



Employment and Employability Institute

JOB LISTING BOOKLET

e2i Built Environment and Lifestyle

Job Fair @ Lot 1 Choa Chu Kang

[7 October 2026 | 11am to 6pm]

Last registration: 5.30pm



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

About e2i (Employment and Employability Institute)

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

Only for Singaporeans and PRs

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#1 AETOS HOLDINGS

Our purpose drives us to do what we do best every day – leveraging our security expertise and decades of know-how to protect and keep our clients, communities, and the people around us safe from harm. We go beyond expectations to secure our future - turning belief into positive impact by building a diverse workforce, harnessing innovative technologies and going further with our partners with a collaborative mindset.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Auxiliary Police Outrider	Job Responsibilities • Attend to queries in regards to security within premises. • Conduct armed security patrol in the premises. • Control crowds in public settings, respond to incidents and emergencies. • Regulate traffic on roads. • Perform armed access control and security screenings. • Performing armed security surveillance at the command centre or assigned premises. • To maintain law and order and perform law enforcement duties. • Provide armed guarding, escorting services and assets protection. • Provide quick responses to incidents that threatens the safety of members of the public, such as suspicious and/or terrorist activities. • Compiling of incident reports. Pre-requisites • At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy). • Able to work shift duties (Including extended shift, weekends & public holidays). • Applicants who are not able to do IPPT may consider applying for unarmed APO positions. • At least class 2/2A license.	• Rotational day or night shifts • Full time/ Permanent • Location: Islandwide
Auxiliary Police Officer (Armed)	Job Responsibilities • Attend to security enquiries in the premises. • Conduct armed security patrol in the premises. • Consolidate incident reports. • Perform armed access control and security screenings. • Perform armed security surveillance at the command Centre. Pre-requisites • At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy).	• Rotational day or night shifts • Full time/ Permanent • Location: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Auxiliary Police Officer (Enforcement (Unarmed)	Job Responsibilities • Attend to security enquiries in the premises. • Conduct security patrol in the premises. • Consolidate incident reports. • Perform crowd control in public areas and manage traffic on the roads. • Perform law enforcement duties. • Provide quick responses to incidents and emergencies. Pre-requisites • At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy). • Physically fit with normal color vision and no hearing defects. • Able to work shift duties (Including extended shift, weekends & public holidays).	• Rotational day or night shifts • Full time / Permanent • Location: Islandwide
Security Officer / Senior Security Officer (Unarmed)	Job Responsibilities • Manning of static/access control points. • Checking of passes and other documents at static/access points. • Screening and checking of all personnel and vehicles entering and exiting the premises. • Patrolling and guarding client's personnel and properties. • Operating metal/explosive detectors/x-ray machines at checkpoints. • Issuing of visitor/contractor pass in exchange for their identification cards. • Attending to alarm activation. • CCTV Monitoring. • Responding to incidents such as unattended bags, etc. • Maintaining records of all incidents. • Checking boarding, staff, and valid entry passes. Pre-requisites • Minimum Secondary 2 and above. • No colour blindness or hearing defects. • Able to work shift duties (Including extended shift, weekends & public holidays). • Proficient in spoken and written English. • Additional requirements for Part-Time - Must be a trained security officer with a valid PLRD License.	• Rotational day or night shifts • Full time / Permanent • Location: Islandwide

#2 CBRE

A worldwide commercial real estate services & investment company, CBRE has clients in 100+ countries, including over 95% of the Fortune 100. It offers real estate services to occupiers, owners, lenders and investors in office, retail, industrial, multifamily, and other types of commercial real estate categories. CBRE provides services to occupiers and investors such as facilities management, project management, property sales and leasing, loan origination and servicing, investment management, valuation and development services and workspace solutions.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Facilities Manager	Key Responsibilities • Provide formal supervision to employees. • Monitor the training and development of staff. Conduct performance evaluations and coaching. • Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. • Establish work schedules, assign tasks, and cross-train staff. • Set and track staff and department deadlines. • Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. • Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes. Pre-requisites • Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. In lieu of a Diploma, a combination of experience and education will be considered.	• 5.5-day work week • 9am to 6pm • Full time / Permanent • Location: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Tier 3 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage.	
Engineer	Key Responsibilities • overseas and inspects the work performed by outside contractors. Contracted work includes landscaping, HVAC, plumbers, and cleaning. • Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. • Assist on audit requirements. • Review and recommend Standard Operation Procedure (SOP) and propose changes for review. • Liaise with government authorities on M&E initiatives for compliance. • Mentor and coach maintenance engineers and technicians. • Determine material, equipment, tools and spare parts to be used for maintenance jobs. • Perform risk assessment and evaluate content of maintenance plans in CMMS (computerized maintenance management system) including methods, maintenance frequencies, resources, spares and tools needed. • Improving the efficiency on the operational processes, innovating and implementing systems improvement on energy conservation. • Responsible for the planning and execution of corrective/preventive maintenance programmers. • Responsible for the planning, coordination and execution of annual shut down. Pre-requisites • Diploma in Mechanical Engineering or related studies. • Flexible to work on 5.5 work week. • Ability to establish and maintain effective working relationships with co-workers, managers and clients. • Must have good communication and leadership skills. • Strong Mechanical and Electrical knowledge and skills. • Around 5 years of experience in manufacturing and life science facilities.	• 5.5-day work week • 9am to 6pm • Full time / Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Facilities Co-Ordinator / Property Executive	Key Responsibilities • Act as the frontline representative for the contract, ensuring all works and services are delivered professionally, efficiently, and in line with contractual requirements. • Support the Facilities Manager in site operations, including measurements, records, field data uploads, work planning, quotation preparation, coordination of subcontractors and specialists. • Allocate, schedule, and review work orders, ensuring timely execution, accuracy of vendor submissions, and compliance with contractual and operational standards. • Monitor site conditions by conducting inspections, identifying repair or improvement needs, resolving minor issues, and supporting day-to-day operational continuity. • Analyze operational data and reports to track performance, resolve issues, and recommend process or service improvements to enhance efficiency and effectiveness. Pre-requisites • Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. • In lieu of a Diploma, a combination of experience and education will be considered. • Tier 4 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage.	• 5.5-day work week • 9am to 6pm • Full time / Permanent • Location: Islandwide
Facilities Manager	Key Responsibilities • Provide formal supervision to employees. • Monitor the training and development of staff. • Conduct performance evaluations and coaching. • Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. • Establish work schedules, assign tasks, and cross-train staff. • Set and track staff and department deadlines. • Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors.	• 5.5-day work week • 9am to 6pm • Full time / Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. • Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes. Pre-requisites • Bachelor's Degree preferred with 5 - 8 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. Facility Management certification preferred. • Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention is preferred. • Ability to lead the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. • Leadership skills to motivate the team to achieve broad operational targets with impacts on own job discipline, multiple job disciplines, and department. • In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Extensive organizational skills and an advanced inquisitive mindset. • Intermediate math skills. Ability to calculate complicated figures such as percentages, fractions, and other financial-related calculations.	
Finance & Administration Executive	Key Responsibilities • Respond to client inquiries and concerns and ensure timely and quality service delivery and follow-up to ensure satisfaction.	• 5.5-day work week • 9am to 6pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Understand the scope of the contract and make sure that all work is carried out accordingly. - Be a financial and operational systems champion. - Suggest efforts to put in place cost-saving opportunities to maximize customer and financial savings targets. - Coordinate and onboard vendors for reactive and planned works and manage sub-contractor paperwork. - Review processed invoices and ensure accurate cost center coding. - Coordinate the billing application, calculating margins, raising invoices, and submitting to clients. - Work closely with site teams and head office, ensuring accurate processing of quotations and purchase orders. - Review and approve maintenance billing invoices and projects as per contracted agreements. Ensure consistent delivery of core operational and financial outputs on the account. - Respond to inquiries on financial reports for Accounts Receivable, Payable, and open POs. - Deliver monthly reporting support on Contract and Business Unit Reviews. - Assist in ensuring compliance with Health & Safety requirements, including HSE reporting and promoting a safe work environment. Maintain QHSE documentation and ensure it is available using company systems. - Gather and analyze data to identify and solve complex problems that arise with little or no precedent. May recommend new techniques. - Impact own team and other teams whose work activities are closely related. - Suggest improvements to existing processes and solutions to improve the efficiency of the team. Pre-requisites - Diploma with 3-4 years of job-related experience. - A comprehensive understanding of a range of processes, procedures, systems, and concepts within own job function is required. - Ability to evaluate and communicate unusual and/or complex content in a concise and logical way. - In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. - Organizational skills with an advanced inquisitive mindset. - Advanced math skills. Ability to calculate advanced figures such as percentages, discounts, and markups.	- Full time / Permanent - Location: Islandwide
Project Manager	Key Responsibilities Lead project initiation, defining scope, objectives, timelines, and alignment with organisational goals.	5.5-day work week 9am to 6pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Develop and execute detailed project plans, including scheduling, cost estimates, and resource planning. • Act as the main liaison between project owners, stakeholders, consultants, and contractors to ensure clear communication and alignment. • Manage end-to-end procurement, including tender preparation, evaluation, contractor appointment, and value engineering. • Review and coordinate design submissions, ensuring compliance with requirements and timely approvals from relevant authorities. • Monitor project progress, identifying risks, delays, and deviations, and implementing corrective actions to maintain schedule and quality. • Ensure effective control of scope, budget, and changes, maintaining compliance with contractual and regulatory requirements, including safety standards. • Oversee project execution, ensuring works are delivered to specification, quality standards, and operational expectations. • Manage project completion and closeout, including inspections, defect rectification, documentation (as-builts, warranties), final accounts, and lessons learned. Pre-requisites • Degree in Building, Engineering, Construction, Project Management, or any related disciplines from a recognised tertiary institution. • Certified as Project Management Professional (PMP) from the Project Management Institute (PMI). • A minimum of 3 years of relevant experience and proven expertise in managing facility management related and office renovation projects. • Hands-on experience in Government led initiatives and public sector project processes, including the use of the Public Sector Standard Conditions of Contract (PSSCOC) in Singapore would be highly preferred. • Results-oriented with strong attention to detail and accuracy.	• Full time / Permanent • Location: Islandwide
Quantity Surveyor	Key Responsibilities • Prepare and submit cost estimates and quotations, ensuring timely approval and issuance of purchase/work orders. • Apply Schedule of Rates (SOR) accurately and justify deviations or special pricing to stakeholders where required. • Assess and validate star rate items against market benchmarks prior to work commencement. • Maintain and analyse cost databases (e.g., star rates, quotations) to improve pricing accuracy and procurement strategies.	• 5.5-day work week • 9am to 6pm • Full time / Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Develop and prepare tender documents, including detailed cost breakdowns, ensuring alignment with scope, specifications, and procurement policies. • Collaborate with internal teams to ensure tender and cost submissions reflect operational and technical requirements. • Evaluate contractor tenders, identifying risks, discrepancies, and ensuring competitiveness and compliance. • Verify and process payment claims, invoices, and work order submissions, ensuring accuracy, completeness, and timely certification. Pre-requisites • Diploma in Quantity Surveying, Building Engineering, Construction, or any related tertiary institution. • Minimally 3 years of relevant experience within the Facilities, Construction and Engineering industry. • Familiar with Cost Assessments, Tender and Payment Claims.	
Technician	Key Responsibilities • Perform ongoing preventive maintenance and repairs on mechanical, electrical, and other building systems. • Conduct routine maintenance inspections, diagnose potential problems, and make repairs. • Assist with the installation and modification of building equipment and systems. • Review assigned work orders and partner with available systems to track completion. • Support energy management by ensuring all building systems are operating efficiently. • Inspect existing installations for compliance with building codes and safety regulations. • Use existing procedures to solve straightforward problems. Exchange straightforward information in a clear, concise manner. • Impact team through defined duties, methods and tasks as described in detail. • Deliver own output by following defined procedures and processes under close supervision and guidance. Pre-requisites • Minimum NITEC in Engineering or its equivalent, with 1-2 years of job-related experience. In lieu of a NITEC, a combination of experience and education will be considered. • Ability to follow basic work routines and standards in the application of work. • Communication skills to exchange straightforward information.	• 5.5-day work week • 9am to 6pm • Full time / Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. - Strong organizational skills with an inquisitive mindset.	

