to support the development and growth of our food brand. • The Food Brand Executive will be responsible for translating the brand strategy into effective marketing campaigns, product launches, promotional activities, content, customer engagement, and in-store execution. • The role works closely with Operations, Product Development, Design, Sales, and external partners to ensure the brand remains relevant, consistent, and commercially successful. • The ideal candidate combines food industry passion, marketing creativity, strong execution skills, and commercial awareness. • The Food Brand Executive is responsible for turning the food brand's strategy into compelling customer experiences and commercially effective marketing activities. • The role sits at the intersection of Brand × Product ×Marketing × Customer × Operations, ensuring that every campaign, product launch, promotion, and customer touchpoint strengthens the brand while contributing to sustainable business growth.	• **Working Hours:** 5 days/ week 44 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 230 Pandan Loop S128415

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
F&B Brand Manager 💼	• Brand Management, Marketing Campaigns & Promotions • Product Launches & Menu Development • Digital & Social Media, Customer & Market Insights • In-Store Brand Execution • Commercial & Sales Support • Brand Partnerships & Activations • Marketing Budget & Administration • Reporting & Performance Tracking	• We are looking for a creative, commercially minded, and execution-focused Food Brand Manager to support the development and growth of our food brand. • The Food Brand Executive will be responsible for translating the brand strategy into effective marketing campaigns, product launches, promotional activities, content, customer engagement, and in-store execution. • The role works closely with Operations, Product Development, Design, Sales, and external partners to ensure the brand remains relevant, consistent, and commercially successful. • The ideal candidate combines food industry passion, marketing creativity, strong execution skills, and commercial awareness. • The Food Brand Executive is responsible for turning the food brand's strategy into compelling customer experiences and commercially effective marketing activities. • The role sits at the intersection of Brand × Product ×Marketing × Customer × Operations, ensuring that every campaign, product launch, promotion, and customer touchpoint strengthens the brand while contributing to sustainable business growth.	• **Working Hours:** 5 days/ week 44 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 230 Pandan Loop S128415

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
F&B Commissary Production Crew (midnight shift 8pm to 6am)	• Doughnut Production • Food Preparation & Handling • Quality Control • Food Safety & Hygiene • Packing & Dispatch • Inventory & Stock Management • Teamwork & General Operations	• The Doughnut Commissary Production Crew is responsible for the daily preparation and production of doughnuts and related food products at the central commissary. • The role ensures that all products are prepared according to established recipes, quality standards, food safety requirements, and production schedules, so that outlets receive fresh, consistent, and high-quality products.	• **Working Hours:** 6 days/ week 44 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 230 Pandan Loop S128415
F&B Delivery Driver (early shift 4am start)	• Delivery & Transportation • Loading & Unloading • Delivery Accuracy & Documentation • Vehicle Maintenance & Safety • Food Safety & Hygiene • Outlet Support & Customer Service • Inventory & Logistics Support • Other Duties	• The Doughnut Delivery Driver is responsible for the safe, timely, and efficient delivery of freshly prepared doughnuts, ingredients, packaging materials, and other supplies from the commissary/central kitchen to the company's outlets and other designated locations. • The role requires a strong sense of responsibility, punctuality, careful product handling, and good customer service. • The driver must ensure that all deliveries are completed accurately and that products arrive at the outlets in good condition and within the required delivery schedules.	• **Working Hours:** 6 days/ week 44 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 230 Pandan Loop S128415
F&B Kiosk Area Manager	• Area Operations Management • Sales & Profitability • Store Manager Leadership & Development • Manpower & Workforce Planning • Customer Experience	• We are seeking an experienced, commercially driven, and people-focused Food Kiosk Area Manager to oversee the performance and operations of multiple food kiosk outlets within an assigned area.	• **Working Hours:** 6 days/ week 54 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Food Quality • Safety & Hygiene • Inventory & Cost Management • Financial Controls • Performance Monitoring & Reporting • New Outlet Opening & Business Projects	• The Area Manager will be responsible for sales growth, profitability, operational excellence, people development, food safety, customer experience, and compliance across all assigned kiosks. • The role requires a hands-on leader who can translate company strategies into consistent execution at store level while developing Store Managers and building high-performing teams. • The Area Manager is accountable for the performance of multiple kiosks — developing Store Managers, driving sales and profitability, ensuring operational consistency, maintaining food safety and customer service standards, and building a strong pipeline of capable leaders. • The key measure of success is not only how well the Area Manager manages individual outlets, but how effectively they develop Store Managers and create a consistent, scalable, and high-performing operation across the entire area.	
F&B Kiosk Service Crew(FT/PT/ Perm PT)	• Customer service (Attend to customer) • Cashiering & sales (manage the pos system and transactions) • Food Preparation • Inventory support	• We are looking for a friendly, responsible, and service-oriented Food Kiosk Service Crew to join our team on a full-time basis • The successful candidate will be responsible for providing excellent customer service, preparing and serving food and beverages, maintaining cleanliness, and supporting	• **Working Hours:** **FT:** 6 days/ week 44 hr / week, **PT:** 3 days/week, 20 hr/week, **Perm PT:** 5 days/week,

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		the smooth day-to-day operation of the kiosk	34 hr /week • **Employment Type:** Full Time • **Job Type:** Permanent
F&B Kiosk Store Manager	• Store Operations & Management • Sales & Business Performance • People Management & Leadership • Customer Experience • Food Quality • Safety & Hygiene • Inventory • Purchasing & Cost Control • Financial Controls • Reporting & Administration	• We are looking for a hands-on, commercially driven, and people-focused Food Kiosk Store Manager to take full responsibility for the day-to-day operations and overall performance of the kiosk • The Store Manager will lead the team, drive sales and profitability, maintain high standards of food quality and hygiene, manage inventory and costs, and ensure an exceptional customer experience • The successful candidate should be a strong operator who can balance people, service, quality, and business performance • The Store Manager is accountable for the overall success of the kiosk — leading the team, delivering excellent customer service, driving sales, controlling costs, maintaining food quality and safety, and ensuring consistent operational excellence.	• **Working Hours:** 6 days/ week 54 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent
F&B Kiosk Store Supervisor	• Store Operations • Team Supervision & Staff Management • Customer Service • Food Safety &Hygiene • Inventory Control • Sales & Business Performance	• We are seeking a responsible, hands-on, and customer-focused Food Kiosk Store Supervisor to oversee the daily operations of our food kiosk. • The Store Supervisor will lead the service crew, ensure smooth and efficient store	• **Working Hours:** 6 days/ week 44 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Reporting & Administration	operations, maintain food quality and hygiene standards, and deliver an excellent customer experience. • The ideal candidate should be confident in managing people, comfortable working in a fast-paced food service environment, and able to take ownership of the kiosk's daily performance.	
HR & Admin Executive	• HR Administration, Recruitment & Onboarding • Payroll & Attendance Administration • Employee Relations & Engagement • Training & Development • Performance Management • Staff Welfare & Benefits • Office & Administrative Support • Outlet & Operations Support • HR Compliance & Confidentiality • HR Reporting & Analysis	• We are seeking a well-organised, people-oriented, and detail-focused HR & Admin Executive to support the company's human resources and administrative functions • The role will be responsible for HR administration, recruitment, employee records, payroll coordination, staff engagement, office administration, and operational support. • The ideal candidate should be hands-on, dependable, discreet, and comfortable working in a fast-paced food & beverage environment with a mix of office and outlet-based employees. • The HR & Admin Executive plays a key role in ensuring that the company has the right people, processes, and administrative support to operate effectively. • The role combines HR administration × recruitment × employee support × payroll coordination × compliance × office administration, with a strong focus on accuracy, responsiveness,	• **Working Hours:** 5 days/ week 44 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 230 Pandan Loop S128415

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		confidentiality, and employee experience.	

