Job Fair @ Queenstown

31st Oct 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

Participating Companies

Legend: 💼 – PMET Roles

[Click on the specific role to view more details]

#1 Alexandra Hospital 7

- Care Support Associate 7
- Instrument Technician 7
- Operating Theatre Technician 8
- Patient Service Associate (Outpatient) 9
- Temp Digital Pharmacy Support Ambassador 10

#2 Asia Sync Network 11

- Air-con Technician 11
- Assistant Property Manager 💼 12
- Assistant Property Officer/ Executive 💼 14
- Maintenance Officer/ Technician 15
- Manufacturing Operator 16
- Manufacturing Technician 💼 18
- Sales Promotor 19
- Telco installer for home broadband 20
- Telesales (FT/PT) 21
- Web/ Social Media intern 💼 21

#3 CBM 22

- Account Executive 💼 22
- Accounts Officer 💼 23
- Admin Executive 💼 23
- Admin Officer 24
- Area Manager 💼 24
- Assistant Condominium Manager 25
- Assistant Engineer 💼 27
- Assistant General Manager 💼 28
- Assistant Head 💼 29
- Assistant Projects Manager 💼 30
- Assistant Quality Control Manager 💼 32
- Assistant Sustainability Consultant 💼 32
- Assistant Technical Executive 💼 33

Legend: 💼 – PMET Roles

- Building Executive 💼 34
- Building Manager 💼 35
- Carpark Attendant 35
- Complex Manager 💼 36
- Condominium Manager 💼 36
- Customer Servivce Officer 39
- Drafter 💼 40
- Electrical Engineer 💼 40
- Environmental Control Coordinator 40
- Facilities Management Executive 40
- Facilities Manager 💼 41
- Field Engineer 💼 41
- Fire Safety Manager 42
- Foreshore Engineer 💼 42
- Green Mark Manager 💼 50
- Instrumentation & Control Engineer 💼 51
- IT Executive 51
- Lead Technician 52
- Licensed Plumber 52
- Operations Manager 💼 52
- Projects Executive 💼 53
- Projects Manager 💼 53
- Property Executive 💼 54
- Property Manager cum FSM 💼 55
- Property Officer (ECC) 💼 58
- Quality Assurance Officer 💼 58
- Quality Control Officer 💼 59
- Quality Manager 💼 60
- Quantity Surveyor 💼 62
- Response & Service Officer 💼 63
- Security Officer 64
- Senior Security Officer 64
- Senior Property Officer 💼 65

Legend: 💼 – PMET Roles

- Site Engineer 65
- Technical Executive 💼 66
- Technician 67
- WSH Coordinator 67

#4 K.P.P Packaging 68

- AI Developer 💼 68
- Customer Service 💼 69
- Digital Supply Chain 💼 70
- Prepress 💼 70
- Purchasing Executive 💼 71
- Quality Assurance Inspector 💼 72
- Sales Executive 💼 73
- Supply Chain Planner 💼 73

#5 Knight Frank Property & Facilities Management 75

- Accounts Executive 💼 75
- Administrative Assistant 75
- Advertising & Promotions Executive 💼 77
- Assistant Leasing Manager 💼 78
- Condominium Manager 💼 79
- Customer Service Executive 💼 81
- Customer Service Officer (retail/ shopping mall) 82
- Property Executive (M&E) 💼 82
- Property Executive (Residential) 💼 83
- Property Manager 💼 84
- Property Officer (Residential) 86
- Technician 💼 87

#6 Mcdonald's Singapore 88

- Evening Crew 88
- Restaurant Management Trainee 💼 89
- Service Crew (FT/PT) 90

#7 MyQueen Asia 91

- Healthcare Assistant / Infant Carer (FT/PT) 91

Legend: 💼 – PMET Roles

#8 NannyPro 92

- Childminders (FT/PT) 92
- Nannies (FT/PT) 92

#9 Select Group 93

- Canteen Assistant- Changi North (PT) 93
- Canteen Assistant- Changi Airport (PT) 93
- Canteen Assistant -Jurong West (PT) 94
- Cleaner 94
- Drink Stall Assistant (PT) 94
- Drink Stall Supervisor (Foodcourt) 💼 95

#10 Singapore Aero Support Services 96

- Assignment Officer 96
- Cabin Technician / Trainee 97
- Control Room Officer 97
- Ground Support Equipment (GSE) Mechanic 98
- Logistic Assistant cum Driver 98
- Mechanic (EM - Automotive), Changi North 98
- Mechanic (Light Vehicle Repair & Maintenance) 99
- Operations Executive (Automotive, Changi North) 💼 99
- Planner 100
- Planning Coordinator 101
- Purchasing Assistant 101

#11 Singapore General Hospital 102

- Anaesthesia Technician 102
- Assistant Manager (PHIC Volunteer Systems & Programme Operations) 💼 103
- Assistant Manager / Senior Executive, Division of Pharmacy 💼 105
- Assistant Manager / Senior Executive, Office for Sustainable Health 💼 107
- Assistant Manager / Senior Executive, Outcome & Experience Office (ONE) 💼 109
- Assistant Manager/ Senior Assistant Manager, Training & Development (PHIC - VMD) 💼 112
- Assistant Manager/ Senior Executive, Postgraduate Allied Health Institute (PGAHI) 💼 113
- Basic Care Assistant(PT) 115
- Care Support Associate 115

Legend: 💼 – PMET Roles

- Cook 116
- Health Care Assistant (Radiology) 117
- Instrument Technician 118
- Instrument Technician Associate 118
- Junior Cooks (Kitchen Assistant) 119
- Manager, Horizon Scanning & Trend Intelligence (Digital Health Transformation) 💼 119
- MLOps Engineer (Senior/ Associate Principal), AI Devt Office (AIDO) 💼 121
- Operating Theatre Technical Associate 123
- Orthoaedic Technician 124
- Orthopaedic Diagnostic Technician 124
- Patient Care Assistant, Pain Management 125
- Patient Care Assistant, Radiology 125
- Patient Service Associate, Admissions Office 126
- Patient Service Associate, Call Centre (Central Appointments) 127
- Patient Service Associate, Call Centre (General Enquiries) 128
- Patient Service Associate, DEM Ops 💼 129
- Patient Service Associate/ Patient Service Associate Executive, Radiology 129
- Patient Service Associate/ Patient Service Associate Executive, Specialist Outpatient Clinics 130
- Senior Patient Service Associate/ Patient Service Associate, Patient Financial Services 130
- Senior Wellbeing Coordinator, (PHIC - ICCS) 💼 130
- Therapy Assistant 131

#12 SuperClean SG 132

- Indoor Cleaner (FT/PT) 132

e2i Services 133

Legend: 💼 – PMET Roles

#1 Alexandra Hospital

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Care Support Associate	• Minimum PSLE • Good interpersonal and communication skills • Able to read, write, and converse in simple English	• Support Registered Nurses (RNs) and Enrolled Nurses (ENs) in the delivery of safe, timely, and quality patient care in inpatient wards • Provide direct patient care, including personal hygiene, elimination needs, feeding assistance, repositioning, and mobility support • Perform and accurately document patients' vital signs and basic clinical observations • Assist in patient admissions, examinations, procedures, transfers, and discharges • Support nursing and clinical procedures, including wound care assistance, IV related support, bladder scans, and emergency response initiation • Coordinate ward activities such as bed management, patient movements, and visitor management • Provide basic patient and family education on ward orientation and infection control practices • Perform clerical and documentation support, including medical records handling and discharge related tasks	• **Working Hours:** 5 days/ week 40 hr / week, **Morning Shift**: 8.00am end between 4.00pm to 6.00pm **Afternoon Shift**: start between 11.00am to 1.00pm and end between 7.00pm to 9.00pm **Night**: 8.00pm to 8.00am • **Job Type:** Contract • **Location:** 378 Alexandra Road S159964
Instrument Technician	• Diploma in Engineering or relevant technical credentials. • WSQ Higher Certificate in Healthcare Support (Sterilisation Services) will be an added advantage.	• Ensure daily smooth functioning of the TSSU in receive, sort, decontaminate, inspect, pack, sterilize, storage and distribute surgical items • Ensure staff practice the standards of Loads and	• **Working Hours:** 5 days/ week 40 hr / week, **Morning Shift**: 8.00am end between

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• One year of working experience as Instrument Technical Assistant or relevant experience in CSSD/ TSSU will be preferred • Possess good inter-personal and supervisory skills • Good command of written English and Knowledge of Microsoft Office	operates washer-disinfectors, dryers, ultrasonic washer and sterilizers • Perform and evaluate sterilizer test indicators • Perform inventory of all sterile linen and surgical consumables supplies • Issue sterile supplies To all supporting areas on a timely manner • Keep tract of preventive maintenance (PM) of washer disinfectors, dryers, ultrasonic washer, and sterilizers and ensure all PM are up To date • Perform cleaning of TSSU storage area • Demonstrate proper use and care of equipment • Report defective equipment and take appropriate action To repair or replace • Identify and notifies In-Charge of instruments that need To be repaired/ replaced • Liaise with OT nurses on the consignment sets required for procedures • Facilitate team dynamics and the smooth running of activities within the TSSU • Communicate and handover essential information and critical events To colleagues in-charge and supervisor	4.00pm to 6.00pm **Afternoon Shift**: start between 11.00am to 1.00pm and end between 7.00pm to 9.00pm • **Job Type:** Contract • **Location:** 378 Alexandra Road S159964
Operating Theatre Technician	• WSQ Higher Certificate (OT Support) or relevant experience • Possess initiative and keen to learn • Possess good interpersonal and communication skills	• Check and prepare equipment (suction, diathermy, lights) • Set up operating room and table for each surgery • Assist with patient transfer and positioning • Support surgeon during procedures (e.g. tourniquet, equipment) • Adjust operating lights	• **Working Hours:** 5 days/ week 40 hr / week, **Morning Shift**: 8.00am end between 4.00pm to 6.00pm

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Clean OT between cases (within 15 minutes) • Dispose of waste and soiled linen safely • Maintain cleanliness of all OT areas daily • Perform terminal cleaning after surgeries • Check inventory of positioning aids and equipment • Stay in OT to assist when needed • Transport patients between ward and OT • Clean equipment weekly • Maintain pantry cleanliness • Handle other assigned tasks	**Afternoon Shift**: start between 11.00am to 1.00pm and end between 7.00pm to 9.00pm • **Job Type:** Contract • **Location:** 378 Alexandra Road S159964
Patient Service Associate (Outpatient)	Requirements • Candidate must possess at least "O" Levels and above. • Proficient in computer skills, handling multiple systems will be an advantage. • Team player with good communication and interpersonal skills. Ability to speak a second language will be an advantage. • Able to multitask and work in a fast-paced environment. • Candidates should be comfortable/flexible with working in a hospital setting and in different clinics when needed. Prior experience in hospitality or service industries will be an advantage. • Be comfortable with working in inpatient wards if required.	Overview • As a Patient Service Associate, you will deliver friendly and efficient customer service and create a warm and welcoming atmosphere for all internal and external customers / patients, with the key aim of providing excellent patient care and satisfaction. Job Responsibilities • Ensure clinic's operational and procedural area readiness based on desired service standards. • Assist with smooth patient journey including accurate and timely registration, discharge, appointment bookings, cashiering and any other enquiries such as insurance provider's information for billing. • Provide chaperone assistance to doctors/nurses and prepare consultation documents.	• **Working Hours:** 5 days/ week 42 hr / week, Actual working hours subjected to individual clinic/ward 42 hours (non-shift Outpatient Clinic) Monday to Friday: 8am to 5:30pm 830am to 6pm • **Job Type:** Contract • **Location:** 378 Alexandra Road S159964

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• This is a 2-year contract role, subjected to contract extension or permanent conversion with satisfactory work performance.	• Attend to any requests, emails, and phone enquiries. • Assist clinic manager in administrative duties. • Perform any other ad-hoc duties and responsibilities that may be assigned from time to time.	
Temp Digital Pharmacy Support Ambassador	• Minimum GCE 'O' Level or equivalent; higher qualifications in Business, Communications, Healthcare Management, or related fields are an advantage • Comfortable using digital tools and mobile applications; familiarity with NUHS app and HealthHub is an advantage • Strong communication and interpersonal skills, with patience and empathy in engaging elderly or digitally less-confident patients • Good written communication skills for reporting and documentation • Ability to work independently and collaboratively in a team environment • Proactive, adaptable, and willing to engage patients across different hospital touchpoints • Prior experience in patient-facing, customer service, or healthcare-related roles will be an advantage • 6 months contract	• Reporting to the Pharmacy Department, you will play a key role in supporting digital transformation initiatives by empowering patients to manage their medication needs through digital platforms. • This role focuses on bridging the gap between patients and digital health services, ensuring a smooth, accessible, and user-friendly medication ordering experience. Job Responsibilities • You will be responsible for the following: • Provide hands-on guidance to patients on using digital platforms such as the NUHS app and HealthHub to order discharge and outpatient medications • Identify patients with low digital literacy and tailor guidance approaches to support their learning needs effectively • Conduct proactive outreach at key patient touchpoints (e.g., waiting areas, discharge counters) to promote digital medication ordering • Support patients in becoming independent users of digital pharmacy services	• **Working Hours:** 4 days/ week 16 hr / week, 10am - 3pm with 1 hour lunch break; Open to discuss working hours) • **Job Type:** Contract • **Location:** 378 Alexandra Road S159964

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Escalate technical issues and collect user feedback to relevant teams for continuous service improvement • Assist in internal pharmacy digitalisation initiatives, including preparation of educational materials and coordination of outreach activities	

Click Here for Table of Content

#2 Asia Sync Network

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Air-con Technician	• Min. "O" or "N" level. • Not a must but ideally 1–2 years of relevant experience in property management, facilities/operations, serviced residences, co-living or similar environment. • Proficient in MS Office / Google Workspace/ AI. • Meticulous, organised and able to handle multiple units and cases at the same time. • Strong interpersonal and communication skills; able to handle tenants and landlords professionally. • Willing to conduct physical site visits and inspections, sometimes at short notice or outside standard office hours.	• Responsible for the installation, servicing, repair, and maintenance of air-conditioning systems across Singapore. • Ensures all units operate efficiently, safely, and in compliance with regulatory requirements. • Install, service, repair, and maintain split, cassette, and central air-conditioning systems in both residential and commercial properties. • Perform routine preventive maintenance, cleaning, and refrigerant top-ups. • Diagnose faults, carry out repairs, and replace parts as needed. • Conduct regular inspections and keep maintenance records updated. • Ensure all work complies with workplace safety and environmental regulations.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 10 Anson Road S079903

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Respond to breakdowns and emergency calls in a timely manner. • Liaise with tenants, management, and external vendors on servicing schedules and issues.	
Assistant Property Manager 💼	• High school education or equivalent. • Certification in chemical handling. • Certification in manufacturing safety & hazard awareness. • Certification in Quality inspection/assurance training	• Oversee daily operations for assigned properties, including customer service. • Plan and conduct regular site inspections, identify defects, safety and follow through on rectification with contractors and Landlords/ Tenants. • Coordinate unit handover/takeover with Landlords and Tenants, ensuring all documentation, condition and keys are properly recorded. • Handle tenant operational matters and feedback (maintenance, access, breakdowns) and ensure timely resolution. **Property Condition Reports (Core Duty)** • Conduct detailed move-in, periodic and move-out inspections for all units under management. • Prepare professional Property Condition Reports including: photo documentation, description of defects, assessment of wear & tear vs damage, and recommendations for remedial works. • Liaise with technical vendors to obtain specialist reports where necessary and incorporate findings into the Property Condition Report.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 10 Anson Road S079903

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Maintain an organised digital archive of all Property Condition Reports and inspection records for audit, claims and dispute resolution. **Vendor & Contractor Coordination** • Source, schedule and supervise contractors to ensure rectification works are carried out to required standards and within timeline. • Review quotations, compare options and highlight cost, scope and risk considerations to management. • Verify completion of works against scope before approving invoices. **Compliance, Risk & Documentation** • Ensure properties comply with building regulations, condo/MCST rules, • Support deposit claims by providing Property Condition Reports, photos and correspondence trail. • Draft and maintain SOPs, checklists and forms for inspections, handover/takeover and incident reporting. **Stakeholder Management** • Build positive working relationships with landlords, MCST, tenants, agents and internal teams. • Communicate clearly with tenants on house rules, maintenance responsibilities and rectification timelines.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Support management in resolving disputes regarding property condition, damages and responsibilities, using evidence from inspections and reports. **Process Improvement & Reporting** • Track defects trends and propose preventive measures or changes to selection criteria for new properties. • Prepare monthly operations reports (KPIs, open/closed cases, major incidents, contractor performance) for management review. • Contribute ideas to improve efficiency, service quality and tenant satisfaction.	
Assistant Property Officer/ Executive 💼	• High school education or equivalent. • Certification in chemical handling. • Certification in manufacturing safety & hazard awareness. • Certification in Quality inspection/assurance training	• Attend key handover appointments with our sales agents to document property condition in detail, including taking extensive photos and notes for our records. • Protect our corporate clients by identifying and recording any pre-existing issues in the property so they are not unfairly held responsible at the end of the lease. • Coordinate with contractors and vendors for repairs, touch-ups and maintenance, ensuring work is done properly and on time. • Liaise with building management and service centres to resolve practical issues (access cards, defects, appliance issues, air-con service, etc.). • Visit a wide range of properties across Singapore,	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 10 Anson Road S079903

