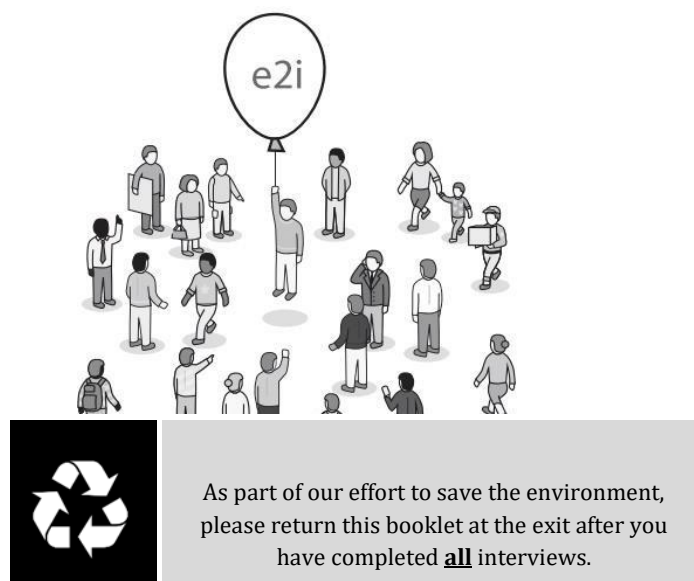


**[Jobs Connect by Jalan Besar GRC]
e2i Skills and Career Fair @
Kolam Ayer CC
[22 Oct 2024]**

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

e2i is an 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 Charterhouse Resources Pte Ltd

Our Singapore office, Charterhouse group's first in Asia, quickly followed by the Hong Kong office a year later, helped establish our presence in Southeast Asia. Our offices in the Central Business District of these major cities, proved to be the ideal environment to grow our Asian footprint. Blending global expertise with an international network of offices, we offer a truly consultative and value-added recruitment service. Feedback from both our clients and candidates has been immensely positive – a benchmark of excellence not only within an extremely competitive industry, but also one that is measured against our rigorous standards.

Charterhouse Singapore, Hong Kong and CH Talent Resources collectively form the Charterhouse Asia Group. Guided by our core values, we strive to be a one-stop solutions that lead you to greater growth and success.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Warehouse Assistant (Cash Packer)	<ul style="list-style-type: none"> Physically fit to handle the load 	<ul style="list-style-type: none"> Verify bulk cash Pick and pack the item into a cash cassette Reconcile cash Pick and pack the item into cash cassette 	<ul style="list-style-type: none"> 5 working days Employment Type: Full Time Job Type: Permanent
Security Officer (Airport)	<ul style="list-style-type: none"> Valid PLRD Security license (Must be licensed as a Security Officer (SO) and are already in possession of valid SO ID cards) 	<ul style="list-style-type: none"> Perform CCTV and Control Room monitoring duties. Undertake screening of baggage and personnel. Perform X-ray screening and access controls. Perform guarding and patrolling of installations. Any other duties as assigned. 	<ul style="list-style-type: none"> 6 working days Employment Type: Full Time Job Type: Permanent
Warehouse Assistant / Forklift Driver	<ul style="list-style-type: none"> Physically fit to handle the load 	<ul style="list-style-type: none"> Operating forklifts and other heavy machinery if required. Picking, packing, sorting. Stack and organize inventory in warehouses or storage areas. 	<ul style="list-style-type: none"> 5 working days Employment Type: Full Time Job Type: Permanent
Airport Passenger Service (Shift Work)	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Oversee and lead a team in managing daily operations, making final decisions on matters of importance to ensure positive passenger experience and satisfaction. Guide, develop, motivate, and mentor both new and existing staff, maintaining the highest service, grooming, and discipline standards. Ensure compliance with safety, security, and standard operating procedures of the 	<ul style="list-style-type: none"> 5 working days Employment Type: Full Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>company, airlines, and airport authorities.</p> <ul style="list-style-type: none"> • Additionally, assist the Duty Manager in daily deployment based on agreed service standards with the airlines and airport authorities. 	
Kitchen Crew	<ul style="list-style-type: none"> • Comfortable to fast-paced kitchen 	<ul style="list-style-type: none"> • Preparing ingredients in kitchen. Assist in ensure cleanliness in kitchen. Assist with simple cooking in kitchen such as frying and deep fry. 	<ul style="list-style-type: none"> • 5 working days • Employment Type: Full Time • Job Type: Permanent
Restaurant Management Trainee	<ul style="list-style-type: none"> • Comfortable to fast-paced kitchen, able to do rostering and good in number 	<ul style="list-style-type: none"> • Preparing ingredients in kitchen. • Assist in ensure cleanliness in kitchen. Assist with simple cooking in kitchen such as frying and deep frying. • Learn to be the supervisor of a restaurant through rotation to different departments of a kitchen and as manager in roster, when the manager not in. 	<ul style="list-style-type: none"> • 5 working days • Employment Type: Full Time • Job Type: Permanent
Engineering Technician (Airport)	<ul style="list-style-type: none"> • Preferably 2 years of relevant work experience • Comfortable with working on rotating shifts • Nitec or Higher Nitec qualifications in Automotive (Light vehicles) / Automotive (Heavy vehicles) or equivalent • • Comfortable with working on rotating shifts 	<ul style="list-style-type: none"> • Liaise with Stores to resolve any matters pertaining to spares • Preparing and submitting relevant paperwork • Other duties as assigned 	<ul style="list-style-type: none"> • 5 working days • Employment Type: Full Time • Job Type: Permanent
Service Crew	<ul style="list-style-type: none"> • Comfortable to fast-paced kitchen and do customer service 	<ul style="list-style-type: none"> • Preparing ingredients in kitchen. Assist in ensure cleanliness in kitchen. Assist with simple cooking in kitchen such as frying and deep frying. Customer Service and cashiering Duties 	<ul style="list-style-type: none"> • 5 working days • Employment Type: Full Time • Job Type: Permanent

#2 ISS FACILITY SERVICES PRIVATE LIMITED

ISS, a leading workplace experience and facility management company which provides placemaking solutions that contributes to better business performance and makes life easier, more productive and enjoyable – delivered to high standards by people who care.