#3 CURATE KITCHEN

Founded in 1996 as a family-owned restaurant in Singapore, we built our reputation on quality food, genuine hospitality, and a passion for creating memorable dining experiences. As the needs of businesses evolved, so did we.

Today, Curate Kitchen is a Singapore-based cafeteria management and experiential catering company, providing comprehensive food service solutions for corporate and institutional clients. From daily workplace dining to large-scale catering, we combine culinary expertise, operational excellence, and technology-enabled solutions to deliver seamless dining experiences tailored to every client.

Every meal is prepared within a certified compliance framework, including ISO 22000 Food Safety Management and BizSafe Level 3, giving our clients confidence that quality, safety, and consistency are at the heart of everything we do.

Led by a hands-on leadership team with a people-first philosophy, we continue to embrace innovation through smart ordering systems, automated operations, and real-time feedback—while recognising that exceptional dining experiences will always be created by passionate chefs and dedicated service professionals.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Catering Executive	Key Responsibilities 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. Pre-requisites - 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.	5-day work week - Location: Various

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Pantry Runner (Part-Time)	Key Responsibilities Machine Management (25 Nestlé Machines Across 17 Locations) - Conduct daily 2 round (1 morning, 1 afternoon) to all 17 locations to check and service a total of 25 Nestlé beverage machines. - Ensure each machine is fully stocked with the required ingredients: Milo, Nescafe, Coffee mate, Soy Milk, and Teh Tarik. - Verify that ingredient canisters are properly seated and cleaned to avoid blockages. - Check overall operational readiness. Machine Cleaning & Maintenance - Perform daily cleaning of all machines, including wiping external surfaces and removing any spills or residue. - Conduct basic internal cleaning as required, such as removing used waste containers and rinsing parts according to guidelines. - Ensure machines are always hygienic and presentable for Micron Team Member use. Inventory Monitoring & Replenishment - Monitor stock levels for all ingredients, including tea and sugar, and replenish promptly to avoid shortages. - Keep track and record daily usage trends and inform the manager if additional stock needs to be ordered. - Ensure all supplies are stored neatly and safely at designated locations. Reporting Machine Issues - Immediately report any machine defects, breakdowns, or abnormal performance (e.g., leakage, error codes, low heating). - Inform the manager so that a technician can be arranged for servicing without delay. - Follow up on repair status and update the team if machines remain down for operation. General Support Duties - Assist in maintaining cleanliness and orderliness of pantry areas. - Provide support for ad-hoc pantry-related tasks assigned by the Manager. Pre-requisites - Preferably with experience in vending/beverage machine servicing, facilities or pantry support. - Basic troubleshooting and simple maintenance skills. - Physically fit to carry and replenish ingredients (Beverage). - Able to perform cleaning and hygiene upkeep of machines independently. - Monitor stock levels and maintain simple daily records. - Promptly report machine faults and follow up repairs. - Responsible, punctual and able to work independently. - Good time management and attention to cleanliness. - Willing to support ad-hoc pantry duties.	5-day work week 34 hours per week - Location: Across 17 outlets

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Service Crew	Key Responsibilities 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. Pre-requisites • 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.	• 6-day work week • Location: Across 17 outlets
Sous Chef	Key Responsibilities The Sous Chef 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. Pre-requisites • 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.	• 6-day work week • Location: Across 17 outlets

#4 JOLLIBEE SINGAPORE

Voted Singapore Best Fast Food Brand in 2025

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Restaurant Manager	Key Responsibilities • Ensure the service level is achieved and exceed our guest expectation through friendliness services and provide clean and comfort dining experience. • Supervise/ In charge of the restaurant daily cash handling and security process. • Ensuring sufficient inventory maintained for operations. • Training new staff to be familiar with company SOP. • Take charge of restaurant's recruitment, training and operations needs are fulfilled. Pre-requisites	• 5-day work week • Postal code: 408600

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Have prior experience in F&B, Fast food, and have planned schedules, done stock ordering etc.	
Kitchen Crew	Key Responsibilities - Food preparation. - Operate kitchen equipment such as Grill, Fryer and etc. - Maintain cleanliness of kitchen at all times and assist in any ad-hoc duties assigned. - Assist in managing the operation of the kitchen. - Ensure the food hygiene standards. Pre-requisites - Physically Fit.	5.5-day work week - Postal code: 408600

#5 SAVILLS PROPERTY MANAGEMENT

Our property management services cover all areas and asset types from large scale shopping centres, residential to industrial portfolios, our team can provide advice on a range of services from strata management to asset management.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
A&P Executive	Key Responsibilities - Support the planning and execution of integrated marketing campaigns, seasonal promotions, and mall-wide initiatives. - Coordinate marketing activities to increase shopper traffic, engagement, and tenant participation. - Manage campaign timelines, budgets, and deliverables to ensure successful execution. - Work closely with tenants, agencies, and internal stakeholders to align marketing efforts. - Assist in conceptualising, planning, and executing mall events, exhibitions, and customer engagement activities. - Coordinate with vendors, contractors, and partners to ensure smooth event operations. - Monitor event performance and gather feedback for future improvements. - Support the management of mall digital platforms, including website, social media channels, and e-newsletters. - Create and coordinate content calendars, social media posts, and promotional materials. - Work with creative agencies or designers to develop marketing collaterals and campaign assets.	5.5-day work week 9am-6pm - Full time / Permanent - Location: Central

