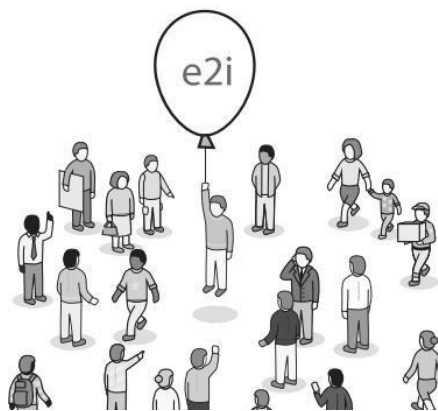


# Explore Career Opportunities Beyond Driving (23 Jun 2026)



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

## JOB LISTING BOOKLET

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

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*Please note that there will be photo-taking/ video taking at this event. By participating in this event, you hereby consent to have your photograph/ video taken by e2i for the purposes of marketing/ promotion/ publicity and to be published on media platforms, public or otherwise.*

## AETOS HOLDINGS PTE LTD

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Auxiliary Police Outrider	<ul style="list-style-type: none"> <li>At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy).</li> <li>Able to work shift duties (Including extended shift, weekends &amp; public holidays).</li> <li>Applicants who are not able to do IPPT may consider applying for unarmed APO positions.</li> <li>At least class 2/2A license.</li> </ul>	<ul style="list-style-type: none"> <li>Attend to queries in regard to security within premises.</li> <li>Conduct armed security patrol in the premises.</li> <li>Control crowds in public settings, respond to incidents and emergencies.</li> <li>Regulate traffic on roads.</li> <li>Perform armed access control and security screenings.</li> <li>Performing armed security surveillance at the command centre or assigned premises.</li> <li>To maintain law and order and perform law enforcement duties.</li> <li>Provide armed guarding, escorting services and assets protection.</li> <li>Provide quick responses to incidents that threatens the safety of members of the public, such as suspicious and/or terrorist activities.</li> <li>Compiling of incident reports.</li> </ul>	<ul style="list-style-type: none"> <li>6 days work</li> <li>Rotational day or night shifts</li> </ul>
Auxiliary Police Officers (Armed)	<ul style="list-style-type: none"> <li>At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy).</li> </ul>	<ul style="list-style-type: none"> <li>Attend to security enquiries in the premises.</li> <li>Conduct armed security patrol in the premises.</li> <li>Consolidate incident reports.</li> <li>Perform armed access control and security screenings.</li> <li>Perform armed security surveillance at the command Centre.</li> </ul>	<ul style="list-style-type: none"> <li>6 days work</li> <li>Rotational day or night shifts</li> </ul>
Auxiliary Police Officers (Enforcement) (Unarmed)	<ul style="list-style-type: none"> <li>At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy).</li> <li>Physically fit with normal colour vision and no hearing defects.</li> <li>Able to work shift duties (Including extended shift, weekends &amp; public holidays).</li> </ul>	<ul style="list-style-type: none"> <li>Attend to security enquiries in the premises.</li> <li>Conduct security patrol in the premises.</li> <li>Consolidate incident reports.</li> <li>Perform crowd control in public areas and manage traffic on the roads.</li> <li>Perform law enforcement duties.</li> <li>Provide quick responses to incidents and emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>6 days work</li> <li>Rotational day or night shifts</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive, Finance (Financial Reporting)	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Accounting, Finance or a recognised professional accounting qualification.</li> <li>• Minimum 4 years of relevant experience in General Ledger, Financial Reporting or Record-to-Report (R2R) functions.</li> <li>• Strong knowledge of Singapore Financial Reporting Standards (SFRS) and statutory reporting requirements.</li> <li>• Experience in month-end closing, balance sheet reconciliations and management reporting.</li> <li>• Familiarity with GST reporting and tax-related matters.</li> <li>• Proficient in Microsoft Office applications, especially Microsoft Excel.</li> <li>• Experience with ACCPAC (Sage 300) and/or SAP ERP will be an advantage.</li> <li>• Strong analytical, problem-solving and communication skills.</li> <li>• Meticulous, detail-oriented and able to work independently under tight timelines.</li> <li>• Positive attitude and a collaborative team player with the ability to engage stakeholders across different levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform monthly, quarterly and year-end financial closing activities and prepare timely and accurate management reports.</li> <li>• Analyse financial results, investigate variances and provide meaningful commentaries to management.</li> <li>• Prepare intercompany and related party reconciliations to support group consolidation and reporting.</li> <li>• Perform balance sheet reconciliations and ensure timely resolution of outstanding reconciling items.</li> <li>• Manage inventory accounting activities, including cut-off procedures, stock take exercises and obsolescence reviews.</li> <li>• Maintain the accuracy and integrity of the General Ledger in compliance with Singapore Financial Reporting Standards (SFRS) and internal controls.</li> <li>• Prepare GST returns and supporting schedules in accordance with IRAS requirements.</li> <li>• Support tax computations, schedules and statutory filings, including coordination with external tax agents.</li> <li>• Assist in the preparation of statutory financial statements in compliance with SFRS.</li> <li>• Support statutory audits and management reporting requirements and respond to audit queries.</li> <li>• Participate in process improvement initiatives to enhance reporting efficiency and strengthen financial controls.</li> <li>• Perform any other duties assigned by Management.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days work</li> <li>• 8.30am - 6pm</li> <li>• 5 Corporation Drive</li> </ul>
Operations Manager	<ul style="list-style-type: none"> <li>• Minimum GCE O-Level, Diploma, or Degree from a recognised institution.</li> <li>• At least 2 years of experience in security operations, manpower deployment, workforce management, or a similar operational role.</li> <li>• Prior experience in the security industry will be an advantage.</li> <li>• Strong leadership, problem-solving, and decision-making skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise and manage day-to-day security operations across assigned sites.</li> <li>• Conduct regular announced and unannounced site inspections to ensure service quality and operational compliance.</li> <li>• Monitor security personnel performance and ensure adherence to client requirements, site operating procedures, and company standards.</li> <li>• Plan and coordinate manpower deployment, ensuring adequate staffing levels and proper allocation of qualified security personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days work</li> <li>• 8.30am - 6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Excellent interpersonal, communication, and stakeholder management abilities.</li> <li>• Self-motivated, proactive, and able to work independently in a fast-paced environment.</li> <li>• Proficient in incident handling, client management, and operations coordination.</li> <li>• Possess a valid Class 3 Driving Licence.</li> <li>• Positive attitude with a commitment to continuous improvement and service excellence.</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with Site Supervisors to address manpower shortages, scheduling challenges, and operational issues.</li> <li>• Build and maintain strong client relationships through regular engagement, site meetings, and service reviews.</li> <li>• Investigate and resolve operational incidents, client feedback, complaints, and service irregularities promptly.</li> <li>• Prepare incident reports, corrective action plans, and recommendations for operational improvements.</li> <li>• Implement approved corrective and preventive measures to enhance service delivery.</li> <li>• Support disciplinary matters, staff counselling, performance evaluations, and employee engagement initiatives.</li> <li>• Coordinate training, refresher programmes, and skills development activities for security officers.</li> <li>• Ensure compliance with regulatory requirements, company policies, and contractual obligations.</li> <li>• Participate in special projects, operational exercises, and assignments as required.</li> <li>• Provide regular updates and recommendations on manpower planning, operational performance, and workforce discipline.</li> </ul>	
Security Officer / Senior Security Officer (Unarmed)	<ul style="list-style-type: none"> <li>• Minimum Secondary 2 and above.</li> <li>• No colour blindness or hearing defects.</li> <li>• Able to work shift duties (Including extended shift, weekends &amp; public holidays).</li> <li>• Proficient in spoken and written English.</li> <li>• Additional requirements for Part-Time.</li> <li>• Must be a trained security officer with a valid PLRD License.</li> </ul>	<ul style="list-style-type: none"> <li>• Manning of static/access control points.</li> <li>• Checking of passes and other documents at static/access points.</li> <li>• Screening and checking of all personnel and vehicles entering and exiting the premises.</li> <li>• Patrolling and guarding client's personnel and properties.</li> <li>• Operating metal/explosive detectors/x-ray machines at checkpoints.</li> <li>• Issuing of visitor/contractor pass in exchange for their identification cards.</li> <li>• Attending to alarm activation.</li> <li>• CCTV Monitoring.</li> <li>• Responding to incidents such as unattended bags, etc.</li> <li>• Maintaining records of all incidents.</li> <li>• Checking of boarding, staff, and valid entry passes.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days work</li> <li>• Rotational day or night shifts</li> </ul>

