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17th & 18 AUG 2024

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About e2i (Employment and Employability Institute)

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

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#1 1880 Singapore

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior/Guest Relations Executive (Receptionist)	• Flexible hours available • 1 year of relevant work experience required for this role - Working rights required for this role	• Welcoming members and guests, checking their table/event reservations and ushering them in to the allocated area • Handling enquiries through email, WhatsApp and phone calls. • Completing administrative tasks such as filing, printing/photocopying/scanning , data entry, briefing sheets, reservations forecast of the week etc. • Responding to requests for help and information • Providing services, such as signing members up for events, arranging to send care packages to members, birthday or other celebratory messages and packages to members, providing gym access cards, carpark coupons etc. • Preparing Statement of Account and any other bills that members wish to pay at the front desk and ensuring prompt payments • Liaising with reciprocal members clubs around the world to access and book tables • Helping to set up for events in the private rooms • Coordinating with the floor staff with regards to members' requests/reservations to ensure a flawless dining/event service.	• 5-day work week • Late night transportation • Location: Robertson Quay
Service Crew / Captain	• Flexible hours available • 1 year of relevant work experience required for this role • Working rights required for this role	• Ensure the highest level of member experience with your personal finesse and proactiveness. • Highlight specials and provide menu recommendations, take orders, and attend to special requests.	• 5-day work week • Late night transportation • Location: Robertson Quay

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Engage with members, guests, and the team. - Set up tables and side stations and deliver the highest level of service and attentiveness to our guests.	
Admin Assistant	- No experience required for this role - Working rights required for this role	- Membership & Community Events: - Manage highly sensitive membership data - create and update member records and databases - Support the membership team on onboarding new members from start to finish. - Become competent in using our Membership CRM system and support the team by pulling membership reports - Support membership team Conceptualizing, producing and managing community focused initiatives, events and programming, working with the wider 1880 team - Assist in creation of Event Orders and ensure all details are correct - Source decor, props, games, materials etc. required for events - Assist with the set-up and breakdown of events - Support on the day/night of relevant membership & club wide events - kids programming, wellness, big club parties. - Perform other duties as assigned by supervisor and manager Bardo (co-working space): - Support with day-to-day membership admin and management of Bardo, our co-working space - Supports in scheduling appointments, signs for incoming packages/ organises outward bound packages for tenants and	5-day work week - Late night transportation - Location: Robertson Quay

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		members (surprise & delight hampers!)	
Chef De Partie/ Senior Chef De Partie (Social Summer Kitchen)	• 2-3 years of relevant work experience required for this role • Working rights required for this role	• Assist in all aspects of service and food preparation • Uphold the standards of food presentation, production, and portioning • Monitor the preparation of the dishes to ensure adherence to recipes and specifications • Perform day-to-day kitchen activities efficiently • Ensure a high standard of food hygiene at all times • Guide, train, and supervise junior members • Track inventory of food supplies and order supplies on a scheduled basis as determined by menu and estimated number of diners	• 5-day work week (Tuesday to Saturday and every last Sunday of the month) • Flexi Benefits • Late Night Transport • Location: Chinatown
Junior Sous Chef (Social Summer Kitchen)	• More than 4 years of relevant work experience required for this role • Working rights required for this role"	• Assist in all aspects of service and food preparation • Uphold the standards of food presentation, production, and portioning • Monitor the preparation of the dishes to ensure adherence to recipes and specifications • Perform day-to-day kitchen activities efficiently • Ensure a high standard of food hygiene at all times • Guide, train, and supervise junior members	• 5-day work week (Tuesday to Saturday and every last Sunday of the month) • Flexi Benefits • Late Night Transport • Location: Chinatown"
Service Crew (Social Summer Kitchen)	• 1 year of relevant work experience required for this role • Working rights required for this role	• Ensure the highest level of member experience. • Highlight specials and provide menu recommendations, take orders, and attend to special requests. • Engage with guests, and the team. • Set up tables and side stations and deliver the highest level of service and attentiveness to our guests.	• 5-day work week (Tuesday to Saturday and every last Sunday of the month) • Flexi Benefits • Late Night Transport • Location: Chinatown

