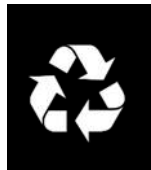
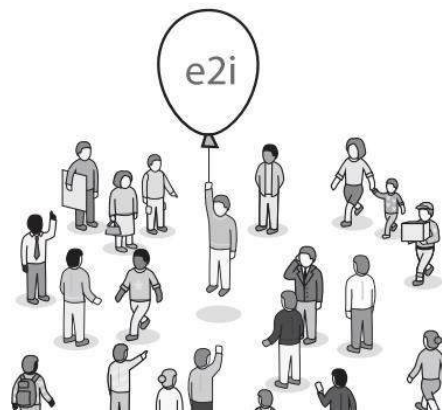


Sembawang x e2i Skills and Career Fair (12 June)

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



[Click on the specific role to view more details]

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#1 C&W Services

C&W Services is a leading integrated facility services company that provides customized solutions in the United States, Canada, and Puerto Rico. With a focus on people, service, and progress, we serve 600+ clients and manage 6.2 billion square feet as trusted partners. Our self-performing services, leveraging specialized expertise across industry sectors, meet unique needs while creating enduring value.

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| <p>Assistant Facility Manager </p> | <ul style="list-style-type: none"> • Diploma/Degree in Facilities Management, Engineering, Building Services, or related field • Minimum 5–8 years of experience in Facilities Management or building operations • Strong knowledge of maintenance planning, PPM, and building systems (M&E, HVAC, etc.) • Experience managing vendors, contractors, and service providers • Good understanding of contract management and scope of work review • Familiar with procurement processes (RFQ, PO, invoicing, budgeting) • Knowledge of workplace safety, QA standards, and compliance requirements • Proven ability to lead teams, manage shifts, and deploy manpower effectively | <ul style="list-style-type: none"> • Be accessible for escalation of all FM related issues daily report to the Operations Lead • Take rounds of the facility regularly to identify issues in Housekeeping, Maintenance, Cafeteria etc and initiate immediate rectification actions • Define maintenance and repair needs based on site conditions. • Review contracts and scopes of work for specialist sub-contractors. • Identify and procure required hand tools and equipment. • Develop planned preventive maintenance (PPM) schedules. • Set work schedules, shift arrangements, and deployment plans. • Establish safety and quality assurance (QA) programs with supporting training. • Implement FM operations including staff onboarding, vendor coordination, and documentation. • Monitor FM performance and ensure compliance with contractual obligations. • Oversee procurement (quotation, PO, invoice, accrual etc.) and prepare budget and assists in the | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|---|
| | | preparation of operating budgets. <ul style="list-style-type: none"> Standardize operational procedures, reporting protocols, and communication processes. Conduct performance reviews and ensure compliance with safety and quality standards. Work with related stakeholders and associated supporting teams and collaborators (including advisers, vendors, and other subject matter experts), to oversee, support and deliver the assigned range of site related outcomes and service. | |
| Assistant Property Manager  | <ul style="list-style-type: none"> Proven track record as a PO or SPO in township management. Demonstrate positive service attitude and good track record of serving residents and grassroots organizations. Compliments received by residents or GRLs will be an advantage. Able to communicate and connect well with external stakeholders and internal customers. Demonstrate good teamwork and willing to assist new colleagues. Diploma in Building, Building Maintenance/ Management, Facilities Management, or other approved qualifications preferred but not mandatory. | <ul style="list-style-type: none"> Lead a team of property officers and work closely with the Member of Parliament and grassroots leaders in the management of the common areas of the public housing estates. Manage the team in achieving key performance indicators as required in property management and compliance to relevant government regulations. Work closely with the various grassroots organizations and government agencies on projects to enhance the living environment. Plan and implement the Town Councils' improvement programmes and exercise prudent budgetary control. Engage, manage residents' feedback and to carry out random call back service to residents when the feedback is resolved. | <ul style="list-style-type: none"> Working Hours: 5 days/ week, 9am to 6pm Employment Type: Full Time Job Type: Permanent Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|--|---|
| | | <ul style="list-style-type: none"> • Assist the PR Team and grassroots leaders to organize grassroots activities. • Attend MP’s house visits, grassroots and project meetings after office hours when required. • Attend to urgent cases referred, grassroots leaders and EMSU. • Do cross audit of estate inspections, arrears visitations and special duties when assigned. • To be Secretary of assigned subcommittee and follow up on the various projects and as and when special duties assigned. • Assist General Manager in managing the Town Council and complying with Town Council’s governance and achievements. • Perform any related duties as required and directed. • Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. | |
| <p>BMS Engineer </p> | <ul style="list-style-type: none"> • Degree or equivalent relating to mechanical or electrical engineering or related technical discipline • Preferably with certification of Energy Auditor / SCEM / GMAP / LEED / WELL • Willing to travel and perform hands-on work at project sites • Have more than 5 years of experience in relevant field | <ul style="list-style-type: none"> • Support BMS project execution from design to handover. • Plan site activities, monitor progress, and resolve technical or site issues. • Attend site meetings and provide progress updates. • Develop control strategies, control schematics I/O lists and network architecture • Prepare technical submissions, shop drawings, and as-built documentation. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-----------------------------------|--|--|---|
| | | <ul style="list-style-type: none"> • Perform Niagara (Tridium) programming including logic development, graphics creation, alarms, trending, and dashboards. • Integrate third-party systems via BACnet, Modbus, and TCP/IP. • Configure DDC controllers, field devices, and BMS servers. • Support BMS migrations and technology refresh projects. • Carry out system commissioning and plant optimization. • Perform system tuning to improve performance and energy efficiency. • Prepare commissioning reports, test records, and as-built drawings. • Develop O&M manuals and training materials. • Conduct system training for clients and facilities management teams. • Support project handover and Defect Liability Period (DLP). • Provide troubleshooting and technical support for live BMS systems. • Support maintenance teams during breakdowns or system upgrades | |
| <p>Building Technician</p> | <ul style="list-style-type: none"> • NITEC or Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent • Minimum 2 years of relevant facility management experiences or equivalent | <ul style="list-style-type: none"> • Provide front line engineering support for M&E and building services • Attend to breakdowns, servicing, repairing and emergency requests • Manage fire command center system like BMS, Fire Alarm and ACMV system etc. | <ul style="list-style-type: none"> • Working Hours: • Rotating Shift 5 days/ week, 8am to 6pm • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-----------------------|--|---|---|
| | | <ul style="list-style-type: none"> • Good hand on skill for corrective work action for M&E system. • Ensure work is done properly and signed off service report with name and date. • Record and highlight any consumption spike in BTU, Water and Electrical meter reading. • Update occurrence book with date and time for the work done in shift duty. • Enforce safety rule and regulation needed to be comply by term contractors for site work. • Email and update to team leader and supervisor for shift work. • Provide support to Engineer, Technical Executive and Managers | <ul style="list-style-type: none"> • Location: 1 North Buona Vista Drive (S)138675, 750A Chai Chee Road (S)469001, 20 Lengkok Bahru (S)159053, 3 Stadium Drive (S)397630 |
| <p>Cleaner</p> | <ul style="list-style-type: none"> • Possess prior cleaning experiences | <ul style="list-style-type: none"> • Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning and etc.) • Performing and documenting routine inspection and maintenance activities • Carry out heavy cleaning tasks whenever required • Cooperate with rest of the staff • Follow all health and safety regulations | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, Monday to Friday: 7am to 4pm Saturday: 7am to 11am • Employment Type: Full Time • Job Type: Permanent • Location: Jurong East, 2 Fusionopolis Wy (S)138634, 8 Marina Blvd (S)018981, |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------------------------|--|---|--|
| | | | 750A Chai Chee Rd (S)469001 (HQ) |
| Cleaning Supervisor | <ul style="list-style-type: none"> Degree / Diploma in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance Knowledge in building works and facilities management Possess good communication skills in liaising with both internal and external stakeholders | <ul style="list-style-type: none"> Adhere strictly to cleaning schedules and complete tasks within stipulated time. Minimize wastage and ensure efficient usage of cleaning consumables. Support HQ's direction in increasing manpower productivity and minimizing costs. Adhere strictly to cleaning SOPs and time schedules. Improve personal work competency and meet company stipulated cleaning benchmarks. Communicate with immediate supervisor on challenges faced. Attend and pass all required training modules. Comply strictly with all company stipulated safety procedures and protocols. Report all unsafe work conditions and defects promptly. Ensure that all feedback given by customers are relayed to immediate supervisor. To maintain professional conduct with customers at all times Ensure adhoc instructions by supervisors are promptly attend to at all times. | <ul style="list-style-type: none"> Working Hours: 5.5 days/ week, Monday to Friday: 7am to 4pm, Saturday: 7am to 11am Employment Type: Full Time Job Type: Permanent Location: Jurong East, 2 Fusionopolis Wy (S)138634, 8 Marina Blvd (S)018981, 750A Chai Chee Rd (S)469001 (HQ) |
| Customer Service Officer | <ul style="list-style-type: none"> Preferably O' levels and above Prior experience in Contact Centre environment will be an advantage | <ul style="list-style-type: none"> Professionally manage incoming and outgoing calls by providing accurate and consistent information. | <ul style="list-style-type: none"> Working Hours: 5 days/ week, 8am to 6pm Rotating Shift |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|---|
| | <ul style="list-style-type: none"> • Ability to operate in a fast-paced environment | <ul style="list-style-type: none"> • Ability to communicate clearly and manage customers' feedback. • Organized and able to multi-task in fast paced environment. • Maintain good service delivery. • Perform administrative tasks assigned. • Any other ad-hoc duties as assigned. | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |
| <p>Electrical Engineer (LEW License) </p> | <ul style="list-style-type: none"> • Valid LEW Grade 8 (EMA Singapore) with minimum 5 years in industrial/commercial electrical systems • Strong troubleshooting, project management, and team leadership experience • Good communication skills, knowledge of local regulations, and willingness to work during shutdowns (weekends/holidays) | <ul style="list-style-type: none"> • Maintenance & Reliability: Plan and execute electrical shutdowns, perform preventive maintenance, and ensure system reliability • Systems & Compliance: Inspect and maintain lighting/lightning systems while ensuring safety and regulatory compliance • Project Management: Lead electrical projects end-to-end, managing timelines, budgets, resources, and stakeholders • Troubleshooting & Support: Diagnose electrical issues, provide technical guidance, and train staff for basic onsite work • Team, Vendors & Clients: Supervise contractors, mentor team members, and engage clients through reports and presentations | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |
| <p>Facilities Manager </p> | <ul style="list-style-type: none"> • Proven leadership and analytical skills in Facilities Management. • Strong experience in defining maintenance strategies and asset assessments. • Knowledge of contract management and vendor oversight. | <ul style="list-style-type: none"> • Establish a team of FM experts for operational analysis. • Define maintenance and repair needs based on site conditions. • Review contracts and scopes of work for specialist sub-contractors. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Job Type: Permanent |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|---|
| | <ul style="list-style-type: none"> • Familiarity with FM tools, equipment, and procurement practices. • Expertise in preventive maintenance planning and implementation. • Experience in organizational structuring and phased deployment. • Workforce planning and shift scheduling capabilities. • Deep understanding of EHS regulations and QA systems, including training facilitation. • Project management skills with experience in team onboarding and vendor coordination. • Competence in tracking FM KPIs and ensuring contract compliance. • Knowledge of inventory management and procurement systems. • Ability to develop and implement SOPs, site reporting, and communication frameworks. • Experience with performance audits, safety reviews, and QA compliance. | <ul style="list-style-type: none"> • Identify and procure required hand tools and equipment. • Develop planned preventive maintenance (PPM) schedules. • Design the FM organizational structure and phase-in plan for site personnel. • Set work schedules, shift arrangements, and deployment plans. • Establish safety and quality assurance (QA) programs with supporting training. • Implement FM operations including staff onboarding, vendor coordination, and documentation. • Monitor FM performance and ensure compliance with contractual obligations. • Oversee procurement and handling of spare parts, tools, and equipment. • Standardize operational procedures, reporting protocols, and communication processes. • Conduct performance reviews and ensure compliance with safety and quality standards. | <ul style="list-style-type: none"> • Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |
| <p>Property Executive </p> | <ul style="list-style-type: none"> • Diploma in Electrical / Mechanical /Building/ Facilities Management from a recognized polytechnic with a minimum of 3 years of relevant work experience preferably in commercial or industrial real estate with facility | <ul style="list-style-type: none"> • Manage and oversee the preventive and corrective maintenance works related to hard FM (e.g. Building, M&E services, Plumbing & Sanitary)/ soft FM (e.g. Cleaning, Waste, Pest Control, Landscape, etc) | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Job Type: Permanent |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|--|--|
| | <p>management experience required</p> <ul style="list-style-type: none"> • Experience in maintenance, construction, engineering and all facets of property operation and building management preferred • CMMS/Work Order Management experience is preferred | <ul style="list-style-type: none"> • Lead a team of technicians or property officer in fulfilling our service deliverables. • Attend to feedback from building occupants or users on building operations and ensure timely closure of the feedback received. • Manage and oversee Contractors in carrying out their duties, maintenance work and ensure they perform according to expectations. • Manage & oversee the performance of vendors or service providers engaged by JTC (e.g. security officers, carpark operator, lifts servicing team, etc.) • Compile service reports and send them to Client. • Plan and implement improvement work for the buildings under his/her care. • Inspect building common areas and tenanted spaces, reporting all defects and non-compliances and take the necessary follow-up actions to close the cases. • Attend tenancy fit-out meetings. • Carry out enforcement duties. • Source for quotations for ad-hoc repair works, parts replacement or other work. • Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement works. • Order and keep track of spares, inventories, and tools for maintenance works • Ensure all statutory licenses and permits are renewed | <ul style="list-style-type: none"> • Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|---|
| | | <p>timely (e.g. building signage, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.)</p> <ul style="list-style-type: none"> Assist the FM in preparing the monthly kpi presentation slides and management report. To undertake other work assignments which the Management may assign. | |
| <p>Property Officer </p> | <ul style="list-style-type: none"> Estate management requires travelling from location to location to perform the task efficiently, company transport will be provided. In estate management, it's essential for individuals to feel at ease working outdoors, embracing the dynamic environments inherent to the role. Excellent communication abilities for engaging with clients and various stakeholders effectively. Demonstrated capability to collaborate seamlessly within a team and work independently when required. Class 3 driving license / Class 2 driving license with own transport will be an added advantage. Educational requirement – Diploma in facilities management / related field. | <ul style="list-style-type: none"> Conduct regular inspections of estate to assess maintenance needs, cleanliness, and safety standards. Coordinate with vendors, contractors, and internal teams to schedule and oversee maintenance and repair works. Attend to feedbacks, concerns, and complaints promptly and professionally. Supervise and inspect trial pits to ensure no illegal dumping, buried structures and free from contamination before handing / taking over the land from / to Agencies / lessees. Preparation of inspection / progress / monthly report and submit to the management. Supervise Term-Contractor performing inspection and maintenance regime. Raise any hazardous / safety concern observed during surveillance and inspection within the estate to the management. Review quotations and prepare the cost estimation | <ul style="list-style-type: none"> Working Hours: 5 days/ week, 9am to 6pm Employment Type: Full Time Job Type: Permanent Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| | | report and submit to the management. <ul style="list-style-type: none"> Perform any other duties and responsibilities as assigned by management. | |
| Quantity Surveyor  | <ul style="list-style-type: none"> Bachelor’s Degree in Quantity Surveying, Engineering, or related field Experience in cost planning, budgeting, and contract administration Knowledge of procurement processes and evaluation of service contracts | Project <ul style="list-style-type: none"> Prepare, review, and negotiate project tenders (if any), contracts, variations, and claims. Support quotation preparation and provide cost advice during project planning. Manage cost planning, budgeting, forecasting, and financial reporting throughout the project lifecycle. Conduct progress claims and prepare interim and final accounts. Provide value engineering recommendations to optimize project outcomes. Monitor contractor performance and ensure compliance with contractual obligations. Assist in project management activities to support timely and cost-effective delivery. Operations <ul style="list-style-type: none"> Prepare and submit monthly payment claims (COP – Certificate of Payment) and final accounts for ongoing facilities management contracts. Track, analyze, and report on operational cost performance, identifying variances and recommending corrective actions. Support procurement, including evaluation of service | <ul style="list-style-type: none"> Working Hours: 5 days/ week, 9am to 6pm Employment Type: Full Time Job Type: Permanent Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|---|
| | | <p>contracts, suppliers, and subcontractors.</p> <ul style="list-style-type: none"> • Review of subcontractor and supplier’s invoices. • Collaborate with operations teams to manage unplanned work, variations, and emergency requests. • Review and recommend the appropriate SOR/FSR to apply in the quotations and claims. <p>Contract Administration</p> <ul style="list-style-type: none"> • Ensure compliance with all contractual obligations and company policies. • Maintain proper documentation of claims, correspondence, and approvals. • Support dispute resolution and provide advice on contractual risks and opportunities. • Prepare monthly reports and provide insights into management decision-making. <p>Team & Stakeholder Engagement</p> <ul style="list-style-type: none"> • Work closely with Quantity Surveyor, Project Manager, Facilities Managers, Facilities Executives and clients to ensure alignment on project and operational deliverables. • Foster strong relationships with clients, consultants, and subcontractors to support long-term partnerships. | |
| <p>Senior Assistant Engineer </p> | <ul style="list-style-type: none"> • Diploma in Electrical / Mechanical /Building/ Facilities Management from a recognized polytechnic with a minimum of 3 years of relevant work experience preferably in | <ul style="list-style-type: none"> • Lead a team of Technicians to carry out daily to daily operation duties • Assist the Engineer in attending to reactive maintenance (RM) | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 9am to 6pm • Employment Type: Full Time |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|---|
| | <p>commercial or industrial real estate with facility management experience required</p> <ul style="list-style-type: none"> • Experience in maintenance, construction, engineering and all facets of property operation and building management preferred | <ul style="list-style-type: none"> • To perform scheduled preventive maintenance and reactive maintenance. • To conduct daily routine checks for the M&E equipment's, plant rooms and maintain the equipment's in good operational condition. • To assist Venue Team request's during event and non-event days. • Manage, plan and execution of the Scheduled Facility Program Maintenance (SFPM) • Quick response to all Reactive Maintenance are completed within contractual requirement • Assist the Engineer to review and ensure critical spare part availability • Completion and follow up on any other works assigned by supervisor | <ul style="list-style-type: none"> • Job Type: Permanent • Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |
| <p>Senior Engineer </p> | <ul style="list-style-type: none"> • Diploma in Engineering (Mechanical, Electrical or related fields) with at least 10 years of relevant experience; • Degree in Engineering (Mechanical, Electrical or related fields) with at least 5 years of relevant experience. | <ul style="list-style-type: none"> • Carry out inspections, quality control, and supervision of FMC technicians and sub-contractors when directed by the Corporation. • Deal with incidents, complaints, breakdowns and repairs related to M&E systems. • Be fully competent in providing engineering and technical assessment in trouble-shooting, identifying the appropriate causes, review and implement the appropriate solutions to be executed by the sub-contractors and other service providers. • Provide 24-hour emergency support by functioning as the initial first response to an | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|---|
| | | <p>emergency situation and be familiar and trained in the appropriate process and procedures.</p> <ul style="list-style-type: none"> • Prepare cost estimate for ad-hoc work. • Use of Computerized Maintenance Management System (CMMS) to create work request, update and close case. • Be familiar with the use of e-PTW system. • Be familiar as users of the functionality of the IBMS/BMS system's alarm management module and maintenance module. • Undertake any other work necessary for effective operations of the Properties / Estates or as directed by the Corporation or reporting officer. • Assist in the monthly reports for M&E systems. • Take accountability and ownership of Workplace Safety & Health standards and outcomes in building up a Safety Culture. | |
| Senior Project Engineer  | <ul style="list-style-type: none"> • Diploma in Engineering (Mechanical, Electrical or related fields) with at least 10 years of relevant experience; • Degree in Engineering (Mechanical, Electrical or related fields) with at least 5 years of relevant experience. | <ul style="list-style-type: none"> • Prepare agendas, develop and maintain master project budgets and timelines as required for each project and project phase to ensure overall project objectives are met. • Prepare and coordinate project reports and drawing reviews for clients, property/facility management team, and project team (as applicable) at conceptual, schematic, design development and | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 750A Chai Chee Rd, Singapore (S)469001 (HQ) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|--|--------------------------|
| | | construction phases of project. <ul style="list-style-type: none"> • Manage the tender process from initiation, conduct site walk, interviews and make proposal based on PQM. • Review requisitions, change orders and other invoices associated with the project and confer with client and property management on costs and impacts. • Collaborate with other teams to ensure smooth execution of projects. • Adhere to government laws and regulations and established rulings of government authorities, including building codes, safety regulations, etc. • Documentation including budget disbursement, raising of Purchase Request, LOA and proper closure of project (work completion, defect clearance), as well as inter-departmental billing. | |