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		from condos and landed homes to high-end residences, gaining exposure to different locations and property types. • Act as a practical problem-solver for day-to-day housing matters, keeping both internal teams and tenants informed of progress.	
Maintenance Officer/ Technician	• Min. "O" or "N" level. • Not a must but ideally 1–2 years of relevant experience in property management, facilities/operations, serviced residences, co-living or similar environment. • Proficient in MS Office / Google Workspace/ AI. • Meticulous, organised and able to handle multiple units and cases at the same time. • Strong interpersonal and communication skills; able to handle tenants and landlords professionally. • Willing to conduct physical site visits and inspections, sometimes at short notice or outside standard office hours.	• Responsible for the day-to-day upkeep, repair, and safety of the property's facilities and equipment. • Perform routine preventive maintenance and inspections of building systems (electrical, plumbing, air-conditioning, and fire safety). • Attend to and resolve maintenance requests and breakdowns reported by tenants/ property owners or management in a timely manner. • Coordinate and supervise external contractors and vendors for major repairs or servicing. • Maintain records of maintenance work, inspections, and equipment servicing. • Monitor and report on the condition of property, ensuring repairs/ maintenance and safety standards are met. • Assist in emergency response (e.g., water leaks, power outages, fire alarms) and escalate issues as needed. • Ensure compliance with workplace safety and regulatory requirements.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 10 Anson Road S079903

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Take detailed photos of property before taking over and handover the unit.	
Manufacturing Operator	• Min. "O" or "N" level. • Not a must but ideally 1–2 years of relevant experience in property management, facilities/operations, serviced residences, co-living or similar environment. • Proficient in MS Office / Google Workspace/ AI. • Meticulous, organised and able to handle multiple units and cases at the same time. • Strong interpersonal and communication skills; able to handle tenants and landlords professionally. • Willing to conduct physical site visits and inspections, sometimes at short notice or outside standard office hours.	• This role involves setting up and checking machinery, preparing raw materials or chemicals, and carrying out routine inspections during production. • It also includes basic quality checks on output, monitoring work-in-progress, and reporting any machine or quality issues to the supervisor. • In addition, the role may require tool changes, replacing consumables, supporting maintenance work, and operating multiple machines when needed. • The person will also help maintain a clean and organized work area, take part in shift handovers, and support continuous improvement activities on the shopfloor. • Perform daily machinery setup & check with dedicated checklist. • Manage different machinery settings competently to correspond to different product programs. • Perform machinery (and tool) routine inspections on a periodic basis. • Prepare raw material and/or chemicals (during production runs) that are required for the dedicated process(es). • Conduct inspection (during production runs) on input material to ensure integrity of material is not compromised.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 9 Pesawat Drive S619607

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Conduct fundamental quality checks (during production runs) on output products to ensure quality standards/requirement is met. • Perform data-entry/logging activities to ensure proper documentation of production process(es). • Conduct work-in-progress checks using machinery inline monitoring system(s). • Communicate quality and/or machinery issue(s) timely to the supervisor. • Perform tool switch, program change and/or other necessary machinery procedures when switching product types. • Conduct periodic switch/replacement of machinery consumables. • Provide support to scheduled machinery maintenance works. • Operate multiple machinery runs simultaneously, when necessary. • Support production runs (pre-trained) at other functional manufacturing areas, when necessary. • Perform 5S activities and maintain care for dedicated work-areas. • Participate in handover briefing during the start and end of each working shift. • Participate in shopfloor Quality and/or Continuous Improvement activities (e.g. Gemba walk), when applicable.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Perform ad-hoc duties as assigned by the Manager, to support team and organization goals	
Manufacturing Technician 💼	• Nitec in Engineering, Diploma and equivalent. • Experience in Semiconductor/PCB/ substrate manufacturing is advantageous.	• This role supports daily production by operating equipment, setting process parameters, and helping with start-up and mass production runs. • It also involves training operators, resolving line issues with engineering teams, investigating defects, managing shopfloor inventory, performing precision checks, carrying out preventive maintenance, and supporting chemical analysis. • Perform equipment & task operations in support of daily production runs. • Perform part/process conversion with validated recipes and parameter-setting, during start-up and mass production runs. • Train Manufacturing operators with the use of SOPs and WIs. • Communicate and work with Manufacturing & Engineering stakeholders to resolve line issues timely. • Conduct primary investigations and root cause analysis for process/output defects. • Manage the inventory level of raw material, chemical and machinery consumable, on the shopfloor. • Perform precision measurement analysis with pre-set limits and tolerances.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 9 Pesawat Drive S619607

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Perform periodic preventive maintenance tasks for equipment. • Perform manual chemical analysis for relevant processes. • Undertake assigned duties/responsibilities as required.	
Sales Promotor	• Min. "O" or "N" level. • Not a must but ideally 1–2 years of relevant experience in property management, facilities/operations, serviced residences, co-living or similar environment. • Proficient in MS Office / Google Workspace/ AI. • Meticulous, organised and able to handle multiple units and cases at the same time. • Strong interpersonal and communication skills; able to handle tenants and landlords professionally. • Willing to conduct physical site visits and inspections, sometimes at short notice or outside standard office hours.	• The Sales Executive will be responsible for generating new business, nurturing client relationships, and driving revenue growth for Company. • This is a hands-on, front-facing role suited to someone who enjoys building relationships, is comfortable prospecting for new customers, and wants to play a key part in growing an established business. • Identify, approach, and win new customers (homeowners, property agents, contractors, condo management, and businesses) for the services. • Generate and follow up on leads through referrals, cold calls, site visits, online enquiries, and networking. • Prepare and present quotations, explain service packages and pricing, and close sales to meet monthly/quarterly targets. • Build and maintain strong relationships with repeat clients, property agents, contractors, and other referral partners to generate recurring business. • Follow up with past customers for repeat jobs, maintenance contracts, and upsell opportunities.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 10 Anson Road S079903

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Maintain accurate records of leads, quotations, and sales in a simple CRM/spreadsheet, and report progress regularly to the business owner. • Always represent company, upholding the brand's reputation for reliability and quality. • Gather customer and market feedback to help refine service offerings and pricing.	
Telco installer for home broadband	• Min. "O" or "N" level. • Not a must but ideally 1–2 years of relevant experience in property management, facilities/operations, serviced residences, co-living or similar environment. • Proficient in MS Office / Google Workspace/ AI. • Meticulous, organised and able to handle multiple units and cases at the same time. • Strong interpersonal and communication skills; able to handle tenants and landlords professionally. • Willing to conduct physical site visits and inspections, sometimes at short notice or outside standard office hours.	• Responsible for the on-site installation, activation, and troubleshooting of home broadband services for customers. • Delivers quality installations on schedule while providing a positive customer experience. • Install and activate home broadband equipment (routers, modems, and related devices) at customer premises. • Run and terminate cabling, set up Wi-Fi, and configure devices to ensure a working connection. • Perform basic speed tests and troubleshooting to confirm service quality. • Guide customers on usage and provide a clear explanation of the installed service. • Complete installation reports and documentation accurately and on time. • Follow safety and quality standards and handle equipment responsibly. • Coordinate with the scheduling team on daily job assignments.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 10 Anson Road S079903

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Telesales (FT/PT)	• Min. "O" or "N" level. • Not a must but ideally 1–2 years of relevant experience in property management, facilities/operations, serviced residences, co-living or similar environment. • Proficient in MS Office / Google Workspace/ AI. • Meticulous, organised and able to handle multiple units and cases at the same time. • Strong interpersonal and communication skills; able to handle tenants and landlords professionally. • Willing to conduct physical site visits and inspections, sometimes at short notice or outside standard office hours.	• We are looking for a Sales cum Admin Executive to support both sales and administrative functions. • The role will involve promoting the company's products/services, handling customer inquiries, and providing accurate data entry and administrative support. • Promote and market the company's products/services to potential clients. • Support sales activities and assist in generating new business opportunities. • Maintain customer relationships and follow up on inquiries. • Perform data entry for client details and update information into the system accurately. • Ensure all records and data are complete, correct, and up to date. • Assist with general administrative duties as assigned. • Work closely with the team to support daily operations.	• **Working Hours:** **FT:** 5 days/ week, 40 hrs/week **PT:** 3 days/week, 24 hrs/week • **Employment Type:** Full Time/ Part Time • **Job Type:** Permanent • **Location:** 10 Anson Road S079903
Web/ Social Media intern	• Min. "O" or "N" level. • Not a must but ideally 1–2 years of relevant experience in property management, facilities/operations, serviced residences, co-living or similar environment. • Proficient in MS Office / Google Workspace/ AI. • Meticulous, organised and able to handle multiple units and cases at the same time.	• Supports the recruitment team by managing web and social media content that promotes the employer brand and attracts candidates. • Assists with posting job openings, engaging audiences, and tracking campaign performance. • Create and schedule engaging social media content (LinkedIn, Instagram, Facebook, TikTok) to promote job openings and employer branding.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 10 Anson Road S079903

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Strong interpersonal and communication skills; able to handle tenants and landlords professionally. • Willing to conduct physical site visits and inspections, sometimes at short notice or outside standard office hours.	• Manage and update the careers page and job postings on the company website and job portals. • Design simple graphics, posts, and short videos for recruitment campaigns. • Monitor and respond to comments, messages, and enquiries from prospective candidates. • Track and report on the performance of social media and web campaigns. • Support the recruiter in sourcing candidates through online channels and communities. • Assist with the coordination of career fairs and online recruitment events.	

Click Here for Table of Content

#3 CBM

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Executive 💼	• Diploma in Accounting, or related field. • Comfortable working with numbers and Microsoft Excel. • Good teamwork and communication skills. • Meticulous, responsible, independent, and willing to learn. • Ability to work independently and as part of a team in a fast-paced environment.	• Handle day to day on full spectrum of financial operation activities for assigned entity(s). • Prepare and review journal entries, accruals, prepayments, and month-end closing activities. • Prepare and submit GST returns in a timely manner. • Ensure timely and accurate month-end closing and financial reporting in full compliance with FRS and regulatory deadlines.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Assist in year-end audits, including responding to auditor queries, and drafting financial statements. • Liaise with external auditors and tax agents on audit and tax related matters. • Perform other ad-hoc duties as assigned.	
Accounts Officer 💼	• ITE and CAT graduates are welcome • Comfortable working with numbers and Microsoft Excel • Good teamwork and communication skills • Meticulous, responsible, independent, and willing to learn • Prior experience in finance/accounts is an advantage but not required	• Support day-to-day Accounts Receivable (AR) operations, including DO sorting, data entry in Excel, data verification, and issuance of sales invoices • Support day-to-day Accounts Payable (AP) operations, including 3-way matching of AP invoices and preparation of payment processing • Ensure accurate and timely processing of invoices and payments under guidance • Assist in the preparation of monthly financial reports • Coordinate and follow up with internal teams and external customers/suppliers on outstanding matters • Perform other ad-hoc duties as assigned	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Admin Executive 💼	• Possess a recognized Diploma or above from a recognized tertiary establishment with minimum 2 years relevant accounting experience. • SAP accounting experience and expertise is preferred.	• Provide general administrative support to various internal divisions/sites • To manage the administration of QMS documentation and to assist in internal audit activities. • Assist in procurement of office supplies and equipment • Manage office general admin and sourcing for purchases • Process service orders and billing	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Correspond and co-ordinate with clients, suppliers and contractors • Prepare Banker's Guarantee and insurance coverage for projects • Update ISO documentations periodically • Assist in preparing reports, generate quotations & contracts • Perform customer service function as below (if required) • Provide call centre / technical helpdesk support and services • Provide front desk service and attend to visitors' enquiries • Perform general administrative duties, such as data entry, stationery ordering and accounting, pantry ordering, handling emails, faxes, etc • Any other ad-hoc assignments assigned by the Management.	
Admin Officer	• N/O Level / NITEC with 3 years of relevant experience	• Handling HR matters for Project Division • Perform clerical / administrative duties; typing, filing, data entry, prepare reports. • Manage, keep record and update all submission document and liaise internally with Finance • Handle administrative works for projects • Any general ad hoc duties	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Area Manager 💼	• Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/	• Oversee and manage the performance delivery of facility management service at respective zones • Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Engineering or Equivalent	and Project Managers to ensure day-to-day operations at assigned buildings • Identify and troubleshoot problems and provide professional advice to the team • Develop standard operation procedure and internal work flow to maintain smooth operation at sites • Manage relation to client/ authorities, being the liaising point of contact • Oversee area budgeting and expenses • Any other ad-hoc assignments assigned by the Management.	• **Location:** 865 Mountbatten Road S437844
Assistant Condominium Manager	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Knowledge of Electrical and M&E.	• Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation and management HQ office	
Assistant Engineer 💼	• Diploma or Degree in Mechanical, Electrical,	• Assist to perform Energy and Engineering audits.	• **Working Hours:** 5 days/ week