#2 DFI Retail Group

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cold Storage Department Manager (Island wide)	• Willing to stand for long hours and enjoy interacting with customers • Physical work required and able to carry 10-15 kg products • Relevant experience in Retail/F&B industry will be an added advantage • 2-3 years of relevant work experience required for this role • Working rights required for this role	• Maintain smooth workflows and efficient operations by supervising, supporting, and delegating tasks during shifts • Build positive employee experiences on every shift. Provide coaching and feedback. Cultivate a positive work culture that fosters teamwork and collaboration • Deliver exceptional customer service and lead by example to create a welcoming store environment • Adhere to company procedures for store opening/closing, coordinate shift schedules, monitor attendance and promptly address performance issues. • Enforce company policies and standards • Provide operational support and perform store tasks. Oversee store cleanliness and stock organization • Maintain rigorous quality. Conduct regular store inspections to ensure compliance with regulations • Monitor sales performance and assist the store manager in achieving targets • Clearly communicate store updates to facilitate smooth shift handovers. Report any issues, incidents, or employee performance concerns to the store manager	• Willingness to engage in shift work, which includes work on weekends and PH. • Multiple Location • Comfortable to work on a 6 days' week schedule with rotating shifts (including weekends and public holidays)
Cold Storage Cashier (Islandwide) - Full Time Position	• Good team player. • Customer Service and process oriented. • Committed and willing to learn. • Knowledge in the different types of fresh	• Provide a positive customer experience with friendly, and courteous service • Maintain high standard of hygiene of front and back of the house	• Willingness to engage in shift work, which includes work on weekends and PH. • Multiple Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	produce and products will be advantageous. - Food Hygiene Certified is a plus. - Able to carry/lift heavy goods. - Able to work on a rotating shift, including weekends & public holidays. 1 year of relevant work experience required for this role - Working rights required for this role	- Operate the Checkout and Self-Checkout counters - Perform opening and closing duties, including setting up the checkout counter and process end of day settlements - Perform stock replenishment according to the company's SOP - Any other ad-hoc duties as per assigned"	
Cold Storage Deli Sales Assistant (Islandwide) - Full Time Position	- Good team player - Customer Service and process oriented - Committed and willing to learn - Attentive to details - Possess basic mathematical skills - Able to carry/lift heavy goods - Able to work on a rotating shift, including weekends & public holidays - No experience required for this role - Working rights required for this role	- Provide a positive customer experience with friendly, and courteous service. - Maintain high standard of hygiene of front and back of the house. - Check quality and maintain freshness of products. - Assist customers in preparation and selection of products. - Ensure good display of products. - Minimise product wastage. - Maintain excellent customer service at all times. - Maximise sales and profitability of the department. - Any other ad-hoc duties as per assigned.	- Willingness to engage in shift work, which includes work on weekends and PH. - Multiple Location
Cold Storage Part-Time Sales Assistant (Islandwide) - Full Time Position	- Physical work require and able to carry loads up to 15kg - Good team player with good communication skills - Attentive to details and able to work independently - Able to work on weekends and Public Holidays - No experience required for this role - Working rights required for this role	- Provide a positive customer experience with friendly, and courteous service - Pick, prepare, and pack products ordered through online platform to the highest quality in a timely and accurately manner. - Dispatch orders accurately to logistic partners - Replenish and maintain the stocks, and ensure it is within quality and display standards - Support planogram change - Support receiving & stocktake duties	- Willingness to engage in shift work, which includes work on weekends and PH. - Multiple Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Maintain high standard of hygiene and cleanliness of front and back of the store - Any other ad-hoc duties as per assigned	
Cold Storage Full Time/Part-Time Sales Assistant (Ecommerce)	- Physical work requires and able to carry loads up to 15kg - Good team player with good communication skills - Attentive to details and able to work independently - Able to work on weekends and Public Holidays - No experience required for this role - Working rights required for this role	- Provide a positive customer experience with friendly, and courteous service - Pick, prepare, and pack products ordered through online platform to the highest quality in a timely and accurately manner. - Dispatch orders accurately to logistic partners - Replenish and maintain the stocks, and ensure it is within quality and display standards - Support planogram change - Support receiving & stocktake duties - Maintain high standard of hygiene and cleanliness of front and back of the store - Any other ad-hoc duties as per assigned	- Willingness to engage in shift work, which includes work on weekends and PH. - Multiple Location
Giant/Coldstorage Part-Time Sales Assistant (Ecommerce)	- Physical work requires and able to carry loads up to 15kg - Good team player with good communication skills - Attentive to details and able to work independently - Able to work on weekends and Public Holidays - No experience required for this role - Working rights required for this role	- Provide a positive customer experience with friendly, and courteous service - Pick, prepare, and pack products ordered through online platform to the highest quality in a timely and accurately manner. - Dispatch orders accurately to logistic partners - Replenish and maintain the stocks, and ensure it is within quality and display standards - Support planogram change - Support receiving & stocktake duties - Maintain high standard of hygiene and cleanliness of front and back of the store - Any other ad-hoc duties as per assigned	- Willingness to engage in shift work, which includes work on weekends and PH. - Multiple Location