#2 Amara Hotels and Resorts

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Housekeeper 💼	• Guest oriented and detailed focused. • Able to work on shifts, weekends and public holidays	• Assist housekeeping in overseeing daily housekeeping operations.	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Larkhill Road S099394
Assistant Restaurant Manager 💼	• Good communications and interpersonal skills	• Ensure smooth daily operations in the restaurant & bar	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Larkhill Road S099394
Banquet Operations Manager 💼	• Minimum least 3 years of F&B experience with strong background in banquet operations. • Service orientated with an eye for details. • Able to work on shifts, weekends and public holidays.	• Oversee and manage the hosting of banquets to provide excellent guests experience. • Ensure daily administration and operations requirements of the banquet department.	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• **Location:** 1 Larkhill Road S099394
Guest Service Executive 💼	• Experience in customer service preferred	• Greet guests warmly and perform registration procedures.	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Larkhill Road S099394, 165 Tanjong Pagar Road S088539
Guest Service Manager 💼	• Minimum 3 years of experience in similar capacity	• Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests ensuring pleasant and enjoyable experiences	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 165 Tanjong Pagar Road S088539
M&E Technician	• Skilled and knowledgeable in M&E maintenance and is able to troubleshoot M&E	• Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 165 Tanjong

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Pagar Road S088539
Public Attendant	• Able to work on shifts, weekends and public holidays.	• Maintain cleanliness of the resort in accordance with procedures & guidelines.	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Larkhill Road S099394
Restaurant Executive 💼	• Service oriented with excellent interpersonal and communication skills. • Able to work on shifts, weekends and public holidays.	• Assist in supervision of daily operations of the outlet. • Establish rapport with guests to ensure service excellence.	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Larkhill Road S099394
Restaurant Manager 💼	• Minimum 3 years experience in F&B. • Strong communication, problem solving and people skills. • Able to work on shifts, weekends and public holidays.	• Ensure smooth daily operations in the restaurant & bar	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 165 Tanjong Pagar Road S088539

Legend: 💼 – PMET Roles

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Room Attendant	• Able to work on shifts, weekends and public holidays.	• Maintain cleanliness of the guest rooms in accordance with procedures & guidelines.	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Larkhill Road S099394
Senior Security Officer (Hotel)	• Experience as a security in hotel. • Able to work on shifts, weekends and public holidays.	• Ensure safety and security of hotel guests & staff. • Conduct regular patrolling & investigations.	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Larkhill Road S099394
Senior Security Officer	• Minimum 1 year of experience	• Ensure security policies and procedures are carried out.	• **Working Hours:** 6 days/ week, Rotating shifts • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 165 Tanjong Pagar Road S088539
Waiter/ Waitress	• At least 1 Year(s) of working experience in the related field is required for this position.	• Provide friendly, excellent and professional service to all guests. • Responsible for handling food and beverage orders and serving guests.	• **Working Hours:** 6 days/ week, Rotating shifts

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work on shifts, weekends and public holidays.	• Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests. • Possess knowledge to upsell, well-versed in all aspects of the menu.	• **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 165 Tanjong Pagar Road S088539

Click Here for Table of Content

#3 Cedele

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Outlet Manager	• Requires leadership skills, operational knowledge, and the ability to supervise staff effectively. • Must ensure smooth daily operations, maintain product quality, and uphold service standards. • Strong communication, organizational skills, and commitment to Cedele's values are essential for supporting the Outlet Manager and fostering a positive team environment.	• As an Assistant Outlet Manager, you support the Outlet Manager in overseeing daily operations, ensuring smooth service, and upholding Cedele's values of sustainability and mindful preparation. • You will supervise team members, manage schedules, and monitor product quality. Strong leadership, problem-solving, and communication skills are essential. • This role provides the opportunity to develop managerial expertise while contributing to a positive workplace culture and customer satisfaction.	• **Employment Type:** Full Time • **Job Type:** Permanent
Outlet Manager	• Requires proven leadership, strategic thinking, and operational excellence. • Must oversee staff, manage inventory, and ensure customer	• The Outlet Manager leads the outlet team, ensuring operational excellence and alignment with Cedele's philosophy of Eat Well, Be Well.	• **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	satisfaction while driving outlet performance. • Strong problem-solving, communication, and organizational skills are critical. • Commitment to Cedele's mission of Honestly Sourced, Mindfully Made ensures delivery of wholesome food experiences and brand integrity.	• You will be responsible for staff management, customer service, inventory control, and overall outlet performance. • This role requires strategic thinking, leadership, and a commitment to delivering food that is Honestly Sourced and Mindfully Made. • As a key representative of the brand, you will inspire your team, drive results, and create meaningful dining experiences for customers.	
Team Member	• Requires enthusiasm for customer service, teamwork, and attention to detail. • Must be able to handle food preparation, maintain cleanliness, and support daily operations. • A positive attitude, willingness to learn, and commitment to Cedele's values of Honestly Sourced, Mindfully Made are essential for delivering wholesome food experiences.	• As a Team Member at Cedele, you play a vital role in delivering wholesome food experiences to our customers. • You will assist in daily operations, from preparing and serving products that are Honestly Sourced and Mindfully Made to maintaining a clean, welcoming environment. • This role requires teamwork, attention to detail, and a passion for quality service. • You will learn the fundamentals of our brand philosophy, "Eat Well, Be Well," while building skills in customer care and food handling.	• **Employment Type:** Full Time • **Job Type:** Permanent
Trainee Manager	• Requires strong motivation to grow into leadership roles. • Must demonstrate adaptability, problem-solving skills, and the ability to support outlet operations. • A passion for guiding teams, learning management practices,	• The Trainee Manager role is designed for individuals eager to grow into leadership positions. • You will undergo structured training to understand outlet operations, team management, and Cedele's commitment to crafting food free from artificial additives. • Responsibilities include supporting outlet	• **Employment Type:** Full Time • **Job Type:** Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and upholding Cedele's philosophy of Eat Well, Be Well is key to progressing toward future managerial responsibilities.	performance, guiding team members, and ensuring service standards are met. • This role offers hands-on learning, mentorship, and career progression opportunities, preparing you to become a confident and capable manager.	