ISS believes that people make places and places make people. From strategy through to operations, ISS partners with over 60,000 customers in 30+ countries to deliver places that work, think and give and are served by more than 400,000 employees who connect people and places every single day. It is headquartered in Copenhagen, Denmark.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaning crew	<ul style="list-style-type: none"> May be required to work on shifts, weekends & PH 	<ul style="list-style-type: none"> General cleaning with or without toilet cleaning Cleaning of compound Sanitizing and clearing of rubbish 	<ul style="list-style-type: none"> 6 working days Working Hours: 44hr per week Employment Type: Full Time Job Type: Permanent Various Location
Housekeepers (Hospital)	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> General cleaning with or without toilet cleaning Sanitizing and clearing of rubbish Cleaning of compound Areas include but not limited to: Wards, clinics, offices, laboratories, toilets, project works, ess, linen trolley exchange 	<ul style="list-style-type: none"> 5/5.5/6 working days Working Hours: Shift Employment Type: Full Time Job Type: Permanent Various Location
Part-time Housekeepers	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> General cleaning with or without toilet cleaning Sanitizing and clearing of rubbish Cleaning of compound Areas include but not limited to: Offices, toilets 	<ul style="list-style-type: none"> 5/5.5/6 working days Working Hours: Shift Employment Type: Part Time Job Type: Permanent Various Location
Floater (Day/Night)	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Ensure cleanliness / disinfect area / waste collection. General cleaning. Assists Team Leader/ Supervisor 	<ul style="list-style-type: none"> 5/5.5/6 working days Working Hours: Shift Employment Type: Full Time Job Type: Permanent Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Hospital Technician (M&E, Building, FRC)	<ul style="list-style-type: none"> Higher NITEC (or equivalent) in relevant FM discipline, with a minimum of 3 years relevant experience; or NITEC (or equivalent) in relevant FM discipline, with minimum 5 years relevant experience; or Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with a minimum of 5 years relevant experience; or Minimum 10 years of experience working in a healthcare environment. Able to commit to 5.5 work week with staggered rest days, due to operational requirements. Able to work Overtime as and when operational requirements or work urgency entails. 	<ul style="list-style-type: none"> Accountable for handling & executing Electrical related works for: <ul style="list-style-type: none"> Preventive Maintenance Corrective Maintenance Reactive Maintenance Ad-hoc jobs 	<ul style="list-style-type: none"> 5.5 working days Working Hours: Office Hours Employment Type: Full Time Job Type: Permanent Various Location
Electronic Engineer	<ul style="list-style-type: none"> Degree in Electrical Engineering with a minimum of 3 years' relevant experience or Diploma in Electrical Engineering with a minimum of 5 years of relevant experience. Able to commit to 5.5 days work week and comfortable to work in healthcare environment 	<ul style="list-style-type: none"> Responsible for electrical services, system operations and maintenances program. Ensure all the work is carried out safely and in accordance with safety procedures. Provide support and advice to the Technical Officer and Technician on Electrical related activities. Manage and guide a team of technical officers and technicians in attending to breakdown calls Familiar with Nurse Call System, IPTV, PA, Intercom and Master Clock. Able to perform hands-on troubleshooting on electrical faults & trips (MCB, RCB, RCCB etc.) 	<ul style="list-style-type: none"> 5.5 working days Working Hours: Office Hours Employment Type: Full Time Job Type: Permanent Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Experience in building electrical shutdown (annual/planned, and unplanned (genset switch) • I have knowledge of local electrical codes, loading and cable sizing • Coordinate with LEW and various internal / external stakeholders on Annual • Shutdown activities. • Participate with the client on site walkabout as and when required. • Review service reports and escalate any finding or action that is required • Assist in the Development, maintenance and the regular review and test of SOP/EOP. • Participate with the client on site walkabout as and when required. • Advice and lead the technical investigation / troubleshooting for rectification works • Provide training for technician /technical officers, and technicians as and when necessary. • To carry out or perform tasks / activities as instructed by Manager from time to time 	
Technical Officer	<ul style="list-style-type: none"> • Minimum NITEC / Higher NITEC or Diploma in Mechanical engineering related discipline or relevant Facilities Management discipline. • NITEC - Minimum 10 years of relevant experience. • Higher NITEC – Minimum 5 of relevant experience. • Diploma – Minimum 3 of relevant experience • Able to commit to 5.5 days work week with staggered rest days implemented due to 	<ul style="list-style-type: none"> • Responsible for ACMV/ Mechanical services, system operations and maintenance program not limited to systems such as: <ul style="list-style-type: none"> - Lifts & Escalators - Air-condition - Pneumatic tubes - Fire Protection System & Fire • Alarm System <ul style="list-style-type: none"> - Auto doors - Pumps - Piping and Plumbing - Wheelchair - Macerator - Patient beds - Mechanical system License renewal -Participate with the client on 	<ul style="list-style-type: none"> • 5.5 working days • Working Hours: Office Hours • Employment Type: Full Time • Job Type: Permanent • Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	operational requirements	<p>site walkabout as and when required.</p> <ul style="list-style-type: none"> • Ensure all the work is carried out safely and in accordance with safety work procedures. Review service reports and escalate any finding or action that is required • Ensure all systems are statutory compliance. • Provide hands-on support and supervisory advice to technicians on mechanical system related activities and troubleshooting activities. Review, update and maintain mechanical system drawings, etc. • Manage and guide a team of Technicians in attending to breakdown calls. • Investigate and determine root cause of faults and report • Assist Engineer in performing activities but not limited to: <ul style="list-style-type: none"> • Engineering analysis or Root • Cause Analysis on poor performing equipment. • Prepare and submit Incident Report in a timely manner. • Review the performance of Technical Officers and Technicians. • Develop working schedule / duty roster of the Technical Officer and Technicians. • Implementing preventive and corrective maintenance programs in accordance with the standards, all corporate policies and legislated regulations • Coordinate with QP and various internal / external stakeholders on Fire Certification activities. • Keep track of Mechanical system License renewal. • Conduct regular inspection of existing mechanical systems and their serviceability status. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To carry out or perform tasks / activities as instructed by Manager from time to time. Assist in the Development, maintenance and the regular review and test of SOP/EOP. Provide training for technician /technical officers, and technicians as and when necessary. Participate with the client on site walkabout as and when required. 	
Technician	<ul style="list-style-type: none"> Higher NITEC (or equivalent) in relevant FM discipline, with a minimum of 3 years relevant experience; or NITEC (or equivalent) in relevant FM discipline, with minimum 5 years relevant experience; or Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or Minimum 10 years of experience working in healthcare environment. 	<ul style="list-style-type: none"> Carry out preventive and corrective maintenance of the designated Building premises. To attend and assist in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak. Knowledge in repairing door accessories and hardware, painting works, carpentry. 	<ul style="list-style-type: none"> 5.5 working days Working Hours: Office Hours Employment Type: Full Time Job Type: Permanent Various Location
Patient Transfer Porter	<ul style="list-style-type: none"> -Minimum "O" Levels / ITE Cert Day and Night shifts are available Basic IT knowledge is required to handle E-Systems, computers, smartphones. Able to handle difficult customers. Candidates who have similar prior experience will be considered for the Senior Patient Transfer Porter role 	<ul style="list-style-type: none"> Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centers in a safe and professional manner. Deliver and collect medical/patient records, specimens, medications or any other items within a hospital environment. Comply with quality service, safety and health requirements of ISS and customers. Build strong relationships with stakeholders and anticipate 	<ul style="list-style-type: none"> 6 working days Working Hours: 7am to 3pm Employment Type: Full Time Job Type: Permanent Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>their needs.</p> <ul style="list-style-type: none"> Implement productivity related initiatives 	