#3 Don Don Donki

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cashier	- Flexible hours available - No experience required for this role - Working rights required for this role	- Cashiering - Support Self-Check Out (SCO) Counters - Duties include replenishment of Plastic Bags, Utensils, Ice Packs, Pushing Baskets & Trolleys to allocated locations	- Rotating shifts between 8am and 1230mn - Multiple Locations
Sales Associate	- Candidates must be able to climb ladders, squat, and carry weights up to 15kg. - Flexible hours available - No experience required for this role - Working rights required for this role	- Simple Receiving, Replenishing - Checking Expiry & Quality of Stocks - Cashiering - Housekeeping Duties	- Rotating shifts between 8am and 1230mn - Multiple Locations
Kitchen Helper	- Some experience would be a plus! - Good Communication Skills - Team Player - Approachable & Friendly Attitude - Able to Multi-Task/ Adapt to fast-paced Environment - Strives for continuous improvement & supports creative idea sharing in the team"	- Assist in food preparation and cooking of Japanese cuisines according to Company's standards - Ensure and upkeep the freshness and quality of food items - Maintain the cleanliness and hygiene of food preparation areas, cooking surface and utensils used through good sanitation and organization skills - Understand and complies with the mandatory hygiene standards and requirements - Perform any other duties as assigned by the Sous Chef	- Rotating shifts between 8am and 1230mn - Multiple Locations
Asst Supervisor / Supervisor (Retail)	At least 1 to 2 years of working experience in a similar role with supervisory & management experience in a supermarket environment.	- Ensuring the smooth and efficient operations of our store. - Managing inventory through display of products - Supervising associates - Delivering exceptional customer service - Promoting a positive work environment.	- Rotating shifts between 8am and 1230mn - Multiple Locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Strong communication and time management skills • Able to commit to rotating shifts (opening and closing hours) • Good Command in English • Team Player	• Maintain a high level of professionalism, communicate effectively, and lead by example	
Inventory Coordinator	• Relevant working experience in the retail industry • Knowledge of perpetual inventory management • Strong communication, management and interpersonal skills • Well organized and have a keen eye for detail • Able to work effectively without close supervision"	• Handle and manage entire spectrum of inventory along with day-to-day operations • Monitor and control inventory while maintaining inventory accuracy for day-to-day business operations • Support the control and management of costs involved in the direct trade of products and merchandises • Coordinate with the various departments regarding product replenishments and promotions to maintain product inventories and meet production needs - Support for Inventory Management – ensure product stock levels for all stores are adequate and sustainable to cater to the demands • Coordinate and conduct on-the-job training for new store hires • Support the creation and follow-up of necessary documentation required in the inventory management process • Perform and assist in other ad-hoc duties as assigned by the Inventory Controller, Manager or Executive	• Rotating shifts between 8am and 1230mn • Multiple Locations
E-Commerce Service Crew (Part-time available)	• Good Communication Skills • Team Player yet comfortable to work alone • Approachable & Friendly Attitude • Able to multi-task	• Receive the online order and assist to shop around the store to get the ordered products • Ensure right products and quantities before packing • Perform simple cashier duties to register the products inventory • Check and liaise with department to ensure stock	• Rotating shifts between 8am and 1230mn • Multiple Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Adapt to fast-paced Environment - Strives for continuous improvement & supports creative idea sharing in the team"	- availability and update app accordingly - Provide good customer service while liaising with delivery riders/ customers - Perform closing of counter by checking the receipts against the transactions received - Ad-Hoc Duties Include: Replenishment/ Cashier Support!	

#4 Foodpanda

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Warehouse Assistant	1 year of relevant work experience required for this role - Working rights required for this role"	- Fulfilling customers' online grocery orders by picking and scanning and packing items for delivery timely. - Receive and replenish grocery items in the store accordingly. - Manage warehouse inventory, ensuring efficient goods flow and accurate inventory count. - Lead and guide other pickers on daily work allocation. - Adhere to workplace and food safety regulations. - Tech Savvy or comfortable with working with mobile devices, laptops and other forms of digital communication. - Able to handle grocery items such as alcohol and raw meat including beef and pork. - Able to cope with physical requirements of receiving and replenishing stock (up to 25 kg)	- Multiple locations (Redhill, Telok Ayer, Woodlands, Mandai, Boon Lay) - Able to work on rotating shifts and location.