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	HVAC, or Building Services Engineering. • 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	• Working closely with Energy Managers to provide accurate and informative reports. • To perform Measurement and Verification of the performance of M&E Plant. • Managing energy improvement and retrofitting projects. • Help evaluate existing buildings for appropriate energy conservation measures, • Understand financial terms, payback, ROI and related energy saving calculations. • Any other duties as and when assigned by management	• **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Assistant General Manager	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling commercial or/and industrial building. • Good knowledge of BMSMA Act. • Contract Management skillset is a must; • Overseas regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management;	• Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. • Promote good relations with our staff, contractors and management. • Ensue renewal of MA contract • Ensure all preventive maintenance programs for all M&E/ building equipment in	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Knowledge of BMSMA is mandatory;	compliance with relevant legislations and safe work procedures. • Conduct monthly council meeting and AGM. • Oversee preparation of annual budget and implement cost saving measures. • Provide timely guidance and advices for Site Team under his/her charge.	
Assistant Head 💼	• Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experiences in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities	• Oversee the overall performance of Service teams. • Ensure contract compliance and meet or exceed KPIs. • Identify lapses and formulate action plans for improvement • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Leads to develop and execute strategic business plans • Cultivate teamwork, collaboration and personal development within the team. • Attending operation meeting and discussion with clients • Maintain data integrity in management systems • Uphold safety protocols and crisis management procedures • Enforce compliance with Health, Safety, Environmental and Risk Management policies. Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Manage staff performance, development and recruitment • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Oversee contractor on/off boarding, induction and adherence to standards • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovation solutions to improve efficiency and productivities • Any other ad-hoc works assignment by the management.	
Assistant Projects Manager 💼	• At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems.	• To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • To support the delivery of projects on time, within budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport. • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. • Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules. • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager. • Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management.	
Assistant Quality Control Manager	• Relevant qualifications from a recognized institute with minimum 3 years relevant experience.	• The on-site team shall be overall responsible to ensure the quality outcomes of all works and services. • The team shall conduct checks on works and services to demonstrate its effectiveness with established QMS, processes and compliance with contract requirements. • Any other ad-hoc assignments assigned by the Management.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Assistant Sustainability Consultant 💼	• Tertiary education in Environmental Engineering, Sustainability, Building Services or related field. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful.	• Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignment within short notice period.	• Any other ad-hoc assignments assigned by the Management.	
Assistant Technical Executive	• Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.	• Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: • Oversee the facilities management within the premises. • Compiling the monthly utilities report and tabulations. • Monthly M&E reports. • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary. Interfacing with the clients: • Attend monthly meeting with client & prepares the minutes of the meeting. • Providing updates on ad-hoc and outstanding issues. • Attending to clients feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Inspect works carried out are proper and in satisfaction. • Liaising and managing contractors. • Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staffs. • Any other ad-hoc assignments assigned by the Management.	
Building Executive 💼	• Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	• Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management.	
Building Manager 💼	• Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. • Possess FSM/WSH/GMFM or relevant certificates is preferred.	• Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relation to client/authorities/ tenants • Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to recommend and take remedial actions • Budgeting and managing expenses • Develops and implements facility emergency plans. • During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Carpark Attendant	• Must possess at least Primary/Secondary School/ “O” level • Must able to communicate in English		• **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work shift schedule is preferable • With own transportation is preferable • Able to endure outdoor environment		• **Location:** 865 Mountbatten Road S437844
Complex Manager 💼	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory; • Knowledge of Electrical and M&E.	• Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP).	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Condominium Manager 💼		ADMINISTRATIVE FUNCTIONS • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property.	• **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges,	• **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Prepare specifications call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation OTHER SKILL SETS • Contract Management skillset is a must. • Oversees regular building maintenance and repairs. • Maintaining and updating Standard Operation procedures. • Monitoring of maintenance budget. • Coordinate council meetings and AGM. • Dispute management. • Knowledge of Electrical and M&E. • To lead a team of 7 staffs.	
Customer Servivce Officer		• Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests.	• **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Drafter 💼	• Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.	• Identifies and executes appropriate solutions to address customer queries, feedback and requests.	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Electrical Engineer 💼	• Degree in Electrical Engineering or related discipline. • Minimum 5 years of relevant Singapore's Facilities Management and construction experience.	• Coordinates and activates the relevant parties to ensure callers are assisted to meet the expected services standards.	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Environmental Control Coordinator	• Higher Nitec/diploma • ECC certification (preferred)		• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Facilities Management Exective	• Diploma in Facilities Management, Engineering, Building Services, or related discipline.	• Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system.	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• SIFMA CFME accreditation preferred - Tier 4 • Minimum 3 years relevant facilities management or maintenance experience. • Experience in building maintenance or IFM environment preferred. • Candidates without Diploma must possess substantial relevant minimum 8 years experiences		• **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Facilities Manager 💼	• Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. • Candidate with IT and digital knowledge in built environment will be an advantage. • Good communication (verbal and written) skills and possess strong presentation skills. • Ability to multi-task and manage multiple projects simultaneously. • Problem Solving & Analysis • Passion in promoting digital transformation and technology solutions.		• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Field Engineer 💼	• Major in Electronic, Electrical or Engineering • ITE or Diploma and above		• **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Road S437844
Fire Safety Manager	• Valid Fire Safety Manager Certificate recognised by SCDF. • Minimum 3 years FSM experience in commercial, institutional, or large occupancy buildings. • Good knowledge of fire safety regulations and systems. • Strong coordination and communication skills.	• Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices.	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Foreshore Engineer	• The Facility Management Manager's staff managing the Foreshore structures shall have a degree in Civil & Structural (preferably with Marine works experience) engineering or equivalent with relevant expertise in maintenance of foreshore structures in the past three (3) years.	• The foreshore operation team is responsible to oversee the foreshore maintenance and projects for foreshore facilities including its maintenance contracts, works and services with adequate engineering and administrative staff. • Scope of work for Foreshore Engineers • The Facility Management Manager will manage the foreshore maintenance and projects, maintenance contracts for foreshore facilities (such as Floating Sea Barriers, Land Barriers, Sea Barriers, Security Cagings etc) awarded by the Authority and other items (management of contractors for clearing of vegetation for security cameras and upkeeping/replacement of signages) required by the Authorities. • To prepare, call and administer contracts for Maintenance Works to be carried out on the foreshore	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		structures, offshore structures, seabed, structure wall like seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock jetty, wharf, floating pontoon, coastal security fencing, seabed security fencing, maintenance dredging and floating sea barrier, etc. • To ensure the floating sea barriers, jetties, revetments, seawalls and shorelines are protected against damages, erosion/siltation and unauthorised usage and that the public and land mass behind the structure are adequately protected. • This includes the supervision of works and the certification of completion and certification of payment for completed works, to be payable to the foreshore term contractor and/or contractors of maintenance contracts by the Authority. • The repairs, maintenance and works to the foreshore structures shall adhere to the relevant authorities' laws regulations and practices (e.g. NParks, URA, MPA, SLA and BCA etc). • Ensure inspection of foreshore and offshore structures is being carried out in accordance with the foreshore structure contract and report any damages and repairs as required. • All inspection report shall be certified by an Engineer as	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		stated in the maintenance contract(s), to advise on the recommendations by the Engineer into an action plan for the Home Teams. • If any required work (i.e. additions and alternations, or breakdowns) falls outside the scope of the foreshore maintenance contract(s), Facility Management Manager shall make recommendations to Home Team agencies to address the required work. • Upon approval by Home Team agencies, Facility Management Manager shall follow-up with these recommendations • Such follow-up works may include preparing and drafting of documents for Contract Variation submission, conducting market research for solutions from external vendors and following up with the procurement. • To inspect the foreshore and offshore structures together with the term contractor and/or contractors of maintenance contracts on an ad-hoc basis when complaints and or feedback are received or as and when requested by Authority. • To provide a 24x7 standby services off site to address any fault related to the security fencing, floating sea barrier, etc. • The work is to ensure term contractor response within the Contract requirement to address the issues and	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		provide update to the Authority. • Where properties are restricted, Authority/Term Contractor will provide boat services. • However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. • To provide technical advisory services for Marine Engineering Works and Maintenance of such Components beyond Civil Engineering-work types, necessary for the proper maintenance of such Marine Structures to the end of their structural life. • When any projects are completed, to carry out a joint site inspection with the engineer and Authority's representative. • Any defects or unsatisfactory work will have to be rectified by the term contractor. • If everything is in order, the Facility Management Manager shall certify the final payment and forward to the authority for payment to the term contractor. • For the repair of marine structures, Facility Management Manager shall coordinate with the end users and term contractor and/or contractors of maintenance contracts, as most works are carried out at low tide which sometimes occurs at odd	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		hours of the day e.g. midnight or dusk. • Working hours is also limited as the tides rise and falls within a 6 hour cycle. • Facility Management Manager shall price in the Tender Sum for all costs and expenses to provide the necessary manpower to supervise and inspect such works during the aforesaid working hours. • The Facility Management Manager shall not claim for any additional costs, etc. • In relation to the breakdown and repairs and the potential concerns on the Foreshore Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and robust technical proposals for review, of further repairs to be executed. • The Facility Management Manager shall pro-actively document, monitor and track the following for foreshore structures including but not limited to seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock, jetties, wharves, floating pontoon, fencing, maintenance dredging and floating sea barrier, etc. • The Facility Management Manager shall track, highlight and plan for replacement of the components with minimum disruptions to operations.	

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• The information to document, monitor and track include: • Date of Completion (including details of consultants, contractors etc), • Design Lifespan (including key sub-components – such as bollards, roller fenders, fenders, key restraining bolts, corrosion anodes etc.), • Design Intent, • Engineering Performance Envelope, • Defects (Type, Severity, Location (Including Geo-Location), Remedy Actions, Date, Cost etc) • Maintenance of Classification Status of Relevant Facilities (e.g. Floating Pontoons), if applicable. • Documentation and Safekeeping of MetOcean Information, if available • Documentation and Safekeeping of Hydrographic Surveys to identify areas of sediment accretion and/or erosion within the sea-space of the locations. • The Facility Management Manager shall provide insights from the trending of key information, such as defects and remaining lifespan, to advise and recommend Authority on the optimal solution to upkeep availability of the foreshore structures with the emphasis on minimum disruptions to operations and cost-effectiveness of solution. • Facility Management Manager shall leverage on data analyst/collation to	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		tabulate and forecast physical barrier repairs and budgeting. • They should be able to use data analytical tools to present their findings and business solution. • This should also apply to all fault reporting for bases so that HTDs can target areas of concern and plan for effective preventive maintenance plans. • The Facility Management Manager shall plan, manage and carry out 5-yearly periodic structural inspections for the foreshore structures, seawalls, sea revetments, jetties, wharves, floating pontoons and sea-based fencing. • The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with the relevant past experiences in seaward facilities, to carry out the structural inspection. • The appointed PE shall furnish and endorse a report encapsulating the scope of the inspection and shall include the following: • Visual inspection of the seaward structures to ascertain the condition of the structures, the loading on the structures and whether there is evidence of any structural works that are or were carried out without any prior approval. • The report shall include the age of the structures, documentation of defects and	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		noteworthy observations and recommendations for the safe usage of the seaward structures. • Carry out full structural inspection of the seaward structures if the appointed PE • 5-Yearly Periodic Structural Inspection reasonably suspects or is of the opinion that there is any defect, deformation or deterioration in the structure of seaward structures that will or will be likely to endanger or reduce the structural stability or integrity of any part of the structures; and is of the opinion that it is necessary to carry out a full structural investigation of the seaward structures in order to ascertain the cause of the defect, deformation or deterioration. • c) Recommend appropriate measures or other works to ensure the structural stability or integrity of the seaward structures. • This scope of works shall be reimbursable under Annex H Schedule of Rates, Table 10 "Fee for Period Structural Inspection of Foreshore Structures, Seawalls, Sea Revetments, Jetties, Wharves, Floating Pontoons and Sea-Based Fencing" Where properties are restricted, Authority/Term Contractor will provide ferry services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		additional cost to the Authority.	
Green Mark Manager 💼	• Minimum 3–5 years relevant experience in sustainability, facilities management, energy management, or Green Mark operations. • Experience in energy audits, building performance analysis, or Green Mark projects preferred. • Experience managing M&E systems and energy optimisation initiatives will be advantageous. Skills & Competencies • Good knowledge of Green Mark standards, sustainability practices, and energy management principles. • Strong analytical and problem-solving capabilities. • Familiarity with ACMV systems, electrical systems, and building services operations. • Good report writing, presentation, and stakeholder management skills. • Proficient in Microsoft Excel, Power BI, and energy monitoring systems. • Ability to analyse utility data and recommend operational improvements.	Sustainability & Energy Management • Lead and support sustainability, Green Mark, and energy efficiency initiatives across assigned sites. • Assist clients and stakeholders in implementing environmental sustainability programmes aligned with GreenGov and corporate sustainability objectives. • Identify opportunities for energy optimisation, operational efficiency improvements, and reduction of utility consumption. • Promote green initiatives, recycling programmes, and environmental enhancement efforts within facilities operations. Energy Audit & Performance Analysis • Conduct preliminary energy audits and energy performance assessments for building systems and equipment. • Analyse historical energy consumption, utility trends, and cost data to identify energy wastage and optimisation opportunities. • Monitor and assess the performance and efficiency of major M&E systems including: • Air Conditioning & Mechanical Ventilation (ACMV) systems • Mechanical ventilation systems • Electrical distribution systems	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Data centre systems	
Instrumentation & Control Engineer 💼	• Building And Related Trades Workers, Excluding Electricians	• Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control systems. • Understanding of HVAC systems and energy efficiency principles.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
IT Executive	• Knowledge of Windows OS, Microsoft 365, and basic network administration. • Familiarity with IT infrastructure, servers, and endpoint management. • Experience with troubleshooting hardware, software, and network issues. • Understanding of IT security practices and backup management. • Strong problem-solving and analytical skills. • Good communication and interpersonal abilities. • Ability to work independently and manage multiple tasks. • Customer-service oriented mindset when supporting internal users.	• Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations. • Provide day-to-day IT support to internal users, including troubleshooting hardware, software, and system-related issues. • Assist in the implementation and coordination of IT projects to support business requirements and improve operational efficiency. • Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests. • Coordinate and facilitate User Acceptance Testing (UAT) for in-house system implementations, including preparation of test scenarios, documentation of results, and tracking issue resolution.	• **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Maintain proper documentation for IT systems, procedures, configurations, and asset inventory. • Support IT governance, cybersecurity, and compliance initiatives in accordance with company policies and regulatory requirements. • Perform other ad-hoc assignments and IT-related tasks as directed by Management.	
Lead Technician	• N/O Level / NITEC with 5 years of M&E experience • Preferable with CERT or hospital Supervisory or experience is advantage	• Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations.	• **Working Hours:** 5.5 days/ week • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Licensed Plumber 💼	• Minimum 5 years of experience in the construction/ M&E engineering industry. • Experience in large-scale construction or infrastructure projects is an added advantage. • Experience in using CAD and 3D model is an added advantage.	• Familiarity with IT infrastructure, servers, and endpoint management.	• **Working Hours:** 5.5 days/ week • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Operations Manager	• Must possess at least GCE 'N' Levels and above	• Provide day-to-day IT support to internal users, including troubleshooting hardware, software, and system-related issues.	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Road S437844
Projects Executive	• At least 3 years of PM experience in M&E systems installation. • Working at site-based at Changi Airport and able to travel from site to site (if required). • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office.	• Experience with troubleshooting hardware, software, and network issues.	• **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Projects Manager	• Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on	• Assist in the implementation and coordination of IT projects to support business requirements and improve operational efficiency.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management.		
Property Executive	• Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	• Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management.	
Property Manager cum FSM	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling office and commercial units. • Good knowledge of BSM Act. Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • To perform as a Fire Safety Manager for the estate;	ADMINISTRATIVE FUNCTIONS • Advise on all matters relating to the affairs of the Management Corporation Strata Title (Corporation) and its property. • Implement all instructions, by-laws, and prescribed requirements under the Building Strata Management Act (BSMA) 2004. • Convene, co-chair, and record minutes for Council Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EOGMs). • Handle all enquiries, complaints, reports, and correspondence pertaining to the administration of the Corporation, its property, and Subsidiary Proprietors. • Engage, with prior approval from the Corporation, contractors, solicitors,	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Good Knowledge of Electrical and M&E	auditors, surveyors, architects, engineers, and other professional service providers as necessary for the proper management of the building/estate. • Act on behalf of the Corporation, as directed, in response to notices or orders issued by competent public or statutory authorities relating to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand, and recover all monies due to the Corporation, and take necessary steps, including legal action when required, to recover outstanding sums, as directed or approved by the Corporation. • Disburse payments for all approved expenses such as rates, taxes, premiums, rental, licence fees, statutory charges, professional fees, repairs, maintenance, and any other recurrent expenditure incurred on behalf of the Corporation. • Maintain proper and accurate accounting records for all monies received and expended. • Prepare and submit an annual budget for the Corporation's review, including recommendations for contribution rates (e.g. Maintenance Fund). • Provide monthly financial statements and status reports to the Corporation after the close of each calendar month.	

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Oversee the requisition and evaluation of quotations to ensure proper cost control. • Initiate, negotiate, and award contracts, subject to Council's approval and in accordance with procurement protocols. • Drive cost savings and value creation through adoption of technology, sound financial management, and efficient operational practices. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and maintain the property in good operational condition, ensuring compliance with all relevant legislation, standards, and regulatory requirements. • Prepare specifications, call for tenders, evaluate submissions, and provide recommendations to the Corporation. • Conduct regular inspections to ensure all facilities, equipment, and common areas are properly serviced and maintained by staff and contractors. • Develop and implement preventive maintenance programmes for the property. • Supervise site staff, including performance management, conduct, and discipline, in the best interests of the Corporation. • Build, foster and establish excellent cordial relationship with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Perform any other duties assigned by the Corporation or the HQ office.	
Property Officer (ECC)		• Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests. • To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaise with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for minor repairs • Manage vendors and contractors • Any other ad-hoc assignments assigned by the Management	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 865 Mountbatten Road S437844
Quality Assurance Officer	• Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent training in Quality Management System (QMS), ISO requirement and its application	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations.	
Quality Control Officer	• Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application.	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations.	
Quality Manager	• Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application. • The candidate shall pass the Quality Management Systems Auditor / Lead Auditor Training Course in ISO or other equivalent certification	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. Sampling Requirements • At least 10% of scheduled maintenance activities across all sites must be audited, including site and documentation checks. • Monthly checks must be conducted for ad-hoc works, with records submitted every 6 months. • Audits for ad-hoc works must cover at least: 20% of completed work orders, or 20 work orders, whichever is greater. Corrective Actions • Must immediately rectify issues identified through	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		audits or incidents at its own cost. • Measures must be implemented to prevent repeated incidents and improve the QMS continuously.	
Quantity Surveyor	• Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience.	• Support of maintenance and project works function • Advising on procurement strategy • Prepare cost estimate • Endorse and ensure all costing by Contractors is properly checked and endorsed • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Prepare and recommend monthly progress payment claims and final account submitted by Contractors • Evaluate and carry out joint measurement with Contractors (e-PO, Final BQ, etc.) • Administer Contractors works - check & verify quotations / ""star rate"" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • Prepare tender document, tender calling, tender evaluation, market survey	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects on maintenance replacement per month • Administer term contractors A&A works • Any other ad-hoc assignments assigned by the Management.	
Response & Service Officer	• Responds to activations to provide on-site assistance on daily operational faults in EPS and any other situation/incidences • Conducts scheduled and routine checks to ensure the full serviceability of the EPS and area of the car parks • Performs daily maintenance of the EPS with procedures to troubleshoot and diagnose routine problem • Conducts enforcement and control within the car park purview to assist with the relevant	• Support IT governance, cybersecurity, and compliance initiatives in accordance with company policies and regulatory requirements.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	feedback/complaints from client/motorists • Assist with the festive season on ground supports within the car park precinct • Adhere to organisational Workplace Safety and Health (WSH) practices		
Security Officer	• Candidate must possess at least a Primary/Secondary School/""O"" Level, any field. • At least 1 year(s) of working experience in the related field is required for this position. • Candidates with First Aid Certificate will be preferred. • Candidates must possess a valid PLRD license. • Must be able to work shifts, weekends and public holiday when necessary. • Must be able to meet the physical requirements of the job which include long hours of patrolling and standing.	• Conduct security monitoring with the use of surveillance systems, detect and report security breaches • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas • Respond to security incident and emergencies and report to key Management staff when necessary • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security	
Senior Security Officer	• Must posses PLRD Licence	• Perform other ad-hoc assignments and IT-related tasks as directed by Management.	• **Working Hours:** 6 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Property Officer	• Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience.	• To supervise of term contractors ie. security guards, landscape, pest control • Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements. • Building inspection and ensure rectification of defects • Assess contractor's quotations and to follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. • To ensure completion of defect works to meet timeline. • Update promptly and ensure proper closure of cases in CMMs iBase. • Attend to complaints by tenants and liaise with term contractors for repair works • Ensure compliance to all service Level Agreement stipulated in the IFM contract • Any other ad-hoc assignments assigned by the Management.	
Site Engineer	• Degree in Engineering /Building/Facilities/ Estate Management or relevant disciplines with proven mgmt. background and managed est. 20,000 sqm in the past 5 years.	• Oversee the overall performance of Service teams within the contract. • Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Monitor and update account processes and procedures. • Collaborate with Site Lead to develop and execute strategic business plans. • Maintain data integrity in management systems. • Deliver contractual and ad-hoc reports punctually. • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures. • Oversee supply chain delivery, ensuring service quality. • Ensure accurate and timely financial reporting and billing. • Manage staff performance, development and recruitment. • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning. • Any other ad-hoc works assignment by the management.	
Technical Executive 💼	• Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience	• Physical And Engineering Science Associate Professionals	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Technician	• N/O Level / NITEC with 2 years of relevant experience. • Diploma or Degree in Information Technology, Computer Science, or a related field.	• Maintenance of facilities and services • Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently • Regular inspection of grounds and facilities to ensure they are in good working order • Attend to breakdown, servicing, repairing and emergency requests • Any work assigned by Superior	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time • **Job Type:** Permanent
WSH Coordinator	• Must be a Registered Workplace Safety & Health Officer with Minimum Advance Diploma in WSH.	• Conduct monthly scheduled and ad-hoc WSH inspection across various sites. • Conduct Internal Audit for Integrated Management System (ISO) • Attend regular WSH Audit conducted by client's and follow-up with site teams on the rectifications. • Conduct incident investigation and advise on follow-up actions • Proactively identify hazards and advise on Corrective and preventive actions • Carry out risk management audit on contractors • Routine checks on WSH Document submissions across various contracts and advise on lapses and amendments required. • Carry out regular WSH briefing/ trainings to various site teams • Attend WSH and Risk Management meetings and provide updates on site WSH status.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Issue Work Authorization Forms after checks on contractor safety documentations. • Implementation of Permit-to-work system across various sites/ contracts • Carry out noise monitoring at various sites and advise on noise reduction measures. • Promote WSH values and principles through communication, consultation and engagement with internal and external stakeholders through meetings, dialogue and/ or trainings. • Lead and implement EHS improvement activities arising from corporate EHS and site leadership directions. • Perform WSHO assigned duties in accordance to client's contract requirements.	