Receptionist	<ul style="list-style-type: none"> Minimum education Nitec. Proficient in English communication skills (spoken and written). Computer literate with good knowledge of Microsoft Office suite (Outlook/Word/Excel/PowerPoint/Teams). 	<ul style="list-style-type: none"> Attend to guest enquiries via phone calls, in person, email (e.g. directions, Wi-Fi password etc.). Ensure beverages are offered to guests in waiting area, clear used utensils and dispose of waste after guest has left. Coordinate meeting room booking requests via phone calls or email. Manage all incoming/outgoing mail and parcels. Attend to guest enquiries via phone calls, in person, email. Coordinate meeting room booking requests via phone calls or email. Manage all incoming/outgoing mail and parcels. Manage visitor arrival and issuance/return of office security access cards for authorized visitors. 	<ul style="list-style-type: none"> 5 working days Working Hours: Office Hours Employment Type: Full Time Job Type: Permanent Various Location
ACMV Engineer	<ul style="list-style-type: none"> Degree in Mechanical Engineering with a minimum of 3 years relevant experience; or Diploma in Mechanical Engineering with a minimum of 5 years relevant This role is required to be based on site at the customer's premises. Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements 	<ul style="list-style-type: none"> Responsible for mechanical services, system operations and maintenance program not limited to systems such as Chillers, AHUs, FCUs, MV, Cooling Towers, Autotube etc. Ensure all work is carried out safely and in accordance with safety work procedures. Ensure all systems are statutory compliance. Provide support and advice to technical officers and technicians on ACMV system activities. Review, update and maintain ACMV system drawings, etc. Manage and guide a team of Technical Officers and Technicians in attending breakdown calls. 	<ul style="list-style-type: none"> 5.5 working days Working Hours: Office Hours Employment Type: Full Time Job Type: Permanent Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Investigate and determine root cause of faults and report Carry out Engineering analysis on poor performing equipment Prepare and submit Incident Report in a timely manner. Review the performance of Technical Officers and Technicians. Develop working schedule / duty roster of the Technical Officer and Technicians. Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations Conduct regular inspection of existing mechanical systems and its serviceability status. Review service reports and escalate any finding or action that is required Assist in the development, maintenance and the regular review and test of SOP/EOP. Participate with the client on site walkabout as and when required. Advice and lead the technical investigation / troubleshooting for rectification works Provide training for technician /technical officers, and technicians as and when necessary. To carry out or perform tasks / activities as instructed by Manager from time to time. 	
Engineer	<ul style="list-style-type: none"> Minimum Diploma/Degree in Mechanical/Building engineering related field. Minimum 3-5 years of relevant experience. Able to commit to 5.5 days work week with staggered rest days implemented due to 	<ul style="list-style-type: none"> Please help to find candidates for a Mobile Pantry Assistant cum General Office Cleaner role and their job scopes are as follows: Tea Lady cum Cleaner job scope for Abrdn General Office Cleaner: Collection of mugs for washing and place clean mugs in drawers or hang on wall hooks 	<ul style="list-style-type: none"> 5.5 working days Working Hours: Office Hours Employment Type: Full Time Job Type: Permanent Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	operational requirements	<ul style="list-style-type: none"> Disposal of office trash Wiping of tables, chairs, meeting rooms Glass wiping Office Vacuum 1x handicapped toilet washing SGX Tea Lady Role: Cleaning for crockery Regularly check to ensure the tables and chairs in the Marketplace are always kept clean and tidy Constantly replenishment of coffee machines / post mix and display snacks in a professional and well-presentable manner at Marketplace Replenishment of snacks/beverages in a professional and well-presentable manner at Mini Marts (twice daily) 	
Tea Lady	<ul style="list-style-type: none"> English Speaking Presentable Willing to travel within City Different working hours: 8am to 12pm - Saturdays 5.5 days' work week 	<ul style="list-style-type: none"> Please help to find candidates for a Mobile Pantry Assistant cum General Office Cleaner role and their job scopes are as follows: Tea Lady cum Cleaner job scope for Abrdn General Office Cleaner: Collection of mugs for washing and place clean mugs in drawers or hang on wall hooks Disposal of office trash Wiping of tables, chairs, meeting rooms Glass wiping Office Vacuum 1x handicapped toilet washing SGX Tea Lady Role: Cleaning for crockery Regularly check to ensure the tables and chairs in the Marketplace are always kept clean and tidy Constantly replenishment of coffee machines / post mix and display snacks in a professional and well-presentable manner at Marketplace 	<ul style="list-style-type: none"> 5.5 working days Working Hours: 7am to 4pm, 8.30am to 5.30pm, (9am to 6pm ,4pm to 8pm 5.5 days' work week Employment Type: Full Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Replenishment of snacks/beverages in a professional and well-presentable manner at Mini Marts (twice daily) • Monitor and clear trash in waste bins are not overflowing at Market Place and Mini Marts • Maintain/cleaning & washing of coffee machines/post mix and daily inventory • Ordering of pantry supplies (egg snacks, coffee bean, fresh milk, beverage, cleaning sponge, tablecloth, cleaning agent for cutleries etc.) and maintaining inventory levels • Monitor the F&B consumption patterns and identify F&B that are well-received or not so well received for WS's reference • Ensure accuracy of goods delivered as per each Purchase Order and report on operational issues faced and discrepancies in goods received • Coordination and facilitating special treats and fruits of the month • To report issues in pantries (egg lighting, cabinet door, coffee machine, water dispenser, floor rug etc.) to the Workplace Services Team • Coordinate equipment repairs and maintenance with third party vendors • Assist in the setting up and coordination of special events organized by WS and/or other business units at the pantry (i.e. marketplace) • Keep all equipment in a clean, safe and hygienic condition and in accordance with NEA, AVA and HACCP guidelines as notified to service provider • Store material and equipment safely and securely • Backfill Tea lady duties when necessary 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform other ad-hoc duties, as and when required by the Facilities Admin Manager / FM Manager / Key Account Manager 	
Kitchen Assistant/ Casher (Healthcare)	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Perform POS counter & Food Serving service at mealtimes and ensure the highest standard of customer service at the contract site. Adhere to operating system and company's regulations governing time and attendance, punctuality, grooming, uniform and discipline. Ensure the highest standard of presentation at each point of service. Perform and support all on-site catering activities including but not limited to special social events, functions, luncheon talks and term-end dinner. Practice a high standard of integrity in the daily operation of the business. Compliance with all Food Hygiene and Safety practices and ENV regulations governing cleanliness and hygiene. Maintain equipment, uniforms and stores to comply with ISS standards and government legislation. Develop good working relationships with clients and colleagues and maintain a harmonious work environment. Coordinate and execute all special menus and festive sales as and when required. Ensure accuracy of daily sales receipts when performing cashiering functions. Inform Supervisor promptly of any variation in cash collection. Perform table clearing and dishwashing duties as assigned in the duty roster. 	<ul style="list-style-type: none"> 6 rotational working days Working Hours: 44hrs per week 7am - 4pm Employment Type: Full Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform all aspects of kitchen and dining room cleaning including refrigeration units, griddle, exhausts hood, pots and pans as and when required. Perform receiving, store and inventory duties as assigned by Supervisor. Undertake any duties and projects as instructed by his/her supervisor. 	