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Build strong working relationships with tenants and support tenant marketing initiatives. - Coordinate tenant promotions, submissions, and marketing requirements. - Track campaign effectiveness, customer engagement, and marketing performance. - Prepare post-campaign reports and recommendations. - Manage marketing-related administrative tasks, including purchase orders, invoices, and budget tracking. - Assist in managing in-mall advertising/ atrium spaces to generate additional revenue. - Cover Concierge counter when need arises. Pre-requisites - Diploma/Degree in Marketing, Communications, Business, or a related field. - Minimum 3 years of experience in marketing communications, retail marketing, events, or related roles. - Experience in shopping mall will be an advantage. - Creative mindset with good written and verbal communication skills. - Proficient in digital marketing, social media platforms, and Microsoft Office applications. - Familiarity with design tools (e.g., Canva, Adobe Creative Suite). Able to work independently as well as collaboratively with internal and external stakeholders.	
Account Admin Assistant	Key Responsibilities - Issuing cheques. - Prepare cash management form weekly. - Maintain cash book and petty cash. - Keying in General Ledger and Accounts Receivables. - Receive payments and issuing of receipts. - Provide administrative and front desk support. - Attend to residents' and owners' enquiries. - Other job related and ad-hoc duties. Pre-requisites - Minimum GCE 'O'/'N' Level. - At least 1 year of relevant working experience in Accounting/Admin preferred. - Proficient in MS Office applications. - Meticulous, resourceful & motivated. - Strong interpersonal and communication skills. - Service-oriented and able to work independently.	5.5-day work week 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm (sat) - Full time / Permanent - Location: Islandwide
Account Officer (PM)	Key Responsibilities - Handle full set of accounts (AR, AP and GL). - Prepare monthly financial reports.	5-day work week 8am-5pm or 9am-6pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Issuing invoices, statement of accounts and reminders. - Issuing payments to suppliers. - Prepare and submitting GST. - Coordinate and liaise with external parties like external auditors. - Attend to owners one enquires regarding their statement. - Supervise and guide Accounts Assistants. - Receiving, courier or handling cash/cheques from clients. - Banking of cash/cheques. - Complete ad-hoc projects or tasks as assigned. Pre-requisites - Minimum Diploma in Accounting related. - Possess minimum 1 year of experience handling full set of accounts. - Proficient in MS Office applications. - Meticulous, resourceful and motivated. - Strong interpersonal and communication skills.	- Full time / Permanent - Location: 239070
Account Payable Executive	Key Responsibilities Accounts Payable Operations - Process suppliers' invoices, payment requests, and staff claims with proper supporting documents and approvals. - Verify accuracy of invoices before posting into the accounting system. - Prepare payment vouchers and process payments via bank transfer. Vendor Management & Reconciliation - Liaise with suppliers and internal departments to resolve invoice discrepancies and payment-related issues. - Perform reconciliation of supplier statements and AP related GL accounts. - Maintain accurate and updated vendor records in the accounting system. Financial Closing & Reporting - Support monthly, half-yearly, and year-end closing activities related to Accounts Payable. - Prepare AP schedules, accruals, and relevant journal entries for financial reporting purposes. - Prepare supporting schedules and documentation for financial reporting. - Ensure completeness and accuracy of AP records in compliance with accounting standards. Compliance & Internal Controls - Ensure compliance with company policies, financial procedures, and internal controls. - Maintain proper audit trails for all AP transactions.	5-day work week 9am-6pm - Full time / Permanent - Location: 049712

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Assist with external and internal auditors by providing required documents and explanations. Process Improvement & Support - Assist in improving AP processes and workflow efficiency. - Identify opportunities for process automation and system enhancements within the finance function. - Undertake ad-hoc assignments as assigned. Pre-requisites - Diploma in Accountancy, Finance, or equivalent qualification. - Minimum two years of relevant Accounts Payable or finance experience. - Good understanding of accounting principles and AP processes. - Detail-oriented, proactive, and able to work independently. - Ability to work in a fast-paced environment and meet tight deadlines. - Proficient in MS Office applications, especially MS Excel. - Experience in accounting systems such as Microsoft Dynamics 365 will be advantageous.	
Admin Assistant / Executive	Key Responsibilities - Prepare and submit regular facility operation reports to management. - Track and report key facility metrics. - Maintain incident and service request logs for audit and review purposes. - Provide updates on compliance with safety, health, and environmental regulations. - Serve as the main point of contact for internal departments regarding facility needs. - Coordinate with employees to address workspace concerns and requests. - Liaise with building management for shared facility issues and updates. - Ensure all stakeholders are informed of facility-related activities and schedules. - Manage contracts and service agreements with external vendors. - Monitor vendor performance and ensure service delivery meets agreed standards. - Schedule and coordinate routine and emergency maintenance with service providers. - Review and approve vendor invoices and service reports. - Maintain and update facility documentation and records.	5.5-day work week 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm (sat) - Full time / Permanent - Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Coordinate facility access passes, keys, and security systems for staff and visitors. • Manage procurement of office and facility supplies. • Ensure compliance with administrative policies and procedures. • Organize and participate in facility-related meetings with internal teams and external vendors. • Record and distribute meeting minutes and action points. • Follow up on tasks and resolutions discussed during meetings. • Assist in preparing presentation materials for management reviews or planning sessions. • Conduct regular facility inspections and audits to identify areas for improvement. • Recommend and implement facility upgrades, layout changes, or efficiency improvements. • Support sustainability initiatives and cost-saving measures. • Evaluate feedback from users to enhance facility operations and services. • Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). • Collaborate with finance and operations teams to align facility functions with revenue goals. Pre-requisites • Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management. • Outgoing and vocal with good communications skill. • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent. • Familiar with CMMS for work order management. • Dynamic and multi-tasking capabilities.	
Assistant Facilities Manager	Key Responsibilities • Proactively engage stakeholders to ensure that on site client's expectations are met. • Build and develop effective client /stakeholder relationships across multiple levels of the organization. • On-site key point of contact for Facilities in the client's premises. • Ensure effective communications and reporting to clients on operation matters. • Evaluate service response time and analyse occupants' service request trends and suggestions. • Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user.	• 5.5-day work week • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm (sat) • Full time / Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites. - Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. Lead by example and groom the team in achieving maximum client satisfaction level. - Preparing weekly, monthly facilities reports. - Assist the FM to develop and review planned maintenance schedules with maintenance vendors. - Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. - Ensure critical operations and sites are identified across the region. - Establish HSSE plan for the account on site. - Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. - Implement and ensure escalation procedures are in place and observed for incident and problem reporting. - Have good knowledge of statutory legislations and requirements. - Managing work orders using CMMS and analysing maintenance data. - Any other scope and roles assigned by the reporting manager. Pre-requisites - Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. - At least 3 years of relevant experience as a manager in facilities management. - Able to lead independently the team of Facilities Management and properties at site with minimum supervision. - Excellent client management skills in a corporate environment and a strong team player. - Proactive and independent. - Dynamic and multi-tasking capabilities. - Familiar with CMMS for work order management. - Fire Safety Manager Certificate.	
Business Development Manager / Assistant Manager	Key Responsibilities Business News Sourcing	5-day work week 9am-6pm - Full time / Permanent

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Source and keep track of incoming business opportunities that are suitable & aligned with business objectives. - Regular engagement with Client and Consultants for potential business opportunities, realizing it from 'News' to 'Tender' to 'Award'. - Identify potential business opportunities from market research and analysis. Business Department Duties Carry out day-to-day Business Department duties such as: - Carry out research & market analysis for business opportunities, competitors and other market trends – discuss and report regularly to Management. - Guide business executives on business department duties including checking and managing the timeline of the said works. - Manage and regularly discuss timeline of all tasks with GM and ensure timely deliverables. Tender Management & Coordination - Ability to conduct costings proposals for FM tender and RFPs. - Check, compile and ensure an adequate overall tender submission. - Manage and keep track of all tasks to follow up with each tender, ensuring timely execution. - Prepare and deliver tender presentations during tender interviews as well as corporate presentations when necessary. Pre-requisites - Diploma/ Degree in Facilities Management, Estate Management, Business Management or relevant related discipline from a recognized tertiary institute. - At least 3 years of relevant experiences in facilities management and business development portfolios. - Proven capabilities in managing tender costings and submissions within timeline. - Strong financial acumen paired with a proactive, can-do attitude. - Able to work independently with minimum supervision. - Those with Facilities Management operation experiences or equivalent is an added advantage.	Location: Islandwide
Cleaner	Key Responsibilities - Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. - Clean and sanitize restrooms, break rooms, and common areas. - Empty waste bins and dispose of rubbish according to company procedures.	5.5-day work week 9am-6pm - Full time / Permanent - Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Clean machinery, equipment, and workstations as required. - Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. - Replenish cleaning supplies, toiletries, and consumables. - Follow workplace health, safety, and environmental regulations. Pre-requisites - Previous experience in commercial, industrial, or janitorial cleaning is preferred. - Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. - Knowledge of cleaning chemicals, equipment, and safe handling procedures. - Ability to work independently and as part of a team.	
Facility Manager	Key Responsibilities - To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. - To apply for Permit to Work at occupier site. (if applicable). - To maintain a Safe Work Environment/Conditions at workplace. - To assist on the overall operational effectiveness WSH management at the site as per contract requirements. - To conduct weekly random safety inspection as required by Client. - To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. - To adhere/ implement WSH and all safety regulations in the workplace under WSHA and its applicable subsidiary legislation. - Ensure all workers at site always wear the appropriate PPE. - Conduct daily toolbox briefing with attendance recorded for the contractors. - Advise external customers of safety needs when visiting the sites. - Attend ad-hoc/ outstanding safety related issues whenever required. - Any other duties as assigned by the superiors. Pre-requisites - Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute.	5-day work week 9am-6pm - Full time / Permanent - Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- At least 5 years of relevant experience as a manager in Facilities Management. - Able to lead independently the team of Facilities Management and properties at site with minimum supervision. - Excellent client management skills in a corporate environment and a strong team player. - Dynamic and multi-tasking capabilities. - Familiar with CMMS for work order management. - Fire Safety Manager Certificate.	
Facility Officer	Key Responsibilities - Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. - Respond promptly to building issues, equipment malfunctions, and customer complaints. - Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. - Keep records of on-site maintenance works and manage inventory of spare parts used. - Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. - Assist in the coordination of installation, renovation, refurbishment and building improvement projects. - Assist in tracking utility consumption and identifying anomalies. - Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. - Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. - Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance work or ad hoc replacement works. - Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. - Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. - Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. - Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client. Pre-requisites	5.5-day work week 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm (sat) - Full time / Permanent - Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Diploma in Engineering, Facilities Management or equivalent. - No experience are welcome to apply as training will be provided. - Self-motivated with good written and communication skills and computer literate. Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. - Meticulous and a good team player.	
HR Payroll Assistant / Officer (AMS)	Key Responsibilities - Execute monthly full payroll cycle for all employees, ensuring accuracy and compliance with MOM guidelines. - Maintain and update employee database and personnel records. - Prepare and generate monthly payroll reports and management summaries. - Administer e-leave system and track employee leave balances. - Prepare and submit IR21, IR8A, Appendix 8A/8B, and other IRAS tax filings. - Compute and submit monthly CPF contributions; prepare CPF file submissions. - Generate and submit monthly workers' data as required by MOM. - Address employee queries and grievances related to payroll and benefits. - Manage HR filing and documentation. - Support ad-hoc HR payroll projects and related matters. Pre-requisites - Minimum GCE 'O' Level, Diploma in Business Administration / Human Resources, or Higher Nitec in Business Studies. 1-2 years of relevant payroll experience preferred. - Proficient in MS Office applications, especially Excel. - Knowledge of Info-Tech payroll software is an advantage. - Able to communicate in Mandarin to liaise with Mandarin-speaking workers. - Meticulous, well-organized, and able to meet tight deadlines. - Strong sense of confidentiality and integrity. - Positive attitude, responsible, and a strong team player.	5-day work week 9am to 6pm - Full time / Permanent - Location: 416191