#5 KFC

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kitchen Assistant	No experience required for this role	Prepare high-quality food ingredients such as sauces,	5 days work week, availability for weekend shift also

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Working rights required for this role	spring onions, tomatoes, and potatoes - Cook food items like porridge, whipped potato with gravy, chicken nuggets, eggs etc. - Monitor the cooking time for the respective food items - Ensure exact measurement of all ingredients are prepared for all types of food and check the expiry date before using them. - Assemble and package burgers, twisters and rice bowls neatly - Follow all relevant food health, workplace safety and food waste management requirements - Monitor inventory and communicate with the manager when stock and supplies are running low - Ensure that kitchen area, equipment and utensils are cleaned at the start and end of work shift.	Various Locations
Restaurant Manager	- Min Degree holder with 2 years of working experience in the F&B industry as a supervisor or in other industries - Diligent team player passionate about F&B operation - Good communication and leadership skills - Ability to handle multiple tasks - Working knowledge of MS Words /Excel and Email - Determined and capable to work under pressure in a fast-paced environment	- Manage day-to-day operations independently within budgeted guidelines - Always delivering high-quality food and beverage products - Responding efficiently and accurately to feedback and complaints - Prepare employee schedules and ensure sufficient staffing for all shifts. - Generating sales and meeting targets through proper execution of marketing strategies - Hire, train, and retain team members - Maintain Standards and Standard Operating Procedures for store operations - Responsible for inventories and stock-taking activities - Regularly inspect equipment to ensure they are maintained well and in good working order	- Shift work - Various Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Comply with F&B safety and hygiene policies and procedures	
Assistant Restaurant Manager	- Min NITEC with 2 years of working experience in the F&B industry as a supervisor or in other industries - Diligent team player passionate about F&B operation - Good communication and leadership skills - Ability to handle multiple tasks - Working knowledge of MS Words /Excel and Email - Determined and capable to work under pressure in a fast-paced environment	- Manage day-to-day operations independently within budgeted guidelines - Always delivering high-quality food and beverage products - Responding efficiently and accurately to feedback and complaints - Prepare employee schedules and ensure sufficient staffing for all shifts. - Generating sales and meeting targets through proper execution of marketing strategies - Hire, train, and retain team members - Maintain Standards and Standard Operating Procedures for store operations - Responsible for inventories and stock-taking activities - Regularly inspect equipment to ensure they are maintained well and in good working order - Comply with F&B safety and hygiene policies and procedures	- Shift work - Various Locations

#6 Koufu

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Counter Crew (Coffeeshop/Foodcourt)	- Flexible hours available - No experience required for this role - Working rights required for this role	- Take orders - Cashiering & counter duties - Food preparation such as cooking desserts, cutting fruits, dim sum and drinks (training will be provided) - Any other job duties as assigned by the F&B Supervisor.	- Flexible Hours - Various Location available. - Candidate will be posted to the nearest available outlet according to home address

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Foodcourt Management	• Flexible hours available • 1 year of relevant work experience required for this role • Working rights required for this role	• Making improvement to the running of the business and develop the food court. • Responsible to oversee day to day operations of outlet. • Work with tenants, landlord and crew on customers' enquiries and feedback. • Train and guide crew to provide professional and friendly service to customers. • Assist FCM to meet food & beverage & tenant sales target • Assist FCM to manage tenants and to achieve 100% stall occupancy. • Upkeep the facility to ensure the outlet is well maintained. • Ensure the property in line with strict hygiene, health, cleanliness, and workplace safety guidelines. • Conduct checks on quality of the food and beverage products. • Prepare shift, daily sales and weekly reports • Responsible to check and tally sales taking and banking of sales. • Coordinate procurement to ensure outlet is sufficiently stocked. • Assist Marketing to execute marketing/promotional campaign (Core/ Secondary / External)	• Flexible Hours • Various Location available.

#7 Luckin Coffee Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Part Time Barista	• No previous experience required. Training will be provided • Can commit at least 15hours work per week, and for the long-term • Available to work flexible hours that may include early mornings, evenings, weekends and/or public holidays • Maintain regular and consistent attendance and punctuality	• Essential job functions include but are not limited to the following: • Acts with integrity, honesty and knowledge that promote the culture, values and mission of LUCKIN COFFEE. • Anticipates customer and store needs by constantly evaluating environment and customers for cues. • Communicates information to manager so that the team can respond as necessary to create	• Flexible Hours available • Changi