#2 Curate Kitchen

Curate Kitchen believes that food is more than just sustenance—it is an opportunity to create unforgettable experiences and foster meaningful connections.

Founded in 1996 as a humble restaurant in a small shophouse, Curate Kitchen began as a family business driven by a passion for exceptional dining. Over time, the company expanded into catering, bringing its dedication to quality and creativity to a wider audience.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-------------------------------------|--|--|---|
| Assistant Operations Manager | <ul style="list-style-type: none"> • Minimum 3–5 years of experience in cafeteria, food court, or large-scale F&B operations. • Strong hands-on operational experience | <ul style="list-style-type: none"> • The Assistant Operations Manager supports the Operations Manager in the day-to-day management of cafeteria operations across assigned sites. | <ul style="list-style-type: none"> • Employment Type: Full Time |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--------------------------------------|--|---|---|
| | <p>with exposure to manpower and service management.</p> <ul style="list-style-type: none"> • Good communication and problem-solving skills. • Ability to work in a fast-paced environment with flexible hours. • Basic knowledge of food safety and hygiene standards. | <ul style="list-style-type: none"> • This role ensures operational continuity, manpower coordination, and service delivery standards are consistently maintained, while acting as the second-in-command on site. • Operating within a high-volume, fast-paced environment, the Assistant Operations Manager plays a hands-on role in executing operational plans, resolving on-ground issues, and ensuring alignment with the agreed Scope of Work (SOW), SOPs, and client expectations. • The role also supports client engagement, audit readiness, and overall operational performance. | |
| <p>Cafeteria Service Crew</p> | <ul style="list-style-type: none"> • Passion for service with an outgoing, cheerful, and team-oriented personality is essential, along with enthusiasm for challenges and the ability to thrive in a fast-paced environment. • Candidates must have at least O-Level qualifications, a minimum of one year in a supervisory role within the F&B industry, and be proficient in basic computer and Microsoft skills, including operating a POS machine. • Strong verbal communication, good interpersonal skills, and the ability to interact effectively with | <ul style="list-style-type: none"> • The Cafeteria Service Crew supports all front-of-house and basic back-of-house service functions to ensure smooth, efficient, and hygienic food service operations. • The role encompasses customer service, food handling, cashiering, and maintaining overall cleanliness of the cafeteria and dining environment. | <ul style="list-style-type: none"> • Employment Type: Full Time |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|--|---|
| | <p>customers in Basic English are required.</p> <ul style="list-style-type: none"> Flexibility to work overtime, weekends, public holidays, and special events <p>completes the profile for this role.</p> | | |
| <p>Catering Executive (Onsite Catering & Sales Support)</p> | <ul style="list-style-type: none"> Minimum 1–3 years of experience in catering, F&B operations, or administrative coordination roles. Strong organisational and coordination skills with attention to detail. Good communication and client-handling skills. Ability to work in a fast-paced environment and manage multiple tasks. Basic knowledge of food safety and hygiene standards is advantageous. | <ul style="list-style-type: none"> The Catering Executive supports the day-to-day coordination and execution of catering services, ensuring smooth order processing, accurate communication, and timely delivery. Reporting to the Catering Manager, this role acts as a key link between clients, operations, and kitchen teams to ensure catering orders are fulfilled efficiently and in line with service standards. The role also supports client engagement, sales coordination, and onsite execution, including setup and service where required. Operating in a fast-paced environment, the Catering Executive ensures responsiveness, accuracy, and consistency across all catering activities. | <ul style="list-style-type: none"> Employment Type: Full Time |
| <p>Catering Manager</p> | <ul style="list-style-type: none"> At least 3–5 years of experience in catering, banquet, or large-scale F&B operations, with strong skills in event setup, logistics coordination, and onsite service execution. Requires good client-facing and communication abilities, strong organizational and problem-solving | <ul style="list-style-type: none"> The Catering Manager oversees the day-to-day execution of catering services while supporting cafeteria operations, ensuring seamless order delivery, efficient logistics, and consistent service standards. Reporting to the Operations Manager, this role manages event setup, service, and teardown, while contributing | <ul style="list-style-type: none"> Employment Type: Full Time |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|---|
| | skills, and flexibility to excel in a fast-paced environment with variable hours. | to client engagement, sales, and onsite marketing. <ul style="list-style-type: none"> In a fast-paced, high-volume environment, the Catering Manager ensures catering activities are delivered professionally, efficiently, and in compliance with operational and contractual requirements. | |
| Healthy Safety Environment Manager | <ul style="list-style-type: none"> Minimum 5 years of experience in HSE, food safety, or workplace safety roles within F&B or similar industries. Strong knowledge of Singapore regulatory requirements (SFA, NEA, MOM). Experience in audit management, risk assessment, and incident investigation. Relevant certifications (e.g., bizSAFE Level 3, ISO 22000, Food Safety certifications) preferred. Strong analytical, documentation, and communication skills. | <ul style="list-style-type: none"> The HSE Manager is responsible for overseeing all Health, Safety, and Environmental (HSE) functions across cafeteria and catering operations, ensuring full compliance with regulatory requirements, client standards, and internal policies. This role drives a proactive safety culture, ensuring that all operations are conducted in a safe, hygienic, and compliant manner. | <ul style="list-style-type: none"> Employment Type: Full Time |
| Line Cook | <ul style="list-style-type: none"> Proven experience as a line cook or in a similar role. Knowledge of various cooking methods, ingredients, and kitchen equipment. Understanding of food safety and sanitation standards. Ability to work in a fast-paced environment. Strong teamwork and communication skills. Flexibility to work shifts, weekends, and holidays. | <ul style="list-style-type: none"> The Line Cook is responsible for preparing high-quality dishes in line with standardized recipes while maintaining a clean, organized, and efficient workstation. This role involves executing cooking techniques with accuracy and speed, ensuring consistency in taste and presentation. The Line Cook must uphold strict food safety and sanitation standards, | <ul style="list-style-type: none"> Employment Type: Full Time |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | <ul style="list-style-type: none"> Collaborate with kitchen staff to ensure smooth and efficient operations. Handle customer order issues professionally when required. | <ul style="list-style-type: none"> contributing to a safe and hygienic kitchen environment. Success in this position requires teamwork, attention to detail, and a commitment to delivering excellent service through every plate prepared. | |
| Operations Manager | <ul style="list-style-type: none"> Minimum 5 years' experience in cafeteria or large-scale F&B operations with proven multi-site management success. Strong in operations, client management, manpower planning, and stakeholder engagement, with leadership and problem-solving skills. Commercially aware, able to drive sales and efficiency, and familiar with POS and workforce management tools. | <ul style="list-style-type: none"> The Operations Manager oversees two cafeteria operations, ensuring service consistency, compliance, and operational stability in a high-volume, 24/7 environment. Serving as the key link between stakeholders, onsite teams, and internal functions, the role drives daily operations, manpower planning, client engagement, and commercial performance while optimizing workforce management, maintaining safety standards, and achieving revenue and efficiency targets. | <ul style="list-style-type: none"> Employment Type: Full Time |
| Sous Chef | <ul style="list-style-type: none"> 2–3 years of proven experience as a Sous Chef or Line Cook Strong knowledge of cooking methods, ingredients, kitchen equipment, and procedures Demonstrated ability in kitchen and team management Ability to work efficiently under pressure and solve problems quickly Familiarity with industry best practices and food safety standards | <ul style="list-style-type: none"> The Sous Chef is Second-in-command in the kitchen plays a key role in ensuring smooth daily kitchen operations. Working closely with the Head Chef, you will support menu execution, maintain high food quality standards, and help manage kitchen staff and inventory. | <ul style="list-style-type: none"> Employment Type: Full Time |

#3 Exceltec Property Management

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


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| Admin & Operations Coordinator | <p>Education</p> <ul style="list-style-type: none"> GCE 'O' Levels / Nitec / Higher Nitec / Diploma in Business Administration, Facilities Management, or related fields. <p>Experience</p> <ul style="list-style-type: none"> 3 years of administrative or coordination experience preferred. Exposure to facilities management, projects, or operations support is an advantage. | <ul style="list-style-type: none"> The Admin & Operations Coordinator provides essential administrative and coordination support to the operations and facilities management teams. This role ensures smooth execution of permit-to-work processes, quotation follow-ups, work coordination, and acts as backup support for the helpdesk function to maintain service continuity. <p>Key Responsibilities</p> <p>Permit-to-Work (PTW) Coordination</p> <ul style="list-style-type: none"> Prepare, submit, track, and close Permit-to-Work (PTW) applications for maintenance, project, and vendor works. Coordinate with site teams, managing agents, clients, and contractors to ensure PTW compliance. Maintain accurate PTW records, approvals, and supporting documentation. <p>Quotation & Work Execution Coordination</p> <ul style="list-style-type: none"> Assist in the preparation, tracking, and follow-up of quotations with vendors and internal teams. | <ul style="list-style-type: none"> Working Hours: 5.5 days/week, 9am - 6pm, 9am - 1pm Additional hours or weekend support may be required during operational needs or critical works. Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|--|--------------------------|
| | | <ul style="list-style-type: none"> • Coordinate work schedules, access arrangements, and documentation for approved works. • Liaise with vendors and operations teams to ensure timely execution of works. • Maintain proper records of quotations, work orders, and correspondence. <p>Helpdesk Support (Backup / Relief)</p> <ul style="list-style-type: none"> • Provide backup support for the helpdesk during peak periods, leave coverage, or manpower gaps. • Receive, log, and route service requests, incidents, and feedback via phone, email, or system. • Coordinate with operations teams to ensure service requests are followed up and closed. <p>Administrative & Communication Support</p> <ul style="list-style-type: none"> • Respond to operational emails and phone enquiries in a professional and timely manner. • Assist with document preparation, filing, and updating of shared folders or systems (e.g. CMMS, trackers). • Support operations reporting, basic data consolidation, and administrative tasks as required. • Perform other ad hoc administrative duties related to operations support. • *Any other ad hoc duties required from time to time. | |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| <p>Administrative Assistant/ Officer (MCST)</p> | <p>Education</p> <ul style="list-style-type: none"> • “N” & “O” Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field. <p>Certification</p> <ul style="list-style-type: none"> • Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage. <p>Experience</p> <ul style="list-style-type: none"> • Minimum one (1) year experience in property management, particularly in strata-living contexts. <p>Legal Knowledge</p> <ul style="list-style-type: none"> • Familiarity with regulations governing MCSTs, e.g. BMSMA. <p>Computer Literacy</p> <ul style="list-style-type: none"> • Basic competency in Microsoft Office Suite. • Familiarity with property management software is a plus. | <ul style="list-style-type: none"> • The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team. • This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders. • The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties. | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |
| <p>Building Officer (M&E) </p> | <ul style="list-style-type: none"> • Minimum Higher NITEC in Mechanical, Electrical Engineering, or a related discipline. • At least 3 years of relevant experience in building maintenance or facilities management. • Strong technical knowledge of M&E systems and building services. • Ability to troubleshoot technical issues and coordinate with contractors. | <ul style="list-style-type: none"> • We are looking for a Building Officer with a Mechanical & Electrical (M&E) background to support the day-to-day operations and maintenance of building services. • The successful candidate will assist in ensuring building systems are well maintained, safe, and operating efficiently. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist in the daily operations and maintenance of building M&E systems including | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | <ul style="list-style-type: none"> • Responsible, proactive, and able to work independently. • Good communication and teamwork skills. <p>Preferred</p> <ul style="list-style-type: none"> • Experience in managing or supporting maintenance of commercial, residential, or mixed-use developments. • Familiarity with preventive maintenance programs and safety practices. | <ul style="list-style-type: none"> • electrical, ACMV, plumbing, and fire protection systems. • Conduct routine inspections of building services and facilities to ensure proper functioning. • Coordinate and supervise maintenance works carried out by contractors and service providers. • Attend to technical issues, faults, and feedback related to building services. • Ensure preventive maintenance schedules are carried out as planned. • Maintain proper records of maintenance works, service reports, and inspections. • Ensure compliance with safety standards and relevant regulations. • Support building improvement works and projects when required. | |
| Cleaning Crew | <ul style="list-style-type: none"> • No formal qualification, required | <ul style="list-style-type: none"> • General cleaning duties. • Vacuuming, sweeping, and mopping floors of various types. • Dusting ceilings, light fittings, countertops, and loose furniture. • Scrubbing and sanitizing toilets, sinks and fixtures. • Emptying waste bins. • Washing and drying windows | <ul style="list-style-type: none"> • Working Hours: 5-6 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |
| Cleaning Supervisor | <ul style="list-style-type: none"> • 2 year experience in relevant industry will have an added advantage. | <ul style="list-style-type: none"> • Check equipment condition. • Monitor the Service team. • Coordinate and liaise with clients at work site. | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | <ul style="list-style-type: none"> • Good communication skills, both written and spoken. • Team player, able to work independently with minimal supervision. | <ul style="list-style-type: none"> • Facilitate effective communication and engagement at the workplace. • Handle complaints and feedback from clients. • Handle reassignment of tasks when needed. • Identify training needs for all soft-skill staff. • Inspect work done daily. • Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications. • Monitor cleaning material stock level and re-order materials, if required. • Provide help and guidance to immediate reports. • Submit report, if required. • Any other ad hoc duties as and when required. | <p>9am - 6pm, 9am - 1pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |
| <p>Condominium / Building / Complex Manager (MCST) </p> | <ul style="list-style-type: none"> • Education: Diploma/Degree in real estate management, business administration, or a related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property | <p>Key Responsibilities:</p> <p>Maintenance and Repairs:</p> <ul style="list-style-type: none"> • Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained. <p>Budget Management:</p> <ul style="list-style-type: none"> • Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency. <p>Stakeholder Relations:</p> <ul style="list-style-type: none"> • Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community. <p>Contract Management:</p> | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | <p>management software and office applications.</p> | <ul style="list-style-type: none"> Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping. <p>Compliance:</p> <ul style="list-style-type: none"> Ensure the building operations comply with local laws and regulations, including safety standards and building codes. <p>Emergency Management:</p> <ul style="list-style-type: none"> Develop and implement emergency procedures and promptly manage and respond to emergencies. <p>Meeting Coordination:</p> <ul style="list-style-type: none"> Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. | |
| <p>Facilities Manager (IFM) </p> | <ul style="list-style-type: none"> Minimum five (5) years of relevant experience in a similar capacity, preferably in managing properties of similar scale and nature. Experience in the takeover of at least two (2) new developments in the past five (5) years. At least three (3) years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred. Degree or equivalent in Building / Estate / Property / Facilities Management | <p>Facilities Manager – Duties and Responsibilities</p> <ul style="list-style-type: none"> (Note: The duties outlined below are not exhaustive and may be subject to change as required.) Coordinate with the Client’s representative (SO) on the rectification of defects, tracking of outstanding works by the Main Contractor, maintenance programs, and sub-contractor schedules using appropriate software and tools. Ensure all outstanding works are completed satisfactorily. Manage emergency repairs, ad-hoc breakdowns, troubleshooting activities, and | <ul style="list-style-type: none"> Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601 |