Click Here for Table of Content

#4 K.P.P Packaging

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
AI Developer 💼	• Bachelor's degree in Computer Science, Data Science, Engineering, Mathematics, or a related technical field. • Solid understanding of core machine learning concepts (supervised/ unsupervised learning, model evaluation, etc.). • Proficiency in Python programming. • Understanding of NLP, Computer Vision, or LLM fine-tuning.	• Assist in the design, development, and training of local LLM and deep learning models. • Preprocess and clean large datasets to make them suitable for training. • Write clean, efficient, and well-documented code in Python (e.g., using libraries like TensorFlow, Tesseract/Paddle OCR, scikit-learn). • Help integrate trained models into production applications	• **Working Hours:** 5.5 days/ week, 08:30am-05:45pm, 08:30am-12:30pm/ 9:00am-06:15pm, 09:00am-01:00pm • **Employment Type:**

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Strong analytical and problem-solving skills. • Ability to communicate technical concepts clearly.	and services (e.g., using APIs, Docker, cloud services). • Participate in model validation, performance testing, and fine-tuning. • Monitor the performance of deployed models and assist in troubleshooting issues. • Collaborate with data engineers, software developers, and product managers. • Stay updated with the latest trends and technologies in AI/ML.	Full Time • **Location:** 1 Fifth Lok Yang Road (S)629753
Customer Service 💼	• Maintains communication within production team members ensuring smooth transitions • Knowledge of good manufacturing practices	• Processing of sales orders • Provide pricing and delivery information • Handle customer incoming and outgoing orders, inventory and shipment • Handle customer inquiries • Liaise with customers and provide after-sales services • Organize workflow to meet customer time-frames • Communicate and coordinate with internal departments • Keep records of customer interactions and transactions • Maintain customer databases • Attention to detail and accuracy • Customer service orientation • Attract potential customers by answering product and service questions; suggesting information about other products and services • Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting	• **Working Hours:** 5.5 days/ week, 08:30am-05:45pm, 08:30am-12:30pm/ 9:00am-06:15pm, 09:00am-01:00pm • **Employment Type:** Full Time • **Location:** 1 Fifth Lok Yang Road (S)629753

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		correction or adjustment; following up to ensure resolution • Recommend potential products or services to management by collecting customer information and analyzing customer needs. • Prepare product or service reports by collecting and analyzing customer information • Contribute to team effort by accomplishing related results as needed	
Digital Supply Chain 💼	• Valid Forklift Licence is required • Previous warehouse or store experience is preferred • Physically fit and able to handle goods when required • Responsible, reliable and willing to learn • Able to work independently as well as in a team • Good communication skills	• Assist with daily warehouse and store operations • Receive, check, arrange and issue goods • Perform picking, packing and stock handling • Operate a forklift for loading and unloading goods • Maintain proper storage and inventory records • Ensure the store and warehouse are clean, safe and well organised • Perform other duties as assigned	• **Working Hours:** 5.5 days/ week, 08:00am-04:45pm, 08:00am-12:00pm • **Employment Type:** Full Time • **Location:** 1 Fifth Lok Yang Road (S)629753
Prepress 💼	• Previous experience in Prepress, Artwork, Graphic Design or the Printing Industry • Good understanding of printing processes and production requirements • Proficient in Adobe Illustrator, Adobe Photoshop and Adobe InDesign • Familiar with CMYK, Pantone, bleed, crop	• Receive, check and prepare customer artwork for printing • Perform prepress work, including layout, imposition and artwork adjustments • Check artwork for size, bleed, fonts, images, colours and resolution • Ensure all artwork meets printing and production requirements • Prepare and generate print-ready files for production • Liaise with the design, production and customer	• **Working Hours:** 5.5 days/ week, 08:00am-04:45pm, 08:00am-12:00pm • **Employment Type:** Full Time • **Location:** 1 Fifth Lok Yang Road (S)629753

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	marks and image resolution • Good attention to detail and strong file-checking skills • Able to work independently and meet deadlines • Responsible, organised and a good team player • Candidates with relevant printing industry experience will have an advantage	service teams to ensure artwork is accurate and ready for printing • Identify and resolve artwork or prepress issues before production • Perform other related duties as assigned	
Purchasing Executive 💼	• Rich purchasing experience. • Deep understanding of ISO. • Good teamwork spirit and communication skills.	• Analyse, plan, coordinate, determine and arrange material and products manufacturing tasks and schedules according to customer orders: • Propose purchasing strategies and identify buying trends to minimize cost • Create and maintain an inventory schedule of key materials (local and overseas) • Organize and schedule deliveries with production and logistic, keep production flowing smoothly with the needed materials. • Search available products to find the best combination of quality, price, and delivery. • Monitor supplier's performance including defective goods. • Corrective improvement monitoring. • On time delivery vs late delivery. • Work with QA department on supplier audits and external audits.	• **Working Hours:** 5.5 days/ week, 08:30am-05:45pm, 08:30am-12:30pm/ 9:00am-06:15pm, 09:00am-01:00pm • **Employment Type:** Full Time • **Location:** 1 Fifth Lok Yang Road (S)629753

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Shortlist new potential supplier with recommendation comparison. • Handling customer complaints involving material purchase from supplier. • Maintaining all relevant ISO and FSC documents with accuracy. • Ensure all materials purchased are compliant to company standards. • Keep detailed records, prepare and submit necessary reports. • Maintain daily day-to-day purchase operations.	
Quality Assurance Inspector 💼	• Good Business English (including writing). • Ability to maintain confidentiality of sensitive areas. • Proficient in communication skills, with ability to communicate with employees of all levels. • Good time management and good organization skills. • Critical thinking and decision making skills.	Document Control • Managed document control processes, including document review, scanning, uploading, filing, and version control. • Monitored company-wide training compliance and maintained training records and reports. • Coordinated document change requests, review, approval, and document management system updates. • Supported users with controlled documentation and quality management system (QMS) maintenance. Compliance • Ensured compliance with ISO standards and regulatory requirements by maintaining the Quality Management System (QMS). • Developed and updated Standard Operating Procedures (SOPs), work	• **Working Hours:** 5.5 days/ week, 08:30am-05:45pm, 08:30am-12:30pm/ 9:00am-06:15pm, 09:00am-01:00pm • **Employment Type:** Full Time • **Location:** 1 Fifth Lok Yang Road (S)629753

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		instructions, and training materials. • Coordinated internal, supplier, and third-party audits, and managed equipment calibration activities. • Identified process gaps, implemented Corrective and Preventive Actions (CAPA), and drove continuous improvement initiatives.	
Sales Executive 💼	• Experience in sales, advertising, media, or business development is preferred. • Strong communication and negotiation skills. • Target-driven, proactive, and customer-oriented. • Good command of English. • Experience in mall advertising or retail promotions will be an advantage.	• Promote and sell mall advertising solutions, including poster advertisements and promotional spaces. • Develop new business opportunities and maintain good relationships with clients. • Understand clients' marketing needs and provide suitable advertising solutions. • Prepare quotations, follow up with clients, and achieve sales targets. • Work closely with internal teams to ensure smooth execution of advertising campaigns.	• **Working Hours:** 5.5 days/ week, 08:30am-05:45pm, 08:30am-12:30pm/ 9:00am-06:15pm, 09:00am-01:00pm • **Employment Type:** Full Time • **Location:** 1 Fifth Lok Yang Road (S)629753
Supply Chain Planner 💼	• Diploma or Degree in Supply Chain Management, Logistics, Business Administration, or related field • Minimum 2–5 years of experience in production planning, supply chain planning, manufacturing, or related environment	• Plan and prepare daily schedules for product manufacture • Prepare production plans to establish sequence and lead time of each operation to meet shipping dates according to customer orders • Ensure production department adopts best practices and at maximum efficiency at all times	• **Working Hours:** 5.5 days/ week, 08:30am-05:45pm, 08:30am-12:30pm/ 9:00am-06:15pm, 09:00am-01:00pm

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Strong knowledge of production scheduling, material planning, inventory control, and manufacturing processes • Experience using ERP and MRP systems for production and material planning • Good understanding of manufacturing workflows, lead times, and production capacity planning • Strong analytical, problem-solving, and organizational skills • Ability to prioritize tasks and manage multiple projects in a fast-paced environment • Excellent communication and coordination skills to work effectively with production, purchasing, sales, and warehouse teams • Proficient in Microsoft Office applications • Detail-oriented with strong follow-up and reporting capabilities • Ability to work independently and collaboratively within cross-functional teams • Knowledge of continuous improvement practices and manufacturing efficiency concepts is an advantage • Familiarity with ISO standards, lean	• Follow-up with related departments to expedite the flow of production and documents to meet customer expectations • Prepare status reports for production progress and work in process • Receive and review sales orders against current requirements and work in process using the material requirement planning report • Communicate with production department on a daily basis to resolve issues regarding manufacturing efficiencies • Work with production supervisors and purchasing department on material status and production planning issues • Understand and assist to implement an internal system in the facility that ties to the front office ERP system	• **Employment Type:** Full Time • **Location:** 1 Fifth Lok Yang Road (S)629753

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	manufacturing, or supply chain best practices will be an added advantage		

#5 Knight Frank Property & Facilities Management

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Executive 💼	• Qualified in accounting, with at least 2 years of relevant experience (entry-level candidates are welcome to apply!). • Proficient in Microsoft office, especially Excel and Word, with familiarity in accounting software as a plus. • Meticulous and responsible, ensuring accurate accounting records • Ability to work under pressure, manage tight deadlines, and operate independently. • A team player with a positive attitude and interpersonal skills.	About The Role • As a Strata Management Accounts Executive at Knight Frank Property & Facilities Management, you'll take ownership of handling multiple sets of accounts, ensuring the smooth execution of day-to-day financial operations. This role is ideal for someone with an accounting background, attention to detail, and the ability to work independently What You Will Be Doing • Handle full sets of accounts across multiple portfolios, ensuring accuracy and timely processing. • Manage accounts payable and receivable. • Prepare monthly financial and management reports, and bank reconciliation within stipulated deadlines. • Prepare audit schedules and address auditor queries for annual statutory and audits. • Prepare quarterly GST submissions to IRAS.	• **Working Hours:** 5 days/week, 9am – 6pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 160 Paya Lebar Road S409022
Administrative Assistant	• Strong communication and interpersonal skills.	• As an Administrative Assistant/ Officer at Knight Frank Property & Facilities Management, you will be the	• **Working Hours:** 5.5 days/ week,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Positive attitude with a can-do mindset. • Detail-oriented. • Proficient in Microsoft Office and comfortable using technology to streamline property management tasks. • Candidates from property/ facilities management, service industry or Hospitality, Tourism, or Hotel Management will have an added advantage. • Minimum of 'O' Level or equivalent qualifications.	key person in supporting both owners/ tenants and team. Reporting to the Site Head, you will facilitate the onboarding of new owners/ tenants, coordinate service requests and maintain an organised filing system. This position is ideal for a proactive individual with excellent interpersonal skills. What You Will Be Doing • **Owners/ Tenants Support:** Act as the first point of contact for owners and tenants, answering phone calls, handling enquiries and complaints with professionalism. • **Onboarding New Owners/ Tenants:** Assist new owners and tenants in the application process for card access, keys, season parking and manage move-in/move-out logistics to ensure a seamless transition into their new homes. • **Service Coordination:** Coordinate on-site inspections for Technician and Property Executive to promptly address residents' service requests. • **Administrative Excellence:** Manage petty cash vouchers and facility bookings. Provide administrative support by compiling weekly and monthly submissions for HQ Accounts. Establish and maintain an efficient filing system to streamline documentation and operations. Keep an accurate inventory of office stationery	Mon – Fri: 8.30 a.m. - 5.30 p.m. Sat 8.30 am - 12.30pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 160 Paya Lebar Road S409022

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and track equipment maintenance records.	
Advertising & Promotions Executive 💼	• A Diploma in Business, Marketing, Mass Communication, or a related field • Has 1–2 years of experience in shopping malls, retail, event management, customer service, or related industries • A good communicator with strong interpersonal and coordination skills • Organised, proactive, and able to manage multiple tasks in a fast-paced environment • Familiar with Microsoft Office and social media platforms • A team player with a positive and service-oriented attitude	About The Role • As an Advertising & Promotions Executive, you will support the planning and execution of marketing campaigns and promotional activities for a mall located in the north of Singapore. • You will work closely with tenants, vendors, and internal teams to support events, promotional campaigns, and customer engagement initiatives aimed at enhancing shoppers' experience and driving mall traffic. What You Will Be Doing • Support the planning and execution of mall promotions, events, and seasonal campaigns to drive shopper traffic and engagement • Coordinate with tenants, vendors, and external partners on advertising and promotional activities • Assist in managing promotional spaces, handling enquiries, booking coordination, and preparation of licensing documentation • Support content updates for digital platforms, social media, and marketing materials • Attend to shoppers' and tenants' enquiries and support day-to-day customer service operations • Assist in preparing marketing reports, tracking campaign performance, and monitoring budgets and expenses	• **Working Hours:** 5.5 days/week, Mon – Fri: 8.30 a.m. - 5.30 p.m. Sat: 8.30 am - 12.30 p.m. • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 160 Paya Lebar Road S409022

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Leasing Manager 💼	• **CEA Qualified**: Meets the requirements to be registered as a salesperson with the Council for Estate Agencies (CEA). • Holder a Diploma in Real Estate or a related discipline with at least 5 years of relevant experience in retail leasing or higher qualification. • **Skilled in Negotiation & Marketing:** Demonstrates proficiency in lease negotiations and marketing strategies for retail properties. • **Detail-Oriented & Analytical:** Possesses strong financial analytical skills and is meticulous in handling documentation. • **A Strong Communicator:** Has excellent presentation and written communication skills to effectively engage with stakeholders.	• As a Facilities Management team Leasing Executive (Retail/ Shopping Mall) for Knight Frank Property & Facilities Management, you'll play a pivotal role in driving the success of our retail properties. • You'll be the key person in ensuring that our shopping malls thrive by managing tenant relationships, lease negotiations, and marketing strategies. • If you're passionate about retail, have a knack for maintaining high occupancy rates, and enjoy building strong relationships with tenants and agents, this role will offer you a dynamic and rewarding career in the real estate industry. • This role is a fantastic opportunity to shape the future of retail spaces within Knight Frank''s portfolio, leveraging your leasing expertise to drive value and success. • If you thrive in a fast-paced environment and have a passion for retail real estate, we'd love to hear from you! What You Will Be Doing • **Lease Management**: Oversee leasing activities, including the preparation of Letters of Offer and Tenancy Agreements, and collaborate with solicitors on lease documentation. • **Budgeting & Reporting:** Prepare annual budget forecasts and generate	• **Working Hours:** 5 days/week, 8.30am – 5.30pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 160 Paya Lebar Road S409022