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		the Third-Place environment during each shift. • Contributes to a positive team environment by recognizing alarms or changes in partner morale and performance and communicating them to the store manager. • Delivers legendary customer service to all customers by acting with a customer comes first attitude and connecting with the customer. Discovers and responds to customer needs. • Follows LUCKIN COFFEE operational SOP, to ensure the safety of all partners during each shift. • Maintains regular and punctual attendance	
Full Time Barista	• No experience required for this role • Working rights required for this role	• Essential job functions include but are not limited to the following: • Acts with integrity, honesty and knowledge that promote the culture, values and mission of LUCKIN COFFEE. • Anticipates customer and store needs by constantly evaluating environment and customers for cues. • Communicates information to manager so that the team can respond as necessary to create the Third-Place environment during each shift. • Contributes to positive team environment by recognizing alarms or changes in partner morale and performance and communicating them to the store manager. • Delivers legendary customer service to all customers by acting with a customer comes first attitude and connecting with the customer. Discovers and responds to customer needs. • Follows LUCKIN COFFEE operational SOP, to ensure the	• 5 day work week, 44hour per week • Flexible Hours available • Changi

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		safety of all partners during each shift. Maintains regular and punctual attendance	
Team Members (Pizza Hut)	1 year of relevant work experience required for this role - Working rights required for this role	More information will be shared during walk in interview	Various Locations
Riders (Pizza Hut)	1 year of relevant work experience required for this role - Working rights required for this role	More information will be shared during walk in interview	Various Locations

#8 Shake Shack

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Manager In Training (3 Months Program)	- Flexible hours available - No experience required for this role - Working rights required for this role"	- Manager-in-Training will go through a 3 months' structured training in both Front & Back of House before being certified as a Manager - The Manager in Training / Manager will learn to manages the delivery of the guest promise through financial controls, operations, direction of team member, guest service and compliance - Manager in Training / Manager is accountable for restaurant operations during assigned shift when restaurant management is not present.	5 Day Work Week (Including Sat, Sun & PH) Neil Road/ Outram
Team Members	- Flexible hours available - No experience required for this role - Working rights required for this role	- Preparation of food in compliance with health and safety standards - General cleaning and maintenance of kitchen equipment - Ensuring smooth daily operations - Assist in inventory management	5 Day Work Week (Including Sat, Sun & PH) - Neil Road/ Outram

#9 Shangri La Singapore

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Room Attendant	- No experience required for this role - Working rights required for this role	- clean the hotel room - vacuum the carpet - tidy the bed and change bedsheet - clean the hotel toilet - any other ad hoc duties required	- Flexible hours available - Need to work on some weekends and public holidays
Service Crew	- No experience required for this role - Working rights required for this role	- Serve Food and Beverages to customers - To have complete knowledge on the menu / service available / preparation methods and time in sections appointed - Ensures that service / items are prepared according to hotel minimum standards and standard procedures - Ensures that the restaurant is neat and in order at all times - Assist with takeaway services	Flexible hours available
Cook (Jen Singapore)	- No experience required for this role - Working rights required for this role - Have Basic Food Hygiene Certificate	- Prepare eggs in different ways (e.g. omelette and more) - Ensure the food quality is always of high standards - Ensure all Health and Safety standards and policies are followed correctly	- Location: Orchard - Can work daily (7am-3pm)
Laundry Attendant (Jen Singapore)	- Flexible hours available - No experience required for this role - Working rights required for this role	- Ensure hotel linen and employee uniforms are in good condition. Ensure sufficient linen is available for the day's operation. - Manage guest laundry/Dry cleaning request according to the hotel Standard Operating Procedures. - Assist in reviewing linen inventory	- Flexible hours available - Location: Orchard

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
House Steward (Jen Singapore)	• Flexible hours available • No experience required for this role • Working rights required for this role	• Cleaning and maintenance of assigned F&B equipment and kitchens • Ensure that correct procedures are followed • Prepare adequate and appropriate equipment for F&B • Follow hotel's hygiene and sanitation standards during duties	• Location: Orchard • Willing to work shifts
Front Office Associate (Jen Singapore)	• Flexible hours available • No experience required for this role • Working rights required for this role"	• Provide a best-fit solution to fulfil the customer needs • Ensure smooth efficient guest services at all times • Assist in enhancing the guest satisfaction scores of the hotel	• Flexible hours available • Location: Orchard
Housekeeping Coordinator (Jen Singapore)	• Flexible hours available • 1 year of relevant work experience required for this role • Working rights required for this role	• Co-ordinates all calls received in the Housekeeping department to ensure proper recording and follow-up. • Attends to all guest requests within the stipulated standard of the hotel. • Assists all administrative duties in Housekeeping. • Updates and prepares proper documents for filling.	• Flexible hours available • Location: Orchard
Service Leader - Food & Beverage (Jen Singapore)	• Flexible hours available • No experience required for this role • Working rights required for this role	• Interact and engage with restaurant guests and maintains high quality service standards • Motivate team members and maintain a high level of team spirit (or team cohesiveness) • Handle guest complaints effectively and professionally • Consistently looking to increase satisfaction levels from a Colleague, Guest and Owner perspective • Support the daily operation in collaboration with the Service Manager, assist with monthly forecasting, weekly schedule, restaurant profitability evaluation etc. • Take responsibility, in partnership with the Service Manager, for the operations	• Flexible hours available • Location: Orchard