#4 ISS Facilities Services

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Butler (Healthcare Services)		• Report to Butler Service Supervisor, ISS's Contract Manager and Manager of GS Department • Comply with personal hygiene guidelines, uniform, do's and don'ts • Observe food hygiene • Manage and ensure cleanliness and upkeep of pantry and facility • Taking of patient meal order • Preparation and serving of meals (breakfast, lunch and dinner) and 3 tea-breaks (morning, afternoon and supper) to patients • Day to day interaction with patient, nursing and hotel's kitchen for feedback, improvement and service recovery • Coordinate with hotel's kitchen on accurate and timely delivery of patient meal and collection soil crockery Assist Supervisor to ensure sufficient pantry supplies	• **Working Hours:** 6 days/ week 7am - 4pm • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Ensure butler practice, "First-in, first-out" on supplies and crockery use • Assist Supervisor to conduct OJT for new staff before deployment • Report facility defects and "lost and found" • Ensure work, health safety and hygiene of staff at workplace • Assist Supervisor to conduct incident investigation • Provide timely feedback to Supervisor, Executive and Contract Manager	
Driveway Officer	• Able to commence work immediately	• Monitor and manage vehicular and pedestrian traffic flow within designated areas. • Alleviate congestion and ensure efficient movement of vehicles and pedestrians. • Coordinate with security personnel to optimize traffic flow during peak hours and special events. • Provide clear and accurate directions to patients, visitors, and public regarding the location of specialist clinics, diagnostic/lab facilities, and amenities. • Assist individuals in identifying the most convenient routes to their destinations, considering factors such as distance and accessibility. • Deliver exceptional customer service by greeting and welcoming visitors in a professional and friendly manner. • Anticipate the needs of patients and proactively offer	• **Working Hours:** 5.5 days/ week 7am - 4pm, 7am – 12pm • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		assistance to enhance their overall experience. • Respond promptly to inquiries, requests for information, and concerns related to traffic flow and wayfinding.	
Facilities Coordinator 💼	• Diploma or degree in Facilities Management, Business Administration or related field. • At least 1 to 3 years of experience in facilities or real estate management. • Proficient in MS Offices (Excel, Word, Outlook). • Understanding of IFM services (e.g HVAC, Janitorial, M&E, workplace management). • Knowledge of contract management, vendor invoicing and budget tracking. Ability to understand client needs and align service delivery accordingly. • Attention to details, communication, and time management. • Good numeracy and accuracy in data handling. • Strong communication and interpersonal skills and display positive and willing to help attitude. • Comply with client security and access control requirements • Willing to uphold client standards for safety and efficiency	• Assist onsite Facilities Manager with daily administrative tasks. • Maintain and organize facility related documentation and records. • Coordinate with vendors for services like cleaning, M&E and landscape maintenance. • Track and document vendor service schedules and liaise with client on the service arrangement. • Assist in preparing purchase orders and tracking expenditures. • Support invoice processing and delivery of goods and services. • Log and follow up on service request and ensure timely resolution with the onsite technician and event assistant. • Manage client office meeting suite bookings and another meeting room requests. • Coordinate with technician cum Event Assistant on event setup requirement and ensure setup are complete according to requirement of requestor. • Act as a point of contact for facility related issues. • Monitor maintenance activities and ensure they align with the SLAs.	• **Working Hours:** 5.5 days/ week 8am - 5pm 8am - 1pm • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Support safety and compliance checks as directed by client • Assist in compiling data for monthly/weekly facility reports • Support incoming delivery for client where necessary. • Support any administrative duties assigned.	
Facility Executive 💼	• Diploma in Facilities management, Administration, or related field. • Minimum 3 years' experience in operations, facilities, or healthcare support services. • Knowledge of infection control, housekeeping standards, and facility management. • Familiarity with IT platforms (ETMS, eStaff Portal, etc.) and project coordination. • Strong organizational, problem-solving, and stakeholder management skills.	• Manage and oversee day-to-day operational activities including: • Infection control, housekeeping, pest control, and facility inspections • Vaccination administration and record updates • Staff training coordination, training matrix updates, and new joiner onboarding • Inventory management: ordering, preparation of consumables, machinery, and stock control • Contracts and vendor management (e.g., quotation requests, service agreements) • Updating and maintaining MSDS & SDS documentation • Support internal/external audits and ensure compliance with NUHS cluster requirements. • Oversee housekeeping services and attendance monitoring • Approve staff attendance and update management records in the Employee Time Management System (ETMS) • Ensure timely completion of terminal cleaning and housekeeping projects	• **Working Hours:** 5.5 days/ week 8am - 5pm, 8am - 1pm • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Plan and monitor manpower deployment according to operational needs. • Support setup, implementation, and maintenance of operational IT systems, including: • eTEMS, SJT, ePeriodic, eStaff Portal • Coordinate and monitor new project rollouts (e.g., BPJ) • Collaborate with IT and OSS teams to update and streamline processes. • Track and report on operational KPIs including: • Housekeeping attendance • Terminal cleaning completion • Project timelines and outcomes • Provide regular updates to management on progress, issues, and improvement areas. • Handle ad hoc operational matters as requested by OSS or management. • Ensure all responsibilities align with organizational policies and regulatory standards.	
Health Attendant	• No experience required; training will be provided. • Experience in healthcare, housekeeping, cleaning, hospitality, or support services is an advantage. • Physically fit and able to perform manual duties. • Able to communicate and read basic English. • Positive attitude and willingness to learn.	**(1) Health Attendant - Hospital Ward (Day Shift)** • Cleaning of commode chair (Wed/soiled). • Top up supplies (apron, glove, etc.). • Patient pantry cleaning (basin, fridge, table, etc.). • Ensure all patient drink/dry ration not expired. • Push AGV food/linen cart to designated place. • Top up patient (shirt, blanket) to trolley cabinet.	• **Working Hours:** 6 days/ week 7am - 7pm • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Comfortable working in a hospital environment • Able to work 12 hours shift • Able to work rotating shifts, weekends, and public holidays.	• Serve/remove food trays, water jug. • Sluice room cleaning (macerator/basin, etc.). • Collecting soiled linen (2x/when full). • Make ice (every Friday). • Cleaning of shower chair (top up chemical daily). • Help nursing request **(2) Health Attendant - Hospital Gym (Day Shift)** • Cleaning of commode chair (Wed/soiled). • Top up supplies (apron, glove, etc.). • Make up bed in contextual room (seldom 1 bed). • Wipe/disinfect items in gym. • Wiping/cleaning (equipment/cabinet/racks). • Cleaning of therapy bed. • Clear soiled linen. • Help therapist request.	
Housekeeping Supervisor	• Secondary School Education or closely related field with minimum 3 or more years of Supervisory experiences with emphasis on complete cleaning in a hospital environment, large • Facility services industry or large commercial contracts. • Candidates without the above minimum requirements on education but with relevant experiences can be considered for the position.	• Always project a professional image. • Practice Greet, Smile and Thank (GST) patients, staff and all who come into contact. • Ensure the team complies with grooming standards and adhere on Environment Health & Safety requirements in respect of uniforms and safety work practices as well as procedures to provide a clean, safe and pleasant working environment. • Check and update daily attendance of staff reporting for duty. • Deploy staff to respective area and ensure that all areas are adequately manned.	• **Working Hours:** 6 days/ week Rotating shift : 7am – 4pm, 8am – 5pm, 1pm – 9pm, 3pm – 11pm • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Conduct daily briefing and provide reminders and to ensure that staff are up to date with daily information and instructions. • Conduct daily inspections of all areas under supervision to ensure that all Environmental Services assignments are carried through. • Conduct thorough inspection of rooms and report substandard conditions to the relevant parties (e.g. unclean areas to housekeepers on duty, defects to FME, and if necessary to managers) to ensure that the areas conform to contractual standards. • Coordinate fault reporting and repairs between ward staff, housekeepers and FME department. Troubleshoot equipment malfunctions. • Review and ensure completion of maintenance cleaning requests is completed within the specified standards, and within the agreed time frame and frequency. • Ensure that staff supervised is issued with appropriate tools and equipment in excellent working condition to undertake their duties. • Check and update records of cleaning materials such as bath mats and mops submitted by housekeepers. Always ensure sufficient stock. • Conduct performance audit for Glo Germ for staff to ensure that cleaning	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		procedures adhere to System 8. • Check and follow up on periodic cleaning and Crash Program. • Check daily reports (e.g. FSS Daily Reports, Housekeepers Daily Worksheet Turnover Time, etc.) and follow up accordingly. • Keep track on overtime performed by housekeepers, calculate and submit the details to admin office (payroll) for processing and payment (twice monthly). • Prepare and maintain records of staff supervised (i.e. timesheets, tasks records, materials and clothing issues, etc.). • Prepare and submit daily/weekly/monthly reports and customer feedback records. • Coach and train staff in need so that their performance would meet standards stipulated. • Conduct performance appraisal, recommend for promotion or increment for deserving staff. • Enforce safety rules and regulations. Promptly report accidents / incidents to the superior without delay. • Coordinate customers' feedback and requests and ensure that there is a follow up to the complaints and requests. • Conduct patient satisfaction interviews with patients. • Attend and participate in staff meetings and training to keep	

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		track with changes in cleaning procedures and disseminate such information to staff under supervision. • Ensure the PDA's are in good working conditions at all times and to report defects to Superior if any. • Undertake any duties / projects, etc. as and when requested by the Executive/ Assistant Contract Manager/ Contract Manager. • To conduct task such as Counting Linen, Checking Inventory, Routine Checking of mattress and conduct weekly checking of sleeper unit condition. • Daily issuing of mop and return soil to laundry for washing. • Weekly distribution of stock for cleaner store. • Monthly waste audit for compliance. • To spot check on housekeeper waste disposal. • Daily submission of e-deployment.	
Mailroom/ Senior Mailroom Executive	• Minimum 5 years of relevant experience in mailroom, courier, logistics, document management, office services or workplace operations. • Experience in supervising a team and managing external service providers. • Strong organizational and administrative skills with excellent attention to detail.	• Manage daily incoming and outgoing mail, registered mail, parcels and internal document distribution. • Coordinate courier collections and deliveries, including urgent and time-sensitive requests. • Ensure confidential, legal, financial and executive documents are handled securely and with proper tracking. • Maintain accurate records and chain-of-custody for	• **Working Hours:** 5 days/ week 8.30am – 5.30pm • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good understanding of confidential document handling and information security. • Able to manage multiple priorities and work effectively in a fast-paced environment. • Strong communication, problem-solving and customer service skills. • Proactive, responsible and able to work independently with minimal supervision.	important documents and deliveries. • Manage courier service providers and monitor service quality, delivery performance and costs. • Support printing, scanning, bulk document preparation and other office service requests. • Monitor daily workload, allocate resources and ensure tasks are completed within agreed SLAs. • Prepare operational reports and track key service performance indicators. • Supervise, train and guide Mailroom Executives to ensure consistent service delivery. • Identify opportunities to improve processes, efficiency and customer experience. • Ensure all operations comply with company procedures, confidentiality requirements and information security standards.	
Office Cleaner	• Able to start immediately • Able to do OT if required	• Ensure cleanliness and disinfection of assigned areas • Waste collection and general cleaning tasks • Assist Team Leader/Supervisor as needed	• **Working Hours:** 5.5 days/ week 7am - 4pm, 7am - 12pm • **Employment Type:** Full Time • **Job Type:** Permanent
Operations Executive 💼	• Degree in any discipline. • Experience in healthcare operations, logistics or equivalent is an added advantage.	• Leads portering operations and delivers quality services to patients and staff. • Drives client satisfaction, ensuring compliance with the	• **Working Hours:** 5.5 days/ week 8am - 5pm, 8am - 1pm