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
HR Admin cum Payroll Executive	Key Responsibilities Payroll & Statutory Compliance. - Process monthly full payroll accurately and on time for all employees. - Calculate and submit monthly CPF contributions. - Prepare and submit IR8A, Appendix 8A/8B, IR21 tax clearance for foreign employees. - Process NSmen make-up pay and Government-Paid Leave schemes claims. HR Administration - Create, update, and maintain employee database and personnel records. - Manage MOM work pass applications, renewals, cancellations, and appeals. - Administer employee compensation, benefits, and e-leave systems. - Respond promptly to employee payroll and HR-related queries. - Prepare and generate detailed payroll and HR reports for management. - Coordinate recruitment activities and interview arrangements. - Administer training programs, including funding applications and attendance tracking. - Organize and file HR and payroll documents for audit readiness. - Assist with MOM surveys and statutory reporting. - Perform other HR-related duties as assigned. Pre-requisites - Minimum Diploma / Degree in Business Administration, Human Resources, or Higher Nitec in Business Studies. 2-3 years of relevant HR and payroll experience in Singapore. - Proficient in MS Office, especially Excel for payroll reconciliation. - Knowledge of Info-Tech payroll software is an advantage. - Familiar with Singapore Employment Act, CPF, IRAS, and MOM regulations. - Able to communicate in Mandarin to liaise with Mandarin-speaking workers. - Meticulous, well-organized, and able to meet strict payroll deadlines. - Strong sense of integrity and ability to handle confidential information. - Positive attitude, responsible, and a strong team player.	5-day work week 9am to 6pm - Full time / Permanent - Location: 416191
Key Account Manager (Cleaning)	Key Responsibilities Client Relationship & Stakeholder Management	5-day work week 9am to 6pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. - Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. - Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. Operational Leadership & People Management - Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. - Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation solutions for operational challenges. - Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for site staff to boost productivity and retention. Financial & Administrative Governance - Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. - Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. - Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization. - Balance high-level operational execution with rigorous administrative compliance. Strategic Value-Adds & Innovation Innovation & Automation: Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. Sustainability & ESG: Align cleaning operations with modern sustainability goals, ensuring the eco-friendly use of chemical consumables, waste reduction practices, and compliance with green standards. Proactive Risk Management: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact the client. Pre-requisites - Minimum 5+ years of experience in operations management within the Cleaning, Facilities	- Full time / Permanent - Location: 416191

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Management, or Environmental Services industry, with at least 2 years in managerial/key account capacity. - Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. - Leadership: Strong track record of leading diverse teams and managing multi-site operations. - Communication: Exceptional interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. - Tech-Savvy: Familiarity with digitized operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	
Project Co-Ordinator	Key Responsibilities - Oversee and coordinate the work schedule of subcontractors and site operations team. - Ensure project completion within budget, schedule, and quality standards. - Prepare and submit material and sample submissions. - Prepare and submit weekly and monthly progress report to client, stakeholders, and the manager. - Answer and respond immediately to client, stakeholder and resident feedback. - Maintain effective communication with clients, consultants, subcontractors, project team members, and other stakeholders. - Provide updates on project progress. - Offer technical solutions for any related issues. - Conduct inspections to guarantee adherence to contract specifications, codes of practice, and safety regulations, liaise with all relevant stakeholders with regard to commencement of works. Pre-requisites - National Certificate in Construction Supervisor or at least equivalent with 5 years of relevant working experience in the building construction industry. - Diploma holder in Civil/ Structural/ Mechanical/ Electrical Engineering/ Building Management or at least equivalent with 3 years of relevant working experience in the building construction industry. - Good communication and written skills.	5.5-day work week 9am-6pm - Full time / Permanent - Location: North
Project Manager / Engineer (AVMV)	Key Responsibilities Sales & Account Management - Prepare quotations for chillers, retrofit works, and related HVAC projects. - Manage a portfolio of key accounts (consultants, main contractors, dealers, end-users) and act as the main customer representative for all matters.	5-day work week 9am to 6pm - Full time / Permanent - Location: 758118

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Develop and execute account plans to grow existing customers and open new accounts. • Ensure consistent follow-up from quotation stage through to sales conversion and project award. • Drive sales growth and overall business development to achieve assigned sales targets. • Build and cultivate strong relationships with HVAC/chiller contractors, project dealers, distributors, and direct customers. • Identify opportunities with existing and new customers and update them on service value-added offerings. • Plan and execute marketing and customer engagement initiatives to support lead generation and branding. • Understand customer and market needs to determine pricing and selling strategies, and provide market/competitive feedback. • Manage accounts receivable within defined credit limits and timelines. Technical & Retrofit (Project-Based Sales) • Perform basic project design, equipment selection, and sizing in accordance with customer specifications and good HVAC practice. • Understand chilled water systems, chiller plants, airside systems, and general HVAC/ACMV scope to bid effectively. • Conduct site surveys, measurements, and attend pre-bid walkthroughs or clarification meetings where required. • Coordinate with internal teams (Technical Support, Operations, Management) to develop proposals, tender submissions, clarifications, and contractual documents. • Create quotations and follow up specifically for retrofit/service job opportunities (equipment replacement, upgrades, energy improvement). • Develop and track project plans, budgets, and schedules; prepare status reports and ensure delivery within agreed specs, timelines, and cost. • Source, liaise, and negotiate with suppliers and vendors; compile and assess quotations, prepare costing sheets and BOQs. • Research and recommend new chiller and HVAC technologies to enhance solutions and project offerings. Customer Service & After-Sales • Work closely with Technical Support and Operations to provide solutions that meet customer requirements and address technical issues. • Oversee after-sales activities to ensure high customer satisfaction, including coordination of service, rectification, and follow-up.	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Organize regular service reviews with customers and internal Ops teams on critical issues and performance. - Resolve complaints by investigating issues with relevant stakeholders and recommending practical solutions. - Maintain accurate documentation and track results for all sales, project, and service activities. - Compile reports across different segments (sales pipeline, project status, customer feedback) for effective management. Continuous Improvement - Analyze competitors' actions and identify their weaknesses to sharpen sales strategies. - Introduce innovative technological solutions and tools to enhance sales efforts and value propositions. - Engage in continuous learning related to chiller technologies, HVAC trends, and energy-efficient solutions. - Perform other relevant duties as assigned by management. Pre-requisites - Bachelor's Degree or Diploma in Mechanical Engineering, Building Services, or related discipline. - At least 2–5 years of relevant experience in HVAC/ACMV/chiller sales or project-based retrofit work. - Strong understanding of chilled water systems, chiller plants, HVAC designs, airside systems, and industry practices. - Able to read, analyze, and interpret engineering and mechanical documents (drawings, specifications, instructions, and correspondence). - Proficient in defining problems, collecting data, analyzing facts, and drawing valid conclusions. - Good knowledge of project sales processes, including tendering, proposal preparation, and contract review. - Strong skills in communication, interpersonal relations, negotiation, presentation, and customer-focused solutions. - Proficient in MS Excel and PowerPoint. - Able to adapt quickly to different platforms and multitask effectively. - Able to work effectively under pressure, meet tight deadlines, and maintain high attention to detail. - Adaptable, willing to learn new technologies, tools, and methods to enhance performance. - Experience or knowledge in project management will be an added advantage.	
Strata Commercial Manager	Key Responsibilities	5.5-day work week

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Manage and maintain commercial property sites as assigned. - Conduct regular checks and inspection on grounds to ensure property is well-maintained. - Ensure building statutory requirements are complied with. - Conduct meetings of the management corporation, preparation and record meeting minutes. - Ensure good record keeping and filing administration. - Review and recommend replacement/improvement plans for managed sites. - Provide essential customer service support staff to the tenants and owners. - Supervise and manage a team of site staff. - Other job related and ad-hoc duties as assigned. Pre-requisites - Degree or Diploma in Building/Estate Management or related disciplines. - At least 3-5 years relevant working experience. - Knowledge of Building Maintenance and Strata Management Act will be advantageous. - Good leadership ability with excellent interpersonal and communication skills. - Outgoing and approachable. - Possess good customer service skills. - Good decision-making skills and effective problem solver. - An eye for details. - Proficient in MS Office applications.	8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm (sat) - Full time / Permanent - Location: Tuas
Strata Residential Executive M&E	Key Responsibilities - Manage and maintain property sites as assigned. - Conduct regular checks and inspections on grounds to ensure property is well maintained. - Ensure building statutory requirements are complied with. - Conduct meetings of the management corporation, preparation and record minutes of meetings. - Ensure good record keeping and filing administration. - Review and recommend replacement/improvement plans for managed sites. - Provide essential customer service support to the residents and owners. - Supervise and manage a team of site staff. - Other job-related ad hoc duties as assigned. Pre-requisites - At least 2 years of M&E experience required. - Knowledge with Building Maintenance and Strata Management Act will be an added advantage. - Possess good customer service skills.	5.5-day work week 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm (sat) - Full time / Permanent - Location: Central/East