#3 LAN ZHOU WU FU PTE LTD

LAN ZHOU WU FU is a traditional Chinese company that operates a central kitchen with a strong focus on authentic culinary techniques and cultural heritage. The company manages two subsidiary businesses, each specializing in distinct areas of the food and beverage industry:

1. Yi Wan Main Pte Ltd – This subsidiary focuses on producing and serving Lai Mian, a traditional hand-pulled noodle dish that is a staple in many regions of China. The company emphasizes craftsmanship and authenticity, bringing the flavors of traditional Chinese cuisine to the local market.
2. HUO SHAN Pte Ltd – HUO SHAN operates a Korean BBQ restaurant, offering a blend of high-quality Korean barbecue dishes while maintaining the core principles of traditional Chinese food service standards.

Together, these companies operate under the central kitchen model of LAN ZHOU WU FU, ensuring efficiency and consistency in food production, while reflecting the company's commitment to preserving and promoting traditional culinary practices from China.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Food Counter Service Attendant (Full Time)	<ul style="list-style-type: none"> Basic F&B experience will be a plus Able to work rotating shifts and weekends Positive attitude and responsibility No experience is required 	<ul style="list-style-type: none"> Customer service Food preparation Cleanliness & sanitation Inventory & supplies Team collaboration 	<ul style="list-style-type: none"> 6 Working Days Working Hours: 44hrs per week Employment Type: Full Time Job Type: Permanent Island wide
Food Counter Service Attendant (Long Term Contract)	<ul style="list-style-type: none"> Basic F&B experience will be a plus Able to work rotating shifts and weekends Positive attitude and responsibility 	<ul style="list-style-type: none"> Customer service Food preparation Cleanliness & sanitation Inventory & supplies Team collaboration 	<ul style="list-style-type: none"> 5 working days Working Hours: 44hrs per week Employment Type: Full Time Job Type: Contract

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> No experience is required 		<ul style="list-style-type: none"> Island wide

#4 LEECRUITMENT PTE. LTD.