## COMFORT TRANSPORTATION PTE LTD

CDG Taxi as known today, is a leading taxi company in Singapore that provides affordable and fuss free Point-to-Point services – be it street hail or booking – across Singapore and Johor Bahru. / CDGE is the automotive services arm of the ComfortDelGro Group, providing comprehensive vehicle maintenance, repair, engineering solutions, and technical training to support public transport and commercial vehicle operations in Singapore.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Automotive Technician	<ul style="list-style-type: none"> <li>• Diploma or Certificate in Automotive Technology or equivalent.</li> <li>• Minimum 2 years of relevant experience in vehicle maintenance and repair, including exposure to hybrid or EV systems preferred.</li> <li>• Valid class 3 driving license.</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle Maintenance &amp; Servicing.</li> <li>• Perform routine maintenance services and general repairs on ICE, hybrid, and EV vehicles.</li> <li>• Conduct inspections and servicing of mechanical and electrical systems including brakes, suspension, steering, and transmission.</li> <li>• Replace worn or defective parts using appropriate tools and techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• Monday - Friday: 8:00am - 5:00pm</li> <li>• Saturday: 8:00am - 12:00pm</li> <li>• Sunday: REST</li> <li>• Islandwide</li> </ul>
Customer Service Officer	<ul style="list-style-type: none"> <li>• Possess good interpersonal and hearing skills.</li> <li>• Ability to work well in a team and independently.</li> <li>• Previous experience in a customer service or call centre role is preferred.</li> <li>• A positive attitude and a willingness to go the extra mile for our customers.</li> </ul>	<ul style="list-style-type: none"> <li>• Process point-to-point (P2P) bookings and handle related enquiries in a timely and accurate manner.</li> <li>• Provide real-time service recovery to affected parties when required, in accordance with established procedures.</li> <li>• Attend to and manage initial feedback from relevant stakeholders within the defined scope of operational support.</li> <li>• Support additional operational areas beyond P2P services as and when the operational scope is expanded.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 days work</li> <li>• 44 hours/week</li> <li>• 575717</li> </ul>
Driver Employee	<ul style="list-style-type: none"> <li>• Valid TDVL.</li> <li>• Singaporeans only.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver high quality P2P service at stipulated shift timing.</li> <li>• Ensure the safety and security of passengers at all times.</li> <li>• Strive for high performance through trips and fares.</li> <li>• Ensure proper maintenance, cleanliness and upkeep of the taxi.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days work</li> <li>• 42.5 hours/week</li> <li>• 575717</li> </ul>
Remote Operator	<ul style="list-style-type: none"> <li>• A valid Class 3 driving licence.</li> <li>• Minimum 3 years of driving experience.</li> <li>• Minimum 1 year of experience in operating multiple software applications simultaneously in a fast-paced or mission-critical environment.</li> <li>• Strong multi-tasking, situational awareness, and decision-making abilities under pressure.</li> <li>• Excellent verbal and written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Remotely monitor autonomous vehicle operations in real-time using specialized software, dashboards, and control interfaces.</li> <li>• Intervene remotely to assist vehicles in complex or unexpected scenarios.</li> <li>• Log incidents, anomalies, and performance metrics for continuous improvement.</li> <li>• Follow safety protocols and escalation procedures during emergencies or system failures.</li> <li>• Conduct system checks to ensure remote interfaces and monitoring tools</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days work</li> <li>• 42.5 hours/week</li> <li>• 575717</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Tech-savvy with the ability to quickly learn and operate new systems and interfaces related to autonomous vehicle technology.</li> <li>• Prior experience in remote operations, dispatch, or control room environments is a plus.</li> <li>• Willing to work rotating shifts, including weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• are functioning correctly before and during operations.</li> <li>• Communicate effectively with field teams, support staff, and engineering teams to resolve operational issues and coordinate interventions.</li> <li>• Maintain detailed records of interventions, system alerts, and operator actions for audit and analysis purposes.</li> </ul>	
Safety Operator	<ul style="list-style-type: none"> <li>• A valid class 3 licence.</li> <li>• Minimum 3 years of driving experience with a clean driving record.</li> <li>• Training or experience in defensive driving techniques, including hazard anticipation and accident prevention, is advantageous.</li> <li>• Basic understanding of vehicle systems or autonomous technology is a plus.</li> <li>• Ability to remain focused for extended periods of time.</li> <li>• Good communication and reporting skills.</li> <li>• Willingness to undergo a driving skills assessment to evaluate readiness for manual intervention during autonomous vehicle operations.</li> <li>• Willingness to work flexible hours, including shift work, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor autonomous vehicle systems during operation and report irregularities or malfunctions.</li> <li>• Maintain high levels of alertness and attention throughout each test drive to ensure safety and accurate monitoring.</li> <li>• Monitor vehicle behaviour, system alerts, and surrounding environment.</li> <li>• Take manual control of the vehicle when necessary to ensure safety.</li> <li>• Conduct pre-drive and post-drive vehicle checks.</li> <li>• Communicate with field teams and support staff to resolve operational issues.</li> <li>• Document test results, performance data, and report anomalies to the technical team.</li> <li>• Act as a first responder in case of vehicle malfunction.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days work</li> <li>• 42.5 hours/week</li> <li>• 575717</li> </ul>
Service Advisor	<ul style="list-style-type: none"> <li>• Nitec or above for Automotive Technology.</li> <li>• 2 years of customer service working experience.</li> <li>• Experience in Motorsports or automobile repair would be an added advantage.</li> <li>• Diploma/Nitec in Automotive Technology.</li> <li>• Ability to provide technical advice on performance vehicle repairs and is knowledgeable about repair</li> </ul>	<ul style="list-style-type: none"> <li>• Work with technicians to complete all requests from customers for modification, repair, and maintenance job.</li> <li>• Promote professional and appropriate repair recommendations packages to customers on necessary or additional jobs.</li> <li>• Administer all documentation pertaining to costing, claims, and vehicle history files.</li> <li>• Work with technicians to assist customers in checking in their vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• Monday - Friday: 8:00am - 5:00pm</li> <li>• Saturday: 8:00am - 12:00pm</li> <li>• Sunday: REST</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>estimates would be an added advantage.</li> <li>Class 3 driving license.</li> </ul>	<ul style="list-style-type: none"> <li>Promote customers relation and ensure customers satisfaction on all jobs or enquiries.</li> <li>Attend to phone calls from customers.</li> <li>Any other duty assigned by supervisor from time-to-time.</li> </ul>	