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Strong leadership potential, analytical skills and adaptability as successful candidate would be placed on a fast-track career development program. • Good working attitude and ability to self-motivate. • Effective communication, interpersonal and presentation skills. • Strong proficiency in excel.	agreed contractual obligations. • Leads a team of supervisors and porters, ensuring supervision, grooming, motivation, discipline and training to the team. • Drives staff engagement, satisfaction and improves training outcomes. • Develops continuous improvement initiatives to elevate overall performance. • Audits porters on their compliance with workflow, infection control and lifting techniques. • Monitors Health, Safety & Environmental procedures and practices, and deliver strong incident management.	• **Employment Type:** Full Time • **Job Type:** Permanent
Porter (FT/PT)	• Full-time position with willingness to work 5 days per week with rotational off days. • Hourly-rated positions and night shift positions are also available. • No formal educational qualification required, candidates should be able to read, speak and write simple English. • Basic IT knowledge and ability to use smartphones and electronic systems. • Able to walk for prolonged periods. • Candidates with prior healthcare, patient transfer, portering or similar experience will have an advantage	• Provide safe, timely, and professional portering services for patients between wards, specialist clinics, departments, and external centres using wheelchairs, trolleys, or beds, ensuring proper transfer and lifting techniques at all times. • Collect, deliver, and transport medical records, patient notes, medications, blood specimens, and other items between wards, departments, pharmacy, pathology, and external institutions, ensuring accuracy, confidentiality, and secure handling at all times. • Conduct regular wheelchair collection and redistribution across designated areas to ensure sufficient availability for operational needs. • Assist with the safe transfer of patients to and from	• **Working Hours:** 5-6 days/ week **Fixed Hours** • 7.30am – 4.30pm • 8am -5pm • 12pm-9pm • 1pm–10pm • 9pm–8am(4 days work week) • 11pm–8am; **Part Time Fixed Shift Timing** 11am-3pm / 4pm-8pm / 5pm-9pm • **Employment Type:** Full Time/ Part Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Wheelchair Accessible Bus (WAB) services, ensuring patients are properly secured before each trip. • Maintain accurate daily task records and ensure proper documentation and filing. • Handle equipment and mobile devices responsibly, report defects promptly and ensure all equipment is returned after use. • Maintain cleanliness and tidiness of work areas and comply with all Health, Safety & Environmental (HSE) policies and procedures. • Report incidents promptly and provide accurate information when required. • Support productivity and service improvement initiatives to enhance operational efficiency and customer satisfaction.	• **Job Type:** Permanent
Technical Officer 💼	• Diploma in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management) • Minimum of five (5) years working experience with minimum three (3) years' experience in supervision works. • Pro-active, ability to prioritize work and achieve desired result • Independent, able to work with minimum supervision and have a good understanding of critical workflow • Able to commit to 5.5 days work week	• Ensure complete documentation of procedure and maintenance work • Review service reports and escalate any finding or action that is required • Investigate and determine root cause of faults and report • Involve in the overall maintenance of the buildings, technical inspection and audits • Manage and guide a team of Technicians in attending to breakdown calls. • Be part of the team to management energy saving and initiatives. • Provide best practices in engineering maintenance to	• **Working Hours:** 5.5 days/ week , 8am - 5pm 8am - 1pm • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to response and mobilize on site in the event whereby the breakdown requires after office hours and/or weekends.	achieve a safer environment for patients, staff and visitors	
Workplace Coordinator 💼	• Minimum 3 years of relevant experience in workplace coordination, hospitality, customer service, facilities or events. • Diploma/Degree in Hospitality, Business, Facilities Management or related field preferred. • Strong customer service and interpersonal skills. • Professional, presentable and service-oriented. • Good organisational and coordination skills. • Able to communicate effectively with employees, vendors and service teams. • Proactive, adaptable and able to work in a fast-paced workplace environment. • Experience in corporate workplace or hospitality environments will be an advantage.	• Conduct regular workplace walkthroughs and ensure areas are clean, ready and well presented. • Act as a friendly and approachable workplace ambassador for employees and visitors. • Respond to workplace requests and coordinate timely resolution with relevant teams. • Ensure meeting and collaboration spaces are properly set up and ready for use. • Support workplace events, activations, wellness programmes and employee engagement activities. • Coordinate with FM, cleaning, catering, technical, mailroom and vendor teams. • Gather user feedback and highlight opportunities to improve workplace services. • Support workplace technology and other occupant services where required. • Assist with maintaining a consistent and high-quality workplace experience.	• **Working Hours:** 5 days/ week, 8.30am – 5.30pm • **Employment Type:** Full Time • **Job Type:** Permanent
Workplace Experience Lead 💼	• Degree/Diploma in Hospitality, Business, Facilities Management, Events Management or related discipline. • Minimum 8 years of relevant experience in	• Develop and implement workplace experience and employee engagement programmes. • Lead workplace events, townhalls, wellness activities,	• **Working Hours:** 5 days/ week 8.30am – 5.30pm • **Employment Type:**

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	workplace experience, hospitality, events or customer experience. • Experience in a corporate workplace environment is preferred. • Strong experience in event and programme management, stakeholder engagement and vendor coordination. • Excellent communication and relationship-building skills. • Strong customer-service and hospitality mindset. • Creative, proactive and highly organized with the ability to manage multiple activities simultaneously. • Experience in F&B or workplace hospitality operations will be an advantage.	campaigns and sustainability initiatives. • Coordinate hospitality and F&B services to ensure a seamless workplace experience. • Manage event planning, vendors, budgets and on-site execution. • Engage with stakeholders to understand employee needs and gather feedback. • Drive initiatives to improve workplace utilisation, engagement and user satisfaction. • Establish and maintain high standards for workplace hospitality and service excellence. • Monitor feedback, participation and satisfaction levels to identify areas for improvement. • Support workplace transformation and activation initiatives.	Full Time • **Job Type:** Permanent

Click Here for Table of Content

#5 Mcdonald's Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Evening Crew	• No prior experience required; full training will be provided to equip you with the necessary skills. • Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests.	• As a Service Crew member at McDonald's, you will be responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. • Your duties include taking orders, preparing food and	• **Working Hours:** 6 days/week, 8 hours, 6pm onwards • **Employment Type:** Full Time • **Job Type:**

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours. • Strong communication and interpersonal skills to interact effectively with customers and team members. • Willingness to work on rotating shifts, including weekends and public holidays, as part of restaurant operations. • Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts. • Responsible, punctual, and committed to maintaining high standards of service and cleanliness. • Open to learning and adapting to new procedures, systems, and customer service practices. • A positive attitude and willingness to contribute to a supportive and respectful team culture.	beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. • You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals. • This role requires energy, teamwork, and a commitment to McDonald's service standards.	Permanent • **Location:** Various Location
Restaurant Management Trainee 💼	• Nitec, Diploma, or equivalent qualification; fresh graduates are welcome • Strong interest in restaurant operations and leadership development • Good communication and interpersonal skills	• As a Restaurant Management Trainee, you will undergo structured training to prepare for a leadership role in restaurant operations. • You will learn to manage daily activities, lead a team, ensure food quality and safety, and deliver excellent customer service.	• **Working Hours:** 5 days/ week, 9 hours rotating shift • **Employment Type:** Full Time • **Job Type:** Permanent

Legend: 💼 – PMET Roles

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	to lead and support teams • Willingness to learn and take on challenges in a fast-paced environment • Able to work shifts, weekends, and public holidays • Physically fit to handle operational tasks and long hours • Responsible, punctual, and committed to completing the training program • Positive attitude and desire to grow within the company	• The program equips you with the skills to handle staffing, inventory, scheduling, and performance management. • You'll be mentored by experienced managers and gradually take on more responsibilities, with the goal of becoming a certified Restaurant Manager. • This role offers a clear career path and opportunities for advancement within McDonald's.	• **Location:** Multiple Location
Service Crew (FT/PT)	• No prior experience required; full training will be provided to equip you with the necessary skills. • Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests. • Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours. • Strong communication and interpersonal skills to interact effectively with customers and team members. • Willingness to work on rotating shifts, including weekends and public holidays, as part of restaurant operations. • Physically fit to perform basic food preparation tasks and remain	• As a Service Crew member at McDonald's, you will be responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. • Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. • You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals. • This role requires energy, teamwork, and a commitment to McDonald's service standards.	• **Working Hours:** **FT:** 6 days/ week, 3pm – 11pm **PT:** 3 days/week, 5pm – 10pm • **Employment Type:** Full Time/ Part Time • **Job Type:** Permanent • **Location:** Multiple Location

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	standing for extended periods during shifts. • Responsible, punctual, and committed to maintaining high standards of service and cleanliness. • Open to learning and adapting to new procedures, systems, and customer service practices. • A positive attitude and willingness to contribute to a supportive and respectful team culture.		