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		monthly management reports to track performance and support strategic decision-making. • **Market Research & Trade Mix Review:** Stay updated on retail trends and concepts, constantly reviewing the tenant mix to maintain a high occupancy rate. • **Tenant Relations:** Build and maintain positive relationships with tenants, ensuring timely resolution of tenancy-related matters, including fit-out, compliance, and operational handovers. • **Financial Management**: Oversee Gross Turnover (GTO) and arrears management, and work closely with the Finance team on billing, deposit refunds, and property tax issues. • **Authority Liaison**: Manage submissions for applications, such as changes in use, and liaise with relevant authorities on lease-related matters.	
Condominium Manager 💼	• At least 5 years of condominium management experience, ideally with exposure to TOP projects, and you know the ins and outs of estate management • You possess excellent leadership and client relationship skills, with the ability to inspire a team and build strong rapport with residents and council members • You're meticulous about ensuring all operations	• As a Condominium Manager, you'll be at the forefront of ensuring a seamless, well-maintained living environment for residents. • Lead the site team, you'll manage day-to-day operations, foster strong relationships with council members, and ensure that service providers are delivering top-notch performance. • In this role, you'll be both a leader and problem-solver, driving the estate's success while keeping everything	• **Working Hours:** 5.5 days/week, Mon – Fri: 8.30 a.m. - 5.30 p.m. Sat: 8.30 am - 12.30 p.m. • **Employment Type:** Full Time • **Job Type:** Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	meet legal requirements and regulatory standards • You thrive in dynamic environments, using critical thinking to make smart, fast decisions • You're focused on delivering exceptional service to residents and stakeholders, creating a positive, well-maintained community for everyone	running smoothly behind the scenes. What You Will Be Doing • Take charge of the site team, set high standards for service quality and create a collaborative, efficient work environment • Ensure the estate operates at peak performance, from maintenance to daily logistics, ensuring residents enjoy a well-maintained, comfortable space • Build strong, trusting relationships with council members, residents, and contractors, ensuring everyone's needs are met and expectations exceeded • Oversee the renewal and management of service agreements and insurance policies, ensuring timely updates and optimal contract performance • Ensure full compliance with building laws and regulations, keeping the estate safe, legal, and up to code • Address feedback and complaints quickly, turning challenges into opportunities for improvement • Organize and attend council meetings and AGMs, ensuring all stakeholders are aligned and informed • Manage financial transactions, and develop annual budgets, ensuring strong fiscal control and forward-looking financial planning	• **Location:** 160 Paya Lebar Road S409022

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Customer Service Executive 💼	• Experienced in unit handover and defects management, with 2 years of relevant experience. • Diploma-qualified or holds an equivalent certification. • A strong communicator with a customer-first mindset, able to navigate complex situations with ease. • Highly organized and detail-oriented, capable of managing multiple tasks and timelines. • Comfortable working independently, yet a team player with a collaborative attitude.	• As a Strata Management Customer Service Executive, you'll play a crucial role in ensuring a seamless experience for property owners during both unit handover and defects management. • Your ability to communicate effectively and prioritize customer satisfaction will be key in delivering exceptional service to our clients. What You Will Be Doing • **Pre-Handover Inspections**: Conduct detailed inspections of units before handover, identify defects, and work closely with contractors to ensure prompt resolution. Keep the developer updated on progress and prepare comprehensive handover kits for owners. • **Handover Process**: Coordinate handover schedules with the developer, guide owners through the handover, and address any inquiries about unit interiors. Maintain accurate handover records and provide daily updates to the developer. • **Defects Management**: Act as the liaison between owners and contractors, ensuring timely defect resolutions. Oversee rectification sign-offs and monitor progress to meet agreed timelines. Maintain logs for keys, access cards, and other critical details during defect rectifications.	• **Working Hours:** 5.5 days/week, Mon – Fri: 8.30 a.m. - 5.30 p.m. Sat: 8.30 am - 12.30 p.m. • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 160 Paya Lebar Road S409022

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Customer Service Officer (retail/ shopping mall)	• Able to work on a 6-day rotating shift, including weekends and Public Holidays • Minimum 1 years of experience in shopping mall or hotel concierge services • Customer-oriented with strong communication and interpersonal skills	• We are looking for a customer-focused individual to join our team as a Customer Service Officer (Retail / Shopping Mall). • In this role, you will be the key point of contact for shoppers and tenants, ensuring a pleasant and seamless mall experience What You Will Be Doing • Manage the Customer Service / Information Counter as the first point of contact • Attend to shoppers' and tenants' enquiries, requests, and feedback • Assist in mall promotions, events, and campaigns • Handle voucher sales and redemptions • Support Loyalty Programme enquiries and redemptions • Support the upkeep and presentation of the mall • Maintain high service standards and perform administrative duties	• **Working Hours:** 6 days/week, • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 160 Paya Lebar Road S409022
Property Executive (M&E) 💼	• Hold a Degree or Diploma in Mechanical/Electrical Engineering, Building Services, or a related field. • Bring at least 3 years of experience in property management / facilities maintenance / equipment management. • Highly preferred someone who possess relevant professional certifications such as FSM, Green Mark,	• As our Property Executive (M&E), you'll be the go-to person for all things related to the upkeep and optimization of facilities under your care. • You'll oversee maintenance, regulatory compliance, and safety, ensuring every corner of our building operates smoothly and efficiently. • This role offers a blend of hands-on oversight, strategy, and sustainability focus, helping our team create a safe, sustainable, and welcoming environment.	• **Working Hours:** 5.5 days/week, Mon – Fri: 8.30 a.m. - 5.30 p.m. Sat: 8.30 am - 12.30 p.m. • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	ZWM, WEM, SIFMA Tier 1–4, IFMA, or SCEM • Skilled in customer service, with strong communication abilities. • Knowledgeable about complex technical issues related to building maintenance and eager to propose innovative solutions.	What You Will Be Doing • Oversee facility maintenance and repair activities, upholding high standards of safety and regulatory compliance. • Conduct regular inspections of M&E equipment to maintain optimal service levels. • Manage and renew service contracts, licenses, and permits, ensuring they remain current and compliant. • Propose improvements, repairs, and upgrades to enhance building functionality and efficiency. • Coordinate and supervise contractor performance, ensuring timely, high-quality service. • Implement energy-saving and water conservation initiatives to align with our sustainability goals. • Lead risk management, emergency planning, and workplace safety initiatives. • Prepare monthly reports, attend client meetings, and provide updates on facility operations.	• **Location:** 160 Paya Lebar Road S409022
Property Executive (Residential) 💼	• Great at communicating and can work well with teams, tenants, and contractors • Adaptable and can thrive in a fast-paced, ever-changing environment • At least 3 years of hands-on experience in a similar role, managing residential and/or	• As a Property Executive (Residential) at Knight Frank Property & Facilities Management, you'll be the key person in making sure the properties under your care are in top condition. • You'll be managing everything from daily operations to contractor relationships, all while keeping tenants and residents happy.	• **Working Hours:** 5.5 days/week, Mon – Fri: 8.30 a.m. - 5.30 p.m. Sat: 8.30 am - 12.30 p.m. • **Employment Type:**

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	mixed development properties • At least a Higher NITEC in Facilities Management, Real Estate Business, Hotel & Leisure Facilities Management, or equivalent qualifications • Familiar with the Building Maintenance and Strata Management Act (BMSMA) is a plus, but not essential	• This role is perfect if you love finding smart solutions to property management challenges and enjoy working in a dynamic environment where no two days are the same. What You Will Be Doing • Manage the daily maintenance and operations of your assigned properties to maintain optimal conditions • Conduct routine inspections to ensure common areas meet safety and health regulations • Monitor development projects, ensure they stay on schedule and meet standards • Address tenant and resident issues promptly and professionally • Develop strategies to prevent maintenance issues and ensure compliance with laws and company policies • Collaborate with contractors on preventive measures and maintenance resolutions • Manage repair, renovation, and maintenance quotations, reports, and payments • Support and attend key meetings such as council meetings and Annual General Meetings (AGMs) • Being part of the operations team to support meetings, including council meetings and AGMs, by coordinating all preparations for seamless execution	Full Time • **Job Type:** Permanent • **Location:** 160 Paya Lebar Road S409022
Property Manager 💼	• Hold a Degree in Facilities Management, Building, Real Estate, or	• We're on the lookout for a proactive and experienced Property Manager to take the	• **Working Hours:**

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Mechanical/Electrical Engineering, with at least 5 years of experience in building or facilities management. • Have strong knowledge of M&E systems, car park operations, and is conversant with relevant codes of practice and regulations. • Bring strong leadership and communication skills to manage teams and engage with stakeholders effectively. • Highly preferred someone who possess relevant professional certifications such as FSM, Green Mark, ZWM, WEM, SIFMA Tier 1–4, IFMA, or SCEM • Well-organized, meticulous, and capable of managing multiple moving parts while staying on top of compliance and operational standards.	lead in managing daily operations and facilities for our properties. • In this role, you'll be responsible for ensuring that all systems are running smoothly—from mechanical and electrical to building safety and cleanliness. • You'll also guide your team to deliver top-tier maintenance services while keeping costs in check. • If you're someone who thrives on responsibility, enjoys leading people, and has a strong grasp of building operations, this role is an exciting opportunity to make a meaningful impact. What You Will Be Doing • Lead the day-to-day operations of building and facilities management services, ensuring everything runs efficiently and safely. • Plan and coordinate preventive, routine, and ad-hoc maintenance works for building systems and equipment. • Supervise contractors and ensure maintenance works meet safety, quality, and contract standards. • Conduct regular building audits and inspections to ensure compliance with statutory regulations and internal quality programs. • Ensure all new installation works meet building codes and regulatory requirements. • Handle feedback and complaints from tenants and	5.5 days/week, Mon – Fri: 8.30 a.m. - 5.30 p.m. Sat: 8.30 am - 12.30 p.m. • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 160 Paya Lebar Road S409022

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		stakeholders, ensuring timely follow-up and resolution. • Prepare monthly reports for management and clients on building operations and maintenance status. • Manage building risk and implement safety and emergency protocols, including security measures. • Drive energy-saving and sustainability initiatives to help reduce operating costs. • Monitor maintenance budgets and ensure timely payments to contractors and service providers in accordance with cash flow projections.	
Property Officer (Residential)	• Great at communicating and can work well with teams, tenants, and contractors. • Adaptable and can thrive in a fast-paced, ever-changing environment. • At least a NITEC in Facilities Management, Real Estate Business, Hotel & Leisure Facilities Management, or equivalent qualifications. • Good to have basic technical knowledge related to property maintenance. • 1 year of hands-on experience in a similar role, managing residential and/or mixed development properties will be advantageous.	• As a Property Officer (Residential) at Knight Frank Property & Facilities Management, you'll be the key person in making sure the properties under your care are in top condition. • You'll be managing everything from daily operations to contractor relationships, all while keeping tenants and residents happy. • This role is perfect if you love finding smart solutions to property management challenges and enjoy working in a dynamic environment where no two days are the same. What You Will Be Doing • Manage the daily maintenance and operations of your assigned properties to maintain optimal conditions. • Conduct routine inspections to ensure common areas	• **Working Hours:** 5.5 days/week, Mon – Fri: 8.30 a.m. - 5.30 p.m. Sat: 8.30 am - 12.30 p.m. • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 160 Paya Lebar Road S409022

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Familiar with the Building Maintenance and Strata Management Act (BMSMA) is a plus, but not essential.	meet safety and health regulations. • Monitor development projects, ensuring they stay on schedule and meet standards. • Address tenant and resident issues promptly and professionally. • Develop strategies to prevent maintenance issues and ensure compliance with laws and company policies. • Collaborate with contractors on preventive measures and maintenance resolutions. • Manage repair, renovation, and maintenance quotations, reports, and payments. • Support and attend key meetings such as council meetings and Annual General Meetings (AGMs). • Being part of the operations team to support meetings, including council meetings and AGMs, by coordinating all preparations for seamless execution.	
Technician 💼	• At least 1 year relevant working experience in building maintenance. • Good knowledge of building, mechanical & electrical systems. • Able to communicate and interact with people and a good team player. • Minimum NITEC in Building Services / Mechanical / Electrical Engineering or equivalent.	• As a Building Maintenance Technician at Knight Frank Property & Facilities Management Singapore, you will play a crucial role in ensuring the smooth operation and maintenance of our buildings and estates. • Report to the Site Head, you will perform a variety of technical tasks such as hands-on repairs, routine safety checks and preventive maintenance, to keep the facilities at optimal condition. • We are seeking a proactive team player with relevant	• **Working Hours:** 5.5 days/week, Mon – Fri: 8.30 a.m. - 5.30 p.m. Sat: 8.30 am - 12.30 p.m. • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		experience in building maintenance. What You Will Be Doing • **Hands-On Repairs:** Perform a variety of general building repairs, including but not limited to electrical, plumbing, and painting. Read and interpret technical diagrams, including electrical and plumbing drawings and site plans. • **Daily Safety Checks**: Conduct routine checks for electrical safety hazards, water ponding, and collaborate with security personnel to maintain site safety. • **Preventive and Ad-Hoc Maintenance:** Assist in executing both scheduled and on-demand maintenance tasks to keep facilities in optimal condition. • **Monitoring M&E Systems**: Maintain accurate records of Mechanical & Electrical (M&E) readings and monitor the performance of systems and equipment. • **Supervision of Contractors**: Assist in overseeing maintenance and servicing work conducted by external contractors, reporting any irregularities or concerns to the site manager.	• **Location:** 160 Paya Lebar Road S409022

#6 Mcdonald's Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Evening Crew	• No prior experience required; full training	• As a Service Crew member at McDonald's, you will be	• **Working Hours:**

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	will be provided to equip you with the necessary skills. • Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests. • Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours. • Strong communication and interpersonal skills to interact effectively with customers and team members. • Willingness to work on rotating shifts, including weekends and public holidays, as part of restaurant operations. • Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts. • Responsible, punctual, and committed to maintaining high standards of service and cleanliness. • Open to learning and adapting to new procedures, systems, and customer service practices. • A positive attitude and willingness to contribute to a supportive and respectful team culture.	responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. • Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. • You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals. • This role requires energy, teamwork, and a commitment to McDonald's service standards.	6 days/week, 8 hours, 6pm onwards • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Various Location
Restaurant Management Trainee 💼	• Nitec, Diploma, or equivalent qualification;	• As a Restaurant Management Trainee, you will undergo structured training to prepare	• **Working Hours:** 5 days/ week,

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	fresh graduates are welcome • Strong interest in restaurant operations and leadership development • Good communication and interpersonal skills to lead and support teams • Willingness to learn and take on challenges in a fast-paced environment • Able to work shifts, weekends, and public holidays • Physically fit to handle operational tasks and long hours • Responsible, punctual, and committed to completing the training program • Positive attitude and desire to grow within the company	for a leadership role in restaurant operations. • You will learn to manage daily activities, lead a team, ensure food quality and safety, and deliver excellent customer service. • The program equips you with the skills to handle staffing, inventory, scheduling, and performance management. • You'll be mentored by experienced managers and gradually take on more responsibilities, with the goal of becoming a certified Restaurant Manager. • This role offers a clear career path and opportunities for advancement within McDonald's.	9 hours rotating shift • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Multiple Location
Service Crew (FT/PT)	• No prior experience required; full training will be provided to equip you with the necessary skills. • Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests. • Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours. • Strong communication and interpersonal skills to interact effectively with customers and team members.	• As a Service Crew member at McDonald's, you will be responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. • Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. • You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals.	• **Working Hours:** **FT:** 6 days/ week, 3pm – 11pm **PT:** 3 days/week, 5pm – 10pm • **Employment Type:** Full Time/ Part Time • **Job Type:** Permanent • **Location:** Multiple Location

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Willingness to work on rotating shifts, including weekends and public holidays, as part of restaurant operations. • Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts. • Responsible, punctual, and committed to maintaining high standards of service and cleanliness. • Open to learning and adapting to new procedures, systems, and customer service practices. • A positive attitude and willingness to contribute to a supportive and respectful team culture.	• This role requires energy, teamwork, and a commitment to McDonald's service standards.	