## DRAGNET SMARTECH SECURITY PTE LTD

Dragnet Smartech Security Pte Ltd is a reputable, homegrown security and investigations firm in Singapore, established in 1993. They provide smart-tech solutions, physical manpower, and security system integration for residential, commercial, and industrial clients.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
CCTV/Security Systems Technician	<ul style="list-style-type: none"> <li>Knowledge of IP CCTV Systems, Access Control Systems, and Remote Sensor Systems.</li> <li>Ability to install, terminate, and troubleshoot Ethernet and coaxial cabling.</li> <li>Basic electrical wiring knowledge and ability to read single-line diagrams.</li> <li>Experience in installing and configuring Ethernet-based network equipment and systems.</li> <li>Familiarity with Microsoft Office applications and PC hardware.</li> <li>Ability to operate hand power tools and CCTV diagnostic tools.</li> <li>Strong communication and interpersonal skills.</li> <li>Good written and spoken English.</li> <li>Team player with the ability to work effectively with colleagues, clients, and subcontractors.</li> <li>Ability to work independently and solve technical issues efficiently.</li> <li>Willingness to work ad-hoc hours when required for project implementation and support.</li> <li>Ability to support duty phone operations and respond to</li> </ul>	<ul style="list-style-type: none"> <li>CCTV / Security Systems Technician is responsible for the installation, configuration, maintenance, troubleshooting, and support of CCTV, Access Control, IoT, and Security Automation Systems.</li> <li>The role involves working closely with clients, subcontractors, and internal teams to implement security technology projects and ensure the smooth operation of security systems.</li> <li>The technician will also support emerging technologies such as Video Analytics, Robotics Systems, and Visitor Management Systems.</li> </ul>	<ul style="list-style-type: none"> <li>5 days work</li> <li>9am to 6pm</li> <li>408868</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>technical issues outside normal working hours.</p> <ul style="list-style-type: none"> <li>• Interest in learning and adapting to new security technologies and automation solutions.</li> </ul>		
<p>Systems Tech Engineer</p>	<ul style="list-style-type: none"> <li>• Strong understanding of IP Networking, including WAN and LAN environments.</li> <li>• Experience in managing and delivering technical projects for both internal and client-based implementations.</li> <li>• Knowledge of CCTV, Access Control Systems, Security Automation, and Video Analytics solutions.</li> <li>• Experience with Linux and Windows Operating Systems, including installation, configuration, and maintenance.</li> <li>• Ability to install and configure Ethernet-based network equipment and systems.</li> <li>• Knowledge of NAS systems, Office 365 administration, Outlook administration, and PC hardware support.</li> <li>• Proficiency in Microsoft Office applications, particularly Excel and PowerPoint.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Ability to communicate effectively with clients, vendors, and internal stakeholders.</li> <li>• Good written and spoken English.</li> <li>• Strong analytical and problem-solving abilities.</li> <li>• Team player with leadership and coordination capabilities.</li> <li>• Ability to work beyond regular office hours when required to support projects and operational needs.</li> <li>• Willingness to provide duty phone support and technical assistance.</li> </ul>	<ul style="list-style-type: none"> <li>• System Engineer is responsible for the planning, implementation, management, and support of IP-based security and network infrastructure systems.</li> <li>• This role oversees CCTV, Access Control, Security Automation, Video Analytics, IoT, and other technology projects while working closely with clients, management, and technical teams to ensure successful project delivery and operational excellence.</li> <li>• The position also provides technical leadership in troubleshooting, system integration, and evaluating emerging security technologies.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days work</li> <li>• 9am to 6pm</li> <li>• 408868</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Keen interest in emerging security technologies and innovation.</li> </ul>		