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		look and feel, including but not limited to the overall decor and atmosphere of the restaurant	
F&B Captain (Jen Singapore)	• Flexible hours available • No experience required for this role • Working rights required for this role	• Interact and engage with restaurant guests and maintains high quality service standards • Motivate team members and maintain a high level of team spirit (or team cohesiveness) • Handle guest complaints effectively and professionally • Support the daily operation in collaboration with the Service Manager, assist with monthly forecasting, weekly schedule, restaurant profitability evaluation etc.	• Flexible hours available • Location: Orchard
Service Center Agent (Jen Singapore)	• Flexible hours available • No experience required for this role • Working rights required for this role	• Provide a warm, helpful and informative service over the phone • Contribute to creating an excellent experience to all guests • Handle all guest requests in a professional and timely manner	• Flexible hours available • Location: Orchard
Stewarding Supervisor / Assistant Manager (Jen Singapore)	• Flexible hours available • 2-3 years of relevant work experience required for this role • Working rights required for this role	• To maintain the cleanliness and hygiene standard of the outlet as per the SFSMS Policies. • To ensures employees and contractors follow and adhere to hotel policies. • Arrange requisition of par stocks and supplies of stewarding storeroom to ensure that sufficient items are available for operations all times. • Prepare inventory lists and personally conduct inventories for various outlets • Other ad-hoc duties assigned by management	• Location: Orchard • Willing to work shifts
Assistant Outlet Manager (F&B) (Jen Singapore)	• Flexible hours available • More than 4 years of relevant work experience required for this role	• Monitor and analysis levels of guests satisfaction and maximize guests' returns • Conduct training and performance appraisal for team members	• Flexible hours available • Location: Orchard

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Working rights required for this role	- Monitors cleanliness & hygiene standards required by HACCP / SFSMS - Perform any other duties as and when assigned.	
Duty Engineer (Jen Singapore)	- Flexible hours available 2-3 years of relevant work experience required for this role - Working rights required for this role"	- Provide advice on the aspects of maintenance support and operational efficiency - Supervises the team members and contractors' for maintenance and repair of equipment - Manage daily report of complains and maintenance request, to provide analyses report on regular basis - Assist in implementing the Energy Conservation Programme - Conduct on the job training to team members. - Coordinates engineering support as required in hotel emergency procedures - Ad hoc duties as assigned.	- Flexible hours available - Location: Orchard
Chef De Partie (Jen Singapore)	- Flexible hours available 1 year of relevant work experience required for this role - Working rights required for this role	- Supervise and control the work of the kitchen personnel in your section - Assist with overseeing the daily operation of the kitchen - Maintain the quality of the food provided - Maintain a close and positive relationship with the team - Support the Executive Sous Chef on daily operation	- Location: Orchard - Willing to work shifts
Assistant Banquet Manager (Jen Singapore)	- Flexible hours available 2-3 years of relevant work experience required for this role - Working rights required for this role	- Assist the Banquet Manager in planning and organizing banquet events according to the requirements of our clients. - Oversee the set-up and breakdown of banquet rooms, including decorations, equipment, and seating arrangements. - Supervise banquet staff during events to ensure efficient and professional service.	- Location: Orchard - Flexibility to work evenings, weekends, and holidays as required.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Train new banquet employees and provide ongoing training and development for existing staff. • Monitor inventory of banquet supplies and equipment, and requisition items as needed. • Collaborate with the culinary team to ensure food and beverage operations meet quality and service standards.	
Technician (Jen Singapore)	• Flexible hours available • No experience required for this role • Working rights required for this role	• Maintain electrical and mechanical plant & equipment of the hotel • Organize the record for the future planning • Understands engineering equipment in a hotel"	• Location: Orchard