#6 MyQueen Asia

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Healthcare Assistant / Infant Carer (FT/PT)	• Possess certification in nursing care, infant care or other relevant courses. • Ability to work shifts including nights, weekends and public holidays. • Good working attitude, interpersonal and communication skills, independent and resourceful, calm and patient, and physically fit to carry infants and stand for long hours. • Looking for individuals who have graduated and demonstrate maturity.	• Provide a high standard of postpartum care to new mothers and infants at My Queen's confinement centre in Sentosa. • Baby care duties include cleaning, bathing, changing diapers, feeding, monitoring temperature, feeding patterns and growing progress, umbilical care, oral and eye care, and guiding parents in infection control and baby safety. • Mummy care duties include monitoring mothers' recovery progress, guiding breastfeeding and baby care techniques, and assisting mothers in coping with postnatal conditions.	• **Working Hours:** **FT:** 4 days/ week, 11-hour shifts, 8am – 8.30pm or 8pm – 8.30am, inclusive of 1.5 hours break **PT:** 2 days/week, 11 hours per shift, 8am – 8.30pm, inclusive of 1.5 hours break

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 23 Beach View S098679

#7 Republic of Singapore Yacht Club

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Forklift Operator	• Possess valid forklift license. • Positive work attitude, teamplayer, good interpersonal skills and ability to multitask. Other Information • Meals provided.	• Operate forklifts safely to launch and recover boats at the dry berth. • Assist with marina operations, boat movement, berthing and safe dockage of vessels. • Conduct basic forklift safety checks and follow safe handling procedures. • Support daily marina activities, maintain a safe work area and perform other related duties as assigned by Management.	• **Working Hours:** 5 days/ week 44 hr / week, 8.30am-6pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 52 West Coast Ferry Road S126887 (Bus 175 and 176) beside West Coast Park. • Company transport provided (Clementi MRT Station).
Housekeeping Supervisor	• Have at least 2 years of similar experience • Have a good understanding and knowledge of all cleaning procedures and use of chemicals / cleaning agents	• Supervise and train housekeepers • Plan and prepare the roster and work schedules for the department • Conduct regular inspections to ensure cleanliness, maintenance and sanitation	• **Working Hours:** 6 days/ week 7am-3pm, 8am-4pm, 3pm-11pm • **Employment Type:**

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Must be hands-on when required • Positive work attitude, teamplayer, good interpersonal skills and ability to multitask Other Information • Permanent role with attractive benefits • Meals provided	• Control stock of cleaning materials and toiletries • Check all housekeeping machinery monthly • Arrange and follow up on any maintenance as when and where required • Supervise the linen room operations as when and where required • Perform any other related duties as assigned by the management	Full Time • **Job Type:** Permanent • **Location:** 52 West Coast Ferry Road S126887 (Bus 175 and 176) beside West Coast Park. • Company transport provided (Clementi MRT Station).
Linen Attendant	• At least 1 year of relevant work experience in housekeeping, laundry, or a similar role is preferred. • Physically fit and able to handle manual tasks, including lifting and carrying linen. • Positive work attitude, reliable, and able to work independently as well as in a team. • Good organizational skills and attention to detail.	• Collect, sort, count, and distribute clean linen to the designated departments and outlets. • Receive, inspect, and organize soiled linen for laundry processing. • Maintain adequate stock levels of linen and replenish supplies as required. • Ensure the linen room is clean, organized, and properly maintained at all times. • Report any damaged, stained, or missing linen and maintain accurate inventory records. • Follow proper handling procedures and adhere to all health and safety guidelines. • Assist with linen stocktaking and inventory control. • Perform any other related duties as assigned by the management.	• **Working Hours:** 6 days/ week 7am-3pm, 8am-4pm, 3pm-11pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 52 West Coast Ferry Road S126887
Security Officer	• Possess valid Security Officer Licence. • Physically fit and healthy. • Friendly and service-oriented personality.	• Perform daily security operations, including patrolling Club premises, monitoring access and enforcing security policies and procedures.	• **Working Hours:** 4 days/ week 8am-8pm, 8pm-8am

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Positive work attitude, team player, good interpersonal skills and ability to multitask. Other Information • Meals provided.	• Maintain a safe environment for members, guests and employees. • Oversee car park operations, assist with traffic and access control, respond to security incidents and provide assistance. • Perform other related duties as assigned by Management.	• **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 52 West Coast Ferry Road S126887 (Bus 175 and 176) beside West Coast Park. • Company transport provided (Clementi MRT Station).
Waiter/ Waitress & Bartender	• Complete knowledge of alcoholic beverages, including of wines and spirits • Skilled bar service; cocktails and mixed drinks • Excellent social & personal skills • Knowledge of F&B control procedures • Friendly and service-oriented personality. • Good English communication skills. • Positive work attitude, team player, good interpersonal skills and ability to multitask.	• Plan and prepare duty schedules in accordance with the business forecast to ensure operation runs smoothly. • Supervise bar staff and ensure high standards of service of beverages. Ensure staff provide professional, friendly and efficient service at all times. • Maintain security of operating equipment in the bar and beverage and food stocks in the bar areas. • Perform regular inventories of beverage and operating equipment. • Maintain and control all bar stocks and ensure effective control procedures. • Prepare sufficient mise en place for all bar operations according to the daily business forecast. • Assist in the training and development of bar staff to	• **Working Hours:** 6 days/ week, Shift based • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 52 West Coast Ferry Road S126887

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		operate to the required standards of the club. • Receive and seat members and guests. • Provide Food and Beverage services to our members and guests. • Preparation of table and buffet set up. • Prepare all operating equipment, condiments, sauces, and accompaniments for service. • Any other duties as assigned by the Management.	