## EXCELTEC PROPERTY MANAGEMENT PTE LTD

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Administrative Assistant/Officer (MCST)	<ul style="list-style-type: none"> <li>"N" &amp; "O" Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field.</li> <li>Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage.</li> <li>Minimum one (1) year experience in property management, particularly in strata-living contexts.</li> <li>Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>Basic competency in Microsoft Office Suite. Familiarity with property management software is a plus. Suite. Familiarity with property management software is a plus.</li> </ul>	<ul style="list-style-type: none"> <li>The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team.</li> <li>This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders.</li> <li>The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days work</li> <li>9am - 6pm, 9am - 1pm</li> <li>609601</li> </ul>
Building Technician	<ul style="list-style-type: none"> <li>'N'/'O'/ITE/Higher NITEC, or Experience in Building Technician.</li> <li>1 - 2-year experience in air-con system</li> </ul>	<ul style="list-style-type: none"> <li>To perform general maintenance duties, including servicing of equipment listed in Annex B, performing meter readings, providing audio-visual support when necessary, and tracking the inventory of lightings and accessories.</li> <li>To perform minor repairs and handyman tasks, which include changing light fittings, electrical troubleshooting, etc., as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days work</li> <li>9am - 6pm, 9am - 1pm</li> <li>609601</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• To undertake minor carpentry work, touch up walls, ceilings and other surfaces.</li> <li>• To conduct technical troubleshooting and fault diagnosis if required.</li> <li>• To escort, supervise and execute maintenance schedules, including coordination between users and vendors to perform reactive or preventive maintenance (e.g., air conditioning servicing, cleaning, pest control, horticulture work, etc.) to ensure proper conduct of the services.</li> <li>• To conduct daily inspections of the facilities in compliance with workplace safety regulations.</li> <li>• To respond and attend to any urgent or ad-hoc requests or faults when required, and to record the work done accordingly.</li> <li>• To assist in setting up meeting rooms as and when required.</li> <li>• To perform any other duties within the domain of technical services as assigned by the client from time to time.</li> </ul>	
Cleaning Crew	<ul style="list-style-type: none"> <li>• No formal qualification, required.</li> </ul>	<ul style="list-style-type: none"> <li>• General cleaning duties. Vacuuming, sweeping, and mopping floors of various types.</li> <li>• Dusting ceilings, light fittings, countertops, and loose furniture.</li> <li>• Scrubbing and sanitizing toilets, sinks and fixtures.</li> <li>• Emptying waste bins.</li> <li>• Washing and drying windows.</li> </ul>	<ul style="list-style-type: none"> <li>• 5- 6 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>
Cleaning Supervisor	<ul style="list-style-type: none"> <li>• 2-year experience in relevant industry will have an added advantage.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Team player, able to work independently with minimal supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Check equipment condition.</li> <li>• Monitor the Service team.</li> <li>• Coordinate and liaise with clients at work site.</li> <li>• Facilitate effective communication and engagement at the workplace.</li> <li>• Handle complaints and feedback from clients.</li> <li>• Handle reassignment of tasks when needed.</li> <li>• Identify training needs for all soft-skill staff.</li> <li>• Inspect work done daily.</li> <li>• Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specific cations.</li> <li>• Monitor cleaning material stock level and re-order materials, if required.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Provide help and guidance to immediate reports.</li> <li>• Submit report, if required.</li> <li>• Any other ad hoc duties as and when required.</li> </ul>	
Condominium / Building / Complex Manager (MCST)	<ul style="list-style-type: none"> <li>• Diploma/Degree in real estate management, business administration, or a related field.</li> <li>• Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience in property management, particularly in strata-living contexts.</li> <li>• Minimum five (5) years of experience.</li> <li>• Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>• Competence in property management software and office applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained.</li> <li>• Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency.</li> <li>• Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community.</li> <li>• Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping.</li> <li>• Ensure the building operations comply with local laws and regulations, including safety standards and building codes.</li> <li>• Develop and implement emergency procedures and promptly manage and respond to emergencies.</li> <li>• Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings.</li> <li>• Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>
Facilities Officer (IFM)	<ul style="list-style-type: none"> <li>• Min Nitec in Electrical/Mechanical Engineering with 1 years experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a team to manage daily works.</li> <li>• Involve in inspection of horticultural works, upgrading building projects and building maintenance issues.</li> <li>• Liaising with contractors and attending to improvement works and feedback from the customers.</li> <li>• In addition, you are required participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers.</li> <li>• Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulation.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Plan and schedule preventive maintenance and identify improvement works.</li> <li>• Supervise the contractor's works.</li> <li>• Update maintenance records and stock inventory in the system.</li> <li>• Attend to tenants' requests, feedback and complaints.</li> <li>• Monitor tenancy fit out and building improvement works.</li> <li>• Response/Operate the fire alarm system</li> <li>• Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations.</li> <li>• Any other duties as assigned.</li> </ul>	
Facility Executive	<ul style="list-style-type: none"> <li>• Minimum Diploma in Building or Facilities disciplines from a recognised tertiary establishment (with M&amp;E background is preferred).</li> <li>• At least three (3) years of relevant working experience.</li> <li>• Able to commit to staggering shift work (44 hours per week).</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise workers on maintenance matters, service facilities, conservancy work and others.</li> <li>• Manage the day-to-day permit to work system.</li> <li>• Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting.</li> <li>• Provide technical support and attendance where necessary and act as an authorised person.</li> <li>• Manage and act as the co-ordination point between the Main Contractor and the client.</li> <li>• Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner.</li> <li>• Co-ordinate, manage and monitor all corrective and preventive maintenance programmes.</li> <li>• Attend to complaints and feedback from tenants.</li> <li>• Investigate and report tenancy infringements by tenants.</li> <li>• Assist in all surveys required by the client.</li> <li>• Attend to any other matter as assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>