#10 Tim Hortons

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Store Manager	• At least 3 years' experience in the service industry • 3 years' experience in a similar store managerial role. • Leadership experience in store operations, building effective teams and coaching for performance. • Basic understanding of financial management and budgeting. • Knowledge of local employment regulations, health and safety standards. • Willingness to work in a fast-paced environment and adapt to changes. •	• Oversee daily operations - includes inventory management, ordering, store organization and cleanliness • Source, hire and onboard new employees. Coach for performance and address employee grievances • Build a positive store culture that fosters teamwork and collaboration • Plan and schedule shifts to ensure optimal store staffing • Champion service excellence with the team. Role model and train employees to deliver great customer service • Maintain rigorous quality control according to standards. Monitor product quality and consistency. Conduct regular store inspections to ensure compliance with regulations • Drive sales and marketing initiatives to attract and retain customers. Lead team to	• Willingness to engage in shift work, which includes work on weekends and PH. • Multiple Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		promote limited time offers, events and loyalty programs • Prepare and manage store budget, monitor expenses and revenue. Review financial reports, propose and implement sales strategies • Organize and deliver training to improve employees' product knowledge, skills and service standards	
Full-Time Barista	• Willing to engage in shift work, which includes work on weekends and PH • 5-day work week • Passion for F&B industry and customer oriented • No prior experience required as training will be provided • Strong communication skills and works well in a team • Able to work in a fast-paced environment and handle multiple stations	• Prepare a diverse range of coffee and tea beverages, along with our signature fresh bakes and sandwiches • Receive training on proper food handling and storage procedures • Deliver exceptional customer service • Ensure that each product maintains the freshness and quality	• Willingness to engage in shift work, which includes work on weekends and PH. • Multiple Location • 5-day work week
Part Time Barista	• Willing to engage in shift work, which includes work on weekends and PH • Able to commit for more than *6 months • Passion for F&B industry and customer oriented • No prior experience required as training will be provided • Strong communication skills and works well in a team • Able to work in a fast-paced environment and handle multiple stations	• Prepare a diverse range of coffee and tea beverages, along with our signature fresh bakes and sandwiches • Receive training on proper food handling and storage procedures • Deliver exceptional customer service"	• Willingness to engage in shift work, which includes work on weekends and PH. • Multiple Location • Min 20 Hours / Week / 6 Mths

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Shift Leader (Full Time)	- At least 3 years' experience in the service industry - At least 1 year experience in a similar supervisory role - Passion for F&B industry with proven experience in delivering excellent customer experiences - Proven experience in leading teams - Strong interpersonal and communication skills - Able to multitask and manage change in a fast-paced environment	- Maintain smooth workflows and efficient operations by supervising, supporting, and delegating tasks during shifts - Build positive employee experiences on every shift. Provide coaching and feedback. Cultivate a positive work culture that fosters teamwork and collaboration - Deliver exceptional customer service and lead by example to create a welcoming store environment - Adhere to company procedures for store opening/closing, coordinate shift schedules, monitor attendance and promptly address performance issues. Enforce company policies and standards - Provide operational support and perform store tasks. Oversee store cleanliness and stock organization - Maintain rigorous quality control in food and beverage preparation. Conduct regular store inspections to ensure compliance with regulations - Monitor sales performance and assist the store manager in achieving targets - Clearly communicate store updates to facilitate smooth shift handovers. Report any issues, incidents, or employee performance concerns to the store manager	- Willingness to engage in shift work, which includes work on weekends and PH. - Multiple Locations
Shift Leader (Part Time)	- At least 2 years' experience in the service industry - At least 1 year experience in a similar supervisory role - Passion for F&B industry with proven experience in delivering excellent customer experiences	- Maintain smooth workflows and efficient operations by supervising, supporting, and delegating tasks during shifts - Build positive employee experiences on every shift. Provide coaching and feedback. Cultivate a positive work culture that fosters teamwork and collaboration - Deliver exceptional customer service and lead by example to	- Willingness to engage in shift work, which includes work on weekends and PH. - Multiple Locations - Able to commit for more than 6 months - Min 20 / 30 Hours Per Week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Proven experience in leading teams - Strong interpersonal and communication skills - Able to multitask and manage change in a fast-paced environment	- create a welcoming store environment - Adhere to company procedures for store opening/closing, coordinate shift schedules, monitor attendance and promptly address performance issues. Enforce company policies and standards - Provide operational support and perform store tasks. Oversee store cleanliness and stock organization - Maintain rigorous quality control in food and beverage preparation. Conduct regular store inspections to ensure compliance with regulations - Monitor sales performance and assist the store manager in achieving targets - Clearly communicate store updates to facilitate smooth shift handovers. Report any issues, incidents, or employee performance concerns to the store manager	