We specialize in recruiting foreign candidates for the following industries: construction, manufacturing and service lines. We pride ourselves on professionalism, efficiency, service-oriented and ethical conduct to both our clients and candidates

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Sales Executive	<ul style="list-style-type: none"> 1 year of relevant work experience required for this role Minimum "A" Level and Diploma in marketing and/or business development A Class 3 driving license and possess own transport preferable Basic knowledge of Microsoft Office (Word, Excel, and PowerPoint) Detailed-oriented and possesses good time management skills Site Supervisor Cert and Safety Cert B2 	<ul style="list-style-type: none"> Highly proactive attitude, self-motivated, team player, strong problem-solving and communication skills. At least 1 Year of working experience in the related field is required for this position. 	<ul style="list-style-type: none"> Working Hours: Monday - Friday 9am - 6pm Alternate Saturday 9am - 1pm Employment Type: Full Time Job Type: Permanent 49 Kaki Bukit View
Site Supervisor	<ul style="list-style-type: none"> Highly proactive attitude, self-motivated, team player, strong problem-solving and communication skills. At least 1 Year of working experience in the related field is required for this position. Possesses Site Supervisor Cert and Safety Cert Proven experience as construction foreman In-depth knowledge of construction 	<ul style="list-style-type: none"> Responsible for assisting Project Manager to plan, manage and ensure smooth implementation and monitor of projects assigned from inception to completion on time and of desired quality To coordinate with clients, sub-contractors and workers on all project aspects to ensure smooth and complete on time Ensuring site safety and work environment safe To work closely with other site operations staff to meet the project schedule. Ensure installation is carried out as per construction drawings. 	<ul style="list-style-type: none"> Employment Type: Full Time Job Type: Permanent 49 Kaki Bukit View

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	procedures, equipment and OSH guidelines	<ul style="list-style-type: none"> To monitor the progress and quality of work being performed by workers. Ensure that work is executed within an acceptable standard of workmanship. Attend the daily tool-box meeting and convey clear instructions accordingly. 	
Counter Assistant	<ul style="list-style-type: none"> Experience in cashiering, customer service, or fundraising is preferred Able to work during events, weekends and PHs Ability to Read and Write Chinese (for prayers) Food will be provided 	<ul style="list-style-type: none"> Welcome donors with warmth and gratitude, creating a positive and welcoming atmosphere Collect cash, Pay Now donations from donors Process donations accurately and efficiently using the designated donation tracking system or software Provide donors with receipts for their contributions Reconcile cash and donation records at the end of each shift or day Takes care of Events Services in the Weekend as and when needed Perform other ad-hoc duties 	<ul style="list-style-type: none"> 6 Working Days, off on the weekdays only Employment Type: Full Time Job Type: Permanent
Crane Operator (Mobile Crane)	<ul style="list-style-type: none"> Takes care of Events Services in the Weekend as and when needed. Must be a registered Mobile Crane Operator with MOM Must possess minimum of class 5 license At least 3 years of relevant experience 	<ul style="list-style-type: none"> Possess adequate knowledge of operating different types of cranes and tonnage, lifting operation. Acquire basic understanding of Risk assessment, Method of statements, Intervene in any unsafe act or unsafe condition due to misconduct of any crew. Conduct the site survey with the Lifting Supervisor to observe the ground condition, crane access and set up location, measurement of load's radius to ensure it is safe. to commence work and compliance with safety and legal requirements. Maintain clear communication with the Lifting supervisor and Lifting crews to execute the job assigned. 	<ul style="list-style-type: none"> Working Hours: Mon to Sat: 8am to 6pm Employment Type: Full Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Adhere instruction from the Lifting Supervisor and signal show by Signalmen strictly. Comply with requirements of HSSE, legal and statutory. Check and conduct physical conditions of the crane and validity of certificate of Lifting gear, lifting appliances, and lifting machines according to checklist for safety issue on daily basis. Check and inspect the functionality of hydraulic system and wire rope condition to ensure free of defects. Ensure necessary documents are in the cabin operating cabin such as load chart, user manual, Lifting Machine (LM) certificate, Insurance. To carry out any other ad-hoc duties such as when assigned by the immediate Supervisor or higher management. 	
Quantity Surveyor	<ul style="list-style-type: none"> Minimum Diploma in Civil Engineering / Building / Quantity Surveying or equivalent Minimum 1-3 years of relevant working experience in QS works in Singapore construction firm. Proficiency in MS Office and other Measurement Software 	<ul style="list-style-type: none"> Assist in preparation and submission of tender quotations and ensure timeline is met for every tender. Quantity take-off for all the tenders, in the form of manual measurement and update the amendment changes of the tender During tender stages, sourcing quotation for rates and technical data are required due to every project's requirement varies. Arrange and carry out tender interviews, negotiate prices with suppliers and subcontractors including preparation of sub-contract agreement / letter of award. Monitoring progress claims and payments, sub-contractors' payment, certification, VO submission and final accounts 	<ul style="list-style-type: none"> Employment Type: Full Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in the settlement of final accounts with clients, suppliers and subcontractors 	
F&B Crew	<ul style="list-style-type: none"> With or without work experience, you are welcome to apply Relevant experience in the F&B or barista industry will be an advantage Able to work on weekends & PH Self-driven and process good learning attitude 	<ul style="list-style-type: none"> Take in order and serve a full range of products from our beverages to delicious food Introducing suitable or recommended drinks to customers according to standards Handle cash transactions honestly, efficiently, and accurately Maintain shop cleanliness Serving customers with a friendly and polite attitude Comply with all Food Hygiene and Safety practices and NEA regulations governing cleanliness and hygiene. 	<ul style="list-style-type: none"> 5 working days Employment Type: Full Time Job Type: Permanent
Sales Executive	<ul style="list-style-type: none"> With CEI certification Related sales experience in the industry preferred Excellent communication and interpersonal skills Independent, dynamic, and self-motivated individual with a positive work attitude. Strong time management skills and the ability to prioritize tasks effectively. 	<ul style="list-style-type: none"> Identify and engage potential clients through strategic outreach and networking, focusing on delivering comprehensive recruitment solutions. Collaborate closely with clients to understand their specific needs. Sales driven mindset, independent and with high self-motivation to source & close sales with minimum supervision Good communication skills Positive attitude, approachable team player Comfortable with indoor sales and outdoor sales Data entry and administrative work for the company's records 	<ul style="list-style-type: none"> Working Hours: Monday - Friday 9am - 6pm Employment Type: Full Time Job Type: Permanent 3 Ang Mo Kio Street 62
Florist Assistant	<ul style="list-style-type: none"> Basic knowledge of floral design and arrangements Passion for floristry and willingness to learn Good eye for color and design Excellent customer service skills 	<ul style="list-style-type: none"> Assist in creating floral arrangements, bouquets, and decorations Learn and apply various floral design techniques Help maintain the freshness of flowers and plants in the shop Assist with customer orders and inquiries 	<ul style="list-style-type: none"> Working Hours: Tuesday - Sunday 9.30am - 6pm Employment Type: Full Time Job Type: Permanent 85 Marine Parade Central