Click Here for Table of Content

#8 Savills Property Management

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Admin Assistant 💼	• Minimum GCE 'O'/'N' Level • At least 1 year of relevant working experience in Accounting/Admin preferred • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently.	• Issuing of cheques • Prepare cash management form weekly • Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties	• **Working Hours:** 5.5 days/ week Mon to Fri: 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat: 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account officer (PM) 💼	• Minimum Diploma in Accounting related • Possess minimum 1 year of experience handling full set of accounts • Proficient in MS Office applications • Meticulous, resourceful& motivated • Strong interpersonal and communication skills	• Handle full set of accounts (AR, AP and GL) • Prepare monthly financial reports • Issuing invoices, statement of accounts and reminders • Issuing payments to suppliers • Prepare and submit of GST • Coordinate and liaise with external parties like external auditors • Attend to owners one enquires regarding their statement • Supervise and guide Accounts Assistants • Receiving, courier or handling cash/cheques from clients • Banking of cash/cheques • Complete ad-hoc projects or tasks as assigned	• **Working Hours:** 5 days/ week, **Mon to Fri:** 0800Hrs - 1700Hr OR 0900Hr to 1800Hrs • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 20 Martin Road S239070
Admin Assistant / Executive 💼	• Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management • Outgoing and vocal with good communications skill. • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent. • Familiar with CMMS for work order management; • Dynamic and multi-tasking capabilities.	• Prepare and submit regular facility operation reports to management. • Track and report key facility metrics. • Maintain incident and service request logs for audit and review purposes. • Provide updates on compliance with safety, health, and environmental regulations. • Serve as the main point of contact for internal departments regarding facility needs. • Coordinate with employees to address workspace concerns and requests. • Liaise with building management for shared facility issues and updates. • Ensure all stakeholders are informed of facility-related activities and schedules.	• **Working Hours:** 5.5 days/ week **Mon to Fri:** 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs **Sat** 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Manage contracts and service agreements with external vendors • Monitor vendor performance and ensure service delivery meets agreed standards. • Schedule and coordinate routine and emergency maintenance with service providers. • Review and approve vendor invoices and service reports. • Maintain and update facility documentation and records. • Coordinate facility access passes, keys, and security systems for staff and visitors. • Manage procurement of office and facility supplies. • Ensure compliance with administrative policies and procedures. • Organize and participate in facility-related meetings with internal teams and external vendors. • Record and distribute meeting minutes and action points. • Follow up on tasks and resolutions discussed during meetings. • Assist in preparing presentation materials for management reviews or planning sessions. • Conduct regular facility inspections and audits to identify areas for improvement. • Recommend and implement facility upgrades, layout changes, or efficiency improvements.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Support sustainability initiatives and cost-saving measures. • Evaluate feedback from users to enhance facility operations and services. • Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). • Collaborate with finance and operations teams to align facility functions with revenue goals.	
Assistant Facilities Manager 💼	• Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute; • At least 3 years of relevant experience as a manager in facilities management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent; Dynamic and multi-tasking capabilities; • Familiar with CMMS for work order management; Fire Safety Manager Certificate.	• Proactively engage stakeholders to ensure that on site client's expectations are met • Build and develop effective client /stakeholder relationships across multiple levels of the organization; • On-site key point of contact for Facilities in the client's premises; • Ensure effective communications and reporting to clients' on operation matters; • Evaluate service response time and analyse occupants' service request trends and suggestions; • Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; • Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites • Analyze client service request trends and provide suggestions for improvement.	• **Working Hours:** 5.5 days/ week **Mon to Fri:** 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs **Sat** 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. • Lead by example and groom the team in achieving maximum client satisfaction level; • Preparing weekly, monthly facilities reports; • Assist the FM to develop and review planned maintenance schedules with maintenance vendors; • Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. • Ensure critical operations and sites are identified across the region. • Establish HSSE plan for the account on site. • Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. • Implement and ensure escalation procedures are in place and observed for incident and problem reporting. • Have good knowledge of statutory legislations and requirements • Managing work orders using a CMMS and analysing maintenance data; • Any other scope and roles as assigned by the reporting manager.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaners	• Previous experience in commercial, industrial, or janitorial cleaning is preferred. • Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. • Knowledge of cleaning chemicals, equipment, and safe handling procedures. • Ability to work independently and as part of a team.	• Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. • Clean and sanitize restrooms, break rooms, and common areas. • Empty waste bins and dispose of rubbish according to company procedures. • Clean machinery, equipment, and workstations as required. • Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. • Replenish cleaning supplies, toiletries, and consumables. • Follow workplace health, safety, and environmental regulations.	• **Working Hours:** 5.5 days/ week 0900 hr to 1800 hr • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Multiple site
Cleaning Supervisor	• **Experience**: Minimum 1 to 2 years of experience in commercial or industrial cleaning, with some supervisory or lead experience. • **Skills**: Strong leadership, clear communication, and basic problem-solving abilities. • **Knowledge:** Familiarity with professional cleaning chemicals, tools, and safety regulations (such as proper dilutions and PPE use). • **Physical Fitness:** Ability to stand, bend, walk, and lift equipment for extended periods. • **Education:** Secondary school certificate or equivalent.	• **Team Supervision:** Assign daily tasks and coordinate work schedules for all cleaning staff. • **Quality Control:** Inspect cleaned areas regularly to ensure compliance with company and hygiene standards. • **Training and Guidance:** Conduct induction and on-the-job training for new cleaners on proper cleaning methods and equipment use. • **Equipment and Supplies:** Check that all cleaning tools and machines are safe and well-maintained. Report low stock levels of chemicals and materials to management. • **Client Communication:** Listen to client requests or feedback on-site, share them with the	• **Working Hours:** 5.5 days/ week 0900 hr to 1800 hr • **Employment Type:** Full Time • **Job Type:** Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		team, and ensure proper follow-up. • **Safety Compliance:** Enforce all workplace health and safety rules and proper handling of cleaning chemicals.	
Facility Manager 💼	• Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. • At least 5 years of relevant experiences as a manager in Facilities Management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player; • Dynamic and multi-tasking capabilities; • Familiar with CMMS for work order management; • Fire Safety Manager Certificate.	• To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. • To apply for Permit to Work at occupier site. (if applicable) • To maintain a Safe Work Environment/Conditions at workplace. • To assist on the overall operational effectiveness WSH management at the site as per contract requirements. • To conduct weekly random safety inspection as required by Client. • To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. • To adhere/ implement WSH and all safety regulations in the workplace under WSHA and it applicable subsidiary legislation. • Ensure all workers at site always wear the appropriate PPE. • Conduct daily toolbox briefing with attendance recorded for the contractors. • Advise external customers of safety needs when visiting the sites.	• **Working Hours:** 5 days/ week 0900 hr to 1800 hr • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Attend ad-hoc/ outstanding safety related issues whenever required. • Any other duties as assigned by the superiors.	
Facility Officer 💼	• Diploma in Engineering, Facilities Management or equivalent. • No experience are welcome to apply as training will be provided. • Self-motivated with good written and communication skills and computer literate. • Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. • Meticulous and a good team player.	• Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. • Respond promptly to building issues, equipment malfunctions, and customer complaints. • Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. • Keep records of on-site maintenance works and manage inventory of spare parts used. • Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. • Assist in the coordination of installation, renovation, refurbishment and building improvement projects. • Assist in tracking utility consumption and identifying anomalies. • Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. • Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. • Conduct site walks and escort term contractors/ external vendors whilst they are doing	• **Working Hours:** 5.5 days/ week **Mon to Fri** 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs **Sat** 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		routine maintenance works or adhoc replacement works. • Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. • Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. • Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. • Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client.	
Key Account Manager (Cleaning)	• Minimum 5+ years of experience in operations management within the Cleaning, Facilities Management, or Environmental Services industry, with at least 2 years in a managerial/key account capacity. • **Financial Acumen:** Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. • **Leadership:** Strong track record of leading diverse teams and managing multi-site operations. • **Communication:** Exceptional	Key Responsibilities **Client Relationship & Stakeholder Management** • Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. • Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. • Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities.	• **Working Hours:** 5 days/ week 0900 hr to 1800 hr • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 13 Kaki Bukit Place S416191

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. • **Tech-Savvy:** Familiarity with digitized operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	**Operational Leadership & People Management** • Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. • Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation solutions for operational challenges. • Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. • [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for site staff to boost productivity and retention. **Financial & Administrative Governance** • Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. • Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. • Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Balance high-level operational execution with rigorous administrative compliance. **Strategic Value-Adds & Innovation** • **Innovation & Automation:** Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. • **Sustainability & ESG:** Align cleaning operations with modern sustainability goals, ensuring the eco-friendly use of chemical consumables, waste reduction practices, and compliance with green standards. • **Proactive Risk Management**: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact the client.	
Strata Commercial Manager 💼	• Degree or Diploma in Building/Estate Management or related disciplines • At least 3-5 years relevant working experience • Knowledge of Building Maintenance and Strata Management Act will be advantageous • Good leadership ability with excellent interpersonal and communication skills • Outgoing and approachable • Possess good customer service skills	• Manage and maintain commercial property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well-maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record meeting minutes • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites	• **Working Hours:** 5.5 days/ week **Mon to Fri:** 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs **Sat:** 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications	• Provide essential customer service support staff to the tenants and owners • Supervise and manage a team of site staff • Other job related and ad-hoc duties as assigned	• **Job Type:** Permanent • **Location:** Tuas
Strata Residential Executive M&E	• At least 2 years of M&E experience required • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Possess good customer service skills • Good decision making skills and effective problem solver • Proficient in MS Office applications	• Manage and maintain property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record minutes of meetings • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support to the residents and owners • Supervise and manage a team of site staff • Other job related and ad hoc duties as assigned	• **Working Hours:** 5.5 days/ week **Mon to Fri :** 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs **Sat :** 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Central / East
Strata Residential Manager 💼	• Degree or Diploma in Building/Estate Management or related discipline • At least 3-5 years relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage	• Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. • Supervise the site staff. • Help coordinate the works of the building supervisor, fire safety manager and the	• **Working Hours:** 5.5 days/ week **Mon to Fri** 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs **Sat** 0830Hrs to 1230Hrs OR

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision making skills and effective problem solver • An eye for details • Proficient in MS Office applications	technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. ○ Attending to daily operation and administrative works:	0900Hr to 1300HRS • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		○ Updating the subsidiary proprietors list and change of address; ○ Filing of correspondence and follow-up on essential matters; ○ Submission of returns when required by various government's authorities; ○ Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the superior	
Strata Residential Officer / Executive 💼	• Degree or Diploma in Building/Estate Management or related discipline	• Ensure the smooth operations and effective management of properties managed by the Company.	• **Working Hours:** 5.5 days/ week

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• At least 2 year relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision making skills and effective problem solver	• Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. • Supervise the site staff. • Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required.	**Mon to Fri :** 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs **Sat :** 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location

		• Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds.
		  ○ Attending to daily operation and administrative works:
		  ○ Updating the subsidiary proprietors list and change of address;
		  ○ Filing of correspondence and follow-up on essential matters;
		  ○ Submission of returns when required by various government's authorities;
		  ○ Preparation of reports for review by Councils / Owners;
		• Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out.
		• Handling and keeping records of security pass / car park labels as approved.
		• Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager.	