#11 Tiong Nam Logistics

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Delivery Assistant	- Singaporeans only may apply - Min 1 Year Experience as Cargo Hand in Logistics / Supply Chain Industry. - Past experience as packers, delivery attendants are welcomed to apply. - Healthy and Able to carry heavy load. - Able to work on Saturday and Support on off-day / public holiday when required.	- Assist Driver to check shipment and perform delivery to multiple locations - Assist Warehouse Activity i.e. packing and picking whenever completed deliveries - Any other ad-hoc duties	5 days work week - Able to work on Saturday and Support on off-day / public holiday when required. - Jurong East

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Delivery Driver	- Singaporeans only may apply - Min 1 Year Experience as Delivery Driver in Logistics / Supply Chain Industry. - Skills: class 3 or class 4 driving license - Must be comfortable driving van/24ft truck - Healthy and Able to carry heavy load.	- The driver is responsible for the daily delivery/collection island wide - Loading, unloading, transportations & delivery items to clients or business in a safe & timely manner - Collect and verify delivery instructions - Adhere to safety requirement while on the job - Other ad-hoc duties	5 days work week - Able to work on Mon- Fri. Morning, Afternoon & Evening - Jurong East
Traffic Controller	- Singaporeans only may apply - Minimum of 1 year of experience in deployment of drivers for trucking/loose cargo jobs. - Able to work on Saturday and Support on off-day / public holiday when required."	- Monitor and track jobs progress to ensure all assignments are delivered timely - Communicate and handle feedback and problems efficiently - Deployment of drivers, and to ensure delivery/collection on time as per requested by the customer.	5 days' work week - Able to work on Mon- Fri. Morning, Afternoon & Evening - Jurong East

#12 WH Smith

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Merchandising Support Assistant (Full Time)	- Due to the nature of the business, you will be expected to work some weekends/ Public Holidays - Applicants must be fully vaccinated. - Applicants must be located in Singapore. - Physically fit, able to carry cartons & boxes 15kg – 25kg - Works well under pressure and tight deadlines - Able to work as part of a team and take initiative independent of direct supervision	- To set up displays of company products. - Price stock as required - Attaching price tags to merchandise on the shop floor. - Replenishing the supply of stock on the shelves - Assisting with store deliveries. - Any other duties as required or as directed by Operations Manager	- Location: Changi Airport Singapore 5 days work week - Rotational Shift (can be flexible): Working hours: 8am - 5.30pm / 9am - 6pm / 12.30pm - 10pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Candidate must possess at least a GCE 'N' level • Work attire: full black - collar top, pants & covered shoes		
Sales Assistant (Full Time)	• Applicants must be fully vaccinated. • Applicants must be located in Singapore; all nationalities are welcome to apply. • Physically fit – can carry cartons & boxes 15kg – 25kg • Possess basic computer knowledge e.g. Microsoft Excel • Must be able to work for shift and 5 days work week. • Those with retail background will have an added advantage. • Able to work as part of a team and take initiative independent of direct supervision • Candidate must possess at least a GCE 'N' level • Work attire: Full black - collar top, pants & covered shoes •	• Customer service duties such as greetings and assist customer with purchase. • Attaching price tags to merchandise on the shop floor. • Replenishing the supply of stock on the shelves. • Assisting with store deliveries. • Cashiering duties - training will be provided. • Perform area cleaning duties and maintain good housekeeping practices in the store.	• Location: Changi Airport Singapore • Rotational Shift (must able to commit): • A shift = 5.45AM* - 3.30PM // 7.00AM - 7.45PM. • B shift = 3.15PM - 1.00AM* // 1.15PM - 11.00PM // 2.15PM - 12.00AM. • C shift = 10.15 PM - 8.00AM (Midnight Shift) • *Transport provided for odd hours."
Warehouse Assistant (Part Time)	• Due to the nature of the business, you will be expected to work some weekends/ Public Holidays • Applicants must be fully vaccinated. • Applicants must be located in Singapore. • Physically fit, able to carry cartons & boxes 15kg – 25kg • Works well under pressure and tight deadlines • Able to work as part of a team and take	• To set up displays of company products. • Price stock as required • Attaching price tags to merchandise on the shop floor. • Replenishing the supply of stock on the shelves • Assisting with store deliveries. • Any other duties as required or as directed by Operations Manager	• Location: Changi Airport Singapore • 5 days work week • Rotational Shift (can be flexible): Working hours: 8am - 5.30pm / 9am - 6pm / 12.30pm - 10pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	initiative independent of direct supervision • Candidate must possess at least a GCE 'N' level • Work attire: full black - collar top, pants & covered shoes		

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Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

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



e2i west

Devan Nair Institute of Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607



Find us at these other locations.



<https://e2i.sg/locjw2?r=qr>

Operating Hours: Monday till Friday: 9am to 5pm
Saturday: 9am to 1pm
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