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Good decision-making and effective problem solver. • Proficient in MS Office applications.	
Strata Residential Manager	Key Responsibilities • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government authorities; d. Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits	• 5.5-day work week • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm (sat) • Full time / Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	/ security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the superior. Pre-requisites • Degree or Diploma in Building/Estate Management or related discipline. • At least 3-5 years relevant experience. • Knowledge with Building Maintenance and Strata Management Act will be an added advantage. • Those with M&E experience would be advantage. • Good leadership ability with excellent interpersonal and communication skills. • Possess good customer service skills. • Good decision-making skills and effective problem solver. • An eye for details. • Proficient in MS Office applications.	
Strata Residential Officer / Executive	Key Responsibilities • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance work when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required.	• 5.5-day work week • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm (sat) • Full time / Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Periodically update the Councils /Owners on financial status and prepare budgets for both the Management and Sinking Funds. - Attending to daily operation and administrative work: - Updating the subsidiary proprietors list and change of address; - Filing of correspondence and follow-up on essential matters; - Submission of returns when required by various government authorities; - Preparation of reports for review by Councils / Owners; - Assist potential clients of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. - Handling and keeping records of security pass / car park labels as approved. - Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. - Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. - Any other jobs as and when assigned by the Manager. Pre-requisites - Degree or Diploma in Building/Estate Management or related discipline, at least 2-year relevant experience. - with Building Maintenance and Strata Management Act will be an added advantage. - Those with M&E experience would be advantage. - Good leadership ability with excellent interpersonal and communication skills. - Possess good customer service skills. - Good decision-making skills and effective problem solver.	

#6 SUSHI TEI GROUP (Sushi-Tei, Matsukiya, Kuroki & Hokkaido-ya)

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

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Casual (Cook) (Part-Time)	Key Responsibilities - Adhere to SOP on the preparation of food and provide guidance. - Ensure that all workstations are clean, tidy and ready for the start and end of the business day. - Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. - Uphold the hygiene standard of ingredient handling and the dishes served. - Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. - Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. - Perform stock count for monthly closing inventory. - Training and uniform will be provided. Pre-requisites - No experience required as training will be provided. - Able to perform shifts and work on weekends and public holidays. - Great customer service skills with a pleasant smile. - Able to start work in a short notice.	35 hours per shift - Location: Various
Casual (Waiter / Waitress) (Part-Time)	Key Responsibilities - Responsible for providing courteous and efficient food & beverage services to the guests. - To present menu, take order, suggest and recommend appropriately. - Attend and respond to guests' needs promptly and professionally. - Setting up table arrangement and ensure cleanliness in the restaurant. - To perform other duties as assigned by superior. Pre-requisites - No experience required as training will be provided. - Able to perform shifts and work on weekends and public holidays. - Great customer service skills with a pleasant smile. - Able to start work in a short notice.	- Not more than 35 hours per shift - Location: Various
Marketing Executive (1 year contract)	Key Responsibilities Membership Marketing (Main Portfolio) - Plan and implement membership campaigns, promotions, and referral programs. - Manage membership communications across email, digital platforms, and social media.	5.5-day work week 44 hours per week - Postal Code: 169208

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Monitor and track membership data, including points accumulation and redemptions, ensuring accuracy and timely updates. - Collaborate with internal teams to ensure membership benefits and experiences are clearly communicated. - Provide regular reports on membership growth, churn, engagement, and redemption activities. Pre-requisites - No experience required as training will be provided.	

#7 SUSTENIR AGRICULTURE (SINGAPORE)

Sustenir Agriculture is a pioneering B Corp–certified Agri-tech company dedicated to revolutionizing diets with fresh, nutrient-rich superfoods while promoting sustainability. We are shaping the future of agriculture through our state-of-the-art greenhouse facility, leveraging high-tech, controlled environment farming to strengthen food security and redefine sustainable food production. Our mission is to deliver a steady and reliable supply of innovative superfoods grown close to our consumers, supporting healthier communities and a more resilient food system.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Accountant	Key Responsibilities Accounts Receivable (AR) - Manage the full Accounts Receivable process, including timely and accurate invoicing, billing and credit notes. - Monitor customer payments and follow up on outstanding invoices to ensure timely collection. - Prepare and maintain Accounts Receivable ageing reports and collection status updates. - Perform regular reconciliation of customer accounts and investigate any discrepancies. - Process and reconcile customer receipts and ensure accurate recording in the accounting system. - Liaise with internal departments and customers on billing, payment and account-related matters. - Assist with month-end closing and prepare relevant Accounts Receivable reports and schedules. - Support the preparation of audit schedules and documentation related to Accounts Receivable. - Maintain accurate and complete accounting records in accordance with company policies and accounting standards. Accounts Receivable (AR) - Manage the full Accounts Receivable cycle, including invoicing, billing, credit notes, receipts, and payment reconciliation. - Monitor customer accounts and follow up on outstanding invoices to ensure timely collection.	5.5-day work week 44 hours - Full time / Permanent - Location: 699926

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Prepare and maintain AR ageing reports and provide regular collection status updates. • Perform customer account reconciliations and investigate and resolve discrepancies. • Process and reconcile customer receipts and ensure accurate recording in the accounting system. • Liaise with customers and internal departments on billing, payment, and account-related matters. • Assist with month-end closing and prepare AR reports, schedules, and reconciliations. Payroll • Responsible for the accurate and timely processing of monthly payroll. • Ensure accurate computation of salaries, allowances, overtime, reimbursements, deductions and other payroll-related payments. • Administer statutory contributions and deductions, including CPF, SDL, FWL and income tax, where applicable. • Ensure payroll processes comply with Singapore employment regulations and company policies. • Prepare payroll-related reports, reconciliations and schedules for management and accounting purposes. • Coordinate with HR and relevant departments to ensure timely and accurate submission of payroll-related information. • Handle payroll queries professionally and maintain strict confidentiality of employees' payroll information. • Maintain accurate payroll records and supporting documentation for audit and statutory requirements. General Accounting & Support • Assist with bookkeeping, data entry, bank reconciliations and other accounting-related duties as required. • Support month-end and year-end closing activities. • Assist in the preparation of financial reports, audit schedules and other supporting documentation. • Liaise with external parties, including auditors, banks and relevant authorities, when required. • Ensure compliance with company policies, accounting standards and statutory requirements. • Perform other ad-hoc duties as assigned. Pre-requisites • Diploma or Bachelor's Degree in Accountancy, Finance or equivalent. • At least 3–4 years of relevant working experience in Accounts Receivable and/or payroll. • Strong knowledge and practical experience in the Accounts Receivable process, including invoicing, payment reconciliation and collection follow-up.	

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Experience in monthly payroll processing and statutory payroll contributions. • Good understanding of accounting principles and bookkeeping best practices. • Knowledge of Singapore payroll statutory requirements and relevant employment regulations. • Strong attention to detail, accuracy and ability to meet deadlines. • Good organisational, communication and interpersonal skills. • Able to work independently and collaboratively as part of a team. • Proficient in Microsoft Excel and accounting/payroll systems.	
IT & Web Developer	Key Responsibilities We are looking for a hands-on IT & Systems Executive to manage and support the organization's IT infrastructure, business applications, ERP systems, and operational technology. The role will work closely with internal stakeholders and remote development teams to ensure reliable systems, effective ERP integration, and smooth day-to-day IT operations. IT Systems & Infrastructure • Design, develop, integrate, maintain, and enhance IT and operational technology systems across the organization. • Maintain and support existing business applications and systems to ensure stability, performance, and continuous improvement. • Maintain local servers and company network infrastructure, ensuring reliability, security, and performance. • Administer and manage Microsoft 365, including Exchange, SharePoint, OneDrive, and Teams. • Manage domain, DNS, cloud infrastructure, and related IT services. ERP & Business Systems • Collaborate with internal stakeholders and remote development teams to build, maintain, and enhance the company's ERP system. • Drive full readiness and integration of the ERP and VAN Sales handheld systems. • Support hardware deployment and system configuration for van sales operations. • Work with relevant teams to optimize van-to-store routes and enable technology-driven sales execution. • Identify opportunities to improve business processes through systems integration and automation. IT Support & End-User Services	• 5.5-day work week • Monday to Friday: 8am–5pm Saturday: 8am–12pm (Excluding Public Holidays) • Full time / Permanent • Location: 699926