#9 Select Group

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Canteen Assistant-Changi North (PT)	• Hygiene certificate • Customer Service • English, Chinese (Mandarin)	• Serving the food • Cleaning/Washing • Fast-faced environment	• **Working Hours:** 5 days/ week, 6.30am -2pm • **Employment Type:** Part Time • **Location:** Changi North Way
Canteen Assistant-Changi Airport (PT)	• Order Taking • Customer Service • Support Cashiering	• Prepare and make local coffee and tea • Toast bread and prepare eggs • Cashiering duties • Comply to the Food Hygiene and Safety guidelines	• **Working Hours:** 6 days/ week, 4.30am to 12.30pm • **Employment Type:** Part Time • **Location:** Changi Airport
Canteen Assistant - Jurong West (PT)	• Customer Service • English, Chinese (Mandarin)	• Food service and cashless cashiering. • General cleaning and washing up. • Must be comfortable working in a busy environment. • Valid Food Hygiene Certificate required. • Customer Service: Handle food serving and manage cashless point-of-sale (POS) transactions.	• **Working Hours:** 5 days/ week, 9.30am-2.30pm • **Employment Type:** Part Time • **Location:** Jurong West

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Maintenance: Oversee general cleaning and dishwashing duties to ensure shop hygiene. • Work Environment: Ability to thrive in a high-volume, fast-paced setting.	
Cleaner	• Able to work weekends & Public Holidays • Training will be provided	• Clean dining and common areas • Empty rubbish bins and dispose of waste properly • Maintain cleanliness of floors, tables, and work areas • Ensure a clean, safe, and hygienic environment • Clean dining and common areas • Empty rubbish bins and dispose of waste properly • Maintain cleanliness of floors, tables, and work areas • Ensure a clean, safe, and hygienic environment	• **Working Hours:** 6 days/ week • **Employment Type:** Full Time • **Location:** Changi Airport Foodcourt T3
Drink Stall Assistant (PT)	• Order Taking • Customer Service • Support Cashiering	• Prepare and make local coffee and tea • Toast bread and prepare eggs • Cashiering duties • Comply to the Food Hygiene and Safety guidelines	• **Working Hours:** 6 days/ week 4.30am to 12.30pm • **Employment Type:** Part Time • **Location:** Changi Airport MRT, Changi
Drink Stall Supervisor (Foodcourt) 💼	• At least 2–3 years' supervisory experience in an F&B, coffee shop, or food court environment. • Experience in beverage preparation, cashiering, and team supervision.	Stall Operations • Supervise daily stall operations and ensure smooth workflow. • Ensure food and beverages are prepared according to company recipes and SOPs. • Monitor product quality, presentation, and equipment maintenance.	• **Working Hours:** 6 days/ week • **Employment Type:** Full Time • **Location:** Changi Airport MRT, Changi

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work rotating shifts, weekends, and public holidays. • Order Taking, Customer Service, Outlet / Store Management	• Oversee opening and closing procedures. Food & Beverage Preparation • Prepare and supervise the preparation of local beverages, breakfast items, and desserts. • Ensure consistency in food quality, portion control, and timely service. Team Leadership • Lead, train, coach, and supervise stall staff. • Plan work schedules and manpower deployment. • Ensure compliance with company SOPs, food safety regulations, and service standards. Customer Service • Deliver prompt, professional, and friendly customer service. • Handle customer enquiries, feedback, and complaints effectively. • Resolve operational issues to maintain customer satisfaction. Cashiering & Sales • Supervise cashiering operations and ensure accurate cash and electronic payment transactions. • Perform daily cash reconciliation and sales reporting. • Support initiatives to improve sales performance. Inventory & Cost Control • Monitor inventory levels and conduct regular stock counts.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Order ingredients and supplies as required. • Minimise wastage, control food costs, and ensure proper stock rotation (FIFO). Food Safety & Hygiene • Ensure compliance with SFA food hygiene regulations and company policies. • Maintain cleanliness of the stall, equipment, and work areas. • Ensure proper food handling, personal hygiene, cleaning schedules, and audit readiness.	

Click Here for Table of Content

#10 SuperClean SG

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Indoor Cleaner (FT/PT)	• Min ITE level. Prior experience as an IN-HOUSE OFFICE / HOTEL CLEANER is an advantage. • No major medical issues. • Reliable and punctual. • Able to work independently and as part of a team. • Speaks and communicates English fairly well.	• Sweep, mop, and vacuum floor areas including corridors, lobbies, and common spaces. • Dust and wipe surfaces: workstations and desks, countertops, window sills, and fixtures. • Empty and replace waste bin liners; transport waste to collection points. • Clean and sanitise glass doors, partitions, and windows (interior). • Clean pantry sinks, daily pantry stock take, countertops, coffee machines and appliance exteriors. • Store equipment properly and report any damage or low supplies to supervisor	• **Working Hours:** **FT:** 5 days/ week, 36 hrs/week **PT:** 5 days/ week 10 hrs/week • **Employment Type:** Full Time/ Part Time • **Job Type:** Permanent • **Location:** 30A Kallang Place S339213

#11 UEMS Solutions

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Healthcare Attendant (TTSH)		• Accompanies the patient during intra-hospital and inter-hospital transfers when the need arises. • Assist in the transfer of specimens, documents and other material as assigned by the department staff. • Assist in case-notes management for clinic operations. • Assist in the proper storage of CSSD, linen and other supplies as directed. • Assist in preparation, collection, sorting and storage of ward linen. • Assist in collection, segregation and disposal of soiled linen. • Maintain general tidiness and cleanliness of wards, offices and waiting areas. • Assist in transporting equipment / furniture to appropriate department for repair and maintenance. • Assist in preparing and serving diets and beverages to patients. • Perform bed discharge and terminal cleaning procedures when the need arises. • Maintain cleanliness of patient pantry and ensure sufficient kitchen rations. • Comply with hospital infection control guidelines. • Adheres to hospital policies and procedures according to IQEHS requirements.	• **Working Hours:** 6 days/ week 44 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Novena

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Demonstrate proper and economical usage of the consumables and supplies. • Other adhoc duties as assigned	
Healthcare Attendant (SKH)		• Orientate patients to assigned beds/facilities. • Answer patient's calls and relay patient's requests to department-in-charge. • Attend to patient's basic needs e.g. toilet baths, bed sponging, serving of meals and drinks, feeding. • Conduct bedpan/urinal rounds; change patient's diapers. • Walk patients to toilet and assist them in toilets. • Monitor restless patients and ensure that they are safe and comfortable. • Chaperone female patients where required. • Clean spillages, discharges, and vomit bowls, urinals as and when needed. • Maintain the tidiness and cleanliness of beds, lockers and non-patient rooms (e.g. store room). • Assist in inventory of linen and department items (e.g. flasks, pillows, bedpans). • Any other relevant duties as and when assigned by the Superior.	• **Working Hours:** • 5 days including weekends, 6.45am to 4.15pm, 12.15pm to 9.45pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Sengkang
Healthcare Porters		• Attend regular roll call meetings to know daily operational deployment. • Attend in-service training to learn new skills and service knowledge to perform portering services.	• **Working Hours:** 6 days 44hrs/week • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Carry out portering duties which include but are not limited to the following: a) With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required. b) With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required. c) With the help of ward staff, assist fall risk patients on and off wheelchairs. d) Send patients to ancillary departments for treatment / examination. e) Accompany patients to allied health departments for treatment/examination, where required. f) Send and collect equipment/specimens/blood/ x-rays films/case records from allied health/ancillary departments. g) Any other relevant duties as and when assigned by the Superior.	• **Location:** Islandwide
Housekeepers		• Attend regular roll call meetings to know daily operational deployment. • Attend in-service training to learn new skills and service knowledge to perform housekeeping services. • Execute routine cleaning assignments at assigned areas (such as patient wards, compound areas, critical surgical areas, medical center, administration offices, laboratory areas, waiting	• **Working Hours:** 6 days 44hrs/week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		compound areas and public restrooms). • Use various cleaning chemicals and disinfectants on deployed areas. • Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required. • Ensure the environmental service standards are met. • Escalate any matter/ feedback to the upline superior when necessary. • Undertake any other ad hoc duties as and when assigned by the superior.	
Housekeeping Team Leader / Supervisor		• Supervise a team of Housekeepers in carrying our cleaning works and maintaining cleanliness of the assigned areas. • Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. • Handle feedbacks and complaints, respond to customer's request promptly. • To escalate to Superior when necessary. • Maintain and ensure that all equipment clean, well labelled and in good working conditions. • Oversee the planning and scheduling of the Housekeepers. • Any other relevant duties as and when assigned by the Superior.	• **Working Hours:** 6 days 44hrs/week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide
Meal Service Associate		• Updating patient's meal requirements in meal ordering system.	• **Working Hours:** 6 days

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service. • Preparation and serving of beverages. • Serving of adhoc beverages, snacks and supper. • General maintenance and stocking of ward pantry (includes wipe down of ward trolleys). • Gather patient feedback and attend to and resolve patients' feedback on meal related issue. • May be required to conduct beverage preparation in Central Kitchen. • Any other Meal Service Associate related work scope as required.	44hrs/week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Outram
Operations Executive 💼	• At least 2 years of experience in Operations and leading a team • Proficient in Microsoft Office Application for reports and preparation of presentation slides for monthly meeting. • Strong interpersonal skill to interact with all levels of stakeholders such as clients on site, end users, and internal departments. • Able to be a team player to assist the management team on the required inspections and reports. • Self-starter with minimal supervision needed on the operation ground	• Assist Manager in daily operational activities • Conduct daily roll-call and ensure that staff are properly attired and groomed and necessary information cascaded during the roll-call • Supervise and assess the work performance of the staffs in the daily deployment basis, to ensure the service delivery of operational needs is delivered as accordance to the contractual requirement. • Ensure timely completion of all planned work schedules, prepare and maintain records as per standards required by the Company and Customer • Handle feedbacks and complaints and update to the Manager accordingly • Respond to user's request promptly and update when	• **Working Hours:** 6 days 44hrs/week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Queenstown, Sengkang, Little India, Yishun