Property Executive (MCST)	<ul style="list-style-type: none"> <li>• Diploma/WSQ Diploma in real estate management, business administration, or a related field.</li> <li>• Relevant certifications from institutions like SISV, BCA, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title.</li> <li>• These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Experience in property management, particularly in strata-living contexts.</li> <li>• Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>• Competence in property management software and office applications.</li> </ul>	<p>working environments for all residents and owners.</p> <ul style="list-style-type: none"> <li>• Overseeing, developing, and implementing property management strategies to enhance asset value.</li> <li>• Leading the property management team, including Property Officers and other staff, in day-to-day operations.</li> <li>• Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers.</li> <li>• Managing budgets, financial planning, and reporting for the property.</li> <li>• Overseeing the negotiation and management of contracts with external vendors.</li> <li>• Ensuring all property operations comply with local regulations and standards and managing risks associated with property management.</li> <li>• Ad hoc duties may be required on an as-needed basis.</li> </ul>	
Property Executive (Tenancy)	<ul style="list-style-type: none"> <li>• Diploma in Real Estate, Facilities Management, or related discipline.</li> <li>• 2–3 years of relevant experience in tenancy or property management.</li> <li>• Good communication and coordination skills.</li> <li>• Proficient in Microsoft Office and property management systems.</li> <li>• A team player with strong attention to detail.</li> <li>• Competitive salary and performance incentives.</li> <li>• Opportunities for growth within a structured and supportive team.</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a proactive and service oriented.</li> <li>• Property Executive to support tenancy-related matters within our Integrated Facilities Management (IFM) operations.</li> <li>• You will be responsible for managing day-to-day tenancy matters, ensuring smooth coordination between tenants, contractors, and stakeholders, and maintaining high service standards throughout the lease period.</li> <li>• Assist in the processing and documentation of tenancy applications, renewals, and terminations.</li> <li>• Coordinate fit-out, reinstatement, and inspection activities in accordance with guidelines.</li> <li>• Liaise with tenants to address feedback and ensure compliance with lease terms.</li> <li>• Conduct regular site inspections and follow up on tenancy-related issues.</li> <li>• Support tenancy reporting and documentation for client submission.</li> <li>• Work closely with internal teams to ensure seamless service delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>
Property Officer (MCST)	<ul style="list-style-type: none"> <li>• Diploma/WSQ Diploma in real estate management, business administration, or a related field.</li> </ul>	<ul style="list-style-type: none"> <li>• The Property Officer's focus is on ensuring the smooth operation of the property, improving resident</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience in property management, particularly in strata-living contexts.</li> <li>• Familiarity with regulations governing MCSTs, e.g. BMSMA.</li> <li>• Competence in property management software and office applications.</li> </ul>	<p>satisfaction, and maintaining property value.</p> <ul style="list-style-type: none"> <li>• These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environments for all residents and owners.</li> <li>• Ensuring regular maintenance and repair of communal facilities.</li> <li>• Assisting in budget preparation, managing expenditures, and overseeing service charge collections.</li> <li>• Ensuring the property complies with local building codes, safety regulations, and environmental laws.</li> <li>• Acting as a liaison between the Management Corporation, residents, and other stakeholders.</li> <li>• Negotiating and managing contracts with various service providers.</li> <li>• Maintaining accurate records of all management activities, including financial transactions and maintenance logs.</li> <li>• Coordinating with emergency services and implementing procedures during emergencies.</li> <li>• Ad hoc duties may be required on an as-needed basis.</li> </ul>	
Supervisor/Senior Supervisor (M&E)	<ul style="list-style-type: none"> <li>• Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent.</li> <li>• Minimum 3 years of related experience. General competency in the use of computer. Capable of English writing and reporting.</li> <li>• General competency in the use of computer.</li> <li>• Capable of English writing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform preventive and corrective maintenance works according to quality standards and procedures.</li> <li>• Conduct technical investigations in response to fault calls.</li> <li>• Provide summary reports on preventive and corrective maintenance works.</li> <li>• Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices.</li> <li>• Report accidents, near misses and incidents in accordance with WSH reporting practices.</li> <li>• Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements.</li> <li>• Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Team Manager (MCST)</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Property Management, Real Estate, Business Administration, or related field.</li> <li>• Relevant certifications from institutions like SISV, BCA, or equivalent.</li> <li>• Experience in property management, particularly in strata-living contexts.</li> <li>• Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role.</li> <li>• Proficiency in property management software and office productivity tools.</li> </ul>	<p>the latest smart facilities management trends or technologies.</p> <ul style="list-style-type: none"> <li>• The Property/Team Manager (HQ)   Senior Manager   Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health.</li> <li>• This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction.</li> <li>• Lead and develop a high-performing property management team, setting clear objectives that align with business goals.</li> <li>• Foster a collaborative environment that encourages innovation and efficiency.</li> <li>• Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts.</li> <li>• Drive initiatives that enhance property functionality and resident satisfaction.</li> <li>• Develop and rigorously manage the property's budget, optimising costs, and maximising financial performance.</li> <li>• Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals.</li> <li>• Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention.</li> <li>• Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management.</li> <li>• Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities.</li> <li>• Maintain readiness for audits and ensure compliance with all documentation practices.</li> <li>• Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency.</li> <li>• Lead sustainability initiatives to position the property as eco-friendly and cost-efficient.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings.</li> <li>• Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> <li>• Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.</li> </ul>	
Technician/Senior Technician (Electrical/M&E)	<ul style="list-style-type: none"> <li>• Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent.</li> <li>• Min 2-3 years of related experience.</li> <li>• General competency in the use of computer; and Capable in English writing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform preventive and corrective maintenance works according to quality standards and procedures.</li> <li>• Conduct technical investigations in response to fault calls.</li> <li>• Provide summary reports on preventive and corrective maintenance works.</li> <li>• Comply with regulatory and organisational Workplace Safety and Health (WSH) policies.</li> <li>• Ensure compliance with Quality and Environmental Sustainability regulatory and organisational requirements.</li> <li>• Engage in continuous improvement initiatives to improve time, cost and quality management.</li> <li>• Support the use of the latest smart facilities management trends or technologies.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days work</li> <li>• 9am - 6pm, 9am - 1pm</li> <li>• 609601</li> </ul>