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| | | <p>provide technical support where necessary.</p> <ul style="list-style-type: none"> • Act as a point of coordination between the Main Contractor, sub-contractors, and the Client. • Consolidate and submit technical reports and findings to the Client and SO as required. • Oversee Permit-to-Work (PTW) processes and related compliance matters. • Manage workplace health and safety requirements, including ensuring risk assessments are submitted and adhered to by all sub-contractors. • Conduct inspections and spot checks to maintain compliance. • Oversee works management processes, including preparation of monthly progress reports, certification of completed works, and administration of variation orders. • Conduct regular statutory and compliance inspections (e.g., fire safety, structural inspections) and submit corresponding management reports to the Client. • Manage customer service matters, ensuring timely and professional resolution of feedback or complaints from tenants, users, or members of the public. • Support general office management activities, including maintenance of supplies, coordination of bill payments, and other | |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | administrative support as required by the Client. <ul style="list-style-type: none"> • Carry out any other tasks necessary for the smooth operations of the property or as directed by the Client SO. • Prepare and submit periodic reports on the status of operations in a format acceptable to the Client SO. • Represent the Client in managing tenant-related matters professionally and efficiently. • Ensure the smooth day-to-day operation of all facilities management services. | |
| Facilities Officer (IFM)  | <ul style="list-style-type: none"> • Diploma or equivalent in Facilities Management, Building Services, Mechanical/Electrical Engineering, or a related field. • 3 years of relevant facilities/building management experience preferred (commercial building exposure is a plus). • Working knowledge of Singapore regulatory and compliance requirements (BCA, SCDF, NEA, WSH; familiarity with Fire Code and BMSMA is advantageous). • Experience coordinating contractors and overseeing onsite works safely and effectively. • Able to read and interpret basic technical drawings, checklists, | <ul style="list-style-type: none"> • We are seeking a Facilities Officer to support the effective daily operations, maintenance, and compliance of our building facilities in accordance with Singapore’s regulatory requirements and service standards. • This role works closely with internal stakeholders and external service providers to ensure a safe, functional, and customer-focused environment for all building users. <p>Key Responsibilities</p> <p>Daily Operations</p> <ul style="list-style-type: none"> • Support day-to-day facilities operations and coordinate with internal teams and service providers. • Ensure essential building systems (M&E, fire protection systems, lifts, water supply, etc.) operate efficiently and reliably. <p>Inspections & Compliance</p> | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |


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| | <p>and maintenance reports.</p> <ul style="list-style-type: none"> • Familiarity with FM software/CMMS and systems such as BMS and fire alarm panels is an advantage. • Strong communication skills, attention to detail, and a service-oriented mindset. • Comfortable responding to urgent issues and participating in emergency preparedness activities. | <ul style="list-style-type: none"> • Conduct regular inspections of premises, M&E systems, common areas, landscaping, and car parks. • Identify and report defects, safety hazards, and non-compliance issues. • Ensure works comply with relevant requirements and guidelines, including BCA, SCDF, NEA, Fire Code, BMSMA, and WSH standards. <p>Maintenance Planning</p> <ul style="list-style-type: none"> • Assist with planning and scheduling preventive, corrective, and ad hoc maintenance works. • Monitor and support rectification of issues relating to HVAC, electrical systems, plumbing, and civil/structural maintenance. <p>Contractor & Vendor Management</p> <ul style="list-style-type: none"> • Supervise contractors/vendors onsite to ensure service quality, safe work practices, and timely delivery. • Review work permits, risk assessments, and method statements prior to work commencement. <p>Fit Out & Project Monitoring</p> <ul style="list-style-type: none"> • Monitor tenancy fit-out activities to ensure compliance with building guidelines and safety requirements. • Coordinate with stakeholders on renovation, A&A, and improvement works. | |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <p>Records & Systems Management</p> <ul style="list-style-type: none"> Maintain accurate maintenance records, asset registers, stock inventory, and permits using FM systems/CMMS. Support operations involving BMS, fire alarm panels, and other critical systems, including incident response and escalation. <p>Support Services Oversight (Soft Services)</p> <ul style="list-style-type: none"> Oversee cleaning, security, landscaping, pest control, and car park operations. Conduct periodic vendor performance reviews to ensure SLAs are met. <p>Emergency Response</p> <ul style="list-style-type: none"> Serve as a first responder during building emergencies, supporting evacuations and fire alarm activations. Participate in emergency preparedness drills, audits, and SCDF-related requirements. <p>Other Duties</p> <ul style="list-style-type: none"> Carry out additional tasks assigned by the Facilities Manager/Account Manager as needed. | |
| <p>Property Executive (MCST) </p> | <ul style="list-style-type: none"> Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. | <ul style="list-style-type: none"> The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title. These responsibilities are crucial for the efficient management and operation of the properties under the | <ul style="list-style-type: none"> Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | <ul style="list-style-type: none"> • Experience: Experience in property management, particularly in strata-living contexts. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property management software and office applications. | <p>MCST, contributing to a positive living or working environment for all residents and owners.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Strategic Management: Overseeing, developing, and implementing property management strategies to enhance asset value. • Operational Leadership: Leading the property management team, including Property Officers and other staff, in day-to-day operations. • Stakeholder Relations: Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers. • Financial Oversight: Managing budgets, financial planning, and reporting for the property. • Contract Administration: Overseeing the negotiation and management of contracts with external vendors. • Compliance and Risk Management: Ensuring all property operations comply with local regulations and standards and managing risks associated with property management. • Ad hoc duties may be required on an as-needed basis. | <p>Permanent</p> <ul style="list-style-type: none"> • Location: 2 Jurong East Street 21 (S)609601 |
| <p>Property Officer (MCST) </p> | <ul style="list-style-type: none"> • Education: Diploma/WSQ Diploma in real estate management, business | <ul style="list-style-type: none"> • The Property Officer's focus is on ensuring the smooth operation of the property, improving resident | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | <p>administration, or a related field.</p> <ul style="list-style-type: none"> • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property management software and office applications. | <p>satisfaction, and maintaining property value.</p> <ul style="list-style-type: none"> • These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Maintenance and Upkeep: Ensuring regular maintenance and repair of communal facilities. • Financial Management: Assisting in budget preparation, managing expenditures, and overseeing service charge collections. • Regulatory Compliance: Ensuring the property complies with local building codes, safety regulations, and environmental laws. • Communication and Coordination: Acting as a liaison between the Management Corporation, residents, and other stakeholders. • Contract Management: Negotiating and managing contracts with various service providers. • Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs. • Emergency Response: Coordinating with emergency services and implementing | <p>9am - 6pm, 9am - 1pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|---|
| | | procedures during emergencies. <ul style="list-style-type: none"> Ad hoc duties may be required on an as-needed basis. | |
| Senior Facilities Manager (IFM)  | <ul style="list-style-type: none"> Minimum 5 years of experience in a senior facilities management role, with proven experience managing large-scale properties. Valid Fire Safety Manager (FSM) certification with at least 3 years of FSM experience (if required). Experience in the successful handover of at least two new developments in the last 5 years. At least 3 years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred. Strong leadership, communication, and stakeholder management skills. Proficient in FM software and reporting tools. | <ul style="list-style-type: none"> We are looking for a highly experienced and proactive Senior Facilities Manager to lead and oversee all aspects of facilities management operations. This role involves managing a team, coordinating with client representatives and contractors, ensuring regulatory compliance, and driving service excellence across assigned properties. The ideal candidate will bring strong leadership, technical knowledge, and stakeholder management skills to ensure smooth daily operations and long-term asset performance. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Lead and manage all facilities management functions, including maintenance, inspections, safety, and tenant services. Liaise with client representatives on outstanding works, defect rectification, and maintenance schedules using appropriate software/tools. Supervise emergency repairs, breakdowns, and provide technical guidance to teams and subcontractors. Oversee Permit-to-Work (PTW) processes and ensure compliance with statutory and workplace safety regulations. | <ul style="list-style-type: none"> Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <ul style="list-style-type: none"> • Conduct regular statutory and compliance inspections (e.g., fire safety, structural) and ensure timely submission of reports. • Manage workplace health and safety, including review of risk assessments and conducting spot checks. • Oversee operational reporting, including monthly progress reports, certification of completed works, and variation orders. • Handle complex customer service and tenant-related issues professionally and efficiently. • Support contract administration and operational budgeting as required. • Guide junior staff and contractors to maintain high service delivery standards. • Represent the client in key discussions and manage high-level operational decisions. | |
| <p>Supervisor / Snr. Supervisor (M&E) </p> | <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Min 2-3 years of related experience • General competency in the use of computers; and • Capable in English writing and reporting <p>Education/Experience</p> <ul style="list-style-type: none"> • Higher Nitec or Nitec in Mechanical Engineering, Electrical Engineering, Facilities Management or equivalent. | <p>Primary Duties</p> <ul style="list-style-type: none"> • Perform preventive and corrective maintenance works according to quality standards and procedures. • Conduct technical investigations in response to fault calls. • Provide summary reports on preventive and corrective maintenance works. • Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices. • Report accidents, near misses and incidents in accordance with WSH reporting practices. | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <ul style="list-style-type: none"> • Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements. • Engage in continuous improvement initiatives to improve time, cost and quality management. • Support the use of the latest smart facilities management trends or technologies. | |
| <p>Team Manager (MCST) </p> | <ul style="list-style-type: none"> • Education: Bachelor’s degree in Property Management, Real Estate, Business Administration, or related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. • Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role. • Computer Literacy: Proficiency in property management software and office productivity tools. | <ul style="list-style-type: none"> • The Property/Team Manager (HQ) Senior Manager Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health. • This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction. <p>Key Responsibilities:</p> <p>Leadership and Team Management:</p> <ul style="list-style-type: none"> • Lead and develop a high-performing property management team, setting clear objectives that align with business goals. • Foster a collaborative environment that encourages innovation and efficiency. <p>Operations Management:</p> <ul style="list-style-type: none"> • Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <ul style="list-style-type: none"> • Drive initiatives that enhance property functionality and resident satisfaction. <p>Financial Management and Business Results:</p> <ul style="list-style-type: none"> • Develop and rigorously manage the property’s budget, optimising costs, and maximising financial performance. • Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals. <p>Stakeholders Relations:</p> <ul style="list-style-type: none"> • Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. • Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management. <p>Compliance and Regulatory Adherence:</p> <ul style="list-style-type: none"> • Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities. • Maintain readiness for audits and ensure compliance with all documentation practices. <p>Strategic Planning and Execution:</p> <ul style="list-style-type: none"> • Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency. | |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <ul style="list-style-type: none"> Lead sustainability initiatives to position the property as eco-friendly and cost-efficient. <p>Meeting Coordination:</p> <ul style="list-style-type: none"> Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. Ad hoc duties may be required on an as-needed basis. | |
| <p>Technical Officer (FM) </p> | <ul style="list-style-type: none"> Minimum 2 years of relevant experience in facilities or building maintenance, with a focus on builders work. Diploma or NITEC in Building Services, Facilities Management, or related field. Familiarity with local building codes, safety regulations, and permit-to-work systems. Strong coordination and communication skills. Able to work independently and as part of a team. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> Experience in managing term contractors and supervising in-house technicians. Exposure to multi-disciplinary facilities operations is a plus. | <p>Responsibilities:</p> <ul style="list-style-type: none"> Oversee and coordinate builders work, including minor A&A, structural repairs, and general building maintenance. Supervise term contractors and ensure quality and timely completion of works. Conduct regular site inspections and manage defect rectification. Liaise with vendors and stakeholders for permits, approvals, and work scheduling. Support procurement processes including cost estimation and purchase requisitions. Maintain accurate records of work progress, reports, and compliance documentation. Support the use of the latest smart facilities management trends or technologies. | <ul style="list-style-type: none"> Working Hours: 5.5 days/week, 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| <p>Technician (Roving) </p> | <ul style="list-style-type: none"> • Min. Higher Nitec or Diploma in Facilities Management related • Prior experience in the facilities maintenance field with a minimum of 2 or more year's related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects. • Valid Driving License, own reliable vehicle preferred | <ul style="list-style-type: none"> • Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations. • Maintain and ensure efficient operation of properties/facilities • Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility • Excellent Customer Service and good communication skills. • Site-to-Site Travel required <p>Key Responsibilities</p> <p>Maintenance and Repairs</p> <ul style="list-style-type: none"> • Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. • Troubleshoot and diagnose equipment and system issues; including appliances where applicable. • Execute repairs and replacements while adhering to safety standards <p>Preventive Maintenance</p> <ul style="list-style-type: none"> • Develop and implement comprehensive maintenance schedules. • Conduct regular equipment inspections and address potential issues. <p>Equipment Operation</p> <ul style="list-style-type: none"> • Monitor critical systems like HVAC, fire detection, and security • Respond promptly to alarms and alerts for safety | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|---|
| | | <p>Documentation</p> <ul style="list-style-type: none"> • Maintain accurate records of maintenance activities and logs • Create detailed reports on completed tasks <p>Vendor Management</p> <ul style="list-style-type: none"> • Coordinate with external service providers and evaluate their work <p>Emergency Response</p> <ul style="list-style-type: none"> • Maintain accurate records of maintenance activities and logs • On-call coverage for emergencies after office hours, weekends, and holidays <p>Energy Efficiency</p> <ul style="list-style-type: none"> • Identify opportunities for energy-saving initiatives <p>Health and Safety</p> <ul style="list-style-type: none"> • Adhere to safety guidelines and report hazards promptly | |
| <p>Technician / Senior Technician (Electrical M&E) </p> | <p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Min 2-3 years of related experience • General competency in the use of computers; and • Capable in English writing and reporting <p>Education/Experience</p> <ul style="list-style-type: none"> • Higher Nitec or Nitec in Mechanical Engineering, Electrical Engineering, Facilities Management or equivalent | <ul style="list-style-type: none"> • Perform preventive and corrective maintenance works according to quality standards and procedures. • Conduct technical investigations in response to fault calls. • Provide summary reports on preventive and corrective maintenance works. • Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices. • Report accidents, near misses and incidents in accordance with WSH reporting practices. | <ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|---|--------------------------|
| | | <ul style="list-style-type: none"> Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements. Engage in continuous improvement initiatives to improve time, cost and quality management. Support the use of the latest smart facilities management trends or technologies. | |

#4 FairPrice Group

FairPrice Group was founded with the mission of keeping daily essentials within reach for all in Singapore. Through the years, we remain steadfast to this mission and staying true to our business ethos: we need to do well in order to do good. No matter what challenges arise for ourselves or the nation, we aspire to make every day a little better.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|------------------------------|---|--|---|
| Automation Technician | <ul style="list-style-type: none"> Minimum Diploma in Electrical/Mechanical or Nitec with 3-5 years working experience in warehouse automation Can communication in English orally, written is a plus Strong knowledge of automation systems, including PLC (Programmable Logic Controller), HMI (Human-Machine Interfaces), SCADA (Supervisory Control and Data Acquisition), and robotic systems is a plus Proficient in reading and interpreting electrical and mechanical schematics, diagrams, | <ul style="list-style-type: none"> The role which is part of the Supply Chain department will be responsible for maintaining and improving existing automation capabilities to ensure FFDC's continued operation. The Automation Maintenance Technician is responsible for performing regular maintenance, troubleshooting, and repair of all automation systems and equipment. The role requires a solid understanding of automated systems, mechanical and electrical repair, and the ability to solve technical issues to ensure efficient operation. Carry out routine maintenance and inspections | <ul style="list-style-type: none"> Working Hours: 5 days/ week including weekends and PHs Rotating Shifts:- 7:30am - 5.30pm, 10.30am - 8.03pm, 1:30 pm - 11.30pm Employment Type: Full Time Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|------------------|--|---|--|
| | and technical documentation | of automation systems and equipment to ensure optimal operation. <ul style="list-style-type: none"> • Identify, diagnose, and repair equipment and system malfunctions. • Assist in the installation and testing of new automation equipment. • Maintain records of regular maintenance and repair work. • Collaborate with engineering and production teams to identify issues and implement solutions. • Adhere to safety and quality regulations at all times. • Train other team members on automation system operation as required. • Assist in developing maintenance procedures and ensure implementation. • Keep up-to-date with advancements in automation systems and new technologies. | |
| Bartender | Job Requirements <ul style="list-style-type: none"> • Diploma in any discipline with at least 2 years of relevant work experience in service/ retail industry • Great passion for the service/ retail industry • Service-oriented and hands-on person • Able to carry heavy load of 10KG and climb ladders for stock replenishment • Able to work on rotating shifts & 6 days/week (including weekends and public holidays) | <ul style="list-style-type: none"> • To provide an excellent guest drink experience to customers based on their preference and able to create classic and innovative drinks that exceeds customers’ needs and expectations. He/She is expected to: <ul style="list-style-type: none"> • Responsible for preparing alcoholic or non-alcoholic beverages for bar patrons • Interact with customers, take orders and serve snacks and drinks • Assess bar customers’ needs and preference and make recommendations • Knowledge in mixing, garnishing and serving drinks | <ul style="list-style-type: none"> • Working Hours: 6 days/ week, 8hr 20mins/ shift • Employment Type: Full Time • Job Type: Permanent |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|---|
| | | <ul style="list-style-type: none"> • Prepare cocktails, accept payments from customers, clean glasses, bar utensils and balance cash receipts to record sales • Plan and present bar menu • Check customers' identification and confirm that it meets with legal drinking age • Restock and replenish bar inventory and supplies • Ability to keep bar organised, stocked and clean • Stay guest focused and nurture an excellent guest experience • Ensure standards for quality, customer service, health and safety are met as well as compliance with various government legislation (NEA, AVA, SCDF etc.) | |
| FairPrice - Retail Assistant (Picking)(FT/PT) | <ul style="list-style-type: none"> • Basic written and verbal communication skills in English • Basic IT proficiency in using smartphones • Able to carry loads of about 15kg | <ul style="list-style-type: none"> • Picking groceries products in supermarket stores • Packing groceries products into bags/boxes • Preparing orders for delivery • Replenishing of products on shelves • Ensure orders picked are in good condition in terms of packaging, expiry dates, freshness etc. • Ensure sufficient level of care and attention is given throughout the fulfilment process • Any other ad hoc duties assigned | <ul style="list-style-type: none"> • Working Hours: 6 days/ week, 8hr 20mins/ shift (FT) Min 6hrs/shift(PT) • Employment Type: Full Time/ Part Time • Job Type: Permanent |
| FairPrice - Retail Assistant / Cashier (FT/PT) | <ul style="list-style-type: none"> • Able to read and understand product labels • Able to carry heavy load of 10KG and climb | <ul style="list-style-type: none"> • Retail Assistant is responsible for stacking, displaying & replenishment of products on the shelves, as well as monitoring expiry dates & shelf lives of products. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week(FT), 4 days/week (PT) |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------------------------------|--|---|---|
| | <p>ladders for stock replenishment</p> <ul style="list-style-type: none"> • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player <p>Work Hours (Full-Time)</p> <ul style="list-style-type: none"> • Rotating shifts: 7am - 3.20pm & 3pm - 11.20pm • 6 days/ week including weekends and public holidays | <ul style="list-style-type: none"> • You are required to assist in loading & unloading of goods, maintain neat & systematic storing of products & perform daily housekeeping. • You are expected to provide prompt, helpful & courteous service to customers at all times. • Cashier is responsible for operating the POS cash register, handle various types of payments & perform packing for customer purchases. • You are required to provide prompt, helpful & courteous service to customers at all times. • You are expected to perform stacking, display & replenishment of products on the shelves when required. | <p>8hr 20mins/ shift</p> <ul style="list-style-type: none"> • Employment Type: Full Time/Part Time • Job Type: Permanent |
| <p>Foodfare - Cook (FT/PT)</p> | <p>Full Time</p> <ul style="list-style-type: none"> • Able to carry 10kg-15kg • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player <p>Work Hours (Full-Time)</p> <ul style="list-style-type: none"> • Rotating shifts: 7am - 3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/coffee shop/hawker) • 6 days/ week including weekends and public holidays <p>Part Time</p> <ul style="list-style-type: none"> • Able to carry 7kg-10kg • Able to work rotating shifts & 6 days/week | <ul style="list-style-type: none"> • Assist Sous Chef/ Junior Sous Chef with the kitchen work. • Preparation and cooking food according to assigned menus. • Sorting, storing and distributing ingredients. • Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times. • Any other job duties as assigned by the superior. • Area cleaning. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week(FT), 4 days/week (PT), 10hrs/ shift • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | <p>(including weekends & PH)</p> <ul style="list-style-type: none"> • Service-oriented and a team player <p>Work Hours (Part-Time)</p> <ul style="list-style-type: none"> • Rotating shifts: 7am - 3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/coffee shop/hawker- 5/6hrs/day) • 5 days/ week including weekends and public holidays | | |
| <p>Foodfare - Kitchen Assistant (FT/PT)</p> | <ul style="list-style-type: none"> • Able to carry 10kg-15kg • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player • Willing to learn, positive attitude, hardworking, responsible and self-discipline • 1 year experience in F&B | <ul style="list-style-type: none"> • Set up the food preparation area/sanitizing before operation • Understand basic labeling sorting & packing • Cut & marinate raw food • Portioning/ ensemble of cooked/processed food • Assist preparation of cutting/washing/SOP • General housekeeping duties to maintain workplace cleanliness at all time • Any other duties assigned | <ul style="list-style-type: none"> • Working Hours: • Full Time - 6 days/ week, 8hrs/ shift including weekends and public holidays • Part Time - 5 days/ week, 5-6 hrs/ shift including weekends and public holidays • Employment Type: Full Time/Part Time • Job Type: Permanent |
| <p>Heavenly Wang - Service Crew (FT/PT)</p> | <ul style="list-style-type: none"> • Able to stand for long hours • Able to carry up to 10KG • Service-oriented and a team player <p>Work Hours (Full-Time)</p> | <p>Basic Food Preparation and Service</p> <ul style="list-style-type: none"> • Greet customers with a smile and provide excellent customer service | <ul style="list-style-type: none"> • Working Hours: • Full Time - 6 days/ week, 8hrs/ shift • Part Time - |