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability to work in a fast-paced environment Basic computer skills Hardworking and able to work independently 	<ul style="list-style-type: none"> Support senior florists in larger projects or events Help with inventory management and stock rotation Maintain a clean and organized work area Participate in ongoing training and skill development 	

#5 MCI CAREER SERVICES PTE LTD

MCI Career Services Pte Ltd is a full-fledged professional recruitment firm that has been providing a one-stop solution to a comprehensive range of Human Resource needs for more than 15 years. We hire a diverse range of positions across various industries, from rank and file to senior management.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Recruitment Specialist (Talent Acquisition)	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Candidate Sourcing: Proactively source and identify potential candidates through various channels, including job boards, social media, networking events, and referrals. Screening and Interviewing: Conduct initial candidate screenings, coordinate interviews, and provide feedback to both candidates and hiring managers. Client Coordination: Collaborate with clients to understand their hiring needs and job specifications. Provide regular updates on recruitment progress and candidate status. Candidate Experience: Ensure a positive candidate experience by maintaining regular communication, providing timely updates, and delivering constructive feedback. Collaboration: Work closely with the Business Development Team to fulfil clients' needs. 	<ul style="list-style-type: none"> 5 working days Working Hours: 8.30am - 6pm Employment Type: Full Time Job Type: Permanent 80 Jurong East St 21,
Business Support Executive	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Manage the Chief's schedule, including organizing meetings and appointments Act as the primary point of contact between the Senior 	<ul style="list-style-type: none"> 6 working days Working Hours: 8.30am - 6pm Employment Type: Full Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Leader and internal/external stakeholders, always demonstrating professionalism and courtesy.</p> <ul style="list-style-type: none"> • Coordinate and facilitate communication between stakeholders, ensuring clarity and efficiency. • Prepare and edit correspondence, presentations, and reports as requested. • Ensure that the materials received are consolidated and sent to relevant parties by stipulated timeline. • Prioritize conflicting needs and handle matters expeditiously, proactively, and follow-through on scheduling/coordination of administrative tasks to successful completion. • Maintain an organized filing system, both physical and digital, to ensure easy access to important documents. • Perform administrative collation of information for asset tracking, divisional attendance/representation at organizational events. • Roster and update staff secretariat for division meetings. • Perform any other ad-hoc administrative tasks assigned. 	<ul style="list-style-type: none"> • Job Type: Permanent • 80 Jurong East St 21,
Logistic Assistant	<ul style="list-style-type: none"> • Warehouse experience, • Physically fit, • No medical condition. 	<ul style="list-style-type: none"> • Perform the daily activities of receiving, storing, inventory control and issuing of materials or products. • Perform daily loading and unloading • Assist in inventory stock take • Perform any other ad-hoc duties 	<ul style="list-style-type: none"> • 5 working days • Working Hours: 8.30am – 6.15pm • Employment Type: Full Time • Job Type: Contract • 35 Greenwich Drive
Logistic Officer	<ul style="list-style-type: none"> • Warehouse experience • Physically fit, • No medical condition. 	<ul style="list-style-type: none"> • Handle shipping and airfreight inquiries from customers and responsible for shipment booking • Communicate with customers, warehouse, and forwarder in day-to-day operations 	<ul style="list-style-type: none"> • 5.5 working days • Working Hours: 8.30am to 6.15pm and / or 8.30am to 12.30pm • Employment Type: Full Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensure proper keeping of cycle count sheet Reconcile any stock discrepancies Assist with order processing Collate and compute the monthly KPI report 	<ul style="list-style-type: none"> Job Type: Contract East & West
Temp Warehouse Assistant	<ul style="list-style-type: none"> Warehouse experience Physically fit, No medical condition. 	<ul style="list-style-type: none"> Pick and Pack Labelling and Sorting Loading, unloading (For e-commerce products) 	<ul style="list-style-type: none"> 5 working days Working Hours: 8am - 6pm / 8pm - 6am Employment Type: Full Time Job Type: Temporary 1 Buroh Crescent
Patient Service Associate (Specialist Outpatient Clinic)	<ul style="list-style-type: none"> Customer service experience 	<ul style="list-style-type: none"> Provide frontline customer service for registration and appointments of department. Assist with coordination and appointment booking for the customers. Administrative duties associated with the clinical services/programs. Ad hoc duties as assigned by supervisor. 	<ul style="list-style-type: none"> 5.5 working days Working Hours: Mon - Fri, Staggered working hours between 7.30am – 8pm. Required to work half day on Sat. Employment Type: Full Time Job Type: Contract Woodlands Health / North
Ward Service Associate	<ul style="list-style-type: none"> Comfortable with hands-on role 	<ul style="list-style-type: none"> Provide excellent customer service to the patients Serving and clearing food and drinks Check food served against patient meal orders Assist in inventory management Maintain cleanliness in and around workstations Assist nurses to meet patient's nutritional needs Any other ad-hoc duties as assigned 	<ul style="list-style-type: none"> 5 working days Working Hours: Including weekends. Fixed shift timing 10am-730pm, with 1 day is 10.00am – 7.00pm. Required to work half day on Sat. Employment Type: Full Time Job Type: Contract Ng Teng Fong General Hospital / West