## GRAB

Grab is a leading superapp in Southeast Asia, operating across the deliveries, mobility, and digital financial services sectors. Serving over 900 cities in eight Southeast Asian countries — Cambodia, Indonesia, Malaysia, Myanmar, the Philippines, Singapore, Thailand, and Vietnam — Grab enables millions of people every day to order food or groceries, send packages, hail a ride or taxi, pay for online purchases, or access services such as lending and insurance, all through a single app. Having commenced public operations for the Ai.R (Autonomously Intelligent Ride) service in Punggol, Singapore's first autonomous passenger service ever deployed within a residential estate, we invite interested and passionate individuals to join us in driving the future of mobility.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Autonomous Safety Operator	<ul style="list-style-type: none"> <li>• Possession of a valid Singapore Class 3/4 driving license with a clean record (no major violations in the past 3 years).</li> <li>• Possession of a valid Taxi Driver Vocational License / Private - Hire Driver Vocational License (TDVL/PDVL).</li> <li>• A minimum of 2 years of driving experience.</li> <li>• Demonstrated technological proficiency: Comfortable with tablets, diagnostic tools, and fundamental software interfaces.</li> <li>• Fluent in English (spoken and written); additional languages (Mandarin, Malay, Tamil) are advantageous for passenger interaction.</li> <li>• Meticulous attention to detail.</li> <li>• A strong commitment to safety.</li> <li>• Certification in defensive driving or safety training (e.g., GrabAcademy Driver Safety Training / WSQ Advanced Certificate in Workplace Safety).</li> <li>• Rotating 5-Day Work week schedules (early mornings/late nights) to cover peak demand and testing windows.</li> </ul>	<ul style="list-style-type: none"> <li>• The Autonomous Vehicle (AV) Operator / Safety Operator is responsible for the safe testing, deployment, and oversight of autonomous vehicles within Singapore's urban landscape.</li> <li>• This position necessitates a combination of driving proficiency, technical diagnostic skills, and effective passenger engagement to facilitate the company's AV services, all while strictly complying with Land Transport Authority (LTA) regulations.</li> <li>• Operate autonomous vehicles in manual and autonomous modes, intervening when necessary to ensure passenger and road safety.</li> <li>• Monitor AV system performance (e.g., perception, path planning) via in-vehicle interfaces and report anomalies (e.g., sensor failures, erratic behaviour).</li> <li>• Conduct pre/post-trip inspections (e.g., tire pressure, software updates) and log maintenance issues.</li> <li>• Follow emergency protocols for accidents, system malfunctions, or passenger incidents (e.g., medical emergencies).</li> <li>• Execute predefined test routes to validate AV performance in specific scenarios (e.g., heavy rain, dense traffic, gantries).</li> <li>• Document edge cases (e.g., jaywalking pedestrians, construction zones) and provide detailed feedback to engineering teams.</li> <li>• Annotate and upload data (video, sensor logs) to approved cloud platforms for AI training.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days work</li> <li>• Rotating shifts</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Sitting for extended periods, occasional lifting of equipment (up to 20kg).</li> <li>• 80% on-road (Singapore urban/rural routes), 20% depot-based (briefings, vehicle prep).</li> <li>• We believe in empowering our team members with the knowledge and skills they need to succeed.</li> <li>• Gain in-depth understanding of the complex hardware and software that powers our autonomous vehicles, including sensors, perception systems, and control algorithms.</li> <li>• Master rigorous safety procedures and emergency response plans to ensure the well-being of passengers and the public.</li> <li>• Your role will be critical in upholding the highest safety standards in an innovative and evolving environment.</li> <li>• Learn best practices for interacting with passengers, providing exceptional service, and ensuring a seamless and comfortable ride experience in an autonomous setting.</li> <li>• We are committed to fostering professional development and offer clear pathways to exciting career advancement opportunities.</li> <li>• Oversee and support our autonomous fleet from a central command center, ensuring smooth operations and swift responses to any anomalies.</li> </ul>	<ul style="list-style-type: none"> <li>• Educate passengers on AV technology, safety features, and ride protocols (e.g., seatbelt use, emergency button).</li> <li>• Act as a brand ambassador, addressing passenger concerns and ensuring a positive user experience in accordance with Grab's service standards and Code of Conduct.</li> <li>• Engage with authorities/pedestrians to explain AV operations.</li> <li>• Adhere to LTA's AV regulatory framework, including licensing, geofencing, and data-sharing requirements.</li> <li>• Complete daily safety reports detailing incidents, near-misses, or software bugs via company platforms.</li> <li>• Participate in audits with regulators or internal safety teams.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Take on responsibility for the strategic deployment, maintenance, and optimization of our growing autonomous vehicle fleet.</li> <li>• Become a subject matter expert and help onboard and train new team members, sharing your valuable knowledge and contributing to the continued growth of our AV operations.</li> </ul>		

## SBS TRANSIT LTD

SBS Transit is a leading bus and rail operator in Singapore. Every day, we carry millions of passengers on our extensive bus and rail network. But we believe in not just being a people mover - we believe in the journey, and not just the destination. This is why we have invested extensively in technology and training, constantly looking to upgrade not just our operations but our people as well.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bus Captain	<ul style="list-style-type: none"> <li>• Possess a valid Class 3A/3/4 driving license, with minimum 1 year driving experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a safe and pleasant journey for passengers.</li> <li>• Ensure revenue collection.</li> <li>• Ensure proper care of bus.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating Shift</li> <li>• Islandwide</li> </ul>
Logistic Personnel (Driver)	<ul style="list-style-type: none"> <li>• Preferably 1 - 2 years in a similar industry.</li> <li>• Preferably Class 4 License.</li> <li>• Able to perform physical work.</li> <li>• Willing to learn, meticulous and hardworking.</li> </ul>	<ul style="list-style-type: none"> <li>• Inspect and check all parts issued to workshops.</li> <li>• Maintain proper housekeeping at all times.</li> <li>• To collect all, Inter Depot Transfer from workshops and deliver to requestor.</li> <li>• To maintain company vehicle and drive within vehicle speed limit.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating Shift</li> <li>• Islandwide</li> </ul>
Service Controller	<ul style="list-style-type: none"> <li>• Relevant working experience in Operations is an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with our specialist team on the Common Fleet Management System (CFMS).</li> <li>• Monitor bus service performance in a real-time environment and take the necessary actions to minimise service delays, using online resources and support systems.</li> <li>• Resolve emergencies and restore service disruptions to ensure service reliability of our buses on the roads.</li> <li>• Support the team in achieving optimal deployment of buses and Bus Captains.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating Shift</li> <li>• Islandwide</li> </ul>

## SH COGENT LOGISTICS PTE LTD

Third Party Logistics Company Trading Providing Transportation and Warehousing Services