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| | <ul style="list-style-type: none"> 6 days/ week including weekends and public holidays; rotating shifts | <ul style="list-style-type: none"> Prepare food according to specifications and required standards Know the menu and promotions very well, upselling products actively Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal) Perform duties with speed and accuracy <p>Food Safety, Hygiene and Safe Work Environment</p> <ul style="list-style-type: none"> Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair) Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils <p>Expected Work Behaviour</p> <ul style="list-style-type: none"> Collaborative and teamwork-oriented | <p>5 days/ week, 5-6 hrs/ shift</p> <ul style="list-style-type: none"> Employment Type: Full Time/Part Time Job Type: Permanent |
| <p>Kopitiam - Outlet Executive</p> | <ul style="list-style-type: none"> Preferably with Diploma in F&B, supply chain or related courses Preferably with at least 3 years' supervisory role in F&B sector Possess good knowledge of WSHA, HACCP & MUIS regulations Hands-on with good problem-solving skills relating to food court | <ul style="list-style-type: none"> Direct and manage retail stalls according to company SOPs and regulatory requirements Mentor and supervise service staff on food handling, service conduct, and compliance to standards Required to prepare meals such as toast making and hot foods based on the company's SOPs. Preparation of hot and cold beverages from scratch and premix. | <ul style="list-style-type: none"> Working Hours: 6 days/ week, 8hrs/shift Employment Type: Full Time Job Type: Permanent |

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| | <ul style="list-style-type: none"> operations and customer issues Ability to foster positive working relationships | <ul style="list-style-type: none"> Advice on operational needs and service consistency Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability Monitor sales and provide monthly sales reports with recommendations for business reviews with management Handle cashiering duties, customers' complaints and operational issues Other work scope as required by business needs | |
| <p>Kopitiam - Service Crew (Culinary) (FT/PT)</p> | <ul style="list-style-type: none"> Experience in kitchen or food service industry is an advantage Willingness to work in a fast-paced, physically active environment. Team-oriented with good communication skills. Attention to detail and a proactive approach to tasks. Eagerness to learn and develop culinary skills for future growth. | <p>Responsibilities</p> <ul style="list-style-type: none"> Assist with basic food preparation, such as washing, peeling, chopping, and portioning ingredients. Support the kitchen team during meal service by preparing and plating items as directed. Maintain cleanliness and organization of the kitchen, including washing dishes, utensils, and equipment. Follow all health, hygiene, and safety regulations. Assist with stock rotation, storage, and minimizing waste. Help with deliveries, unpacking, and organizing kitchen supplies. Learn and develop basic culinary skills under the guidance of senior kitchen staff. Maintain a positive attitude, accountability, and a growth mindset, actively seeking learning opportunities | <ul style="list-style-type: none"> Working Hours: Full Time - 6 days/ week, 8hrs/ shift Part Time - 5 days/ week, 5-6 hrs/ shift Employment Type: Full Time/Part Time Job Type: Permanent |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|---|
| Kopitiam - Service Crew (FT/PT) | <ul style="list-style-type: none"> • Able to carry 7kg-10kg • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player <p>Work Hours (Full-Time)</p> <ul style="list-style-type: none"> • Rotating shifts: 7am - 3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/coffee shop/hawker) • 6 days/ week including weekends and public holidays <p>Work Hours (Part-Time)</p> <ul style="list-style-type: none"> • Rotating shifts: 7am - 3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/coffee shop/hawker- 5/6hrs/day) • 5 days/ week including weekends and public holidays | <ul style="list-style-type: none"> • Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk) • Ensure the food quality standard meets expectations consistently • Prepare sufficiently before peak periods such as right stock levels for food and beverages • Deliver high standards of Customer Service during order taking, cashiering, food presenting etc • Serve customers with a smile Good personal hygiene and grooming • Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices | <ul style="list-style-type: none"> • Working Hours: • Full Time - 6 days/ week, 8hrs/ shift • Part Time - 5 days/ week, 5-6 hrs/ shift • Employment Type: Full Time/Part Time • Job Type: Permanent |
| Meat Specialist | <ul style="list-style-type: none"> • Knowledge of meat and seafood preparation techniques and food safety. • Prior experience will have an added advantage • Able to speak and read simple English • Able to carry heavy load of 10KG and climb ladders for stock replenishment • Able to work on weekends and rotating shifts • Service-orientated, strong communication | <ul style="list-style-type: none"> • Responsible for cutting and preparing meats and seafood for sales for our customers and the smooth running of your department, including supervising staff and managing staff matters • Required to do weighing, packing, pricing and displaying of products, greeting and speaking to customers, providing advice, answering questions, and accepting orders. • Cleaning and maintaining tools and equipment and adhering to food safety and sanitation controls and | <ul style="list-style-type: none"> • Working Hours: 6 days/ week, 8hrs 20mins • Employment Type: Full Time • Job Type: Permanent |

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| | and a team player is a must. <ul style="list-style-type: none"> • Able to work on rotating shifts & 6 days/week (including weekends and public holidays) | performing quality inspection on meats and other products <ul style="list-style-type: none"> • Assist with any other adhoc duties as assigned | |
| Pharmacy Technician | <ul style="list-style-type: none"> • Diploma in Pharmaceutical Sciences • Prior relevant work experience • Great passion for the service/retail industry • Highly customer-oriented, motivated, meticulous and results oriented • Good communication and interpersonal skills • Team player with ability to collaborate and work effectively with various stakeholders | <ul style="list-style-type: none"> • Support the pharmacist in the daily operational execution in the pharmacy (dispensary) to ensure that it is run smoothly • Ensure the dispensing of prescription and pharmacy-only medications are accurate and minimize any dispensing error: <ul style="list-style-type: none"> ○ physically at store ○ via telepharmacy ○ via telemedicine (iDOC) ○ via teleprescription (TeleRx) ○ E-pharmacy platform (eRxtogo) ○ Home Delivery • Assigned a Vending Machine to manage: <ul style="list-style-type: none"> ○ Inventory (Top up, price change, stocktake etc.) ○ Maintenance ○ Training ○ Troubleshoot • Plan, organise and execute health & wellness activities in-store and Unity Team Events etc. e.g. Health Checks, Block Parties, World Health • Observance Days, F2F Trainings/Meetings/Townhalls etc. • Provide health and wellness advice to customers, including the proper usage of our | <ul style="list-style-type: none"> • Working Hours: 6 days/ week, rotating shift • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <p>products and any other related information</p> <ul style="list-style-type: none"> • Make appropriate recommendations of products to customers based on their needs • Provide good customer service to customers so that their needs are met and sales are closed • Ensure optimal stock levels and exercise inventory control through the ordering and monitoring the shelf life of products for dispensing stock (PRx) as well as: • Areas - to assist TL/RAs in charge of OTC, Diagnostics and First Aid where necessary • Duties - Order, Stocking, Expiry Checks, Planogram • Adhere to all A&P mechanics and ensure that they are properly executed at dispensary counter, e.g. A&P displays, re-tagging of offer prices, ordering and return of promotion goods. • Maintain cleanliness and tidiness of the area via regular housekeeping • Perform cashiering duties if required for PRx | |
| <p>Production Operator</p> | <ul style="list-style-type: none"> • Service-oriented, team player with ability to read and communicate in simple English • Attentive to details • Able to work in cold environment • Able to lift a single carton weight of about 12kg without assistance • Willing to work on weekends and public holidays | <ul style="list-style-type: none"> • Understand various size of poultry and fish/seafood for packaging. • Check product quality and specification for packaging. • Decorate and display variety of poultry and fish/seafood for packaging. • Understand various size of packaging tray. • To pack variety of poultry and fish/seafood product. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week, 8hr 20mins/ shift Rotating 8am-4.20pm and 12pm-8.20pm (subjected to changes based on |


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--------------------------------------|---|--|---|
| | <ul style="list-style-type: none"> • Able to work on 6 days, rotating shifts | <ul style="list-style-type: none"> • To ensure complying packaging standard. • Understand various type of poultry and fish/seafood name. • Understand various type of poultry and fish/seafood code (PLU) • Understand to operate auto pricing machine. • Prepare delivery basket for distribution. • Prepare and arrange stock for distribution. • Perform various cleaning action in production area Washing, Mopping, Sweeping, Cleaning | <ul style="list-style-type: none"> operational needs) • Employment Type: Full Time • Job Type: Permanent • Location: 7 Sunview Rd, Singapore (S)627618 |
| Retail Supervisor | <ul style="list-style-type: none"> • Diploma/ GCE 'A' level/ Higher NITEC/ GCE 'O' level with minimum 2 years of relevant experience • Independent and team player with good leadership skills • Service-oriented and hands-on person • A 6-day work week. Must be prepared to work on rotating shifts, weekends, and public holidays | <ul style="list-style-type: none"> • Responsible for sales and profits for your dry department • The job tasks include inventory management, maintaining housekeeping and merchandising standards as well as product planning and allocation according to sales and customer demands • Supervise and train a team of Retail Assistants in ensuring the smooth running of daily operations | <ul style="list-style-type: none"> • Working Hours: 6 days/ week, 8hr 20 mins/ shift • Employment Type: Full Time • Job Type: Permanent |
| Service Supervisor (Culinary) | <ul style="list-style-type: none"> • Able to stand at least 8 hours • Able to carry at least 10KG load • Service-oriented and a team player • F&B working experience • Supervisory experience is preferred | <ul style="list-style-type: none"> • Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk) • Ensure the food quality standard meets expectations consistently • Prepare sufficiently before peak periods such as right stock levels for foods, dim sum, dessert etc | <ul style="list-style-type: none"> • Working Hours: 6 days/ week, 8hrs/ shift including weekends and public holidays • Employment Type: Full Time • Job Type: Permanent |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|----------------------------|--|---|---|
| | | <ul style="list-style-type: none"> • Deliver high standards of Customer Service during order taking, cashiering, food presenting etc • Possess strong product knowledge and model excellent customer service • Prepare periodic stock take such as month-end stock take and stock ordering • Administrative task such as preparing attendance sheet for payroll, managing sales report and consolidation • Ensure cash handling procedure is comply at all times • Good personal hygiene and grooming • Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices • Other administrative duties when assigned | |
| Skilled Cutter | <ul style="list-style-type: none"> • Ability to read and understand product labels • Service-oriented and a team player • Able to carry heavy load of 10KG and climb ladders for stock replenishment • Able to work under cold temperature • Have to handle raw meat including pork • Comfortable interacting with customers | <ul style="list-style-type: none"> • You are responsible for cutting pork, meat, fish, seafood and handling merchandise of meat and seafood items. • You are also required to monitor and maintain freshness and quality of items, as well as perform housekeeping and ensure cleanliness of your work area in accordance to safety procedures and standards of hygiene. • Ad-hoc duties will be given as well. | <ul style="list-style-type: none"> • Working Hours: 6 days/ week, 8hrs 20mins/ shift • Employment Type: Full Time • Job Type: Permanent |
| Warehouse Assistant | <ul style="list-style-type: none"> • Team player with ability to read product labels and communicate in simple English • Attentive to detail | <ul style="list-style-type: none"> • Operates the basket/crates washing machine • Monitor goods receipt, storage, and perform picking | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9hr 20mins/shift |


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|--|---|---|
| | <ul style="list-style-type: none"> • Ability to work in wet and cold environment • Physically fit to carry heavy loads up to 12kg • Willing to work 6 days a week, on weekends and public holidays • Positive work history and good attendance record • Able to work extended hours as needed | <ul style="list-style-type: none"> • based on First-In First-Out (FIFO) system • Perform picking and distribution of products to stores, ensuring accuracy and timeliness of deliveries according to store orders • Performs raw material receiving, finished goods staging for delivery by 3PL • Maintain warehouse cleanliness, security, safety and adherence to GMP & ISO standards • Inspect inventory for damages and report discrepancies • Communicate with delivery personnels on stock qty and perform verification • Safely operate pallet jacks to handle products, baskets and crates | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent |

#5 Far East Hospitality

Far East Hospitality Holdings Pte Ltd (Far East Hospitality) is an international hospitality owner and operator with a diverse portfolio of 10 unique and complementary brands of hotels, serviced residences and apartment hotels, including Oasia, Quincy, Rendezvous, Village, Far East Collection, A by Adina, Adina Hotels, Vibe Hotels, Travelodge Hotels and TFE Hotels Collection. We own more than 10 hospitality assets and operate a combined portfolio of more than 17,000 rooms across 100 hotels and serviced residences in 10 countries - Australia, Austria, Denmark, Germany, Hungary, Japan, Malaysia, New Zealand, Singapore, and Switzerland.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|--|---|
| Assistant / Sales Manager  | <ul style="list-style-type: none"> • Bachelor's degree / Diploma in Business, Marketing, or Hospitality Management • 0–4 years of hospitality sales experience (fresh graduates are welcome) | <ul style="list-style-type: none"> • Engage in day-to-day sales activities, including telemarketing, sales calls, hotel visits, virtual presentations, and entertainment. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 40hrs/week • Employment Type: Full Time • Job Type: |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|--|
| | <ul style="list-style-type: none"> • Ability to manage and support corporate and group accounts • Strong negotiation and communication skills • Knowledge of hospitality CRM systems (e.g., Opera, Delphi) • Ability to meet and exceed sales targets • Assist in preparing proposals, contracts, and reports • Good organizational and time management skills • Ability to build and maintain client relationships | <ul style="list-style-type: none"> • Identify, pursue, and develop new sales leads and prospects to grow the client base. • Build and maintain strong relationships with existing clients to foster loyalty and repeat business. • Promptly handle leads, inquiries and provide suitable solutions to clients. • Utilize property management systems, CRM tools, and loyalty platforms to manage accounts and track activities. • Collaborate with the Operations team to ensure exceptional guest experiences. • Attend client events and provide assistance as needed. • Ensure timely responses and communication with clients. • Gather and provide publicly available market information to stay informed. • Regularly update superiors and the team on activities and market information. • Achieve monthly sales targets to meet overall cluster budget. • Regularly review the account portfolio, analyzing the performance of each account, and presenting action plans to management. • Follow up with clients whose payments are outstanding and long overdue. • Perform other duties assigned by supervisor diligently and professionally. | <p>Permanent</p> |
| <p>Assistant Housekeeper </p> | <ul style="list-style-type: none"> • Minimum Diploma or Degree in Hospitality, Tourism, or related field. | <ul style="list-style-type: none"> • Supervise and guide Room Attendants to maintain guest rooms, public areas, and service corridors to the | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 44hrs/ week |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|--|---|
| | <ul style="list-style-type: none"> • At least 3–4 years of housekeeping experience, including 1–2 years in a supervisory role. • Strong leadership and team coordination skills with attention to detail. • Service-oriented with the ability to assist in maintaining high cleanliness and operational standards. • Proficient in housekeeping management systems and familiar with scheduling and inventory procedures. • Hospitality certifications (e.g., CERT, service excellence, or operations management) are an advantage. • Professional, well-groomed, and composed in daily staff and guest interactions. | <p>highest standards of cleanliness, comfort, and safety.</p> <ul style="list-style-type: none"> • Conduct regular inspections of rooms and facilities, ensuring prompt reporting and follow-up of maintenance issues with the Engineering Department. • Handle guest requests and feedback promptly, ensuring service excellence and guest satisfaction. • Oversee daily staffing and scheduling to ensure optimal coverage based on occupancy levels. • Recommend and implement procedures and policies for housekeeping operations to keep abreast of market best practices. • Act as a people manager who communicates performance expectations in accordance with job descriptions and monitor progress. • Maintain adequate inventory of housekeeping supplies and ensure proper use and storage of equipment. • Monitor departmental expenses and support cost-control initiatives to optimize resources. • Liaise closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure. • Act as an advocate on safe work practices in the workplace by ensuring that housekeeping employees follow established safety regulations when using work equipment and supplies. | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| | | <ul style="list-style-type: none"> • Provide directions to external vendors such as the public area cleaners, pest control, landscape, and laundry to ensure that service level agreements are met. • Schedule periodic works with outsource cleaning supplier for lobby area, public restrooms, corridors, meeting rooms, as well as carpet shampooing. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally. | |
| <p>Assistant Housekeeping Supervisor</p> | <ul style="list-style-type: none"> • O-Level or equivalent • At least 2 years of supervisory experience in Hotel Housekeeping • Proactive, meticulous and able to perform strenuous activities and handle heavy load | <ul style="list-style-type: none"> • Ensure guest rooms and public areas are maintained in accordance with policies, standards and guidelines • Inspect assigned areas regularly to ensure furnishing, facilities and equipment are cleaned and maintained • Take charge of assigned areas and ensure housekeeping services are in line with the established standards • Conduct random checks on service areas • Ensure trolleys are replenished and properly parked at designated areas • Perform Room Attendant assignments (i.e.. completion of rooms cleaning and allocation of extra duties) • Ensure work orders and requests are carried out promptly and efficiently • Investigate and follow up on feedback regarding housekeeping services • Perform any other duties assigned by supervisors, | <ul style="list-style-type: none"> • Working Hours: 6 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent |