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior/Assistant Cook	<ul style="list-style-type: none"> Experience in mass cooking / cooking of Chinese cuisine 	<ul style="list-style-type: none"> Perform troubleshooting, repair, overhaul of aircraft engines Dismantle aircraft engines Testing and maintenance of engine equipment Perform simple operational checks on aircraft system 	<ul style="list-style-type: none"> 5.5 working days Working Hours: including weekends, 8 hours a day with a staggered shift between 7am to 530pm. (44 hours per week) Required to work half day on Sat. Employment Type: Full Time Job Type: Permanent ECON Healthcare Upper East Coast, Henderson (2HC), Buangkok and Recreational Road (Serangoon), (East or Northeast area)
Service Crew (Pt/Ft)	<ul style="list-style-type: none"> Food Hygiene Cert 	<ul style="list-style-type: none"> Assist in assembling hot spaghetti and set menu items Assemble burgers according to orders. Keep tables clean and tidy. Pack set items into lunch boxes. Cashiering duties Other and hoc duties assigned by manager 	<ul style="list-style-type: none"> 5 working days Working Hours: Monday - Sunday FT: 44 Hours/Per Week PT: 30 Hours/Per Week Employment Type: Full Time Job Type: Temporary Island Wide
Trainee Technician	<ul style="list-style-type: none"> comfortable with hands-on role 	<ul style="list-style-type: none"> Perform troubleshooting, repair, overhaul of aircraft engines Dismantle aircraft engines Testing and maintenance of engine equipment Perform simple operational checks on aircraft system 	<ul style="list-style-type: none"> 4 working days PT: 30 Hours/Per Week Employment Type: Full Time Job Type: Permanent East
Direct Technician	<ul style="list-style-type: none"> comfortable with hands-on role 	<ul style="list-style-type: none"> Perform Visual and NDT Inspection Perform manual/mechanical/chemical cleaning Able to understand and follow SOP, Data Cards, Engine Manual & Process controls 	<ul style="list-style-type: none"> 4 working days PT: 30 Hours/Per Week Employment Type: Full Time Job Type: Permanent East

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Other ad hoc tasks as required 	
Temp Cook	<ul style="list-style-type: none"> FHC required 	<ul style="list-style-type: none"> Handle a wide range of raw fish and other ingredients Bake, grill, steam and deep-fried meats, vegetables, fish, poultry and other foods Prepare ingredients for menu items and ensure adequate quantity to avoid wastage Ensure food portions and food presentation meet company standards Ensure ingredients and final products are fresh. Monitoring supplies and re-ordering stock as needed Packing and labelling of sashimi Maintain a clean and safe work area, including handling utensils, equipment and dishes Handle and store ingredients and food at the correct temperature to avoid spoilage Maintain food safety and sanitation standards Monitor and train subordinate to obtain good quality skills and performance Welcome and bids farewell to customers as part of an open concept restaurant environment Ad-hoc assigned by Chef 	<ul style="list-style-type: none"> 5 working days Working Hours: MON - SUN, ANY 5 DAY 44 HOURS Employment Type: Full Time Job Type: Temporary Parkway Parade, Anchorpoint, Westcoast, Seletar
Part Time / Temp Service Crew	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Prepare work of Hall opening and closing operation hours Help customers to settle down and advise on ordering system Serve food to customers in an effective and polite manner Answering customers' queries regarding services, menus, offers or any other product related enquiries Clean tables after customers have left and clear empty/unwanted dishes Assist kitchen staff whenever required Check & record fridge temperature 	<ul style="list-style-type: none"> 5 working days Working Hours: Might Have OT 5-day work week 4 per week (roster) (10 to 11pm) Perm also can Employment Type: Full Time Job Type: Temporary Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Welcome and bid farewell to customers as they enter/ leave the restaurant 	
Senior Supervisor / Supervisor	<ul style="list-style-type: none"> Minimum 2/3 years of experience in F&B. 	<ul style="list-style-type: none"> Enforcing standards and safeguarding the integrity of the company. Drive sales through operational execution. Responding to feedback and customer complaints. Achieve profitability through exercising cost control. Manage restaurant liability through human resource standards, safety and security. Maintaining high standards of quality control and restaurant hygiene. Train and develop staff. Recruitment and training of staff Managing staff and providing feedback. Role model the standards of performance, appearance and behaviour always. Responsible for team motivating and forging a performance driven team. Manpower planning. Ensuring sufficient staffing for Daily Operations (Weekly duty roster & Daily station plan). Events management (Staff briefing, preparation and execution of event). Assisting in planning beverage and wine menu. Responsible for monthly Inventory submission. Managing Epoint. Recording and placing new items into POS terminal, Stock Explosion etc. Generating monthly reports (Monthly Consolidations, Food, Beverage Sales, Lunch and Dinner Covers etc.) Collection of customer feedback. 	<ul style="list-style-type: none"> 5 working days Working Hours: Alternate 5-6 days per week. Working hours are from 11am to 12am Those on Split shift are given 2-3 hours break. Employment Type: Full Time Job Type: Temporary Central/East

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensuring sufficient stocks for daily operations. Responsible for cash banking. Ensuring parameters of restaurant is always clean and proper. 	
Senior Captain / Captain	<ul style="list-style-type: none"> 2 years of experience in F&B. 	<ul style="list-style-type: none"> Responsible for operating F&B outlets assigned to him/ her. Monitor & ensure F&B service operations are running smoothly. Practice good customer relations and attend to customer complaints and queries satisfactorily. Ensure the Outlet is set-up for service and supervise for a smooth operation. Ensure minimum wastage, breakage and spoilage. Apply selling techniques by exceeding guest expectations and increasing revenue. Oversee cash and stock control consistently according to company policies Ensure all drinks are prepared and served according to SOP Create interesting cocktails and constantly innovate in preparation and presentation Understand the crucial aspect of bar and beverage control Pair food with drinks and make recommendations accordingly Train and motivate the service team Any adhoc duties as required 	<ul style="list-style-type: none"> 6 working days Working Hours: Alternate 5-6 days per week. Working hours are from 11am to 12am Those on Split shift are given 2-3 hours break. Employment Type: Full Time Job Type: Temporary Central/East