Click Here for Table of Content

#7 MyQueen Asia

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

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	fit to carry infants and stand for long hours. • Looking for individuals who have graduated and demonstrate maturity.	• Mummy care duties include monitoring mothers' recovery progress, guiding breastfeeding and baby care techniques, and assisting mothers in coping with postnatal conditions.	**PT:** 2 days/week, 11 hours per shift, 8am – 8.30pm, inclusive of 1.5 hours break • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 23 Beach View S098679

#8 NannyPro

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Childminders (FT/PT)	• Min. language proficiency : Written and Spoken English and/or one of mother tongue. • Enjoy learning and be part of community	• Create a stimulating, nurturing, and safe environment for the child. • Establish the routine of the child • Plan and prepare meals and bottles for, and feed, the child • Prepare child for naps and bedtime • Bathe the child and dress up. • Change diapers, potty training when necessary. • Administer medicine to child when necessary.	• **Working Hours:** 5 days/ week 44 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** Blk 203 Hougang St 21 #03-77 S530203
Nannies (FT/PT)	• Min. language proficiency : Written and Spoken English and/or one of mother tongue. • Enjoy learning and be part of community	• Create a stimulating, nurturing, and safe environment for the child. • Establish the routine of the child • Plan and prepare meals and bottles for, and feed, the child	• **Working Hours:** 5 days/ week 44 hr / week • **Employment Type:** Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Prepare child for naps and bedtime • Bathe the child and dress up. • Change diapers, potty training when necessary. • Plan and lead educational activities, including reading, with the child • Administer medicine to child when necessary. • Perform housework related to child-minding, including washing the children's clothes, cleaning up after meals, tidying play areas, and washing bottle • Light household chores if required – eg. Ironing, mop the floor, etc.	• **Job Type:** Permanent • **Location:** Blk 203 Hougang St 21 #03-77 S530203

#9 Select Group

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Canteen Assistant-Changi North (PT)	• Hygiene certificate • Customer Service • English, Chinese (Mandarin)	• Serving the food • Cleaning/Washing • Fast-faced environment	• **Working Hours:** 5 days/ week, 6.30am -2pm • **Employment Type:** Part Time • **Location:** Changi North Way
Canteen Assistant-Changi Airport (PT)	• Order Taking • Customer Service • Support Cashiering	• Prepare and make local coffee and tea • Toast bread and prepare eggs • Cashiering duties • Comply to the Food Hygiene and Safety guidelines	• **Working Hours:** 6 days/ week, 4.30am to 12.30pm • **Employment Type:** Part Time • **Location:** Changi Airport

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Canteen Assistant - Jurong West (PT)	• Customer Service • English, Chinese (Mandarin)	• Food service and cashless cashiering. • General cleaning and washing up. • Must be comfortable working in a busy environment. • Valid Food Hygiene Certificate required. • Customer Service: Handle food serving and manage cashless point-of-sale (POS) transactions. • Maintenance: Oversee general cleaning and dishwashing duties to ensure shop hygiene. • Work Environment: Ability to thrive in a high-volume, fast-paced setting.	• **Working Hours:** 5 days/ week, 9.30am-2.30pm • **Employment Type:** Part Time • **Location:** Jurong West
Cleaner	• Able to work weekends & Public Holidays • Training will be provided	• Clean dining and common areas • Empty rubbish bins and dispose of waste properly • Maintain cleanliness of floors, tables, and work areas • Ensure a clean, safe, and hygienic environment • Clean dining and common areas • Empty rubbish bins and dispose of waste properly • Maintain cleanliness of floors, tables, and work areas • Ensure a clean, safe, and hygienic environment	• **Working Hours:** 6 days/ week • **Employment Type:** Full Time • **Location:** Changi Airport Foodcourt T3
Drink Stall Assistant (PT)	• Order Taking • Customer Service • Support Cashiering	• Prepare and make local coffee and tea • Toast bread and prepare eggs • Cashiering duties • Comply to the Food Hygiene and Safety guidelines	• **Working Hours:** 6 days/ week 4.30am to 12.30pm • **Employment Type:** Part Time • **Location:** Changi

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Airport MRT, Changi
Drink Stall Supervisor (Foodcourt) 💼	• At least 2–3 years' supervisory experience in an F&B, coffee shop, or food court environment. • Experience in beverage preparation, cashiering, and team supervision. • Able to work rotating shifts, weekends, and public holidays. • Order Taking, Customer Service, Outlet / Store Management	Stall Operations • Supervise daily stall operations and ensure smooth workflow. • Ensure food and beverages are prepared according to company recipes and SOPs. • Monitor product quality, presentation, and equipment maintenance. • Oversee opening and closing procedures. Food & Beverage Preparation • Prepare and supervise the preparation of local beverages, breakfast items, and desserts. • Ensure consistency in food quality, portion control, and timely service. Team Leadership • Lead, train, coach, and supervise stall staff. • Plan work schedules and manpower deployment. • Ensure compliance with company SOPs, food safety regulations, and service standards. Customer Service • Deliver prompt, professional, and friendly customer service. • Handle customer enquiries, feedback, and complaints effectively. • Resolve operational issues to maintain customer satisfaction. Cashiering & Sales	• **Working Hours:** 6 days/ week • **Employment Type:** Full Time • **Location:** Changi Airport MRT, Changi

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Supervise cashiering operations and ensure accurate cash and electronic payment transactions. • Perform daily cash reconciliation and sales reporting. • Support initiatives to improve sales performance. Inventory & Cost Control • Monitor inventory levels and conduct regular stock counts. • Order ingredients and supplies as required. • Minimise wastage, control food costs, and ensure proper stock rotation (FIFO). Food Safety & Hygiene • Ensure compliance with SFA food hygiene regulations and company policies. • Maintain cleanliness of the stall, equipment, and work areas. • Ensure proper food handling, personal hygiene, cleaning schedules, and audit readiness.	

#10 Singapore Aero Support Services

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assignment Officer	1. Diploma/NITEC in Aviation/Airport Operations or equivalent 2. Comfortable with shift work arrangements 3. Possess good communication skills	1. Assign crew for water and lavatory servicing for arriving/departing flights and closely monitor if the crew had carried out the required servicing 2. Assign GS crew for ground equipment support for aircraft when there is a request. 3. Monitor flight changes, call backs, text messages, radio	• **Working Hours:** 12 hours rotating shift work • **Employment Type:** Full Time • **Job Type:** Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		communications and telephone calls for services and inform the operators accordingly	• **Location:** 39 Airline Road. S819838
Cabin Technician / Trainee	1. Must have an educational background in aviation, Or 2. NITEC / Higher NITEC, preferably in an Engineering discipline 3. At least 2 years of working experience in the aviation industry, excluding OJT.	1. Able to inspect and repair passenger seats, galleys, and lavatories and maintain aircraft conditions. 2. Comprehensive knowledge of aircraft operations and activities and facility maintenance. 3. Install cabin interior components into commercial aircraft, including seat tracks, overhead bins, galleys, side panels, bulkheads, etc. 4. Perform functional and aesthetic inspection of aircraft cabin interiors. 5. Document any defects, perform troubleshooting and carry out rectification. 6. Support cabin modification, retrofitting and component repair tasks. 7. Maintain the quality of the aircraft interiors on the operated fleet. 8. Performs such other duties as assigned to him by his superiors.	• **Working Hours:** 12 hours rotating shift work • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 39 Airline Road. S819838
Control Room Officer	1. NITEC / Higher NITEC, preferably in an Engineering discipline 2. Must be proficient in Microsoft Excel, Word, and Outlook. 3. Able to communicate effectively verbally in writing in standard English. 4. MUST be able to work rotating shifts, including weekends and public holidays.	1. To monitor and update any changes to the daily flight schedules and send details to respective parties. 2. Assist in coordinating aircraft ground time for related maintenance tasks. 3. Respond to and monitor telephone service for on-call maintenance requests.	• **Working Hours:** 12 hours rotating shift work • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 39 Airline Road. S819838

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Ground Support Equipment (GSE) Mechanic	1. Candidate must possess minimum Professional Certificate/NITEC in Engineering (Mechanical/Automotive) or equivalent 2. Min 2 Years of working experience on repair of mechanical and/or hydraulic equipment	1. Carry out daily bay sweep check and any replacement required 2. Repair of non-motorised equipment such as maintenance steps, hydraulic carts, nitrogen carts, aircraft tow bar etc. 3. Perform preventive and corrective maintenance in accordance with approved documents 4. Ensure proper and accurate details filled up and signed off on job card and task sheets upon completion of work 5. Ensure equipment is in working/serviceable condition before releasing to user 6. Able to read and understand OEM manuals and repair/maintenance instruction 7. Any other duties as assigned by the supervisor	• **Working Hours:** 5 days/week, 8am – 5.30pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 39 Airline Road. S819838
Logistic Assistant cum Driver	1. Min. Nitec in any discipline with 1-2 years of logistics working experience. 2. Class 4 driving license & Forklift license will be advantageous. 3. Must be able to work afternoon shift permanently and overtime as & when required.	1. Perform collection and delivery of spares within the required timeframe between warehouse and bay. 2. Check part number, serial number and quantity before delivery to destination. 3. Highlight any discrepancy to the storeman or supervisor.	• **Working Hours:** Shift work • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 39 Airline Road. S819838
Mechanic (EM - Automotive), Changi North	1. Minimum NiTEC/Diploma in Automotive Engineering or equivalent. 2. At least 1 years of working experience in Automotive industries. 3. Candidate with LTA Class 3/4/5 license will have added advantage.	1. Troubleshoot and repair of hydraulic and electrical system for Aircraft Tow Tractors, GPU (Ground Power Unit), ACU (Air Conditioning Unit), ASU (Air Starter Unit), etc. 2. Ensure preventive maintenance is carried out properly in accordance with approved documents.	• **Working Hours:** 5 days/week, **Monday to Thursday:** 8am to 5.30pm **Friday:** 8am to 5pm • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		3. Ensure proper and accurate details filled up and signed off on job card and task sheets upon completion of work. 4. Ensure equipment is in working/serviceable condition before releasing to user. 5. Perform modification on electrical wiring as necessary with approved documents or data as per OEM recommendation.	• **Job Type:** Permanent • **Location:** 39 Airline Road. S819838
Mechanic (Light Vehicle Repair & Maintenance)	1. Minimum NiTEC/Diploma in Automotive Engineering or equivalent. 2. At least 1 years of working experience in Automotive industries. 3. Comfortable with shift work arrangement. 4. Singapore Class 3/4/5 driving license required	1. To carry out preventive maintenance on all vehicles in accordance with the given servicing task sheet 2. Standby and provide onsite recovery of unserviceable vehicle 3. Carry out minor spray-painting ad touch up as per requirement 4. Inspection of air conditioning system and in vehicle camera and ensure the serviceability 5. To carry out corrective maintenance arising from vehicle failure or breakdown within the stipulated period, including outside operating hours 6. Check for on-site condition of tyres, expire or damaged fire extinguisher, batteries and other requirements required. 7. Perform daily housekeeping 8. Any other tasks required by the superiors	• **Working Hours:** 5.5 days/week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 39 Airline Road. S819838
Operations Executive (Automotive, Changi North) 💼	1. Diploma/Degree in Automotive or related discipline 2. Preferably with at least one year of relevant working experience.	1. Manage and oversee the smooth operations of Equipment Maintenance (EM) Department and ensure excellent delivery of services for customers.	• **Working Hours:** 5 days/week • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	3. Competency in MS office (Word, Excel and Powerpoint) 4. A positive attitude and passion for leading change in an organization	2. Hire, train, motivate, counsel and monitor the performance of all mechanics. 3. Direct and schedule the manpower planning and daily activities for EM department, always ensuring effective resources allocation. 4. Ensure sufficient stock level of spare parts for daily operation. 5. Implement and maintain a proper tracking and follow up system. 6. Drive Transformation projects and analyse/improve work processes. 7. Ensure operations / training records are upkeep and coordinates for authority / customers audits. 8. Ensuring that airside safety rules and regulations are complied with. 9. Ensuring the upkeep of the department's facilities, equipment, tools and vehicles. 10. Ensure briefing on technical handling matters and safety issues are conducted for staff. 11. Lead and guide the EM team to meet the KPI that set for the department. 12. Prepare daily operational reports required by management. 13. Perform any other duties as assigned by the Management and Operations Manager.	• **Job Type:** Permanent • **Location:** 39 Airline Road. S819838
Planner	1. Minimum Diploma in Aviation/Aerospace Engineering with preferably 2 year experience. 2. Fresh Engineering Diploma are welcome to apply	1. To coordinate and expedite the flow of work and spares within or between departments of an establishment according to aircraft schedule. 2. Support technical crew and liaise with specialized staff in	• **Working Hours:** 12 hours rotating shift work • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	3. Must be proficient in Microsoft Excel, Word, and Outlook 4. Able to communicate effectively verbally in writing in standard English. 5. Able to work rotating shifts, including weekends and public holidays.	various departments to ensure smooth and timely completion of planned tasks.	• **Job Type:** Permanent • **Location:** 39 Airline Road. S819838
Planning Coordinator	1. Assist in checking aircraft components and consumables availability 2. Update on spares ordered and trigger for collection and delivery to the required locations 3. Coordinate and ensure timely collection and delivery and prioritize based on level of critical 4. To generate reports on all orders, collection and delivery status	1. Assist in checking aircraft components and consumables availability 2. Update on spares ordered and trigger for collection and delivery to the required locations 3. Coordinate and ensure timely collection and delivery and prioritize based on level of critical 4. To generate reports on all orders, collection and delivery status	• **Working Hours:** 12 hours rotating shift work • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 39 Airline Road. S819838
Purchasing Assistant	1. Minimum Nitec in any field with min. 1 year of relevant experience in purchasing 2. Knowledge and understanding of purchasing processes, policy and systems. 3. Proficient computer skills, including Microsoft Office Suite (Words, Outlook and Excel) 4. Excellent verbal and written communication skills; able to negotiate and process contracts. 5. Able to multitask, prioritize and manage time efficiently.	1. Conducting product research and sourcing new suppliers and vendors 2. Request quotes and compare prices for maximum ROI. 3. Track incoming inventory, delivery arrival time and note actual arrival time. 4. Updating and Maintaining records of all Orders, Payments, and Received Stock 5. Coordinating with the receiving team and follow up on receiving items. 6. Establish Professional Relationship with Vendors and Suppliers 7. Collaborate with financial team members on invoicing and other financial matters.	• **Working Hours:** 5 days/week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 39 Airline Road. S819838

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	6. Accurate and precise attention to details 7. Able to make decisions in a fast-paced environment.	8. Any other ad-hoc duties as assigned by the supervisor or management from time to time.	

#11 Singapore General Hospital

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Anaesthesia Technician	• Diploma in Electronic/Electrical/Mechanical Engineering or relevant Industrial Technician Certificate. • Relevant working experience in a hospital setting will be advantageous	• The Anaesthesia Technician will be part of the team in the Department of Anaesthesiology. The duties and responsibilities includes the following (but not limited to): • Assist in the acquisition, maintenance and application of equipment and supplies required for the administration of anaesthesia. In this role, he/she will work in a team and contribute to safe, efficient and cost-effective anaesthesia care. • Acquire detailed technical knowledge of newly commissioned anaesthetic equipment. • Transport and setup anaesthesia equipment at remote locations. Provide technical support during the conduct of anaesthesia. • Calibrate, troubleshoot and do minor repairs of faulty anaesthesia equipment to render them safe and operational. • Perform preventive maintenance and safety inspections on anaesthesia equipment.	• **Working Hours:** 5.25 days/week, alt Saturdays 42 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Collaborate with Biomedical Engineers to service and maintain anaesthesia equipment in optimal condition. • Maintains an inventory of equipment used by anaesthesia to track repairs, loaners and demos. • Support on operation of the hyperbaric chamber and performing all the safety checks that are required.	
Assistant Manager (PHIC Volunteer Systems & Programme Operations) 💼	• Bachelor Degree in any discipline, preferably in Data/Analytics, Health Sciences, Social Sciences, Public Health, or related fields. • Experience working with data, reporting, dashboards, or management information systems. • Experience in driving digital transformation efforts. • Experience in programme or project management, preferably within healthcare, community, or population health settings. • Experience in volunteer management or community programmes. • Strong written and verbal communication skills, including report writing and presentations. • Candidates with more experience will be	• The Assistant Manager / Senior Assistant Manager will support the Division of Population Health and Integrated Care (PHIC) in a Volunteer Systems & Programme Operations role. • The role leads the design, implementation, and continuous improvement of a data enabled volunteer management ecosystem supporting hospital and community based population health programmes operating at scale (approximately 15 programmes involving about 2,000 volunteers annually). • The incumbent integrates systems development, data accuracy and analytics, and programme operations, and designs solutions with the volunteer journey in mind, ensuring volunteers are effectively recruited, deployed, supported, and sustained to enable safe, scalable, and high-impact care delivery. • Your job responsibilities will include, but not be limited, to the following:	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:** Contract • **Location:** 1 Hospital Drive S169608

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	considered for a Senior position.	• Design, implement, and maintain a centralised volunteer management and tracking system that will support the volunteer deployment, engagement, re-engagement, attendance, retention, learning and development across programmes. • Drive digital transformation within the department to increase productivity and automation and improve experience for staff, volunteers, and other stakeholders • Ensure data accuracy, integrity, and completeness across volunteer and programme datasets, including appropriate data structures and workflows. • Develop dashboards and reports on volunteer pipeline, deployment, retention, churn and attrition. • Analyse trends to identify risks, gaps, and system-level improvement opportunities. • Support the planning, implementation, and scaling of hospital and community based programmes through system, data and operational enablement • Support system design, data structures, and reporting frameworks that enable multiple programmes and partners to operate effectively at scale • Coordinate stakeholders on roles, timelines, and deliverables and system usage	