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Prime Mover Driver	<ul style="list-style-type: none"> <li>• Class 4 license.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform container and loose cargoes trucking.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• Mon – Fri: 8.30am to 5.30pm, Sat: 8.30am to 12.30pm</li> <li>• 627545</li> </ul>
Traffic Controller	<ul style="list-style-type: none"> <li>• Competent in using system.</li> <li>• Supervisory experience.</li> <li>• Able to give instructions to prime mover driver.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage trucking activities to fulfil customers' delivery requirement.</li> <li>• Provide real-time updated on job progress into system.</li> <li>• Monitor truck and delivery status to optimize resources.</li> <li>• Deploy prime mover drivers to perform trucking job.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• Mon – Fri: 8.30am to 5.30pm, Sat: 8.30am to 12.30pm</li> <li>• 627545</li> </ul>
Warehouse Assistant	<ul style="list-style-type: none"> <li>• Physically fit to handle movements of heavy loads (up to 25kg) and carton boxes.</li> <li>• Organised and team player.</li> <li>• Able to commit to rotating shift hours, including public holidays and weekends.</li> </ul>	<ul style="list-style-type: none"> <li>• Operate forklift to receive and put-away cargoes.</li> <li>• Stuffing &amp; unstuffing of containers</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• Mon – Fri: 8.30am to 5.30pm, Sat: 8.30am to 12.30pm</li> <li>• 627545</li> </ul>

## SATS

Headquartered in Singapore, SATS Ltd. is one of the world's largest providers of air cargo handling services and Asia's leading airline caterer. SATS Gateway Services provides airfreight and ground handling services including passenger services, ramp and baggage handling, aviation security services, aircraft cleaning and aviation laundry. SATS Food Solutions serves airlines and institutions, and operates central kitchens with large-scale food production and distribution capabilities for a wide range of cuisines. SATS is present in the Asia-Pacific, the Americas, Europe, the Middle East and Africa, powering an interconnected world of trade, travel and taste. Following the acquisition of Worldwide Flight Services (WFS) in 2023, the combined SATS and WFS network operates over 225 stations in 27 countries. These cover trade routes responsible for more than 50% of global air cargo volume. SATS has been listed on the Singapore Exchange since May 2000. For more information, please visit [www.sats.com.sg](http://www.sats.com.sg)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Air Hub Specialist - AIC	<ul style="list-style-type: none"> <li>• Minimum secondary education.</li> <li>• Able to read, write and communicate in English.</li> <li>• A valid class 3/D driving license.</li> <li>• Able to work in a team and independently in a fast-paced environment.</li> </ul>	<ul style="list-style-type: none"> <li>• You will operate heavy equipment and lead a team of staff to uplift and/or offload airline items to and from the aircraft as per our airlines' requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 3 Rotating Shift</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Comfortable with shift work.</li> <li>• Physical fit and able to climb stairs.</li> <li>• Able to carry heavy loads up to 25kg.</li> </ul>		
Air Hub Specialist – Baggage	<ul style="list-style-type: none"> <li>• Possess 4 GCE ‘N’ level credits / 3 GCE ‘O’ level passes or equivalent.</li> <li>• A valid Class 3 driving license.</li> </ul>	<ul style="list-style-type: none"> <li>• As a Baggage Lead, you are required to drive, load baggage and will be responsible for dispatch of baggage to respective flights.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 3 Rotating Shift</li> <li>• 819659</li> </ul>
Air Hub Specialist – Ramp	<ul style="list-style-type: none"> <li>• Minimum secondary education.</li> <li>• Able to read, write and communicate in English.</li> <li>• A valid class 3/D driving license.</li> <li>• Comfortable performing duties outdoors and on rotating shifts.</li> <li>• Physically fit (i.e.. walk long distances and comfortable with climbing up equipment steps).</li> </ul>	<ul style="list-style-type: none"> <li>• Operates and conducts pre-flight checks on ground support equipment including JCPLs, sky loaders, tractors, and transporters.</li> <li>• Positions and operates the aerobridge or passenger steps safely according to airline and safety requirements.</li> <li>• Assists in the loading and unloading of baggage, cargo, and mail, ensuring all loads are properly secured and verified against documentation.</li> <li>• Inspects cargo, ULDs, and compartments for any damages or leakages, and reports irregularities to the Ramp Loading Officer (RLO).</li> <li>• Ensures safe and proper use of equipment during aircraft handling operations.</li> <li>• Returns all equipment to designated parking areas and reports any defects or incidents promptly.</li> <li>• Supports the Ramp Loading Officer (RLO) and team in ensuring safe, efficient operations and achieving on-time performance (OTP).</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 3 Rotating Shift</li> <li>• 819659</li> </ul>
Air Hub Specialist – Tech Ramp	<ul style="list-style-type: none"> <li>• Minimum secondary education.</li> <li>• Able to read, write and communicate in English.</li> <li>• A valid class 3/D driving license.</li> <li>• Comfortable with shift work.</li> </ul>	<ul style="list-style-type: none"> <li>• You will operate equipment and perform the following function:</li> <li>• ADGS/Marshalling/Headset Functions</li> <li>• Potable Water/Lavatory Services</li> <li>• Operate Full Ground Support Equipment (GPU, ASU, ACU)</li> <li>• Tail Stanchion</li> <li>• Pushback/Towing Services</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 3 Rotating Shift</li> <li>• 819659</li> </ul>

## YCH DISTRI PARK PTE LTD

YCH is Singapore's largest home-grown supply chain solutions company and leading regional supply chain management partner to many of the world's leading brands across Asia Pacific. We would like you to join us on this journey to learn and contribute to the supply-chain growth!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Logistics Assistant (Non-Forklift/with Forklift)	<ul style="list-style-type: none"> <li>At least 1 year of working experience in the relevant working fields.</li> <li>Candidates must possess forklift / driving license (Class 4).</li> <li>Candidate possesses minimal computer knowledge and operating scanning equipment.</li> <li>Positive customer service skills with an ability to communicate eloquently and effectively.</li> <li>Able to multitask and work well in a fast-paced environment.</li> <li>Able to commit for overtime when needed.</li> <li>Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>Be responsible to support day-to-day operations in warehouse by performing pick &amp; pack, kitting, receiving &amp; shipping operations according to internal and external customer requirements including returns.</li> <li>To ensure all inventory transaction are completed within the timeline and maintain stock accuracy.</li> <li>To perform any online tasks (i.e. loading of boxes, accessory insertion, bar-code scanning) required for final shipment of cargo, if any.</li> <li>To ensure filing of documents is completed on time and accurately.</li> <li>To conduct inventory count and assist to verify stock discrepancies.</li> <li>Operating of warehouse equipment such as forklift, reach truck and stacker and ensure the equipment is well maintained at all times.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>Mon - Fri, 8am - 5.30pm, Alt. Sat 8am - 12pm</li> <li>648166</li> </ul>
Logistics Officer	<ul style="list-style-type: none"> <li>At least 3 years of working experience in the relevant working fields.</li> <li>Proficient with computer function, Microsoft Office, email, warehouse management system and operating scanning equipment.</li> <li>Meticulous, detail-oriented, organized, and able to prioritize tasks.</li> <li>Ability to work independent with minimum supervision, multitask and work well in a fast paced environment.</li> <li>Positive customer service skills with an ability to communicate eloquently and effectively.</li> <li>Able to commit for overtime when needed.</li> <li>Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>To support day-to-day operations in warehouse, monitor and coordinate deliveries and shipment. To support day-to-day operations in warehouse, monitor and coordinate deliveries and shipment.</li> <li>To prepare all shipping document for import and export shipment.</li> <li>To perform the role of contact point with internal and external stakeholder on shipment arrangement.</li> <li>To assist on customers / suppliers' inquiries via phone call or email.</li> <li>To ensure all inventory transactions are completed within the timeline and maintain stock accuracy.</li> <li>To upkeep and file related documentations on time and accurately. (E.g. delivery orders, shipping documents and inventory records etc).</li> <li>To plan and conduct periodic Stock Quantity Cycle Count in accordance with company policy &amp; procedures.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days</li> <li>Mon - Fri, 8am - 5.30pm, Alt. Sat 8am - 12pm</li> <li>648166</li> </ul>