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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|---|
| <p>F&B Executive</p> | <ul style="list-style-type: none"> • O-Level or equivalent • Minimum 2-3 year of relevant experience • Able to work independently • Able to work well under pressure and in a fast paced environment • Excellent interpersonal and communication skills | <p>carrying them out diligently and professionally.</p> <ul style="list-style-type: none"> • Supervise and motivate the banquet team to ensure smooth event operations and high service standards. • Oversee staff on shift, ensuring proper grooming, conduct, and adherence to hotel service standards. • Coordinate with internal departments and external partners to ensure seamless event execution. • Manage the setup, execution, and breakdown of banquet functions in accordance with event requirements. • Monitor and maintain proper care and usage of equipment and function spaces. • Plan and manage manpower, including scheduling and requisition of casual labour when necessary. • Control departmental costs, including labour and breakages, to achieve operational efficiency. • Ensure compliance with company policies, SOPs, and service standards through consistent supervision and training. • Address guest feedback promptly and take corrective action to maintain a high level of satisfaction. • Perform any other duties assigned by management in a diligent and professional manner. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent |
| <p>Guest Service Officer </p> | <ul style="list-style-type: none"> • O-Level or equivalent • Willing to work rotating shifts, weekends and Public Holidays | <ul style="list-style-type: none"> • Work closely with the Residence Manager and provide courteous services to guests. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 44hrs/ week |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|--|--|---|
| | <ul style="list-style-type: none"> • Positive attitude with outgoing personality and good communication skills • Experience in hospitality and knowledge of HMS will be advantageous | <ul style="list-style-type: none"> • Respond efficiently and tactfully to guests' complaints, requests and inquiries. • Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. • Ensure all telephone calls are promptly handled within three rings. • Handle cashiering functions and adhere to the residence's Standard Policies & Procedures. • Maintain good guest relations with in-house guests at all times. • Project a courteous and hospitable attitude. • Take ownership of problems and promptly handle guest complaints according to established procedures. • Report to the supervisor for further follow-up when necessary. • Write glitch reports when required. • Ensure guest room security, emergency, and fire procedures are followed. • Encourage the use of Safe Deposit boxes (EI-Safe) and adhere to policies & procedures for their use. • Be familiar with SR facilities, functions, major city attractions and events. • Provide guests with accurate information as requested. • Maintain a professional and courteous working relationship with all hotel personnel, ensuring effective communication. | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| | | <ul style="list-style-type: none"> • Maintain a well-groomed appearance and a tidy work area. • Keep personal grooming at the highest standard. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally. | |
| <p>Reservation Sales Executive </p> | <ul style="list-style-type: none"> • Minimum Diploma in any field • Knowledge in Property Management System will be an advantage • Proficient in MS Office, email system, reservations system will be an advantage • Display high level of customer service • Possess strong communication and administration skills • Able to adapt in a fast-paced environment. • Able to work independently as well as a team • Able to work shifts, including weekends and public holidays (off-in-lieu if work on Public Holidays). | <ul style="list-style-type: none"> • Handle all reservations received timely and accurately according to established SOPs. • Liaise with bookers and hotels to ensure a smooth pre-arrival experience. • Maintain up-to-date information on all hotel-related information including promotions. • Utilize upselling techniques to maximize revenue opportunities. • Ensure proper filing and recording of all correspondence. • Ensure compliance with the department’s policies and procedures. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 6 Eu Tong Sen Street (S)059817 |
| <p>Senior / Duty Manager </p> | <ul style="list-style-type: none"> • Minimum Diploma in Hospitality, Tourism, or related field. • At least 2–3 years of Front Office or supervisory experience in the hotel industry. • Proficient in Opera PMS or other hotel management systems. • Hospitality certifications (e.g., CERT, service excellence, leadership, | <ul style="list-style-type: none"> • Ensure the effective, efficient, and profitable operation of the hotel, maintaining high service standards in all areas. • Supervise and oversee Front Office operations during assigned shifts, including reception, cashiering, telephone, reservations, and baggage services. • Monitor staff conduct, grooming, and job performance to ensure | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|---|--------------------------|
| | <p>or operations) are an advantage.</p> <ul style="list-style-type: none"> • Strong leadership, communication, and problem-solving skills. • Service-oriented with the ability to handle guest feedback and operational issues effectively. • Well-groomed and professional in appearance and demeanor. • Willing to work rotating shifts, weekends, and public holidays. | <p>service excellence and uphold the hotel’s corporate image.</p> <ul style="list-style-type: none"> • Provide prompt, courteous, and efficient guest service, including check-ins and check-outs. • Handle guest complaints with tact, diplomacy, and professionalism. • Conduct or assist in pre-arrival inspections for VIP rooms, ensure delivery of complimentary amenities, personally escort VIP guests, and coordinate with relevant departments regarding VIP arrangements. • Review the Front Office Logbook at the start of each shift, follow up on messages and outstanding actions, control access to room keys, and handle correspondence related to inquiries, reservations, and guest feedback. • Monitor and address housekeeping discrepancy reports. • Handle matters related to guest safety, incident reporting, theft, and guest conduct issues. • Take charge of training reception staff, including planning, organizing, and conducting structured on the job training programs. • Monitor room inventory closely to maximize room utilization, occupancy, and revenue. • Work collaboratively with the Sales team to optimize group allotments and enhance yield. | |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|---|
| | | <ul style="list-style-type: none"> Take responsibility for staff and guest evacuation in emergency situations, such as fire, in the absence of the Safety & Fire Manager. Attend CERT training as required by regulations. Perform any other duties assigned by supervisors, carrying them out diligently and professionally. | |
| <p>Senior / Guest Service Assistant</p> | <ul style="list-style-type: none"> Minimum Secondary school education or equivalent; hospitality or customer service experience preferred. Friendly and service-oriented, with good communication and interpersonal skills. Team player who can work closely with Front Office and other hotel departments. Neat and professional appearance with a positive work attitude. Willing to work rotating shifts, weekends, and public holidays. | <ul style="list-style-type: none"> Work closely with the Assistant Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries. Collaborate closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure. Establish contacts with house guests/ long-staying guests and offer assistance when needed. Conduct courtesy calls to guests. Stay well-versed and updated on all tourist-related information. Maintain and manage stock of promotional materials for daily operations. Perform any other duties assigned by supervisors, carrying them out diligently and professionally. | <ul style="list-style-type: none"> Working Hours: 5 days/ week 44hrs/ week Employment Type: Full Time Job Type: Permanent |
| <p>Senior / Guest Service Assistant, Bell Desk</p> | <ul style="list-style-type: none"> Minimum Secondary school education or equivalent; hospitality experience preferred. Strong customer service and communication skills with a friendly and professional attitude. | <ul style="list-style-type: none"> Greet guests upon arrival and departure and assist with their luggage. Collaborate closely with the Front Office team to provide courteous and efficient service to guests. | <ul style="list-style-type: none"> Working Hours: 5 days/ week 44hrs/ week Employment Type: Full Time Job Type: |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|--|--------------------------|
| | <ul style="list-style-type: none"> • Good knowledge of local attractions, transport, and dining options to assist guests effectively. • Ability to handle luggage and perform standing/walking duties. • Team player who can coordinate with Front Office and other departments. • Neat and well-groomed appearance with a service-oriented mindset. • Willing to work rotating shifts, weekends, and public holidays. | <ul style="list-style-type: none"> • Establish rapport with in-house and long-staying guests, offering assistance as needed. • Respond efficiently and tactfully to guests' requests and enquires, including hotel facilities and services, as well as general information beyond the hotel (e.g. local attractions, transportation options, dining recommendations, etc.). • Liaise closely with Reception on guests' arrival and departure. • Make courtesy calls to guests. • Stay well-versed and updated on all tourists related information, events and conferences. • Manage guest baggage storage, as well as the delivery of parcels and correspondence. • Maintain accurate records by updating the movements log including delivery of luggage, parcels to guest rooms, and baggage stored or retrieved. • Ensure the lobby, driveway, and luggage storage areas are kept clean and presentable at all times. • Stay informed about the day's events within the hotel and assist guests or visitors with directions and relevant information as required. • Oversee and maintain smooth traffic flow at the hotel driveway • Requisite and keep stock of promotional materials for daily operations. | Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|---|
| | | <ul style="list-style-type: none"> Perform any other duties assigned by supervisors, carrying them out diligently and professionally. | |
| <p>Senior / Guest Service Executive </p> | <ul style="list-style-type: none"> Minimum Diploma in Hospitality, Tourism, or related field. Prior experience in Front Office or Guest Services preferred. Strong communication and problem-solving skills to handle guest enquiries and feedback effectively. Leadership qualities with the ability to guide and support team members. Well-groomed and professional in appearance and conduct. Willing to work rotating shifts, weekends, and public holidays. | <ul style="list-style-type: none"> Work closely with the Assistant Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. Handle cashiering functions and adhere to the residence's Standard Policies & Procedure. Maintain good guest relations with in-house guests at all times, projecting a courteous and hospitable attitude. Be familiar with all room types and rates in the hotel, as well as their availability status and upsell whenever possible. Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary and submit glitch reports as necessary. Ensure guest room security, emergency, and fire procedures are followed, and encourage the use of Safe Deposit boxes (EI-Safe) while | <ul style="list-style-type: none"> Working Hours: 5 days/ week 44hrs/ week Employment Type: Full Time Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|---|--------------------------|
| | | adhering to related policies & procedures. <ul style="list-style-type: none"> Acquire knowledge of hotel facilities, functions, major city attractions, and events to provide accurate information to guests upon request. Maintain a professional, courteous working relationship, and ensure effective communication with all hotel personnel. Maintain a well-groomed appearance and a tidy work area, upholding the highest standard of personal grooming. Perform any other duties assigned by supervisors, carrying them out diligently and professionally. | |

#6 Global Foundries

GlobalFoundries (GF) is one of the world’s leading semiconductor foundries and the only one with a truly global footprint spanning three continents. We manufacture complex, feature-rich integrated circuits that enable billions of electronic devices. At GF, we make things that matter — from the solutions that enable the way we live today, to the technologies that drive what’s possible for tomorrow. Join us in changing the industry that is changing the world.



| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|--|
| APAC Senior Environmental Engineer  | <ul style="list-style-type: none"> Education: At least a 4-years’ bachelor’s degree in engineering, environment, or technology fields. Years of Experience: Minimum 3 years of experience in a relevant field. Practical experience in manufacturing industries, ideally in semiconductors. | <ul style="list-style-type: none"> Implement environmental programs for air, water, waste and energy, and monitor compliance with local environmental legislation, GlobalFoundries EHS Standards, and site targets and objectives. Assess the environmental impact and risks of existing operations and of proposed changes. Lead technical investigations to determine potential risks | <ul style="list-style-type: none"> Working Hours: 5 days/ week, 8am-5pm Employment Type: Full Time Job Type: Permanent Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|---|--------------------------|
| | | <p>to environmental, health and safety, and develop and implement mitigation plans.</p> <ul style="list-style-type: none"> • Create environmental projects and collaborate with teams of stakeholder departments and companies to lead them on GlobalFoundries’ Journey to Zero Carbon. • Drive continuous improvement of the environmental and sustainability performance of the company, and its operations and engineering. • Provide technical advice on environmental engineering, pollution control, testing methods and regulatory limits. • Develop technical and organizational solutions to resolve environmental and sustainability issues to meet obligations to regulators and to customers. • Conduct internal and external environmental audits based on ISO 14001, ISO 14064 and local regulations. • Recommend corrective and preventive actions and follow-up with implementation efforts. • Process large data sets and prepare regulatory reports. • Document and maintain plans, procedures, data and regulatory licenses. • Collect and compile environmental data, and guide contractors to conduct gas, water, and waste sampling. | |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|--|
| | | <ul style="list-style-type: none"> Promote EHS policies and awareness of GlobalFoundries employees, contractors, vendors and other visitors. Conduct EHS training for employees, contractors, and vendors as necessary. Work with other EHSS sections (safety, health, and security) to support the Journey to Zero. | |
| <p>Associate Engineer Equipment</p> | <ul style="list-style-type: none"> Diploma in Electrical / Electronics / Mechatronics / Mechanical/ Microelectronics Engineering. 1 year experience in semiconductor equipment role is preferred Able to perform 12-hour rotating shift | <ul style="list-style-type: none"> Perform 12-hour shift to support the running of Production in the Module and ensure equipment readiness and worthiness for production Perform scheduled preventive maintenance (PM) and calibration on a timely basis Assist Engineer in the installation and hook-up of new equipment Trouble-shoot equipment-related issues and minimize equipment downtime. Assist in implementing equipment improvement project Participate in Quality Improvement Team program to improve productivity and output quality of the Module and constantly monitor and feedback to Engineers to improve performance of equipment to meet Module objectives Maintain good housekeeping in the production area, ensuring good safety practice and also safe custody of tools, equipment and other properties belonging to the Module | <ul style="list-style-type: none"> Working Hours: 4 days/ week, 12hr/ shift Employment Type: Full Time Job Type: Permanent Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|--|
| Associate Engineer Process  | <ul style="list-style-type: none"> • Diploma in Electrical / Electronics / Mechatronics / Mechanical/ Microelectronics Engineering. • 1 year experience in semiconductor equipment role is preferred • Able to perform 12-hour rotating shift | <ul style="list-style-type: none"> • Perform 12-hour shift duties to support the running of silicon wafer production in the module and ensure that process integrity for machines is in place for production. • Assist Engineers in the qualification and fine-tuning of processes for production. • Trouble-shoot process-related issues and minimize the time lots are on hold. • Monitor and improve the qualified process using SPC and other statistical tools. • Co-ordinate with specialists to ensure that work is carried out efficiently to meet module objectives and that SOPs are strictly followed. • Assist in implementing process improvement projects. • Participate in QIT programs to improve the productivity and output quality of the module. • Work with QA on internal audits. • Maintain good housekeeping in the production area, ensuring good safety practice and also safe custody of tools, equipment and other properties belonging to the Module. | <ul style="list-style-type: none"> • Working Hours: 4 days/ week, 12hr/ shift • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |
| Engineer Equipment Engineering  | <ul style="list-style-type: none"> • Bachelor's Degree in engineering or equivalent • 0-3 years of relevant experience in equipment engineering, preferably in a wafer fab / Electronics / Electrical industry | <ul style="list-style-type: none"> • Maintain and support equipment readiness in capacity of either an individual contributor (as directed and/or independently), or as a manager. • Perform preventive maintenance (PM) and troubleshooting of equipment | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, Office hours(Swing Shift) • Employment Type: Full Time • Job Type: Permanent |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|--|
| | <ul style="list-style-type: none"> • Proven ability to identify, assess and solve problems • Perform Normal / Swing Shift | <ul style="list-style-type: none"> • Execute maintenance and tool support ensuring equipment readiness • Troubleshoot and upgrade of equipment ensuring minimize downtime • Analyze and monitor technical charts • Drive equipment improvement plans and projects • Ensure and follow good safety practices and custody of tools, equipments and other properties • Perform all activities in a safe and responsible manner and support all Environmental, Health, Safety & Security requirements • Work and collaborate other projects and/or assignments as needed | <ul style="list-style-type: none"> • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |
| <p>Engineer Process Engineering </p> | <ul style="list-style-type: none"> • Bachelor Degree in Engineering • 0 to 3 years of relevant experience in semiconductor wafer process engineering • Proven ability to identify, assess and solve problems • Perform Normal / Swing Shift | <ul style="list-style-type: none"> • Sustain and improve process / SPC to meet quality, cost, productivity requirements. • Process improvement to eliminate inherent process weakness to achieve company goals. • Upload recipe, check recipe and ensure recipe content compliance using RMS • Startup and qualify new process and new equipment within scheduled timeline. • Work closely with Equipment Engineer on new equipment acceptance. • Understand the concept of repeatability and reproducibility (R&R) run | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, Office hours(Swing Shift) • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |
| <p>ML Engineer - Digital Manufacturing </p> | <ul style="list-style-type: none"> • Bachelor's degree in engineering, Computer Science, or related quantitative field | <ul style="list-style-type: none"> • Support the AI Integration Team in developing and deploying AI/ML models. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8am- 5pm |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|--|--|
| | <ul style="list-style-type: none"> • A minimum of 2 years of experience in ML engineering or Applied AI • Proficiency in AI/ML techniques and frameworks (incl. PyTorch, Scikit-Learn, LangChain etc.), and model deployment strategies • Familiarity with MLOps, CI/CD pipelines for ML, and monitoring tools for model performance and drift detection • Practical experience with AWS services for ML deployment | <ul style="list-style-type: none"> • Work with highly complex data for feature development using AI/ML models. • Work closely with teams in Digital Manufacturing and other stakeholders to define project objectives, deliverables, and timelines. • Adapt to evolving technologies and learn new tools and techniques. • Committed to stay updated with the State-of-the-Art advancements in AI/ML | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |
| <p>Principal Analyst Cost Accounting</p>  | <ul style="list-style-type: none"> • Education BS in Accountancy • Min 6 years experience in similar role. | <ul style="list-style-type: none"> • Audit Coordination: Serve as a key point of contact and actively participate in annual internal and external audits, preparing necessary schedules (SOX compliance), Inventory / Costing Controls SOX documentations, and assist in answering auditor inquiries • Internal Controls: Develop, document, and monitor internal control procedures to safeguard company inventories and ensure the accuracy of financial data. • Month-End, Qtr end & Year-End Close: Execute the procedures for closing the financial including posting complex journal entries, working closely within cross functional team within Finance. • Account Reconciliation: Perform and review reconciliations of all key | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8am-5pm • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | balance sheet accounts (Global Inventory) and the general ledger to ensure accuracy. <ul style="list-style-type: none"> Reporting: Support inventory-related policy updates & any other adhoc requests (e.g Quarterly Corporate reporting inventory-related transactions) | |
| Principal Analyst, GL Accounting  | <ul style="list-style-type: none"> Degree in Accounting/Business/ Finance or Equivalent Professional Qualifications (e.g. CA) Min 6 years of working experience preferably in a multi-national manufacturing company or CPA firm ERP work knowledge is a plus Semiconductor industry knowledge is advantageous Initial years spent in CPA firms or Chartered Accountants would be helpful Led prior engagement with auditors - Coordinate and manage the annual statutory audits, dealing with the Auditors and ensuring timely completion of the audit process Familiar with the close processes in an ERP environment Familiar with the preparation/review of monthly financial statements Work level understanding of | <ul style="list-style-type: none"> Execute General Ledger activities and monthly closing activities for APAC regional offices in accordance with the close calendar ensuring corporate accounting policies and effective internal controls are being adhered to. Collaborate closely with corporate accounting teams and work across different functions and stakeholders to see through the monthly accounting close, ensuring all critical accounting matters are appropriately identified and dealt with. Further improve the month-end close process and reporting cycles to ensure timely and accurate reporting for APAC regional offices. These include analysis of accounts and preparation/review and investigation of monthly accounts reconciliations. Prepare/Review monthly/quarterly corporate reporting in a timely and accurate manner for corporate & local statutory reporting, consistent with IFRS, and GlobalFoundries accounting policies and local | <ul style="list-style-type: none"> Working Hours: 5 days/ week, 8am-5pm Employment Type: Full Time Job Type: Permanent Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|---|---|
| | <p>effective internal controls and SOX compliance experience is advantageous</p> <ul style="list-style-type: none"> • Knowledge of IFRS standards • Knowledge of APAC entities' GAAP is advantageous | <p>GAAP (ie. FRS where applicable).</p> <ul style="list-style-type: none"> • Coordinate and manage the annual statutory audits, dealing with the Auditors and ensuring timely completion of the annual audit process. • Prepare statutory accounts in FRS • Support internal audits to ensure record keeping and sound corporate governance are maintained, in accordance with the requirements of auditors and government agencies/Regulatory bodies • Responsible for the timely delivery of regulatory reporting and statistical surveys. • On ad-hoc basis, support technical accounting projects and system improvement projects. | |
| <p>Senior Associate Engineer, Global Parts Solutions </p> | <ul style="list-style-type: none"> • Diploma in Electronics / Electrical / Mechanical / Mechatronics Engineering. • 5 years' working experience in repair workshop. • Able to do component-level troubleshooting and fault diagnosis. • Troubleshooting and repairing malfunctioning equipment such as Power supply / controller / PCB / monitor/ RF Gen / RF matches and Chiller. • Knowledge of repair of RF gen / Matches / Chiller will add an advantage | <ul style="list-style-type: none"> • Performing problem diagnostics and troubleshooting for electronics, RF comments or chillers such as PCB, power supply, controller or RF generators • To repair the faulty units and with a functional test. • Participating in CIP programs to improve the quality of repairs, such as improvements of repair success rate, parts life-time extension, and developing robust repair and testing capabilities. • Performing swing shift duties to support the operation of the Global Parts Solution • Involvement in global meetings and cross training | <ul style="list-style-type: none"> • Working Hours: 2 days/ week, Office hours (swing shift) • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|--|
| | <ul style="list-style-type: none"> • Good soldering skills will add an advantage. • Experience in repairing job will add an advantage. • Able to perform swing shift work. | <p>programs which help to develop and unify the skillset and experiences by sharing and documentations.</p> <ul style="list-style-type: none"> • Involvement in the transformation to enable a new generation parts repair center through automation and digitalization. | |
| <p>Senior Engineer Design Enablement </p> | <ul style="list-style-type: none"> • M.S. in Electrical Engineering, Materials Science, Solid State Physics or relevant fields in software engineering • Programming skill is preferred | <ul style="list-style-type: none"> • Deliver high-quality Design Manuals (DMs) and provide comprehensive design support to customers. • Collaborate with cross-functional teams (process, device, reliability, and design enablement) to develop, evaluate, and validate technology design rules and Boolean operations. • Create and maintain mini DRC decks to enable physical design rule evaluation and verification. • Design and implement layout Design of Experiments (DoE) and develop Test Structures to validate design rules on silicon. • Perform in-depth silicon data analysis and drive design rule enhancements based on data insights to optimize GF technologies. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8am-5pm • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |
| <p>Senior Engineer Industrial Engineering </p> | <ul style="list-style-type: none"> • Bachelor’s degree in Industrial Engineering, Manufacturing Engineering, or related field. • Minimum 3 years of working experience in the field of Industrial Engineering in a Semiconductor Wafer Fab is preferred. | <p>Capacity Planning & Demand Matching</p> <ul style="list-style-type: none"> • Develop and maintain the fab-wide plant capacity model, ensuring alignment with customer wafer demand and tool input requirements. • Analyze capacity gaps and proactively initiate actions to close them. • Partner with process modules to ensure equipment | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8am-5pm • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|--|---|--------------------------------------|
| | <ul style="list-style-type: none"> Proficiency in capacity modelling, AutoCAD, and familiarity with lean manufacturing tools. | <p>readiness ahead of production needs to meet customer required dates.</p> <p>Equipment Utilization & Productivity</p> <ul style="list-style-type: none"> Calculate and monitor equipment capacity utilization across all fab modules. Identify equipment bottlenecks and lead productivity improvement programs. Collaborate with the maintenance team to track and improve OEE (Overall Equipment Effectiveness). <p>Cycle Time Reduction</p> <ul style="list-style-type: none"> Calculate the intrinsic cycle time of the fab (ideal processing time without queueing). Work with manufacturing and process engineering teams to reduce cycle time and improve throughput. <p>Tool Redundancy & Fab Stability</p> <ul style="list-style-type: none"> Collaborate with process owners to implement redundancy plans for critical tools to enhance fab stability and resilience. <p>Layout Planning & Space Management</p> <ul style="list-style-type: none"> Act as the Industrial Engineering lead for tool layout and fab space planning: Identify space for new equipment and coordinate with facilities and equipment teams for tool installation. | <p>Park D Street 2 (S)738406</p> |



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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| | | <ul style="list-style-type: none"> • Create and update AutoCAD tool layouts, ensuring all tools and utilities are properly marked and documented. • Maintain accurate records of tool placement and space utilization. <p>Staff Support & HR Coordination</p> <ul style="list-style-type: none"> • Work with HR and operations teams to manage seating arrangements for staff across SP2 and external office spaces. | |
| <p>Senior Manufacturing Cost Analyst </p> | <ul style="list-style-type: none"> • Bachelor's degree in accounting, finance, business with an emphasis in accounting, or a related field • Min 4 years of previous accounting, bookkeeping, or related experience • Fluency in English Language – written & verbal • Strong financial analysis skills • Setting standard costs of manufactured goods • Experience with Oracle EBS suite • Excellent computer skills; experience in accounting software, Microsoft Office Suite including Power Bi, and knowledge of Structured Query Language (SQL) • Knowledge of bookkeeping and accounting best practices, laws, standards, and state/national | <ul style="list-style-type: none"> • Develop and maintain cost accounting system, documentation, and records • Setting standard costs of manufactured goods • Review costs for inventory • Analyze and recommend costs and cost savings • Participate in period close activities related to inventory and cost of goods sold • Comply with Generally Accepted Accounting Principles (GAAP) for financial statements • Prepare documents and interpret financial information regarding cost improvements for managers, executives, and C-Suite executives • Maintain company accounting procedures and processes • Present cost estimates and budgets • Compile documentation on company production unit cost standards • Assist in audits and general ledger preparation | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8am-5pm • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|--|
| | regulations and Generally Accepted Accounting Principles (GAAP) <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Accurate and precise attention to detail • Ability to multitask, prioritize, and manage time efficiently | | |
| Sr Engineer Failure Analysis  | Required Qualifications <ul style="list-style-type: none"> • Bachelor/Master/PhD in Engineering or Sciences with 5 years relevant experience • Familiar with Electrical parameters, IC testing, fault diagnosis, failure analysis techniques • Ability to work well with others and an interest in IC failure analysis/chemical analysis • Strong interpersonal skills and ability to work effectively within a cross functional team environment. | Introduction <ul style="list-style-type: none"> • As a senior engineer in the failure analysis department, you will perform electrical Failure Analysis work on wafer and package samples using various analytical tools. Responsibilities <ul style="list-style-type: none"> • Perform detailed EFA analysis using SOM, Thermal Microscope, FIB, SEM, AFP, XRM, CSAM and OM analytical tools and generating EFA report upon completion of jobs • Participate and provide FA advice and support to Fab Ops and TD on defect pareto build up for yield enhancement activities and root cause investigation for line issues and customer returned FA. • Document FA operating procedures, training and certification specs. • Develop new failure analysis techniques to support new technologies. • To mentor Engr/Sr. AE/AE on skillset development and develop EFA analysis SOPs • Responsible for EFA equipment upkeep, tool | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, Office hours(Swing Shift) • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|---|--|---|
| <p>Sr. Associate Engineer, Facilities Operations </p> | <ul style="list-style-type: none"> • Diploma / Degree in Mechanical / Electrical Engineering • Around 3 years of hands-on experience with Facilities with a focus on Maintenance • Intermediate working knowledge on M&E Chiller system and HVAC (heating, ventilation and air conditioning), UPW and Wastewater Treatment system. | <p>uptime and safety and housekeeping.</p> <ul style="list-style-type: none"> • Work on UPW and M&E Operations and E-Logging, SCADA monitoring from FMS of cleanroom facilities and maintain contaminations free manufacturing environment. • Carry out Preventive Maintenance for Mechanical, Electrical, UPW, Wastewater Treatment Plant & exhaust ducting systems • Carry out supervision and coordination work with vendors on Preventive Maintenance, Corrective Maintenance, Breakdown Maintenance and Ad-hoc Maintenance. • Carry out supervision and coordination work with vendors on Preventive Maintenance, Corrective Maintenance, Breakdown Maintenance and Ad-hoc Maintenance. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8am-5pm • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |
| <p>Sr/Principal Engineer Process Integration </p> | <ul style="list-style-type: none"> • BS degree in Electrical Engineering, Chemical Engineering, Science, other relevant engineering discipline is required • 2-6 years of relevant experience | <ul style="list-style-type: none"> • Identify, resolve, and improve process integration and yield issues and related problems • Perform project management and data analysis • Identify and resolve process integration issues and related problems • Develop custom or derivative processes to meet customer needs • Support new designs with module characterization and design rule development • Work with cross function teams to reduce defect activities and resolve technical & yield concerns | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, Office hours (swing shift) • Employment Type: Full Time • Job Type: Permanent • Location: 60 Woodlands Industrial Park D Street 2 (S)738406 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|---|--------------------------|
| | | <ul style="list-style-type: none"> Develop and improve test structures that enable fast and rigorous characterization of process Drive CIP (Continuous improvement plans) to deliver organizational goals Build and develop defect source library and tool's defect source fingerprinting Perform product/process partitioning study for yield & defect characterization to drive defect improvements Ensure that processes are well documented, failure modes are assessed and have mitigation and detection in place | |

#7 Novotel Singapore on Stevens/Mercure Singapore on Stevens

Novotel. A well-loved worldwide network of destination hotels where everyday moments matter. Our aim is to provide a high level of comfort and relaxation for all our leisure, wellness and business guests. The Novotel experience includes suites, studios and apartments for longer stays, resorts for family holidays and signature residences

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|----------------|---|--|--|
| Bellman | <ul style="list-style-type: none"> Comply with hotel and department policies and procedures at all times Attend all briefings, meetings and training as assigned by management Report for duty on time wearing a clean and complete uniform at all times Maintain a high standard of personal | <ul style="list-style-type: none"> Timely delivery of guests' luggage, messages and any other items for delivery within the property Personalize guests' orientation of their room in a professional, friendly and engaging way Maintain a presence in the lobby as an ambassador of the property and brand, offering exceptional service to the guests | <ul style="list-style-type: none"> Working Hours: 5 days/ week, Shift Works Employment Type: Full Time Job Type: Permanent Location: 28 Stevens Road (S)257878 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|---|
| | <p>appearance and hygiene at all times</p> <ul style="list-style-type: none"> • Perform other reasonable duties assigned by the Head of Department | <ul style="list-style-type: none"> • Service focused personality is essential; customer-related experience is an asset • Ability to work well under pressure in a fast-paced environment • Excellent communication skills and professional presentation • Ability to work cohesively with fellow colleagues as part of a team • Perform other reasonable duties assigned by the Management. | |
| Duty Manager  | <ul style="list-style-type: none"> • Possess Degree/Diploma in Hospitality or relevant qualification; • Minimum 3- 5 years of related experience preferably in the Hotel industry; • Mature, energetic, assertive, independent and a team player; • Strong leadership skills with excellent interpersonal and communications skills. | <ul style="list-style-type: none"> • Manage, supervise and coordinate the daily operations of the Hotel • Ensure that all procedures are performed in accordance with established standards and procedures at all times to reach optimal guest satisfaction. • Assist the Assistant Front Office Manager in establishing a front desk standard and procedures manual as a guideline for the front desk operations. • Assist the Assistant Front Office Manager to select, hire, and train employees to the hotel's standard and procedures. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, Shift Work • Employment Type: Full Time • Job Type: Permanent • Location: 28 Stevens Road (S)257878 |
| Food & Beverage Captain | <ul style="list-style-type: none"> • Food Hygiene Certificate | <ul style="list-style-type: none"> • Evaluate the operations and procedures and suggest improvements to the Outlet Manager. • Assign responsibilities to subordinates/ casuals / interns and offer assistance during busy periods. • Hold departmental meetings and conduct daily briefings. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, Shift Work • Employment Type: Full Time • Job Type: Permanent |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|---|
| | | <ul style="list-style-type: none"> • Adhere to all house rules, regulations and Hotel policies. • Anticipate the volume of business, taking into consideration the occupancy of the Hotel, the holidays, the weather, the activities in the Hotel, and the community in general. • Attend F&B meetings. • Assist the Outlet Manager to analyse revenue and cost reports to be used for the preparation of a realistic annual budget. • Analyse monthly Profit and Loss statements to ascertain that all costs are in line. • Assist the Outlet Manager to enforce all pre-check and check control procedures. • Ensure that no reusable beverage is wasted. • Monitor the quality and quantity of all food and beverage items served. | <ul style="list-style-type: none"> • Location: 28 Stevens Road (S)257878 |
| <p>Junior Housekeeping Supervisor</p> | <ul style="list-style-type: none"> • Comply with hotel and department policies and procedures at all times • Attend all briefings, meetings and training as assigned by management • Report for duty on time wearing a clean and complete uniform at all times • Maintain a high standard of personal appearance and hygiene at all times • Perform other reasonable duties assigned by the Head of Department | <ul style="list-style-type: none"> • Conduct daily briefings with staff at floor level. • Manage and supervise all tasks of his/her team. • Clean and ensure cleanliness of guest rooms, guest room balconies, guest corridors, linen rooms and housekeeping pantries according to standards and procedures set. • Maintain a section floor report and conduct regular room checklists. • Record room status in allocated section accurately. • Perform other reasonable duties assigned by the Management | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, Shift Work • Employment Type: Full Time • Job Type: Permanent • Location: 28 Stevens Road (S)257878 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-------------------------------------|---|--|---|
| Senior / Guest Service Agent | <ul style="list-style-type: none"> • Comply with hotel and department policies and procedures at all times • Attend all briefings, meetings and training as assigned by management • Report for duty on time wearing a clean and complete uniform at all times • Maintain a high standard of personal appearance and hygiene at all times • Perform other reasonable duties assigned by the Head of Department | <ul style="list-style-type: none"> • Assist guests with check in and checkout, as well as other cashiering duties • Review arrival lists and prepare compendiums prior to guests' arrival and check-into system if necessary • Welcome guests on arrival, register and issue room keys according to departmental standards and procedures • Ensure that members consistently receive all benefits, and repeat guests and other VIP's receive special recognition and service. Prepare and send welcome cards and amenities to room prior to guest arrival • Liaise closely with other relevant departments to ensure that guests requests and needs are met • Update and maintain repeat guest history system • Promote Inter-Hotel sales and in-house facilities according to departmental standards to maximize revenue • Handle guests' complaints and comments tactfully and efficiently • Handling guests' mails, messages, and answering of phone calls • Maintain the privacy and confidentiality of all guests by ensuring that no details of the guests are disclosed • Be vigilant in regard to in-house credit matters and act upon any discrepancies • Alert Security or Duty Manager of suspicious-looking person(s) / articles | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, Shift Work • Employment Type: Full Time • Job Type: Permanent • Location: 28 Stevens Road (S)257878 |



| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|--|--------------------------|
| | | <ul style="list-style-type: none"> Perform other reasonable duties assigned by the assigned by the Management | |