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		it's completed, escalate to Manager when necessary • Assist in preparation of monthly reports, operating budgets and other relevant reports • Perform any other relevant duties as and when assigned by the Superior • Any other relevant duties as and when assigned by the Superior	
Public Area Cleaners		• Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times. • Maintain cleanliness of walls, floors, doors and table tops as and when necessary, in the lobby area at all times. • Empty and clear trash bins in public areas. • Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior. • Handle all lost and found properties by following the correct procedure. • Carry out any projects and assignments as directed by the Superior.	• **Working Hours:** 6 days 44hrs/week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide
Room Attendant		• Performing in daily cleaning of the guest room, common areas, and replenishment of amenities. • Ensuring cleanliness of the guest rooms and the common area must meet the standard requirement by Management. • To carry out other duties as assigned by the housekeeping supervisor or the Management.	• **Working Hours:** 6 days 44hrs/week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Handle housekeeping requests by guests. • To check and deliver the guest's laundry to the guest room daily. • Able to handle all kinds of chemicals required for cleaning duties • Undertake any other ad hoc duties as and when assigned by the superior.	
Visitor Service Associate		• Perform visitor registration, concierge services and information counter services. • Handle complaints/ feedback and resolve issues by performing service recovery. • To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues. • Assist in kiosk registration, queue management, entry and exit access via gantries. • Attend to patients/ visitors' enquiries and feedback. • Provide wayfinding and wheelchair assistance.	• **Working Hours:** 5 days including weekends, 44hrs/week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Sengkang, Outram, Woodlands

#12 WSH Experts

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Airport Baggage Handler		• Safely load and unload passengers' baggage from aircraft cargo holds, baggage carts, and conveyor belts etc	• **Working Hours:** 2 days/ week 12hr / day • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 60 Airport

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Boulevard S819643
Assistant Library Officer		• Print, process and affix colour code spine label, High Frequency and Ultra High Frequency (RFID) tags on library materials. • Sort materials according to the categories. • Retrieve and match copies of materials after cataloging process. • Handling of items based on sets. • Shelving and retrieval of books to-and-fro the bins and shelves. • Input data and create new records of items. • Physical processing of materials which require stapling, attaching or simple taping work. • Print inventory list based on catalogued records	• **Working Hours:** 5 days/ week 8hr / day • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 351 Upper Bukit Timah Road S588192
Class 3 Driver		• Drive the provided Baggage tractor or lorry inside the Terminals • Need to drive the truck to transfer the Baggage for the Transit Flight between the Terminals • Proper Handover of vehicles	• **Working Hours:** 2 days/ week 12hr / day • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 60 Airport Boulevard S819643
Class 4 Driver		• Drive and operate the Molly Buses to and from designated destinations punctually and according to the daily schedule specified by the NLB. • Drive the Molly buses back to Assigned Parking Location at the end of the day and ensure	• **Working Hours:** 5 days/ week 8hr / day • **Employment Type:** Full Time • **Job Type:**

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		proper parking at designated parking area at all times. • Safely and securely lock the Molly Buses when they are not in use. • General Library Operations Support • Conduct Routine check on the Buses • Maintain Log Book • Daily Upto 3 Sites per day • Molly buses are currently parked at Jurong Regional located at 21 Jurong East central 1	Permanent
Call Centre Operator	• Able to do shift work	• To manage feedback received on alleged TCASA offences via specific hotlines and email addresses etc	• **Working Hours:** 2 days/ week 12hr / day • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 8 Cleantech Loop S637145
Cleaners		• Maintain the general cleanliness of the School and equipment • Assist in performing security-related duties • Assist in providing logistical support for all school-based activities/ functions till end, including transporting and arrangement of furniture and equipment • Assist in the daily operations of the School such as accompanying vendors or term contractors to ensure that work/services are delivered	• **Working Hours:** 5 days/ week 8hr / day • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Any other duties as assigned by the School	
Enforcement Officer		• Attend to feedback/complaints/tip offs on Tobacco related offences and work assigned by the Authority • Conducting observations, patrols and Enforcement activities • Conducting raids and operations under appropriate supervision of the Authority officers. • Other consecutive documentation works related to the job assigned and other job instructed by the authority	• **Working Hours:** 4 days/ week 12hr / day • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 8 Cleantech Loop S637145
Fueler		• Use the Scanner to Scan the Bus and Top up Diesel to the Bus • Note down the Bus number in the Given sheet Demounting : • Use the scanner to scan the bus registration number • Demount and scan loaded coin boxes with security tie seal • Bring the loaded coin boxes to duty operation personnel for sealing of the coin boxes with security tie seal • Load sealed coin boxes onto trolley.	• **Working Hours:** 6 days/ week 8hr / day • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Hougang
Reception / Admin Assistant	• Need school experience	• Administrative duties which include but are not limited to: • (a)Maintain and update administration related data records. Recording & tracking of invoices. • (b)Manage counter operations:	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		○ Screening of calls and line transfers ○ Attending to walk-in customers/ students/ parents/vendors ○ Handling email correspondence received through the school generic account. Filing and Organizing • (c)Providing basic support to administer first aid to students who get injured during school hours. • (d)Handling of mails and deliveries with record keeping • (e)Handling of students' identity cards as well as GCE 'O' Level exam & SGC certificates. • (f)Covering the other Admin assistant counter duty when she is on leave. • (g)Assist in school events. • (h)Perform data entry duties assigned by school. • (i)Other general administration-related duties eg, collation of data, filing of documents, printing and statistics tabulation etc. • (j)Conversant in using apps such as WhatsApp to keep in touch with school staff • Has pleasant character and able to build rapport with parents and Well mannered	
Resident Technical Officer (RTO) 💼		• Co-ordinate and liaise between the Board and the Project Contractor. • The RTO shall also collaborate with and be responsible for the co-ordination	• **Working Hours:** 8hr / day • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		of the services to be provided by the other specialists engaged by the Project Contractors, and such other consultants as may be appointed by the Board from time to time etc	• **Location:** 60 Airport Boulevard S819643
Senior Investigations Officer 💼		• Submission of investigation reports and preparing the relevant documents i.e. advisories, warnings, Notices Of offer of Composition and prosecution papers. • Investigation work will include taking statements from any witness or suspect in the field or interview room • Pictures taken for investigations and other relevant documents shall be forwarded to the Authority upon completion of the investigations. • Key in investigation details into the Authority's system via the provided computer/laptop as directed by the Authority • Responding to activation for urgent cases detected at Checkpoints and inland locations. • Respond to phone activations for urgent cases detected at Checkpoints and inland locations	• **Working Hours:** 8hr / day • **Employment Type:** Full Time • **Job Type:** Permanent
Service Ambassador		• Provide directional guidance to visitors • Assist with the use of self - help kiosks and • Address queries related to cremation and ash collection	• **Working Hours:** 4 days/week, 8hr / day • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Site Inspector (Construction) 💼		• The Team is to identify all new construction sites / construction activities within the DTSS1 corridor during the combing exercise and immediately call the WRN officer-in-charge to report the location of the new construction site and construction activity observed. • The Team shall also take coloured photographs of the construction project signboard, construction equipment/machinery, construction activities on site and send to the WRN officer-in-charge. • The Team shall also speak to the workers present on site to obtain the site manager's name,contact number and email address, and report to the WRN officer-in-charge etc	• **Working Hours:** 8hr / day • **Employment Type:** Full Time • **Job Type:** Permanent
Warden (PT)	• Able to work weekends	• Opening & closing the sports facility Gate @ School • Checking registered player entry • Take the meter reading before and after the session • Ensure the cleanliness after dismissal	• **Working Hours:** 2 days/week, Sat: 3-9pm, Sun: 9am - 9pm • **Employment Type:** Full Time • **Job Type:** Permanent

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e2i Career Centre (DNI)
Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

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

e2i Career Centre (OMB)
One Marina Boulevard
1 Marina Boulevard #B1-03
Singapore 018989

e2i Career Centre (OTH)
ServiceSG Centre
Our Tampines Hub
1 Tampines Walk #01-21
Singapore 528523

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