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Prepare and configure laptops, desktops, monitors, peripherals, and other IT equipment for new hires, ensuring all equipment and software are ready on their first day. • Install and configure Microsoft 365 applications, printer drivers, and role-specific software. • Provide timely troubleshooting and resolution of IT issues, including computers, Wi-Fi, printers, software, and user access. • Provide day-to-day technical support to employees and ensure minimal disruption to business operations. IT Asset & Vendor Management • Manage procurement, deployment, inventory, and tracking of IT assets, hardware, software, and peripherals. • Maintain accurate IT asset records and ensure proper lifecycle management. • Coordinate with external vendors and service providers where required. • Perform other IT-related and ad hoc duties as assigned. Pre-requisites • Diploma or Bachelor's degree in Information Technology, Computer Science, or a related field. • Minimum 3 years of relevant IT experience, preferably in a hands-on IT systems or IT support environment. • Hands-on experience with AWS cloud services, including ECS, ECR, EC2, RDS, and Route 53. • Experience in domain and DNS management. • Proficiency in programming languages such as PHP, Node.js, Python, and React.js. • Familiarity with GitHub, GitHub Actions, CircleCI, and software version control / CI/CD practices. • Proficient in Microsoft 365 administration. • Good understanding of basic networking, including Wi-Fi setup, configuration, troubleshooting, and connectivity. • Strong troubleshooting, analytical, and problem-solving skills. • Strong communication, organizational, and multitasking abilities. • Detail-oriented, self-motivated, and able to work independently under pressure and meet deadlines. • Preferred: Experience in end-user IT support and proficiency in Microsoft Excel, including Power Query and Pivot Tables. • Experience with ERP systems, VAN Sales systems, FMCG distribution, or warehouse/operations technology will be an added advantage.	
Sales Development Executive (HoReCa)	Key Responsibilities A strong, results-driven HoReCa Executive to lead and accelerate Sustenir's growth across the Hotel, Restaurant,	• 5-day work week • 44 hours

Job Positions	Job Description / Job Requirement	Working Hours / Location
	Café, as well as wholesaler and distributor channels. This role will be instrumental in building strategic client partnerships, expanding our market presence, and delivering consistent revenue growth through disciplined execution and clear commercial strategy. Strategic Sales & Business Development • Lead and execute a clear HoReCa growth strategy with a strong strategic framework mindset, focused on scalable and sustainable revenue expansion. • Proactively identify and secure high-value opportunities across hotels, restaurants, cafés, caterers, wholesalers, and distributors. • Drive performance to consistently achieve and exceed monthly and annual sales targets, with disciplined pipeline management. • Prioritize and win big anchor accounts to build a strong base-load volume and long-term partnerships. Key Account Leadership & Relationship Management • Build deep, strategic relationships with key HoReCa partners, positioning Sustenir as a preferred premium supplier. • Maintain a strong on-ground presence through regular engagement to understand client needs and unlock growth opportunities. • Lead commercial negotiations, contracts, and pricing strategies with confidence and long-term value creation in mind. Account Growth & Portfolio Management • Own and grow key accounts with a structured account development plan to drive consistent order flow and volume expansion. • Monitor account performance, identify upselling and cross-selling opportunities, and optimize product mix. • Resolve issues swiftly with a solutions-oriented approach, ensuring high service standards and client retention. Market Intelligence & Strategic Insights • Stay ahead of market trends, competitor movements, and customer preferences to sharpen our competitive edge. • Translate insights into actionable strategies to strengthen product positioning, pricing, and channel expansion. Cross-Functional Execution & Performance Management • Work closely with operations, supply chain, and marketing to ensure seamless execution and fulfillment excellence. • Drive data-led decision making through accurate forecasting, reporting, and performance tracking. • Instill accountability and operational discipline to ensure consistent delivery against business objectives.	• Full time / Permanent • Location: 699926

Job Positions	Job Description / Job Requirement	Working Hours / Location
	Pre-requisites • This post open to Singaporean or Singapore Permanent Resident only. • Diploma or Degree in Business, Marketing, or a related discipline. • Minimum 3–5 years of proven sales experience within HoReCa, FMCG, or food distribution, with strong commercial acumen. • Established network within hotels, restaurants, cafés, wholesalers, or distributors will be a strong advantage. • Demonstrated track record of consistently achieving and exceeding sales targets. • Strong negotiation, communication, and stakeholder management skills with the ability to influence key decision-makers. • Highly self-driven, results-oriented, and disciplined in execution, with the ability to operate independently in a fast-paced environment. • Possesses a strategic mindset with the ability to identify, secure, and grow high-value key accounts. Preferred Skills • Strong understanding of food products, supply chain dynamics, or the fresh produce industry, with the ability to translate product value into commercial success. • Proven experience in B2B sales and key account management, with the capability to manage and grow strategic accounts. • Proficient in CRM systems and Microsoft Office, with the ability to leverage data for pipeline management, forecasting, and performance tracking. • Strong commercial instincts with a structured, strategic approach to managing customers and driving growth. • Ability to identify and convert opportunities into long-term partnerships, especially within high-value HoReCa accounts. Key Performance Indicators (KPIs) • Revenue Growth & Delivery: Achieve and consistently exceed monthly and annual sales targets, with a strong focus on sustainable revenue growth across the HoReCa channel. • New Business & Key Account Wins: Drive acquisition of new clients, with an emphasis on securing high-value anchor accounts to build a stable base load volume. • Customer Retention & Relationship Strength: Maintain high customer retention through strong relationship management, service excellence, and consistent value delivery. • Account Profitability & Quality of Sales: Ensure healthy margins and profitability across accounts by optimizing pricing, product mix, and cost efficiency.	

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Pipeline Strength & Conversion Discipline: Build and manage a robust sales pipeline with high conversion rates to ensure consistent business momentum. • Execution Excellence: Delivery operational discipline in forecasting, fulfillment alignment, and in-market execution to minimize gaps and maximize sell-through.	
Urban Farm Assistant	Key Responsibilities • Farm Operator to support daily operations in a high-tech greenhouse environment. • The role involves operating farm machinery, maintaining greenhouse hygiene, and assisting in crop cultivation and harvesting activities. The ideal candidate is practical, detail-oriented, and capable of basics. • Operate and monitor greenhouse machinery and equipment (e.g. irrigation systems, climate control systems, seeding and harvesting tools). • Perform routine checks and basic maintenance to ensure equipment is functioning properly. • Identify and resolve minor operational issues; escalate complex issues when required. • Assist in planting, cultivating, and harvesting crops according to production schedules. • Maintain greenhouse cleanliness and hygiene in compliance with food safety and operational standards. • Support sorting, packing, and post-harvest handling of produce. • Follow workplace safety procedures and ensure proper use of tools and machinery. • Work closely with supervisors and team members to ensure smooth daily farm operations. • Farm Operator to support daily operations in a high-tech greenhouse environment. • The role involves operating farm machinery, maintaining greenhouse hygiene, and assisting in crop cultivation and harvesting activities. The ideal candidate is practical, detail-oriented, and capable of basic. Pre-requisites • Ability to operate farm equipment safely and efficiently. • Detail-oriented with a responsible and positive work attitude. • Willing to work on-site and adapt to varying greenhouse and farm conditions. • Physically fit and able to work in a fast-paced environment. • Able to carry weight up to 10kg.	• 5.5-day work week • 44 hours • Full time / Permanent • Location: 699926
Van Salesman	Key Responsibilities As a Van Salesman (VSM), you are the driving force behind our retail store-level success. You will be responsible for direct van sales, ensuring timely delivery, maintaining shelf	• 5.5-day work week • 44 hours

Job Positions	Job Description / Job Requirement	Working Hours / Location
	merchandising, and fostering strong retail relationships across assigned territories. Operating a refrigerated sales van, you will provide accurate order fulfilment and product availability across Modern Trade, General Trade, and Convenience Store outlets, in line with company's standards Sales & Route Execution. • Visit 12 to 15 or more stores daily, following a structured route plan. • Execute on-the-spot invoicing using handheld devices. • Achieve daily and monthly sales targets through strong store engagement. • Merchandising & Trade Visibility. • Ensure Top 5 SKUs are fully available and compliant with store planograms. • Maintain product freshness and execute in-store POS materials as guided. • Support trade marketing programs and secondary displays where required. Pre-requisites Expectations & Conduct: • Valid Singapore Class 3 driving license (Company Truck will be provided). • Prior FMCG or route sales experience preferred. • Able to carry up to 10kg. • Work schedules start as early as 3am with duties completing by mid-day upon completion of daily operations.	• Full time / Permanent • Location: 699926

#8 TEE YIH JIA FOOD MANUFACTURING

Tee Yih Jia Food Manufacturing Pte Ltd is the leading frozen foods manufacturer in Singapore, exporting more than 90% of our renowned Spring Home products to countries such as Europe, North America, South Africa, Middle East and Asia Pacific. Tee Yih Jia has world-class manufacturing facilities in Singapore, Malaysia, China and the United States, which hold international certifications of quality controls and hygiene such as HACCP and BRC.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Business Development Executive	Key Responsibilities • In charge of developing sales and marketing strategy in assigned territories including marketing initiatives, business development opportunities, new market entry plan and analysis, budget and timeline. • Pro-actively innovate and respond to market needs. • Knowledge of regional market in terms of new product development, market potential/size, key players, consumption patterns, etc. • To enable negotiations regarding price variations, customer specifications, and promotional mechanisms.	• 5-day work week • Monday to Thursday: 8am to 6pm Friday: 8am to 5pm • Postal Code: 758137