#8 Oriental Aviation International

Oriental Aviation International Pte Ltd is a prominent Singapore-based manpower supply and human resources consultancy, specializing in the aviation, logistics, and engineering sectors.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--------------------------------------|---|---|---|
| Cleaner | <ul style="list-style-type: none"> Good communication with ability to work independently. Prior experience as cleaner is advantageous. | <ul style="list-style-type: none"> Good communication and teamwork skills. Able to work in a fast-paced environment. Willing to work shifts, weekends, and public holidays. | <ul style="list-style-type: none"> Working Hours: 44hrs/ week, 3pm-11pm Employment Type: Full Time Location: 80 Airport Boulevard (S)819642 |
| Department Coordinator | <ul style="list-style-type: none"> Minimum Nitec / Diploma or relevant administrative experience Proficient in Microsoft Office (Excel, Word, Outlook) Strong organizational and communication skills Detail-oriented and able to manage multiple tasks Experience in coordination, admin, or operations support is an advantage | <ul style="list-style-type: none"> Provide administrative and operational support to department managers by coordinating schedules, handling documentation, processing purchase requests, maintaining records, supporting repair operations workflow, and ensuring smooth daily departmental activities. | <ul style="list-style-type: none"> Working Hours: 40hrs/ week, 8am-5pm Employment Type: Contract Location: 202 Bedok South Avenue 1 (S)469332 |
| Electronics Repair Technician | <ul style="list-style-type: none"> Minimum Nitec / Higher Nitec / Diploma in Engineering, Electronics, Mechanical, or related field | <ul style="list-style-type: none"> Perform troubleshooting, repair, preventive maintenance, and testing of equipment or systems. Diagnose faults, replace defective parts, maintain | <ul style="list-style-type: none"> Working Hours: 40hrs/ week, 8am-5pm Employment Type: |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|---|
| | <ul style="list-style-type: none"> Hands-on technical or maintenance experience preferred Ability to read technical manuals or schematics is an advantage Problem-solving mindset Willingness to work in technical or production environments | service records, and support operational uptime. | Contract <ul style="list-style-type: none"> Location: 202 Bedok South Avenue 1 (S)469332 |
| Kitchenware Installer Assistant | <ul style="list-style-type: none"> Able to carry/lift home appliances and tools Comfortable traveling to customer sites Willing to work long term Responsible, punctual, and able to follow instructions | <ul style="list-style-type: none"> Assist senior technicians with the delivery and installation of home appliances and kitchenware at customer locations. Support by carrying tools and appliances, preparing work areas, handling basic setup tasks, and ensuring smooth installation operations. | <ul style="list-style-type: none"> Working Hours: 40 shift/ week, 9am-6pm Employment Type: Full Time Job Type: Contract Location: 46A Tanjong Penjuru (S)609040 |
| Logistics Assistant  | <ul style="list-style-type: none"> Safety shoes Able to commit overtimes when needed Comfort to work in Cleanroom environment | <ul style="list-style-type: none"> Receiving & Inspection: Unloading, unpacking, and checking incoming goods Inventory Control: Sorting, labeling Picking & Packing: Selecting, packing | <ul style="list-style-type: none"> Working Hours: 40hrs/ week, 8am-5:30pm Employment Type: Contract Location: 4 Woodlands Height (S)737860 |
| Night Logistics Assistant  | <ul style="list-style-type: none"> Safety shoes Able to commit overtimes when needed Comfort to work in Cleanroom environment | <ul style="list-style-type: none"> Receiving & Inspection: Unloading, unpacking, and checking incoming goods Inventory Control: Sorting, labeling Picking & Packing: Selecting, packing | <ul style="list-style-type: none"> Working Hours: 40hrs/ week, 8am-5:30pm Employment Type: Contract Location: 4 Woodlands |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|--|--|
| | | | Height (S)737860 |
| Service Crew(PT) | <ul style="list-style-type: none"> • Good communication and teamwork skills. • Able to work in a fast-paced environment. • Willing to work shifts, weekends, and public holidays. | <ul style="list-style-type: none"> • Greet and serve customers in a friendly and professional manner. • Take and process customer orders accurately. • Prepare and serve food and beverages according to company standards. • Ensure cleanliness and hygiene of the dining area, service counters, and kitchen stations. • Assist in opening and closing duties, including restocking supplies and maintaining equipment. • Handle customer inquiries and feedback politely, escalating issues to the supervisor when necessary. | <ul style="list-style-type: none"> • Working Hours: 40 hrs/ week, 12pm to 9pm • Employment Type: Part Time • Job Type: Permanent • Location: 391A Orchard Road (S)238873 |
| Shipping/ Receiving Coordinator | <ul style="list-style-type: none"> • Minimum Nitec / O-Level or relevant logistics experience • Basic knowledge of shipping, inventory, or warehouse processes • Able to use Microsoft Office and inventory systems • Physically capable of handling warehouse coordination tasks • Strong attention to detail and teamwork | <ul style="list-style-type: none"> • Coordinate incoming and outgoing shipments, verify deliveries, maintain inventory records, prepare shipping documentation, liaise with logistics providers, and ensure timely receiving and dispatch of goods. | <ul style="list-style-type: none"> • Working Hours: 40 hrs/ week, 8am-5pm • Employment Type: Contract • Location: 202 Bedok South Avenue 1 (S)469332 |
| Technical Store Assistant | <ul style="list-style-type: none"> • Proven working experience as a warehouse assistant/ storekeeper. • Proficiency in WMS and Inventory Management System. • Basic knowledge with MS Office and Outlook. | <ul style="list-style-type: none"> • Prepare and complete orders for delivery or according to schedule. • Receive and process warehouse stock products (pick, receipt, label, store). • Perform spare parts inspection to meet the RMA requirement. | <ul style="list-style-type: none"> • Working Hours: 42hr 30 min/ week, 8.30am to 6pm • Employment Type: Contract |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|---|---|---|
| | <ul style="list-style-type: none"> Ability to lift heavy goods up to 10kg. Proficiency in operating pallet stacker and pallet jack. | <ul style="list-style-type: none"> Manage Inventory logs & updates in Inventory System. Perform inventory controls and keep quality standards high for audits. Report any discrepancies. Operate and maintain preventively warehouse vehicles (pallet jacks) and equipment. Follow quality service standards and comply with procedures, rules, and regulations. Others assigned tasks by Supervisors if require. | <ul style="list-style-type: none"> Location: 205 Henderson Road (S)159549 |

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#9 Re Sustainability

Asia's leading integrated resource management company, Re Sustainability, is committed to making the world more sustainable. We promote effective resource management to create increasing and sustained value for all our stakeholders. We bring sustainability to the forefront of everything through a wide array of solutions, including Waste Management, Recycling, Integrated Environmental Services, Consultancy, Facilities Management, Car Park Management, and Construction & Demolition Waste Management, among others. With an extensive footprint of 60 operating locations spread across the world, we're poised to enable a sustainable future.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|----------------------------|--|---|---|
| Cleaning Supervisor | <ul style="list-style-type: none"> Good leadership skills Always setting as a role model to the team Have a good customer service quality and cleaning standards Good interpersonal and communication skills | <ul style="list-style-type: none"> Manage a site team Supervise General Cleaning operations Supervise Toilet Cleaning operations Plan and supervise periodical cleaning task Ad hoc cleaning as per Operations / Area Manager instructions Track and report daily attendance Perform quality checks and join inspection with OM and client | <ul style="list-style-type: none"> Employment Type: Full Time Job Type: Full-time |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
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| <p>Driver Assistant</p> | <ul style="list-style-type: none"> • Relevant experience in garbage collector is preferred • To attend relevant training as directed whether it is on-the-job or training provider • To abide with all the relevant regulatory bodies requirements • Good working attitude, reliable, punctual, and motivated with a strong work ethic. | <ul style="list-style-type: none"> • Handle feedback from clients • Interview and recruit cleaners • Identify and sort collected waste and recyclables • Ensure mechanical motorized vehicles, tools and equipment are replenished, reinstated and maintained. • Maintaining proper records and check as directed • Prepare and use appropriate tools and equipment as well as personal protection equipment (PPE) for waste and recyclables collection • Operate equipment to compress collected waste and recyclables • Upkeep of vehicle’s interior and exterior and maintain its cleanliness • Ensure safety measures are adhered to during operations • Provide advisory to members of the public/clients/occupants and surface any complaint or feedback to Senior Crew/Team Lead and/or Supervisor • Report operation abnormalities such as overfull bins, damaged bins, improper placements, equipment faults, central refuse chutes faults, excessive garden waste, and contamination in recycling bins to the relevant in-charge • Assist driver to complete any service/delivery order forms as assigned whether in copy or digitally where applicable • Respond to incidents and emergencies as directed | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Full-time |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|---|
| <p>Driver Specialist (Class 4)</p> | <ul style="list-style-type: none"> • Possess a valid Singapore Class 4 Driving Licence at all time to perform the driver specialist duties. • A minimum of 3 years class 4 driving experience is preferred. *Candidate with related experience is added advantage. • To attend relevant training as directed whether it is on-the-job or training provider. • To abide with all the relevant regulatory bodies requirements. • Good working attitude with professional and safe driving skills. • Be reliable, punctual, and motivated with a strong work ethic. | <ul style="list-style-type: none"> • Any other duties as assigned/directed • Ensure mechanical motorised vehicles, tools and equipment are replenished, reinstated and maintained including and not limited to greasing, fluid top-ups, to ensure vehicle in tip-top working condition. • Maintaining proper records and check as directed. • Upkeep of vehicle’s interior and exterior and maintain its cleanliness. • Ensure safety measures are adhered to during operations. • Report of road hazards which can cause delays in collection services. • Complete any service/ delivery order forms as assigned whether in copy or digitally. • Any other duties as assigned/directed. | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Full-time |
| <p>General Cleaner</p> | <ul style="list-style-type: none"> • Have a good level of hygiene and cleanliness • Good and responsible team players • Able to start immediately or short notice of period • Open to retirees • Willing to travel within an area | <ul style="list-style-type: none"> • The cleaner is responsible to carry out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition. • Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning and etc) • Performing and documenting routine inspection and maintenance activities | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Full-time |
| <p>Restroom Cleaner</p> | <ul style="list-style-type: none"> • Have a good level of hygiene and cleanliness • Good and responsible team players • Able to start immediately or short notice of period | <ul style="list-style-type: none"> • The cleaner is responsible to carry out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition. • These includes Cleaning, stocking and supplying | <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Full-time |



| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|--|---|--------------------------|
| | <ul style="list-style-type: none"> Open to retirees Willing to travel within an area | designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning and etc) <ul style="list-style-type: none"> Performing and documenting routine inspection and maintenance activities | |

#10 STATS ChipPAC

STATS ChipPAC is the world's leading semiconductor back-end manufacturing and technology services provider, offering a full range of turnkey services that include semiconductor package integration design and characterization, R&D, wafer probe, wafer bumping, package assembly, final test and drop shipment to vendors around the world.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|---|
| Associate Engineer, Equipment  | <ul style="list-style-type: none"> Diploma in Electrical / Electronics / Mechanical / Mechatronics Engineering or its equivalent Knowledge of practical applications of concepts, procedures and guidelines to solve complex problems Knowledge in electronics and mechanical principles and thorough understanding of process technology 2 years experience in mass production semiconductor manufacturing environment are preferred Certificate of Electrical/ Electronics/ Mechanical/ Mechatronics Engineering or its equivalent with minimum of 6 years | <ul style="list-style-type: none"> Responsible for maintenance and repair of Wafer Process related systems such as Endura PVD, nexx PVD and Descum machine. Perform set-up and conversion to support production in thin film. Develops creative and innovative solutions to problems with considerable initiative and independent thought. Acts independently to determine methods and procedures and may provide guidance to less experienced team members Communicates with engineers, peer specialist or external vendors to resolve problems and to provide advanced training to less experienced technical specialists To identify problems as well as areas for yield and quality improvements and develop methods to improve | <ul style="list-style-type: none"> Working Hours: 4 days/week, 12hrs/ shift Employment Type: Full Time Job Type: Permanent Location: 5 Yishun Street 23 (S)768442 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|--|---|
| | <p>experience in equipment support</p> <ul style="list-style-type: none"> • Able to work 12 hour rotating shifts | <p>productivity and reduce manufacturing costs</p> | |
| Associate Engineer, Process  | <ul style="list-style-type: none"> • Diploma in Relevant field | <ul style="list-style-type: none"> • In-charge of photo resist coat, exposure, develop and curing process for PI (e.g. HD4100) and Positive, Negative. Different photo sensitive material is coated in different machines and different exposure machine types (steppers & aligners). • Setup recipe for new devices. Process characterization for every new device: coating thickness, exposure recipe and CD after develop. • Working closely with mask designer to continuously update wafer process design rules so to improve process capability and productivity • Perform continuous improvement activities for top defects, process simplification and throughout improvement • Monitor process capability in terms of input parameter control and SPC monitoring | <ul style="list-style-type: none"> • Working Hours: • 4days/ week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 5 Yishun Street 23 (S)768442 |
| Customer Quality Senior Engineer  | <ul style="list-style-type: none"> • Degree, Post Graduate Diploma or Professional Degree in Engineering (Electrical/Electronic) or equivalent • At least 3 year(s) of working experience in the related field is required for this position • Experience in communicating with all level of customers will be advantageous | <ul style="list-style-type: none"> • Handle and responds on customer quality issue • Define and implement Quality Assurance strategies for process stability, risk mitigation, and regulatory/customer compliance. • Conduct process audits and internal layered audits, ensuring timely follow-up, verification, and closure of findings. | <ul style="list-style-type: none"> • Working Hours: • 5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 5 Yishun Street 23 (S)768442 |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|---|--------------------------|
| | | <ul style="list-style-type: none"> • Establish and enhance in-process control gates to strengthen risk mitigation. • Train QA operators and engineers on customer-specific requirements, SOPs, and quality standards. • Perform process, product, equipment, and recipe buy-off to ensure readiness and compliance before release. • Conduct audits and ensure compliance with requirements. • Review and approve Statistical Bin Limits (SBL), Statistical Yield Limits (SYL), Out-of-Control (OOC), and Out-of-Spec (OOS) events. • Chair weekly Quality Deep Dive meetings with Operations to review performance, risks, and improvement actions. • Drive defect reduction programs, Quality Control Circles (QCC), and Continuous Improvement Projects (CIP). • Lead and validate 8D, FMEA, and RCA activities, ensuring robust CAPA implementation. • Perform in-line quality audits, SPC monitoring, and process verifications to sustain control. • Prepare, maintain, and ensure compliance of process quality documentation (Control Plans, FMEA, PPAP, APQP, and MSA deliverables). • Identify and implement Poka-Yoke solutions and automation in quality checks. • Ensure successful recertification and compliance to ISO 9001, IATF | |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|--|
| | | 16949, ISO 27001, ISO 15408 (Common Criteria), and ESD S20.20. <ul style="list-style-type: none"> • Support customer audits, corporate automotive program requirements, and facilitate internal audits. • Track, monitor, and achieve departmental KPIs, reporting progress to management. • Lead or participate in process improvement initiatives, cross-functional task forces, and CIP reviews. • Develop, maintain, and continuously improve operational specifications. • Review, interpret, and implement customer requirements into internal processes. • Develop and maintain QA databases, digital workflows, and control systems for efficiency and traceability | |
| Engineer, Industrial Engineering  | <ul style="list-style-type: none"> • Diploma / Degree in Industrial Engineering/ Computer Science Engineering. • IE experience with Semi-Conductor manufacturing. • Familiar with AutoCAD, Excel, EXCEL VBA, Microsoft Project, database mining would be an added advantage. • Strong verbal and written communication skills with basic presentation skills. • Detail oriented with strong organization skills and ability to carry out tasks with minimal supervision. | <ul style="list-style-type: none"> • Capacity planning • Time study, Method Study, track and validate UPH parameter to ensure database is up to date • Maintain capacity database and capacity model to enable accurate assessment • Capacity analysis for Mid Term (6 months forecast) and Long-Term forecast. • Capacity scenario (What If) analysis. • Capital Expenditure (CAPEX) justification and follow up execution plan. • To support Cross functional project. • Man Machine Ratio calculation, validation and time studies. | <ul style="list-style-type: none"> • Working Hours: 5 days/week, 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 5 Yishun Street 23 (S)768442 |


| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|--|
| | <ul style="list-style-type: none"> • Good interpersonal skill | <ul style="list-style-type: none"> • Space and Layout planning • Layout planning using AutoCAD./Shop floor improvement projects. • Technical IE • Define / setup / update technical standard such as: equipment - Unit per Hour (UPH) by process, equipment utilization loss elements, direct labor manufacturing specialist MMR (Man Machine Ratio). • Efficiency improvement projects such as: Process rationalization, Waste elimination. • Layout optimization • Cost engineering & technical standards • Efficiency investment justification (pre & post calculation). • Productivity improvement / Cost reduction opportunities. • Plant cost reduction computation methodology. • Project Management • Drive Operation CIP deliverable to support on the capacity target. • Drive productivity initiative to support on the capacity target | |
| Engineer, NPI  | <ul style="list-style-type: none"> • Degree in Engineering. (Electrical, Electronics, Mechanical, Mechatronics, or related fields) • 2–5 years of experience in NPI, Program Management, Process engineering or related fields. • Hands-on, analytical, and passionate about problem solving. | <ul style="list-style-type: none"> • As an NPI Engineer, you will play a key role in managing the NPI pipeline, bringing new products from Concept to Mass Production. • Lead and drive NPI activities, develop timelines and monitor progress to ensure timely product launches. • Design for Manufacturability (DFM), using Advanced Product Quality Planning (APQP) as the backbone to | <ul style="list-style-type: none"> • Working Hours: 5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 5 Yishun Street 23 (S)768442 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|---|--|
| | <ul style="list-style-type: none"> • Good teamwork, communication, and project management skills. • Comfortable working in a cleanroom and fast-paced production environment. | <p>Minimize Risks, improve Product Quality, and enhance Customer Satisfaction.</p> <ul style="list-style-type: none"> • Work with internal / external customers to develop essential BOMs, Process flows, Control Plans, FMEAs, Statistical Process Control (SPC), and Quality Control Measures to ensure products meet Customer Requirements. • Identify opportunities for Continuous Improvement, propose and implement changes to enhance efficiency on Quality, Yield and Costs. • Collaborate with cross functional teams to ensure a smooth product launch and successful transition. | |
| Engineer, Process  | <ul style="list-style-type: none"> • Degree in Engineering from recognized University • Minimum 3 years of process engineering experience, preferably in fast moving semiconductor industry. Otherwise candidates without experience are welcomed to apply as training will be provided. • Knowledge in JMP, 8D, FMEA and DOE methodologies will be advantageous. • Independent self starter to drive to meet operation goals. • High level of commitment passion | <ul style="list-style-type: none"> • To attain the highest quality and productivity through work simplifications and standardization, implementation of best known methods and implement robust system solutions. • Sustain and provide continuous process improvement through planning, evaluating, verifying and executing procedures to ensure that products meet all customers' requirements in terms of quantity, yield and cycle time. • Liaise with customers & potential customers on development & improvement of process, material and equipment capabilities • Ability to lead cross functional teams to drive improvement | <ul style="list-style-type: none"> • Working Hours: 5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 5 Yishun Street 23 (S)768442 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-----------------------------|---|--|--|
| Technical Specialist | <ul style="list-style-type: none"> NITEC in Electrical Engineering (or equivalent technical qualification) Hands-on experience with semiconductor test equipment (tester platforms, handlers, probers). Familiarity with troubleshooting and conversion processes in a production environment. | <ul style="list-style-type: none"> Setup & Conversion Support: Assist in production line setup and handler/prober conversion activities. Troubleshooting Support: Provide handler/prober troubleshooting to minimize downtime and ensure smooth operations. Operational Support: Monitor equipment performance, escalate issues, and guide operators/technicians Continuous Improvement: Identify opportunities to enhance reliability, reduce conversion time, and document best practices. | <ul style="list-style-type: none"> Working Hours: 4 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 5 Yishun Street 23 (S)768442 |