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		<ul style="list-style-type: none"> <li>• To prepare and submit regular reports on warehouse utilization, inventory, stock movement and general matters for management review.</li> <li>• To ensure storage and office areas are well-maintained.</li> <li>• To perform other job-related functions as and when necessary, as directed by Superior.</li> </ul>	
Lorry Driver	<ul style="list-style-type: none"> <li>• Candidates must possess at least 1 year of relevant working experiences and with valid class 3/4/5 driving license.</li> <li>• Candidates must have clean driving records.</li> <li>• Candidates must be good in communicate skills during customers' queries and verify delivery forms.</li> <li>• Candidates must be able to work independently with minimum supervision and able to work under pressure.</li> <li>• Candidate experience with goods handling preferred.</li> <li>• Experience with GPS navigation and mapping.</li> <li>• Ability to drive long distances while maintaining focus.</li> <li>• Self-motivated and able to work without supervision.</li> <li>• Candidates must remain pro-active and a team player.</li> <li>• Able to commit for overtime when needed.</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible in the timely collection and distribution of goods and shipments.</li> <li>• To assist in the loading and unloading of goods and shipments from truck.</li> <li>• To unpack cargos and dispose of irrelevant goods.</li> <li>• To assist on installation of goods and shipments when reach customer location.</li> <li>• To verify and collect delivery note and invoices.</li> <li>• To attend to customers' queries onsite.</li> <li>• To help maintain the cleanliness of the truck.</li> <li>• To perform other ad-hoc duties as per assigned by Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• Mon - Fri, 8am - 5.30pm, Alt. Sat 8am - 12pm</li> <li>• 648166</li> </ul>
Prime Mover Driver	<ul style="list-style-type: none"> <li>• Candidates possess at least secondary education level.</li> <li>• Candidates must possess at least 1 year of relevant working experiences and with driving license.</li> <li>• Candidates must be able to lift heavy objects.</li> <li>• Candidates must be able to understand and</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible in the timely collection and distribution of goods and shipments.</li> <li>• To assist in the loading and unloading of goods and shipments from truck.</li> <li>• To unpack cargos and dispose of irrelevant goods.</li> <li>• To assist on installation of goods and shipments when reach customer location.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• Mon - Fri, 8am - 5.30pm, Alt. Sat 8am - 12pm</li> <li>• 648166</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>communicate in basic English to address customers' queries and verify delivery forms.</p> <ul style="list-style-type: none"> <li>• Candidates must be able to work independently with minimum supervision and able to work under pressure.</li> <li>• Candidates must remain pro-active and a team player.</li> <li>• Able to commit for overtime when needed.</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>• To verify and collect delivery note and invoices.</li> <li>• To attend to customers' queries onsite.</li> <li>• To help maintain the cleanliness of the truck.</li> <li>• To perform other ad-hoc duties as per assigned by Supervisor.</li> </ul>	

## **Job Interview Tips**

Preparing for a job interview can be a challenging task and it takes effort to ace your next interview.

Here are 8 useful interview tips to face your interviewer with confidence:

1. Match your skills
2. Do your research
3. Prepare your documents
4. Practice your responses to interview questions
5. Be presentable
6. Check your appearance and leave home early
7. Be confident
8. Thank the interviewer for their time

For more career advisory and job search tips, please visit our webpage at <https://e2i.com.sg/blog/career-guidance/>.

## Meet an e2i Career Coach

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

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



Meet an e2i Career Coach  
e2i.com.sg/app

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

#### Operating Hours

Mondays: 2:30pm – 5:00pm  
Tuesdays- Fridays: 9.00am to 5.00pm  
Saturdays: 9.00am – 1.00pm

#### e2i West

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

#### Operating Hours

Mondays: 2:30pm – 5:00pm  
Tuesdays- Fridays: 9.00am to 5.00pm  
Saturdays: 9.00am – 1.00pm

#### e2i Central

One Marina Boulevard  
1 Marina Boulevard  
#B1-03  
Singapore 018989  
Nearest MRT: Raffles Place, Downtown

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

#### e2i East

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

#### e2i North

ServiceSG Centre Woodlands  
900 South Woodlands Drive  
#03-01A Woodlands Civic Centre  
Singapore 730900  
Nearest MRT: Woodlands

#### Operating Hours

Mondays: 2:30pm – 5:00pm  
Tuesdays- Fridays: 9.00am to 5.00pm  
Saturdays: 9.00am – 1.00pm

#### Operating Hours

Mondays to Fridays: 9:00am – 5:00pm  
Saturdays: 9.00am – 1.00pm

## NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies.

- Subscribe to PMET Jobs-Alert (e.g. Analysts, Engineers, Executives, Technicians, etc.)

<https://e2i.com.sg/JSCTelegram/PMET>



- Subscribe to Non-PMET Jobs-Alert (e.g. Temporary, part-time jobs, operators, packer roles)

<https://e2i.com.sg/JSCTelegram/Non-PMET>



## Upcoming Events

Get updated to the latest job opportunities (community or industry job fairs, etc.) or training workshops.

For latest updates and registration for events, visit the following link.  
<https://e2i.com.sg/events>