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites Strong in customer relationship management and networking.	
Cleaner	Key Responsibilities - Clean vertical surfaces, glass and ceiling. - Dust, clean and polish all items within the premises. - Empty waste bins. - Keep drains clean. - Maintain cleanliness of assigned areas. Pre-requisites - Willing to work 5.5 days / week.	5.5-day work week - Weekday: 8am to 5pm Weekend: 8am to 12pm - Postal Code: 758137
Facility Technician	Key Responsibilities - Carry out in-house preventive maintenance and corrective maintenance for all facilities, building and services system. - Attend to day-to-day maintenance operations for all facilities, building and services system and maintain proper records of maintenance checklists and documentations. - Liaising and coordinating with contractors for routine servicing and emergency repair in order to keep all the above systems in operational state. - Perform standby / duty to attend to system fault during or after office hours, weekends and public holidays when needed. - Minimize all facilities, building and services downtime during operation. - Log, update and maintain all facilities, building and services spare parts, tools and instruments. - To be able to work under sub-zero environment and no phobia of heights. - To inform immediate superiors/duty personnels for all faults/alarms/abnormalities for all systems. - To learn and maintain any other new/additional systems not mentioned above as assigned by Head of Department. - Perform any other ad hoc duties assigned by Head of Department. Pre-requisites - At least 3 years of relevant experience in manufacturing industry. - Hands-on and strong technical competencies in equipment maintenance.	5-day work week 8am to 6pm or 8pm to 6am - Postal Code: 758137
Market Development Executive	Key Responsibilities - Spearhead marketing initiatives, business development opportunities, and new market entry plans, including analysis, budget setting, and timelines. - Build and leverage in-depth market knowledge, including understanding new product development, market size and potential, key competitors, and consumption patterns.	5-day work week - Monday to Thursday: 8am to 6pm Friday: 8am to 5pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Engage in negotiations related to pricing, customer specifications, and promotional activities to meet client needs. - Represent the brand at local and global trade shows, exhibitions, and other events to enhance brand awareness and visibility. Pre-requisites - Able to travel upon request.	Postal Code: 758137
Security Officer	Key Responsibilities - Safeguard the premises and personnel; and the harmony of earth and people. - Perform security checks and access control responsibilities. - Handle any security related matters. - Take action of unusual occurrences. - Report in detail any suspicious incidents. - Patrol randomly or regularly building and perimeter. Pre-requisites - Willing to work 12 hours shift. - Overtime will be payable beyond 44 hours per week.	5-day work week 7am to 7pm or 7pm to 7am - Postal Code: 758137
Warehouse Assistant	Key Responsibilities - Loading and unloading of goods daily. - Operate forklift and handle equipment in automated warehouse. - Ensure items are placed in right and proper location and retrieving them properly. - Observe safety at all times and looking out for each other as well as ensuring all stored items are kept in good condition. - Able to attend to resolving warehouse or storage issues when required. - Ensure proper stocks recording for in/out and any required admin paperwork are completed. Pre-requisites - Willing to work in cold room setting and shift work.	5.5-day work week - Morning: 8am to 5pm (Monday to Friday) 8am to 12pm (Saturday or Sunday) - Mid: 12pm to 9pm (Monday to Friday) 12pm to 4pm (Saturday or Sunday) - Night: 9pm to 7am (Monday to Saturday) - Postal Code: 758137

#9 TUNG LOK MILLENNIUM

Tung Lok Group, established in 1984, is Singapore's leading restaurant group with more than 40 restaurants in Singapore, China, Japan, Indonesia, and Vietnam. Its restaurants, renowned for its quality and distinctive character, offer a variety of cuisines such as Cantonese, Northern Chinese,

Vegetarian, Seafood specialities, Western, Japanese, and trendsetting Global Chinese cuisine, executed by talented and award-winning masterchefs.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Chef (Western Cuisine)	Key Responsibilities - Assist in the preparation and cooking of menu items under supervision. - Follow kitchen procedures and recipes to ensure consistency and quality. - Keep all kitchen areas clean, organized, and in line with hygiene and safety standards. - Properly store food items and assist in stock rotation. - Support the team with preparation tasks like chopping, portioning and plating. - Assist with cleaning duties and washing dishes when required. - Any other ad-hoc duties as assigned by the Superior from time to time. Pre-requisites - Proven experience in a similar kitchen role preferred. - Knowledge of various cooking methods, ingredients, equipment, and procedures. - Able to perform spilt shift, work on weekends and public holidays. - Ability to work in a fast-paced environment. - Physical stamina to stand for long periods. - Passion for food and willingness to learn. - Team player with a positive attitude and strong communication skills.	5-day work week 11am to 10pm (Split shift) - Postal Code: 534057
Chef de Partie (Western Cuisine)	Key Responsibilities - Prepare and cook dishes from menus according to the restaurant's standards. - Ensuring the food preparation areas are clean and hygienic. - Ensure food quality, consistency, and presentation meet company standards. - Maintain cleanliness & organization of the workstation and ensure compliance with food safety regulations. - Packing and organising of cooked and uncooked food. - Leading a team of cooks and trainee to execute day-to-day operations. - Ensure adherence to portion control and minimize food waste. - Any other ad-hoc duties as assigned by the Superior from time to time. Pre-requisites - Proven experience in a similar role preferred. - Strong understanding of cooking methods, ingredients, and kitchen equipment. - Able to perform spilt shift, work on weekends and public holidays. - Ability to work under pressure in a fast-paced environment. - Physical stamina to stand for long periods.	5-day work week 11am to 10pm (Split shift) - Postal Code: 534057

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Strong attention to detail and a commitment to quality. - Team player with a positive attitude and strong communication skills.	
Commis Cook (Western Cuisine)	Key Responsibilities - Assist in the preparation, cooking, and presentation of dishes under the supervision of senior chefs. - Maintain cleanliness and organization of workstations and kitchen equipment. - Ensure all ingredients are properly stored, labelled, and rotated according to food safety standards. - Follow recipes, portion controls, and presentation standards consistently. - Support senior chefs in daily mise en place and service. - Comply with all food hygiene, health, and safety regulations. - Help with inventory control, stock rotation, and minimizing food waste. - Any other ad-hoc duties as assigned by the Company. Pre-requisites - Proven experience in a similar kitchen role preferred. - Able to perform split shift, work on weekends and public holidays. - Ability to work in a fast-paced environment. - Physical stamina to stand for long periods. - Passion for food and willingness to learn. - Team player with a positive attitude and strong communication skills.	5-day work week 11am to 10pm (Split shift) - Postal Code: 534057
Cook (Asian / Western Cuisine)	Key Responsibilities - Prepare and cook menu items according to recipes and standards. - Set up workstations with all needed ingredients and cooking equipment. - Ensure food is prepared in a timely manner and presented according to quality standards. - Maintain a clean and organized kitchen, including equipment, utensils, and work areas. - Manage kitchen stock for daily operation and food cost control. - Assist in receiving and storing deliveries according to FIFO (First In First Out) practice. - Assist on month-end stock take. - Any other ad-hoc duties as assigned by the Superior from time to time. Pre-requisites - Proven experience in a similar kitchen role preferred. - Knowledge of various cooking methods, ingredients, equipment, and procedures.	5.5-day work week 11am to 10pm (Split shift) - Postal Code: 534057

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Able to perform spilt shift, work on weekends and public holidays. • Ability to work in a fast-paced environment. • Physical stamina to stand for long periods. • Passion for food and willingness to learn. • Team player with a positive attitude and strong communication skills.	
Demi Chef (Western Cuisine / Cold Kitchen)	Key Responsibilities • Prepare and plate cooked dishes or cold menu items such as salads, cold appetizers and sandwiches. • Assist with mise en place and daily food preparation. • Ensure that all food is prepared in a timely manner and meets quality standards. • Follow recipes and presentation specifications as set by the kitchen. • Keep all working areas clean and tidy, ensuring strict adherence to hygiene and food safety standards. • Receive and store kitchen stock and supplies, ensuring proper rotation (FIFO). • Maintain cleanliness of kitchen equipment and workstations. • Support the kitchen team in daily operations and contribute to a positive team environment. • Any other ad-hoc duties as assigned by the Company. Pre-requisites • Proven experience in a similar kitchen role preferred. • Able to perform spilt shift, work on weekends and public holidays. • Ability to work in a fast-paced environment. • Physical stamina to stand for long periods. • Passion for food and willingness to learn. • Team player with a positive attitude and strong communication skills.	• 5-day work week • 11am to 10pm (Split shift) • Postal Code: 534057
Dim Sum Cook / Chef	Key Responsibilities • Preparation of various pastry & dim sum. • Ensure all dishes meet established standards for quality, presentation, and consistency. • Assist in the creation of new dim sum menu items based on seasonal ingredients. • Maintain a clean and organized workstation in compliance with food safety and hygiene standards. • Monitor inventory levels and assist with ordering and receiving kitchen supplies as needed. • Follow proper portion control and minimize waste. • Any other ad-hoc duties assigned by the Superior from time to time. Pre-requisites • Proven experience in a similar kitchen role preferred.	• 5.5-day work week • 11am to 10pm (Split shift) • Postal Code: 534057

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Strong knowledge of kitchen operations, food safety, and sanitation standards. - Able to perform spilt shift, work on weekends and public holidays. - Ability to work under pressure in a fast-paced environment. - Physical stamina to stand for long periods. - Strong attention to detail and a commitment to quality. - Team player with a positive attitude and strong communication skills.	
Kitchen Assistant (Asian / Western Cuisine)	Key Responsibilities - Assist the Cook with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry and meat. - Stir and heat soups and sauces. - Wash and store all cooking appliances, instruments, utensils, cutting boards, and dishes. - Organize and store food supplies properly in kitchen, cold room and storeroom. - Any other ad-hoc duties as assigned by the Company. Pre-requisites - Proven experience in a similar kitchen role preferred. - Knowledge of various cooking methods, ingredients, equipment, and procedures. - Able to perform spilt shift, work on weekends and public holidays. - Ability to work in a fast-paced environment. - Physical stamina to stand for long periods. - Passion for food and willingness to learn. - Team player with a positive attitude and strong communication skills.	5.5-day work week 11am to 10pm (Split shift) - Postal Code: 534057
Management Trainee	Key Responsibilities - Maintain an attractive and an orderly appearance in the outlet. - Handle guest inquiries and resolve complaints in a professional manner. - Ensure that all the supplies and stocks in the outlet are sufficient for the day-to-day operations. - Support daily restaurant operations to ensure smooth service and high guest satisfaction. - Ensure that all staff are properly informed on the promotions and information. - Contribute ideas to improve operational efficiency, customer service, and revenue generation. - Any other ad-hoc duties as assigned by the Company. Pre-requisites - Prior experience in food service or hospitality is an advantage but not required. - Excellent customer service and communication skills. - Friendly, positive attitude and team-oriented mindset.	5.5-day work week 11am to 10pm (Split shift) - Postal Code: 534057