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Ensure compliance with data governance, organisational policies, and relevant operational requirements of a healthcare institution • Any other ad-hoc tasks as assigned.	
Assistant Manager / Senior Executive, Division of Pharmacy 💼	• Bachelor's degree in Biomedical Science, Medical Laboratory Science, Life Sciences, Pharmacy, Engineering, Healthcare Informatics, Information Technology or a related discipline. • Fresh graduates with strong academic credentials and interest in healthcare quality systems and laboratory operations are welcome to apply. Experienced candidates may be considered for senior appointments. • Prior experience in one or more of the following areas will be advantageous: • Clinical laboratory operations • Quality management systems (QMS) • ISO 15189 accreditation • Healthcare Services Act (HCSA) compliance • Validation and verification activities • Laboratory Information Systems (LIS) or healthcare IT implementation • Clinical diagnostics or laboratory-developed tests	• We are seeking a highly motivated and dynamic candidate to support the establishment, implementation and continuous improvement of quality systems, validation activities and clinical laboratory services. • You will play a key role in developing and operationalising new clinical laboratory services, quality management systems and digital workflows, while ensuring compliance with regulatory and accreditation requirements. • The role involves close collaboration with clinicians, pharmacists, laboratory professionals, IT teams and external partners to drive service development, validation and quality initiatives. You will be responsible for: • Supporting the establishment, implementation and maintenance of Quality Management Systems (QMS) in accordance with ISO 15189, HCSA and other applicable regulatory requirements. • Coordinating laboratory accreditation, licensing and inspection readiness activities, including internal audits, gap assessments,	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Project management and process improvement • Familiarity with laboratory workflows, quality assurance practices and healthcare regulatory requirements will be an advantage. • Strong analytical, organisational and problem-solving skills. • Excellent written and verbal communication skills. • Ability to manage multiple projects and work effectively with multidisciplinary stakeholders. • Self-motivated, adaptable and comfortable working in a fast-paced environment.	CAPA management and external quality assurance programmes. • Planning and implementing validation and verification activities for laboratory assays, instruments, workflows, software applications and laboratory-developed tests. • Developing, reviewing and maintaining quality documentation, including SOPs, validation protocols, reports, risk assessments and quality manuals. • Working with multidisciplinary stakeholders to design and implement new clinical laboratory services and operational workflows. • Supporting implementation and optimisation of laboratory IT systems, middleware, electronic medical record integrations and digital solutions that enhance laboratory operations. • Collecting, analysing and interpreting data required for validation, quality monitoring and continuous improvement initiatives. • Coordinating procurement, vendor engagement, project administration and financial processes related to laboratory operations and service development. • Supporting risk management, training coordination, biosafety and regulatory compliance activities within the laboratory.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Staying updated on industry regulations, accreditation standards, quality management practices and emerging healthcare technologies.	
Assistant Manager / Senior Executive, Office for Sustainable Health 💼	• Degree in Environmental Sustainability, Engineering, Public Health, Business Administration, Project Management, or a related discipline. • At least 6 years of relevant experience in project management, programme management, sustainability, healthcare administration, engineering, or a related field. • Experience coordinating multi-stakeholder projects across diverse teams. • Strong organisational, planning, and project tracking skills. • Excellent communication, stakeholder engagement, and presentation skills. • Ability to work independently and manage multiple priorities in a dynamic environment. • Experience in sustainability initiatives, carbon management, grant-funded projects, or healthcare	• We are seeking a highly motivated and organised Assistant Manager, Sustainability Projects & Partnerships to drive the coordination, oversight, and successful implementation of sustainability-related initiatives across the institution. • This role will act as a central point of coordination for a growing portfolio of sustainability projects involving multidisciplinary teams, external collaborators, government agencies, and funding partners. • The successful candidate will play a key role in ensuring projects are effectively governed, resourced, monitored, and aligned with SGH's sustainability goals. Duties include: Project Oversight and Governance • Maintain a comprehensive portfolio of sustainability-related projects endorsed by SGH management, including internally driven and externally collaborative initiatives. • Monitor project progress, milestones, deliverables, risks, and outcomes. • Develop and maintain project tracking systems, dashboards, and performance reports.	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	institutions will be an advantage. • Familiarity with sustainability reporting, carbon accounting, or environmental management practices. • Knowledge of Singapore's sustainability and decarbonisation agenda. • Experience working with government agencies, research institutions, or industry partners. • Strong analytical skills and ability to translate project data into meaningful management reports.	• Prepare regular updates and presentations for senior management to facilitate strategic decision-making. • Identify project implementation challenges and recommend corrective actions where appropriate. • Support portfolio reviews and recommendations on project continuation, scaling, or closure. Project Support and Facilitation • Work closely with clinicians, Facilities Management & Engineering (FME), Environmental Services, Data Analytics teams, and other stakeholders to facilitate project implementation. • Coordinate meetings, discussions, and stakeholder engagements to advance project objectives. • Connect project teams with relevant internal resources, subject matter experts, and support services. • Provide sustainability-related information and tools, including carbon accounting and emissions measurement methodologies, where relevant. • Support the transition of successful pilot initiatives into larger-scale operational implementation. Partnership Management and External Engagement • Serve as the primary liaison for external collaborators, including Institutes of Higher Learning (IHLs), research partners, industry	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		collaborators, and government agencies. • Coordinate reporting requirements and ensure compliance with grant and funding obligations. • Support the development of partnerships that strengthen SGH's sustainability capabilities. • Identify and pursue opportunities for external funding, grants, and collaborative projects	
Assistant Manager / Senior Executive, Outcome & Experience Office (ONE) 💼	• Bachelor's degree in Healthcare Administration, Healthcare Management, Business Administration, Data Analytics, Statistics, Public Health, Communications, or a related discipline. • Relevant experience in healthcare operations, patient experience management, data analytics, project management, process improvement, communications, or related fields will be advantageous. • Proficiency in Microsoft Excel and data visualisation tools such as Tableau and Power BI. • Experience in patient feedback analysis, survey design, customer/patient experience management, or quality	• We are seeking a proactive and analytical individual to support the planning, implementation, evaluation, and promotion of patient experience initiatives across the organisation. • The successful candidate will play a key role in driving patient-centred care through data analytics, project coordination, stakeholder engagement, communications, grant administration, and secretariat support. Key responsibilities include: **Patient Experience Data Analysis** • Collect, analyse, and synthesise patient feedback from multiple touchpoints to identify trends, opportunities, and improvement priorities. • Generate actionable insights and recommendations to support organisational decision-making and enhance patient experience outcomes. **Grant Administration**	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	improvement initiatives is preferred. • Experience in content development, digital communications, or marketing within healthcare or similar professional environments will be advantageous. • Knowledge of healthcare processes, clinical workflows, patient journey mapping, and quality improvement methodologies is a plus. Personal Attributes • Strong analytical and problem-solving skills, with the ability to translate data and patient feedback into actionable insights and recommendations. • Excellent communication and interpersonal skills, with the ability to engage and collaborate effectively with stakeholders at all levels. • Strong project coordination and organisational skills, with the ability to manage multiple priorities and deadlines. • Creative and strategic mindset with strong content development and communication capabilities.	• Manage the administration of the Patient Experience (PX) Rapid Response Fund, including application processing, evaluation coordination, applicant communications, financial tracking, compliance monitoring, and reporting. • Support the effective governance and allocation of funding to patient experience initiatives. **Transformation Project Support** • Coordinate and support patient experience transformation projects across departments. • Develop project plans, monitor implementation progress, track milestones, and facilitate stakeholder engagement to ensure successful delivery of improvement initiatives. **Communications and Content Development** • Develop engaging patient stories, communication materials, marketing collateral, and digital content to promote patient experience initiatives. • Support organisational communications and increase awareness of PX programmes and achievements. **Stakeholder Engagement and Collaboration** • Build and maintain strong working relationships with clinical, operational, and administrative stakeholders.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Detail-oriented and organised, with strong reporting and administrative skills. • Self-motivated, adaptable, and able to work independently as well as collaboratively in a fast-paced environment. • Passionate about patient-centred care and committed to driving continuous improvement and service excellence	• Serve as a liaison between departments, committees, and external partners to support the implementation of patient experience strategies and continuous improvement efforts. **Data Analytics and Reporting** • Develop, maintain, and enhance patient experience dashboards, reports, and performance metrics. • Present data-driven insights to support monitoring, evaluation, and evidence-based decision-making by senior leadership and governance committees. **Event Management and Outreach** • Plan and coordinate patient experience events, workshops, campaigns, and outreach activities. • Develop promotional materials and communications that foster staff engagement and reinforce patient-centred care principles. **Secretariat Support** • Provide comprehensive secretariat and administrative support for patient experience committees and workgroups. • Coordinate meetings, prepare agendas and papers, manage documentation, record minutes, monitor follow-up actions, and facilitate stakeholder communications.	

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Manager/ Senior Assistant Manager, Training & Development (PHIC - VMD) 💼	• Degree in any discipline; background in training, education, social services, or related fields will be an advantage. • At least 3 - 5 years of relevant experience in youth development, volunteer management, education, community engagement, training or related fields. • Strong facilitation, interpersonal and stakeholder engagement skills, with the ability to connect with and inspire diverse groups. • Demonstrated experience in designing and delivering developmental programmes, workshops, volunteer trainings or learning experiences. • Passion for youth development and volunteerism, with a genuine interest in nurturing individuals and helping them realise their potential. • Ability to translate clinical, technical, or operational requirements into clear, accessible learning content. • Strong computer literacy, including proficiency in Microsoft Office, Google Workspace and	• Lead the design, coordination, delivery and continuous improvement of volunteer development programmes, learning journeys and training, including the Healthcare Youth Leaders Programme, to build volunteer capability, confidence and leadership in collaboration with SingHealth institutions, partners and volunteer groups. • Develop and maintain volunteer learning resources, toolkits and digital content for engaging in-person, blended and online learning. • Support volunteer growth through coaching, leadership pathways, developmental opportunities and role progression. • Foster an engaged volunteer community through opportunities for connection, contribution, recognition and peer learning. • Collaborate with clinicians, departments, educational institutions and community partners to develop meaningful volunteer roles, intergenerational initiatives, projects and learning opportunities that meet organisational and community needs. • Manage the Learning Management System (LMS), including content administration, learner tracking, completion monitoring, reporting and learning analytics.	• **Working Hours:** 5 days/week, Alt saturdays 42 hr / week • **Employment Type:** Full Time • **Job Type:** Contract • **Location:** 1 Hospital Drive S169608

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Learning Management Systems (LMS). • Resourceful, detail-oriented, and able to work independently with minimal supervision. • Willing to support training and volunteer activities outside office hours when required. • Comfortable working on Saturdays (approximately twice per month) to support operational requirements. Off in lieu will be provided. • Candidates with strong interest and demonstrated potential, but with less relevant experience, may be considered for the Senior Executive position.	• Evaluate programme effectiveness through learning outcomes, stakeholder feedback and data, and implement improvements to enhance volunteer learning and experience. • Support volunteer engagement, retention, appreciation, leadership development and other volunteer management initiatives across the organisation. • Undertake other duties as assigned by the Director / Supervisor.	
Assistant Manager/ Senior Executive, Postgraduate Allied Health Institute (PGAHI) 💼	• Degree in any discipline • Excellent team player, able to multi-task and problem solve • Embrace service quality mindset when liaising and collaborating with stakeholders • Competent in Microsoft office applications such as Excel, Word, Powerpoint etc. • Proficient in data analysis/management using Excel	• The incumbent will play a significant role in supporting the Institute's further expansion of its capabilities in partnership with healthcare practitioners and experts to provide high quality allied health education and training. • He/she will also be the liaison with local and overseas stakeholders to organise and implement PGAHI programmes (clinical attachments, courses and lectures) under his/her charge. General job duties:	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Plan, organise and implement various types of PGAHI programmes • Serve and maintain as the key liaison with stakeholders • Manage finances and budgeting of training programmes with adherence to organisation's financial processes • Support the implementation of the Institute's marketing strategies and initiatives • Promote the use of technological advances in Allied Health Professionals training to enhance learning, and champion the use of IT in the department to enhance teaching and learning • Create and sustain positive working climate with stakeholders to develop quality education and training services • Manage stakeholders' expectations appropriately with people-centric approach • Lead departmental projects to further the growth of the institute • Assist the Manager/Assistant Manager with office administration and knowledge management to preserve institution information of the department (re-sequenced) • Assist the Manager/Assistant Manager with building rapport and welfare among the staff • Adopt data-driven approach when preparing management/course reports	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and for making informed decisions • Provide strategic insights and take actions to achieve department goals • Assist in monitoring department's performance indicators and provide timely updates on achievement of goals to relevant stakeholders • Ensure institute's training information and databases is current • Analyze and translate strategic insights from stakeholders into implementable and sustainable department initiatives to achieve department goals • Assume the role of team coordinator of critical processes/initiatives/projects and take on key/leading roles in the committees at Allied Health Division	
Basic Care Assistant(PT)	• Primary school education • Able to understand and speak simple English • Able to commit Mondays to Fridays 8am to 1pm	• You will provide basic nursing care activities to patients such as transferring and assisting them in their daily activities. You will also carry out basic housekeeping activities.	• **Working Hours:** 5 days/week, Mon – Fri: 8am to 1pm • **Employment Type:** Part Time • **Location:** 1 Hospital Drive S169608
Care Support Associate	• Candidates should possess a GCE ""N"" Level qualification or equivalent. • A recognised Certificate in Health Care (Inpatient) or WSQ	• You will work closely with the healthcare team to support a range of patient care activities, including basic hygiene care, wound dressing, blood sampling, and assisting with nursing procedures.	• **Working Hours:** 5 days/week, 40 hr / week, 3 rotating shifts, including

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Certificate in Healthcare Support (Nursing Care) would be an advantage. • Proficiency in both spoken and written English is required.	• You will also be responsible for ward administration duties such as managing patient admissions and discharges, coordinating patient appointments, maintaining medical records, and carrying out housekeeping tasks as assigned.	weekends and public holidays: **Morning shift:** 8am to 4.35pm **Afternoon shift:** 1pm to 9.35pm **Night shift:** 9pm to 7.30am • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608
Cook	• Primary school education • Able to read and understand simple English	• The cook will assist in the preparation of meals in accordance with the menus for patients, guests and employees. • Your duties will include, but is not limited to the following: • Reading of menus and plating slips to ensure meals are prepared and served according to the menu. • Receive raw food items from stores, check for quality and quantity. • Prepare meals according to standardised recipe, ration scales and special diet orders.	• **Working Hours:** 5 days/week, 42 hr / week, 2 rotating shifts (6.30am - 2.30pm; 10.30am - 6.30pm), including weekends and public holidays • **Employment Type:** Full Time • **Job Type:**

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Ensure compliance with statutory hygiene guidelines and religious practices. • Wash, cut and prepare ingredients for sauces, meats, stocks, garnishes etc. • Preparation for food service - transferring of cooked food to serving area, identify plating slips, read and apportion food accordingly. • Any other ad hoc duties as assigned.	Permanent • **Location:** 1 Hospital Drive S169608
Health Care Assistant (Radiology)	• Primary school education • Able to read and understand simple English	• Perform porter duties as well as basic housekeeping. • Assist patients to change into robes for procedures • Transfer/ position patients in the room • Ensure that the procedure room is setup and ready for patients	• **Working Hours:** 5 days/week, 40 hr / week **Officehours - Mon to Fri:** 8.30am to 6pm (might be rostered to work on Sat. Sat work will be considered as overtime) 2 rotating shifts, including weekend and public holidays **1st shift**: 7.45am to 4.45pm **2nd shift**: 12pm to 9pm • **Employment Type:** Full Time • **Job Type:** Contract

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• **Location:** 1 Hospital Drive S169608
Instrument Technician	• Diploma in Engineering or related fields • 3 years working experience as Instrument Technical Assistant or sterile processing unit will be preferred	• You are responsible for the provision of sterile and serviceable surgical instruments and equipment to operating theatres and procedural rooms by ensuring all aspects of sterile processing: • decontamination, inspection, preparation, packaging, sterilisation, storage and distribution. • You will also be required to troubleshoot and repair a variety of simple diagnostics and therapeutic biomedical equipment to maximise equipment availability for patient care.	• **Working Hours:** 40 hr / week, Able to perform 3 rotating shifts (8am to 4.35pm; 1pm to 9.35pm; 9pm to 7.30am), including weekends and public holidays • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 168 Jalan Bukit Merah S150168
Instrument Technician Associate	• National ITE Certificate in Mechanical Engineering, Precision Engineering or related fields	• You will be responsible for providing sterile and serviceable surgical instruments and equipment. • You will be involved in the decontamination, inspection, preparation, packaging, sterilization, storage and distribution of the sterile devices to operating theatres and procedural rooms. • You will also be involved in projects involving work-process improvements as you gain experience in the department.	• **Working Hours:** 5 days/week, 40 hr / week Able to perform 3 rotating shifts (8am to 4.35pm; 1pm to 9.35pm; 9pm to 7.30am), including weekends and public