#11 Ultra Clean Asia Pacific

Ultra Clean Technology (UCT) is a major global supplier of critical subsystems, components, and precision cleaning services for the semiconductor and display industries. With a significant operational and regional headquarters presence in Woodlands, Singapore, UCT supports top-tier chip manufacturers and equipment builders worldwide.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---|--|---|--|
| Configuration Engineer  | <ul style="list-style-type: none"> Degree in Engineering with a minimum of 3 years of related experience Proficiency with MS Suite, and ADOBE Acrobat, Advanced Excel knowledge, and design experience is a plus Knowledge with engineering documentation and document control procedures | <p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> Review and ensure NOC and S.O configurations accuracy. Creating and submitting Engineering Changes through Agile. Maintain sales order BOM & initiate ECO change management. Coordinate the ECOs/MCOs/DEVs/ECRs process internally. Flawless execution on tracking the | <ul style="list-style-type: none"> Working Hours: 5 days/ week 8.30am to 5.30pm Employment Type: Full Time Job Type: Full Time Location: Woodlands Spectrum 1, S(738068) |


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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--------------------------|---|--|--|
| | <ul style="list-style-type: none"> • Able to read technical drawing and mechanical BOM. • Basic understanding of Industrial Equipment manufacturing | <ul style="list-style-type: none"> • implementation of ECO/ECN/ECR. • Submitting Problem Report/ Supplier Problem Sheet to customer for BOM related issues (engineering-related issues) • Ensuring all affected parts and BOMs are included in the CR/IR/PR or corrected via the Engineering Change Order (ECO) process. • Understand the scope of the engineering change downstream. • Generate list of new parts/new revision parts that needs sourcing info to the quote team for pre-determined NPI projects. | |
| Material Handler | <ul style="list-style-type: none"> • Computer literate • Possess forklift license or handle reach truck will be added advantage | <ul style="list-style-type: none"> • Storekeeping, receiving & put away of material • Maintain and ensure stock room inventory accuracy • Packing & unpacking of material, material handling, picking, audit & transfer • System transaction • Handle crating and uncrating of wooden boxes • General store duties including housekeeping • Adhere by the basic safety & 6S requirements in the warehouse area • Perform cycle count | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 8.30am to 5.30pm • Employment Type: Full Time • Job Type: Full Time • Location: Woodlands Spectrum 1, S(738068) |
| Quality Inspector | <ul style="list-style-type: none"> • Some technician coursework/AA degree preferred, welding and/or system integration in a high mix, low volume semiconductor manufacturing environment is a plus | <ul style="list-style-type: none"> • Check documents for accuracy and compliance to requirements • Read and interpret information from engineering drawings, travelers, specifications and other documents to generate a | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 8.30am to 5.30pm • Employment Type: Full Time • Job Type: |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-----------------------------|--|---|--|
| | <ul style="list-style-type: none"> ASQ (American Standard Quality) certification preferred | <ul style="list-style-type: none"> complete and precise inspection report/record. Audit Quality Control process / programs to ensure compliance to standards Inspection(s) could be internal or external (i.e. source inspections) Interface and provide support to other departments, suppliers and customers on quality related issues as necessary Develop inspection techniques and train Level 1 inspectors | <p>Full Time</p> <ul style="list-style-type: none"> Location: Woodlands Spectrum 1, S(738068) |
| <p>QA Supervisor</p> | <ul style="list-style-type: none"> Experience in quality assurance, inspection, or manufacturing quality roles. Strong understanding of inspection methods, measurement tools, and quality standards. <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> High school diploma or equivalent Preferred Qualifications Associate’s or bachelor’s degree in Quality, Engineering Technology, Manufacturing, or a related technical field Quality-related certifications (e.g., ASQ CQT, CQI, CQPA, or similar) Cleanroom, ESD, or safety-related training Training in continuous improvement, SPC, or structured problem-solving (Lean/Six Sigma) | <ul style="list-style-type: none"> Supervise QA technicians/inspectors performing incoming, in-process, and final inspections Assign work, prioritize inspection tasks, and ensure timely support for manufacturing and engineering needs Review inspection results, NCRs, and quality data to identify trends, risks, and improvement opportunities Ensure adherence to quality standards, procedures, sampling plans, and defect classification criteria Support root cause analysis, corrective and preventive action (CAPA), and quality investigations Maintain accurate and compliant documentation, inspection records, and traceability per quality system requirements Partner with Process Engineering, Equipment Engineering, and | <ul style="list-style-type: none"> Working Hours: 5 days/ week 8.30am to 5.30pm Employment Type: Full Time Job Type: Full Time Location: Woodlands Spectrum 1, S(738068) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|--|--|
| | | Manufacturing to resolve quality issues impacting production <ul style="list-style-type: none"> • Monitor QA KPIs (inspection throughput, NCR cycle time, defect rates, audit findings); recommend improvements • Participate in continuous improvement initiatives related to yield, defect reduction, and process consistency | |
| Senior MES Engineer  | <ul style="list-style-type: none"> • Master Degree/Bachelor’s Degree/Professional Degree in Computer Science, IT, or related field • 3-8 years of experience in software development or system analysis within a manufacturing or industrial environment • Know-how on Change Management Process, System Development Life Cycle • Capable of leading and influencing a virtual team composed of members from diverse organizations (Operation team, Product/Process/Production/Quality engineering team). | <ul style="list-style-type: none"> • Design, implement and maintain MES solutions, process/operation automation in manufacturing (Industrial 4.0) and related interfaces integrated MES with ERP system (e.g. SAP) and shop floor automation (e.g. IoT) • Collaborate with cross-functional teams to understand manufacturing processes, identify system requirements, and deliver tailored IT solutions. • Prepare user requirement, convert to technical specification & liaise with development team on solution delivery. • Document technical solutions, SOPs, and user manuals to ensure knowledge sharing and maintainability. • Provide training to business users, perform IT Acceptance Testing and User Acceptance Testing (UAT) on MES/MES Extended solutions. • Develop scripts, services, and dashboards to support manufacturing KPIs, traceability, and data-driven decision-making. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 8.30am to 5.30pm • Employment Type: Full Time • Job Type: Full Time • Location: Woodlands Spectrum 1, S(738068) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--------------------------|---|---|---|
| | | <p>Skills / Knowledge</p> <ul style="list-style-type: none"> • Manufacturing process, MES and extended MES solution know-how • Medium/Strong programming skills in languages such as C# .NET, Javascript, Python, or similar • Strong in SQL/Oracle database and store procedure • Experienced with Web/Window application, API | |
| <p>Technician</p> | <ul style="list-style-type: none"> • Able to read and comprehend electrical and mechanical drawings. • Willing to commit to shift patterns (Day and night) and perform overtime when required. • Able to carry heavy loads • Willing to work in a cleanroom environment, including wearing jumpsuits, safety helmets, and safety shoes. • Comfortable working in a rotating shift schedule. • Responsible, self-motivated, and able to interact well with team members. • Basic hands-on experience with assembly, testing, or manufacturing processes is preferred. • Ability to follow standard operating procedures (SOPs), safety guidelines, and | <ul style="list-style-type: none"> • Perform product functional, system, endurance, and leak tests; identify errors and carry out necessary rework. • Diagnose module-level and system-level issues, support corrective actions, and ensure timely resolution. • Report and assist engineers in troubleshooting, root cause analysis (RCA), and line issue investigations. • Collaborate closely with Manufacturing Engineering and QA to address quality concerns and support technical improvements. • Conduct troubleshooting to ensure product readiness and support customer shipment requirements. • Analyse production abnormalities, escalate unresolved issues promptly, and propose corrective measures. • Initiate ideas and participate actively in continuous improvement programs to enhance productivity, quality, and safety. • Provide accurate and complete shift pass-down | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 8:30am - 5:30pm • OR 8:30pm - 5:30am (2-3 months rotation shift) • Employment Type: Full Time • Job Type: Full Time • Location: Woodlands Spectrum 1, S(738068) |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|---|---|--|
| | <p>quality standards consistently.</p> | <p>communication to maintain smooth operations.</p> <ul style="list-style-type: none"> • Train and guide new operators/technicians under the Buddy System; act as Master Trainer when required. • Maintain proper housekeeping and adhere to cleanroom protocol, EHS guidelines, and manufacturing discipline. • Highlight any problems or abnormalities on the production floor and take immediate containment actions. • Report errors in Operating Method Sheets (OMS) and support updates or improvements. | |
| <p>Technician Program Manager </p> | <ul style="list-style-type: none"> • Bachelor Degree in Mechanical/Electrical/Electronics or Manufacturing Engineering is preferred/directly related experience may be considered. • Preferred experience in global automation or U.S.-based deployment projects. | <ul style="list-style-type: none"> • Ideate with site functional stakeholders to collect automation requirements. • Perform technical and financial feasibility studies and define ROI calculations. • Collaborate with suppliers and the automation system engineering team to finalize automation proposals. • Develop business cases for senior management justification and obtain necessary approvals. • Plan, execute, monitor, and hand over automation systems to site functional stakeholders <p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • Proven experience in automation project management within a manufacturing environment. • Solid knowledge & hands-on experience in Physical | <ul style="list-style-type: none"> • Working Hours: 5 days/ week 8.30am to 5.30pm • Employment Type: Full Time • Job Type: Full Time • Location: Woodlands Spectrum 1, S(738068) |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|--|--------------------------|
| | | automation: Mechatronics & robotics, Complex Mechanisms, Motion systems, controls, PLC's, Vision systems, Pneumatics & Mechanical systems <ul style="list-style-type: none"> • Candidates with PLC/PC/AI knowledge will be given preference. • You'll be working in UCT, Singapore, but you will need to travel for about 20% of your time to United States and other countries. | |

#12 Woodlands Transport

Woodlands Transport is a homegrown company founded in 1974. We are the largest private transport operator in Singapore, managing a fleet of 800 vehicles on the roads daily. With over 50 years of experience, and as the backbone of Singapore's transport eco-system, we are always working towards creating the easiest and safest transport connection between people. Founded in 1974 by Mr. Voo Soon Sang, Mr. Lim Chin Hwee, Mr. Sia Leong Bee and a few partners, we have grown to be the largest private transport operator in Singapore today. Today, we oversee a fleet of transport vehicles that span a wide range of industries. We are also a regular contributor of transport and logistic support to various national and community events.

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|------------------------|--|---|---|
| Admin Executive | <ul style="list-style-type: none"> • GCE O level, Nitec or Diploma in a relevant field in Business Administration or Office Management • Proficiency in Microsoft Office (Word, Excel and Powerpoint) • Minimum 3 years of relevant experience in an administrative or office environment • Able to start work within short notice • 5 days work week • Work Location : Gul Circle | <ul style="list-style-type: none"> • Data Input - Input and update data into the VMS system • Provide administrative support for fleet maintenance, workshop and parts departments • Manage customer phone calls, email inquiries and requests related to administrative tasks • Submit insurance claims to insurance companies, ensuring all forms are completed accurately and completely | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8.30am-5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 8 Gul Circle (S)629564 |

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| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|-----------------------------------|---|--|---|
| | | <ul style="list-style-type: none"> Undertake special projects or administrative tasks assigned by direct supervisor Prepare daily reports such as daily attendance, overtime records, inventory reports, and tire report | |
| Bus Drivers | <ul style="list-style-type: none"> Class 4 driving licence with valid BDVL | <ul style="list-style-type: none"> Ferry workers, Transporting tourists, Airport Shuttle | <ul style="list-style-type: none"> Working Hours: 6 days/ week, Employment Type: Full Time Job Type: Permanent Location: 8 Gul Circle (S)629564 |
| Customer Service Executive | <ul style="list-style-type: none"> Minimum Diploma / Degree or equivalent 1 to 3 years of experience in a customer service role, preferably in the transportation industry Excellent communication and interpersonal skills Ability to work effectively in a fast-paced, dynamic environment Strong organizational and time management skills Proficient in Microsoft Office suite Able to prioritize and multitask Good written and communication skills | <ul style="list-style-type: none"> Provide excellent customer service Manage customer complaints and ensure prompt resolution Maintain a strong understanding of our operation and service to effectively support customer inquiries and issues Prepare regular reports on customer service performance Respond to inquiries from parents/guardians regarding bus routes, schedules and other related information Work closely with operation and school officials to ensure timely and safe transportation of students Resolve customer complaints and issues promptly and effectively Maintain accurate records of customer interactions, transactions, and feedback | <ul style="list-style-type: none"> Working Hours: 5 days/ week, Employment Type: Full Time Job Type: Permanent Location: 8 Gul Circle (S)629564 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|--|--|--|---|
| | | <ul style="list-style-type: none"> Collaborate with the operation team of optimize route planning and scheduling Assist in following up in Accounts Receivables Any other assignments by the management | |
| Mechanics / Technicians (Vehicle Breakdown) | <ul style="list-style-type: none"> At least NTC, NITEC or Technical Trade Certificate At least 3 years of hands-on experience in repairing buses/trucks OR motorcycles Preferably with Class 2 or 3 driving licence | <ul style="list-style-type: none"> Perform Routine Maintenance : conduct regular servicing Component Repairs - repair or replace faulty components such as engines, brakes and suspension Diagnose vehicle fault - use diagnostic equipment and manual inspection to identify faults Ensure Safety and Compliance - follow all safety protocols when using tools and equipment Ensure vehicles meet safety and regulatory standards | <ul style="list-style-type: none"> Working Hours: 5.5 days/ week, 8am-5pm Employment Type: Full Time Job Type: Permanent Location: 8 Gul Circle (S)629564 |
| Operations Executive (Overland Products & Operations) | <ul style="list-style-type: none"> Excellent customer service oriented | <ul style="list-style-type: none"> Oversee and manage the daily operations within the operations team. You will ensure that all travel-related services are carried out efficiently, effectively, and in line with company standards | <ul style="list-style-type: none"> Working Hours: 5 days/ week, 8.45am – 6.15pm Employment Type: Full Time Job Type: Permanent Location: 8 Gul Circle (S)629564 |
| Prime Mover Driver | <ul style="list-style-type: none"> Bachelor Degree in Valid Singapore LTA-issued Class 4 driving license Report any defects, accidents or violations to the supervisor Maintain cleanliness and upkeep of the vehicle | <ul style="list-style-type: none"> Delivery of precast components from precast yards to sites in Singapore Preferably one (1) year of relevant driving experience Ability to adapt to the construction working environment | <ul style="list-style-type: none"> Working Hours: 6 days/ week, 8am-5pm Employment Type: Full Time Job Type: Permanent |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------------------|--|--|--|
| | | <ul style="list-style-type: none"> • Adherence to safety rules and regulations • Good navigation skills to use maps and/or GPS for route planning • Excellent time management skills to meet delivery schedules • Strong listening and communication skills • Fast learner • On the job training will be provided • Must be able to deliver precast components from precast yards to construction sites in Singapore, report any defects, accidents, or violations to the supervisor, and maintain vehicle cleanliness and upkeep. • Able to work till 8pm | <ul style="list-style-type: none"> • Location: 8 Gul Circle (S)629564 |
| Tour Consultants | <ul style="list-style-type: none"> • Certification or training in travel planning, familiar with computer reservation system (CRS). • Excellent communication skills | <ul style="list-style-type: none"> • Provide excellent customer service and respond to client inquiries and concerns. • Book tours, flights, cruises, coaches, accommodations, rental cars and other travel arrangements. | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 11am - 9pm • Employment Type: Full Time • Job Type: Permanent • Location: 8 Gul Circle (S)629564 |
| Workshop Executive | <ul style="list-style-type: none"> • Valid SINGAPORE class 2 and 3 driving license • At least NTC, NITEC or Technical Trade Certification | <ul style="list-style-type: none"> • Assist HOD in supervising daily workshop activities to ensure smooth and efficient operations • Liase with BU to coordinate repair jobs and manage vehicle turnaround time • Handle vehicle accident repairs and claims • Ensure all vehicles are repaired in accordance with quality, safety and | <ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8am-5pm • Employment Type: Full Time • Job Type: Permanent • Location: 8 Gul Circle (S)629564 |

| Job Positions | Job Requirements | Key Responsibilities | Working Hours / Location |
|---------------|------------------|--|--------------------------|
| | | operational standards before release <ul style="list-style-type: none"> • Handle customer/driver complaints or issues • Liase between workshop and customers to communicate technical info | |

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e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Meet an e2i Career Coach

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

<https://e2i.sg/cg-cp123?r=q>



Discover our Services at a Centre Near You

📍 **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

📍 Scan here for our other Jobs and Skills Centres around Singapore.



NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at <https://telegram.org/>

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



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.



<https://e2i.sg.crp-yellow?r=q>

Find out the benefits you will enjoy as a NTUC Union Member.

Sign up today!



<https://ntuc.co/4cxkqt4?r=>