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Service oriented and passionate working in F&B industry. • Able to work on weekends and public holidays. • Ability to work in a fast-paced environment. • Physical stamina to stand and walk for extended periods. • PC literate, well-organized, and self-motivated.	
Service Crew	Key Responsibilities • Greet and welcome customers in a warm and professional manner. • Take customer orders accurately and efficiently. • Serve food and beverages promptly and courteously. • Handle customer inquiries, complaints, or feedback with a positive attitude. • Maintain cleanliness and organization in the dining area and service stations. • Process payments using POS systems and handle cash/credit transactions. • Restock and replenish service items as needed. • Perform opening and closing duties as assigned. • Any other ad-hoc duties as assigned by the Company. Pre-requisites • Prior experience in food service or hospitality is an advantage but not required. • Excellent customer service and communication skills. • Friendly, positive attitude and team-oriented mindset. • Service oriented and passionate working in F&B industry. • Able to work on weekends and public holidays. • Ability to work in a fast-paced environment. • Physical stamina to stand and walk for extended periods. • PC literate, well-organized, and self-motivated.	• 5.5-day work week • 11am to 10pm (Split Shift) • Postal Code: 534057
Supervisor	Key Responsibilities • Supervise and support the daily restaurant operations, ensuring smooth and efficient service. • Motivate front-of-house staff to deliver outstanding customer service. • Ensure smooth day-to-day restaurant operations. • Ensure high standards of customer service are consistently met. • Handle customer complaints or concerns and resolve issues in a professional and timely manner. • Perform daily operation tasks, documenting procedures and creating guidelines. • Ensure proper maintenance and cleanliness of equipment and restaurant. • Conduct opening and closing procedures, including cash handling and shift reports. • Report daily operational or staffing issues to management. • Any other ad-hoc duties as assigned by the Superior from time to time.	• 5.5-day work week • 11am to 10pm (Split shift) • Postal Code: 534057

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Proven experience as a Supervisor or in a similar F&B leadership role. • Strong knowledge of restaurant operations and service standards. • Excellent customer service and communication skills. • Service oriented and passionate working in F&B industry. • Problem-solving and conflict-resolution abilities. • Able to work on weekends and public holidays. • Ability to work in a fast-paced environment. • Physical stamina to stand and walk for extended periods. • PC literate, well-organized, and self-motivated.	
Warehouse Assistant	Key Responsibilities • Receive, categorize, and store incoming raw materials systematically. • Pick, pack and palletize raw materials and finished products. • Label, quality check and maintenance of products. • Checks, inspection and administering of new goods received into warehouse. • Ensure food products are stored according to required temperature (dry/cold room). • Inventory control procedures to ensure accurate inventory count. • Maintaining a clean, organized work area. • Any other ad-hoc duties as assigned by the Company. Pre-requisites • Experience in food manufacturing warehouse is preferred • Good attention to detail • Positive work attitude and willingness to learn • Able to work in a fast-paced environment • Able to work within tight deadlines • 6 days' work week with overtime expected (715am to 530pm / 5pm).	• 6-day work week • Monday to Friday: 715am to 5pm • Saturday: 715am to 530pm • Sunday and Public Holiday off • Postal Code: 658080

#10 WATAMI FOOD SERVICE SINGAPORE

The company was founded by Miki Watanabe in 1984. In 1992, the first ever “WATAMI” restaurant opened in Tokyo.

To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years.

Providing an enjoyable and casual taste of Japanese delicacies for customers outside Japan, with more than 450 restaurants in Asia, and 6 shops established in Singapore, WATAMI promises a comfortable dining experience at reasonable prices.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Dishwasher	Key Responsibilities - Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery. - Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations. - Cleaning machines and appliances used in kitchen, such as pots, and pans etc. and placing back to original locations. - Taking out the trash. - Supporting other restaurant staff members by assisting with other tasks, as needed. Pre-requisites We are hiring a dishwasher to join our team at a Japanese restaurant. The job is simple but important. No experience needed, just a strong work ethic, good attitude, and the ability to handle a fast-paced environment. Applicants should be comfortable standing for long hours and working shifts, including weekends and public holidays.	5-day work week - Multiple locations: 519599 / 138617 / 188067 / 367803 / 579837 / 238801 / 729826
Kitchen Crew	Key Responsibilities - Preparing and cooking food orders for all customers according to Watami's service standard and procedures. - Preparation work of kitchen opening and closing operation hours. - Maintain quality, service & cleanliness at all times according to Watami's standards. - Food production: make sure the end product and the cooking process conforms to Watami's standard and procedures, and at the same time has good sense of preventing and recording of losses. Pre-requisites We are looking for a hardworking and dependable kitchen crew member to join our Japanese restaurant. Basic F&B kitchen experience will be a plus point. No need for fancy experience, just a good attitude, willingness to learn, and ability to work well under pressure. If applicants enjoy working in a fast-paced kitchen and have an interest in Japanese food, that is a big plus. Applicants will need to be okay with shifts, including weekends and holidays. Teamwork and hygiene are super important in this role.	5-day work week - Multiple locations: 519599 / 138617 / 188067 / 367803 / 579837 / 238801 / 729826
Management Trainee	Key Responsibilities - Plan and revise weekly and monthly schedule for all staff in the shop according to shop needs and sales forecast. - Forecast shop sales on weekly basis. - Audit own shop on a periodic basis (e.g. Restaurant review) and create corresponding reports to be shared with Assistant Shop Manager and Hall/Kitchen Supervisor. - Attending of both written and in-house customer complaints. - Manage assets of the shop (ensure timely ordering of items and checking of inventory to prevent "out of stock" items).	5-day work week - Multiple locations: 519599 / 138617 / 188067 / 367803 / 579837 / 238801 / 729826

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Planning, managing profit and loss. Handling cash at the store as well as collating daily sales as well as other necessary reports. - Alongside with HQ, formulate marketing strategies to help boost shop's sales performance. - Develop equipment maintenance schedules and arrange for repairs. - Coaching, developing and disciplining staff. - Monitor staff's attendance records daily. - Checking of staff's payroll concerns. - Conduct inquiries if internal disputes in shop occur; and complete disciplinary write-ups. Pre-requisites We are looking for a motivated and hands-on Management Trainee to join our Japanese restaurant team. This role is perfect for someone who is eager to learn all aspects of restaurant operations, from front-of-house service to kitchen workflow and team management. Applicants do not need years of experience, but you should have a strong interest in F&B, a willingness to take on challenges, and a positive, team-first attitude. As a trainee, applicants will be guided by experienced managers and gradually take on more responsibility. Applicants must be open to shift work, including weekends and public holidays, and willing to work hard to grow into a leadership role.	
Production Assistant - Central Kitchen (Part-Time)	Key Responsibilities We are seeking dedicated Production Assistants to support our daily food production operations. Responsibilities include food preparation and portioning, packing and labelling products, maintaining cleanliness and food safety standards, handling inventory and stock, and assisting with daily production requirements. Basic kitchen or food production experience is preferred. Candidates should also be aware that this role involves handling food products that are not Halal-certified. Pre-requisites Physically fit, positive team player with basic food hygiene knowledge; F&B or food production experience preferred.	5-day work week 30 hours per week - Postal Code: 128454
Service Crew	Key Responsibilities - Provide service to all customers according to Watami's service standard and procedures. - Responsible for the preparation work of Hall opening and closing operation hours. - Maintain quality, service & cleanliness at all times according to Watami's standards. - Promote Watami Japanese dining culture and introduce the specific dining manner of certain cuisine. - Any other job-related duties requested from senior staff. Pre-requisites	5-day work week - Multiple locations: 519599 / 138617 / 188067 / 367803 / 579837 / 238801 / 729826

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	We are looking for a friendly and reliable F&B service crew member to join our Japanese restaurant team. Applicants who enjoy working with people, have a positive attitude, and are willing to learn. Experience in food service is a plus, but not a must. We will provide training and guidance. A basic interest in Japanese food and culture is a bonus. Applicants should be alright with shift work, including weekends and public holidays.	

e2i SERVICES

- **Career Coaching & Job Matching**
- **Skills Future Advice**

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

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



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

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

 e2i Career Centre (West) 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	Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East
 e2i Career Centre (Central) One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989	Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown

e2i Career Centre (East)

ServiceSG Centre
Our Tampines Hub
1 Tampines Walk
#01-21
Singapore 528523

Operating Hours

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

Nearest MRT

East-West Line (Green Line)
Downtown Line (Blue Line)
Station Name: Tampines

e2i Career Centre (Central)

ServiceSG Centre
Ang Mo Kio Hub
53 Ang Mo Kio Avenue 3
#04-02
Singapore 569933

Operating Hours

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

Nearest MRT

North-South Line (Red Line)
Station Name: Ang Mo Kio

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- 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.)
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