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			holidays • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 168 Jalan Bukit Merah S150168
Junior Cooks (Kitchen Assistant)	• Primary school education • Able to read and understand simple English	• You will assist Food Services department in the preparation and service of meals for patients in the hospital. • Your job roles will include but not be limited to the following: • Assisting cooks in the preparation of rice, vegetables, fruits and necessary ingredients • Assisting in the plating of meals for patients during breakfast, lunch and dinner • Checking food served against patient meal order slips • Serving of meals trays to patients and collecting of soiled trays once patient have finished their meals • Receiving and issuing of food items (E.g. Stock inventory tracking) • Managing of Satellite pantry • Housekeeping duties	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608
Manager, Horizon Scanning & Trend Intelligence (Digital Health Transformation) 💼	• Degree with minimum 6-8 years working experience, preferably with knowledge of hospital operations (clinical or support function/both)	• Reporting to the Director, Digital Health Transformation Office under the oversight of the Deputy CEO (DFHS), the job-holder is expected to play a lead role in cultivating, facilitating and catalysing a vibrant organisation culture	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:**

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Qualifications in related field studies applicable to the above job function (e.g. MSc Innovation Management, Human Factors, MBA) • Certification or knowledge in Lean, project management, or any other relevant to above job function • Able to establish good rapport with internal or external parties • Grasp of technology trend in specific those influencing healthcare • Ability to facilitate discussions with different levels of staff	that is patient-centric and innovative, and aligned to the mission and vision of SGH and SingHealth. The Manager job responsbilities include the following: • Ongoing review of latest technologies and innovative solutions locally and around the world • Keeping abreast of national, cluster and institutional innovation directives and strategies • Represents SGH and partner with collaborators (e.g. agencies, companies etc.) together with stakeholders across different divisions or departments for collaborative opportunities and long term transformation • Minimize duplication of efforts and create synergies & stronger collaboration amongst internal stakeholders and expert departments • Work with Senior Management to prioritise and identify 'big-bets' and solutions to explore • Work with Senior Management to develop a strategic innovation framework & transformation plan • Routine reporting of innovation efforts across the hospital to Senior Management • Oversee and provide support where necessary for innovation enablers such as funding, project agreements, etc	Permanent • **Location:** 1 Hospital Drive S169608

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Support scaling of successful projects across hospital & cluster • Manage overall administrative matters for team members • Serves as innovation planning resource for SGH Campus Phase 2B Hospital Planning Committee	
MLOps Engineer (Senior/ Associate Principal), AI Devt Office (AIDO) 💼	• STEM Bachelor degree with 3-5 years of experience in MLOps, DevOps, software engineering, or cloud infrastructure roles. • Relevant post-graduate degree would be an advantage. • Hands-on experience with AWS services — EKS, ECR, S3, IAM, CloudWatch • Proficiency in Python for scripting, automation, and service development • Working experience with Docker and Kubernetes in real-world deployment environments • Experience with building or maintaining CI/CD pipelines — GitHub Actions, Jenkins, GitLab CI, or equivalent • Familiarity with ML lifecycle tooling such as MLflow for experiment tracking and model versioning • Familiarity with AI/ML platform concepts — model registries, RAG pipelines, and LLM	• We are looking for a mid-senior MLOps Engineer to join the Artificial Intelligence Development Office - Singapore General Hospital's in-house AI team. • AIDO functions as an end-to-end product team, building and deploying AI solutions that directly support clinical decision-making. • You will work closely with our technical leads to build out MLOps and platform engineering functions from the ground up. • You will be involved in tooling decisions, pipeline setup, deployment workflows, and engineering standards as we scale our clinical AI projects into production. KEY RESPONSIBILITIES **Platform & Infrastructure** • Support the design and build-out of AIDO's MLOps platform - contributing to tooling choices, deployment standards, and infrastructure decisions • Build and maintain CI/CD pipelines for model training, validation, containerisation, and deployment	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	frameworks such as LangChain or LlamaIndex • Basic understanding of model monitoring and observability practices • Comfortable working in highly regulated or on-premise environments — not exclusively cloud-native • Ability to translate ambiguous requirements into clear technical plans and execute with minimal direction • Curious and self-directed learner — comfortable picking up new tools and technologies without a formal training path • Good communication skills — able to work alongside data scientists, engineers, IT professionals and non-technical stakeholders PREFERRED QUALIFICATIONS • Exposure to LLM serving infrastructure such as vLLM • Background in healthcare, government, or regulated environments • Familiarity with Prefect, Airflow, or similar orchestration tools • Experience with Prometheus, Grafana, or ELK stack	• Set up and maintain monitoring, alerting, and observability solutions covering model performance, data drift, latency, and infrastructure health • Maintain clear documentation for infrastructure and deployment processes **Cloud Strategy & Architecture** • Support and drive the deployment of clinical AI products to cloud infrastructure including AWS • Implement and configure cloud-native tooling suitable for AI workloads in a regulated healthcare environment • Support the team's progression toward hybrid and cloud-ready infrastructure **Engineering Standards & Team Enablement** • Help the department to establish and adopt engineering best practices - code review processes, branching strategies, deployment checklists, etc. • Work with data scientists to package models as reproducible, production-ready services (REST APIs, batch inference) • Translate ambiguous requirements into clear technical plans and execute with minimal direction and approach problems systematically	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Experience with OpenShift or Red Hat environments • Prior experience at GovTech, AISG, A*STAR, DSO, or similar Singapore public sector organisations • AWS certification is a plus — DevOps Engineer, Machine Learning Specialty, or Solutions Architect Associate TECHNICAL ENVIRONMENT • Python, FastAPI, Docker, Kubernetes, AWS (EKS / ECR / S3 / IAM / CloudWatch), MLflow, Prefect / Airflow, vLLM, CI/CD (GitHub Actions / Jenkins / GitLab CI), Prometheus, Grafana, OpenShift / Red Hat AI, Nginx		
Operating Theatre Technical Associate	• GCE O Levels/ NITEC/ Higher NITEC • Candidates with WSQ / SSG Higher Cert in Healthcare (Nursing) in OT & SST will be an advantage	• Setting up of Operating Theatre suites and basic equipment set-up to meet surgical list for the day • Daily cleaning of patient trolleys and floors in the operating rooms, as well as the preparation of operating theatre • Assist the surgical team in transferring and positioning patient onto the operating table, adjusting Operating Theatre lights when assigned	• **Working Hours:** 5 days/week, 40 hr / week 3 rotating shifts, including weekends and public holidays **1st shift**: 7am to 4pm **2nd shift**: 1pm to 9.30pm **Night shift**: 9pm to 7.30am

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608
Orthoaedic Technician	• Higher NITEC, NITEC, GCE O or N Level • Fresh graduates are welcome • Prior experience in relevant field will be advantageous • Possess good interpersonal skills to communicate constructively with colleagues and peers • Proficient in spoken English	• The Orthopaedic Technician will perform (but not limited to) the following responsibilities: • Assist in the practical application of all plaster casts of the orthopaedic clinics, wards and operating theatre • Collect and dispatch specimens to the laboratories for analysis whenever necessary • Monitor and control adequate stock counts of all orthopaedic equipment and supplies • Ensure that plaster room is kept neat and tidy and equipment are ready for use at all times.	• **Working Hours:** 5.13 days/week, 1 half Sat in a month 42 hr / week, **Mon to Fri**: 8.30am to 6.30pm (staggered hours) **Sat:** 8.30am to 12.30pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608
Orthopaedic Diagnostic Technician	• Diploma in Healthcare, Health-science, Life Sciences, Medical Technology, Bioengineering or Biomedical-related field preferred. • Basic knowledge and experience in the use of Microsoft Word, Excel and Access will be an advantage.	• You will be responsible for performing pre and post operative clinical outcomes assessments of patients accurately and safely. • You will conduct patient-reported outcome survey, generate patient reports and other administrative duties. • You will also assist with all technical tasks, data entry and reporting.	• **Working Hours:** 5.13 days/week, 1 half Sat in a month 42 hr / week, **Monday:** 8:00am - 6:00pm,

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Tue-Fri: 8:30am - 5:30pm **Sat (1in4week):** 8:30am - 12:30pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608
Patient Care Assistant, Pain Management	• Candidates should possess a GCE ""N"" Level qualification or equivalent. • A recognised Certificate in Health Care (Inpatient) or WSQ Certificate in Healthcare Support (Nursing Care) would be an advantage. • Proficiency in both spoken and written English is required.	• You will provide basic nursing care and support to patients, assisting doctors and nursing staff in meeting the basic needs of patients in the patient areas. • You will help orientate patients and their relatives, participate in nursing procedures and treatments, and ensure the general comfort and well-being of those in your care. • You will be expected to maintain high standards of infection control, standard precautions, and hand hygiene at all times, while also keeping the work area clean and well-maintained. • The role also involves assisting in the safe transfer of patients to and from consultation.	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608
Patient Care Assistant, Radiology	• Candidates should possess a GCE ""N"" Level qualification or equivalent.	• You will provide basic nursing and patient care, which includes preparing patients for imaging procedures, setting up the imaging room	• **Working Hours:** 5 days/week, 40 hr / week,

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• A recognised Certificate in Health Care (Inpatient) or WSQ Certificate in Healthcare Support (Nursing Care) would be an advantage. • Proficiency in both spoken and written English is required.	and equipment, and supporting radiographers and radiologists during procedures. • You will need to communicate effectively with patients and their relatives. • You will be expected to follow infection control measures and maintain good hand hygiene at all times. • Working alongside our Patient Service Associates, you will help schedule imaging procedures and advise patients and the public on how to prepare for their appointments. • You will also play a part in keeping the work area clean and tidy, and assist in transferring patients safely to and from the imaging facility.	3 rotating shifts, including weekends and public holidays **Morning shift:** 7.30am - 4.30pm / 8.30am - 5.00pm / 9.00am - 5.30pm **Afternoon shift:** 12.00pm - 9.00pm **Night shift**: 9.00pm - 8.00am • **Employment Type:** Full Time • **Job Type:** Contract • **Location:** 1 Hospital Drive S169608
Patient Service Associate, Admissions Office	• Candidates with Diploma / Higher NITEC / NITEC / O Levels are welcome to apply • Good interpersonal and communication skills • Proficient in Microsoft Office applications	• Register and verify patient information, explain the estimated charges and claims to allow the patient to select the appropriate ward type, and collect deposit payment. • Coordinate the admission process from pre-admission screening to patient arriving at the assigned ward through collaborating with doctors, inpatient wards, Specialist	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:** Contract • **Location:** 1 Hospital

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Outpatient Clinics, Bed Management, Business Office. • Provide administrative support at day surgery centres, such as tracing surgery consent forms, posting charges for billing, scheduling follow-up appointments. • Handle enquiries from patients and visitors.	Drive S169608
Patient Service Associate, Call Centre (Central Appointments)	• GCE N Level and equivalent	• You will support Call Centre Department in the answering and managing of calls, faxes and emails received from various stakeholders pertaining to appointment bookings with the highest quality and operational standards. • You duties shall include, but not be limited to the following: • Answering incoming and outgoing calls in a timely manner and in accordance with the Hospital policy • Maintaining confidentiality of caller and Hospital information as directed • Conducting appointment bookings from all sources of referrals for the Specialist Outpatient Clinics/Centres via phone calls, faxes and emails • Assisting in rescheduling, cancelling, re-booking and reminding of appointments when required • Directing calls to internal and external stakeholders • Handling and resolving complaints • Providing call back assistance (CBA) service to callers	• **Working Hours:** 5.25 days/week, Alt Saturdays 42 hr / week • **Employment Type:** Full Time • **Job Type:** Contract • **Location:** 1 Hospital Drive S169608

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Performing other related duties as assigned or requested	
Patient Service Associate, Call Centre (General Enquiries)	• GCE N Level and equivalent	• You will support Call Centre Department in the answering and managing of calls, faxes and emails from members of the public, patients, staff from other government agencies and health institutions inclusive of internal staff pertaining to general enquiries and emergency activations with the highest service quality and operational standards. • Your duties shall include, but not be limited to the following: • Answering incoming and outgoing calls in a timely manner and in accordance with the Hospital policy, maintaining confidentiality of caller and Hospital information as directed • Directing calls to internal and external stakeholders • Updating of contact details and relevant information into the Call Centre Enquiry System • Handling and resolving complaints • Performing emergency activations (E.g. Code Blue, Trauma, Acute stroke etc.) • Reporting fault on telecommunication equipments • Performing other related duties as assigned or requested	• **Working Hours:** 5 days/week, 40 hr / week 3 rotating shifts, including weekends and public holidays: **Morning shift:** 7am to 2.30pm **Afternoon shift:** 2pm to 9.30pm **Night shift:** 9pm to 7.30am • **Employment Type:** Full Time • **Job Type:** Contract • **Location:** 1 Hospital Drive S169608

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Patient Service Associate, DEM Ops 💼	• Diploma / Higher NITEC / NITEC / O levels are welcome to apply • Experience in healthcare, hospitality or front line customer service will be an advantage • Good interpersonal and communication skills	• You will provide prompt and quality front-line services to patients in the department of Emergency Medicine to support nurses in their patient care activities. • Your role will include patient registration and admissions, scheduling of patients' appointments, and some limited patient care activities and orientation to patients and their relatives.	• **Working Hours:** 5 days/week, 40 hr / week • **Employment Type:** Full Time • **Job Type:** Contract • **Location:** 1 Hospital Drive S169608
Patient Service Associate/ Patient Service Associate Executive, Radiology	• GCE N/ O/ A Levels/ NITEC • Diploma in any discipline will be recognised for senior positions • Experience in customer service will be an advantage	• Provide prompt and quality front-line services to patients, including the followings • Registration and scheduling of appointments for patients • Collecting of payments from patients • Replying emails from patients • Provide basic nursing care for patients • Assist radiographers in the procedure rooms	• **Working Hours:** 5 days/week, 40 hr / week, 2 rotating shifts, including weekend and public holidays **1st shift**: 7.45am/ 8am to 4.45pm/ 5pm **2nd shift**: 12pm to 9pm • **Employment Type:** Full Time • **Job Type:** Contract • **Location:** 1 Hospital Drive S169608

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Patient Service Associate/ Patient Service Associate Executive, Specialist Outpatient Clinics	• GCE N/ O/ A Levels/ NITEC • Diploma in any discipline will be recognised for senior positions • Experience in customer service will be an advantage	• Provide prompt and quality front-line services to patients, including the followings • Registration and scheduling of appointments for patients • Collecting of payments from patients • Replying emails from patients • Provide basic nursing care for patients • Chaperon & assist doctor/ radiographers in the consultation/ procedure rooms	• **Working Hours:** 5 days/week, 42 hr / week • **Employment Type:** Full Time • **Job Type:** Contract • **Location:** 1 Hospital Drive S169608
Senior Patient Service Associate/ Patient Service Associate, Patient Financial Services	• Candidates with Diploma / Higher NITEC / NITEC / O Levels are welcome to apply • Good interpersonal and communication skills • Proficient in Microsoft Office applications • Customer-oriented and must be comfortable working with invoices and number	• You will provide accurate and timely processing of bills and charges, deposit, as well as financial counseling to all SGH patients.	• **Working Hours:** 5 days/week, 42 hr / week **Mon to Thurs:** 8.20 to 5.50pm **Fri:** 8.20 am to 5.20pm. **Sat:** 8.20am to 12.20pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608
Senior Wellbeing Coordinator, (PHIC - ICCS) 💼	• Bachelor Degree in any discipline, preferably in healthcare, nursing or sociology discipline • Operational experience in and knowledge of health, social and community care sectors preferred	• The Senior Wellbeing Coordinator (SWBC) is responsible for collaborative work with the Patient Navigator (PN) and the interdisciplinary healthcare team in providing effective, integrated and person-centered health and social care to patients and	• **Working Hours:** 5 days/week, 42 hr / week **Mon-Fri**: 8am to 5pm, with **1 day a week**:8am to 6pm, and **1**

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good verbal and written communication skills • Versatile to adopt a variety of coaching methods, as suited for different resident and patient profiles	caregivers as they transition from acute hospital to community. • The SWBC shall contribute to patient's care plan, recommend, and coordinate the social integration aspects of discharge planning and act as a liaison person between patient, family members, the multidisciplinary team (MDT), institution and external agencies in the community • The SWBC shall perform initial basic health screening and social care needs assessment in respective hospital sites • Develop and implement patient's care plans in a timely and coordinated manner • Ensure continuous monitoring and regular follow-up with the PN/ interdisciplinary care team, patient and caregiver on the discharge care plan • Review the discharge care plan with PN when there is a change in the patient's care needs or medical condition • Reinforce basic patient and caregiver education/training on a need's basis • Provide basic coaching and empowerment on self-management at home when necessary	**Sat a roster:** 8am to 12pm • **Employment Type:** Full Time • **Job Type:** Permanent • **Location:** 1 Hospital Drive S169608
Therapy Assistant	• GCE O level • Experience in a healthcare setting will be an added advantage	• Assist the Therapists in the delivery of treatments • Setting up of equipment, inventory control and administrative duties • Escort and transport patients to and from treatment areas as needed	• **Working Hours:** 5.5 days/week, 42 hr / week **Monday to Friday :** 8am to 5.15pm **Saturday:** 8am to 1pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Observe and report on patient progress to our therapists	• **Employment Type:** Full Time • **Job Type:** Contract • **Location:** 1 Hospital Drive S169608

#12 SuperClean SG

Click Here for Table of Content

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

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Singapore 609607

Operating Hours
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Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

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

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