#6 MoneyMax Jewellery Pte Ltd

MoneyMax Financial Services Ltd. ("MoneyMax" or the "Company", and together with its subsidiaries, the "Group") is a leading pawnbroker, retailer and trader of pre-owned luxury items. Since establishing its first store in 2008, the Group has evolved and expanded its network to 71 outlets, making it one of the largest pawnbroking chains with a presence in both Singapore and Malaysia.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Executive	<ul style="list-style-type: none"> Service-oriented with strong interpersonal skills. Dynamic, energetic, positive, and driven to exceed targets. Candidate with working experience in Pawnshop/Jewelry or Gold is an advantage 	<ul style="list-style-type: none"> Promote products, deliver service and operation excellence. Engage in innovation and productivity initiative for the store. Handle order fulfilment processes for customers in stores. Perform daily inventory counts. Contribute to team effort by accomplishing related results as needed. 	<ul style="list-style-type: none"> 5 working Days Working Hours: 50 hours per week including OT hours Employment Type: Full Time Job Type: Permanent 7 Changi Business Park Vista
Admin Executive	<ul style="list-style-type: none"> Diploma in Business Administration or its equivalent Minimum 2 years of relevant experience Excellent command of written and spoken English and Chinese (require liaising with Chinese speaking stakeholders) Possess excellent interpersonal and communication skills Proficient in Microsoft Office Word, Excel, PowerPoint and other relevant office software Proven organizational and time management skills with attention to details 	<ul style="list-style-type: none"> Organize and schedule meetings and events including arrangement of venues, preparing agenda and materials Calendar and Travel planning and arrangements Prepare presentations and reports Assist on projects and initiatives as assigned Track projects and initiatives progress and deliverables Minutes taking and ensure timely follow-up on action items Liaise and co-ordinate with external and internal stakeholders on all administrative matters Any other duties as assigned 	<ul style="list-style-type: none"> 5 working Days Working Hours: Tuesday - Sunday 8.30am - 6pm Employment Type: Full Time Job Type: Permanent 7 Changi Business Park Vista

#7 O'Connor's Singapore Pte Ltd / WBL Engineering & Distribution Pte Ltd

O'Connor's is passionate about delivering mission critical solutions. With a cross-disciplinary team of experts and the latest technology, we deliver solutions in communications, security, health and software. Connecting the world, bringing peace of mind, improving lives and empowering businesses to move forward. Every minute, every day.

Wholesale construction materials, hardware, plumbing and heating equipment and supplies with wholesale of industrial, construction and related machinery and equipment.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
System Engineer	<ul style="list-style-type: none"> • Ability to handle multiple responsibilities in a fast paced and performance driven environment • Able to converse well with customers on enquiries • Strong technical knowledge with and certification on in-house products • • Able to deal with routine tasks and may perform tasks with some level of complexity • Take decisions for own tasks in defined degree of freedom • Able to solve problems in most cases and within guidelines • Works independently within guidelines, defined procedures and direction 	<ul style="list-style-type: none"> • Liaise with Solutions team to understand systems design • Perform installation, configuration and maintenance of network devices and AD server / management server on-site • Assist Project Managers and Engineers to prepare systems related diagram for the project implementation • Ensure systems design conforms to contract and technical requirements • Engage with backline support and/or with vendor's support to diagnose and rectify technical problems to effectively resolve project implementation issues • Attend to preventive and corrective maintenance to backend system 	<ul style="list-style-type: none"> • 5 working days • Working Hours: 830am - 6pm • Employment Type: Full Time • Job Type: Full Time • 801 Lorong 7 Toa Payoh
Backend Office System Operator	<ul style="list-style-type: none"> • Able to converse well with customers on enquiries • To be color-blind free 	<ul style="list-style-type: none"> • Scan, note down and verify any parking infringements from the CCTV monitors • Consolidate all traffic infringements and submit report to customers • Attend to enquiries regarding verification of traffic infringements and other related services • Report on faulty cameras or breakdowns • Coordinate with Technical Support team on camera repairs and adjustments • Provide excellent service by responding to customers' enquiries promptly and professionally • Act as single point of contact for all customer enquiries 	<ul style="list-style-type: none"> • 5 working days • Working Hours: 830am - 6pm • Employment Type: Full Time • Job Type: Contract • 801 Lorong 7 Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Resolve all in scope enquiries and take appropriate escalation actions when required Other duties as assigned 	
Backend Office System Operator (Weekend)	<ul style="list-style-type: none"> Able to converse well with customers on enquiries To be color-blind free 	<ul style="list-style-type: none"> Scan, note down and verify any parking infringements from the CCTV monitors Consolidate all traffic infringements and submit report to customers Attend to enquiries regarding verification of traffic infringements and other related services Report on faulty cameras or breakdowns Coordinate with Technical Support team on camera repairs and adjustments Provide excellent service by responding to customers' enquiries promptly and professionally Act as single point of contact for all customer enquiries Resolve all in scope enquiries and take appropriate escalation actions when required Other duties as assigned 	<ul style="list-style-type: none"> 5 working days Working Hours: 830am - 6pm Employment Type: Part Time Job Type: Contract 801 Lorong 7 Toa Payoh
CAG X-Ray Supervisor	<ul style="list-style-type: none"> Strong technical knowledge with and certification on in-house products Able to deal with routine tasks and perform tasks with some level of complexity. Take decisions for own tasks in defined degree of freedom. Able to solve problems in most cases and within guidelines. Works independently within guidelines, defined procedures and direction. 	<ul style="list-style-type: none"> Supervise the Technical Support team to respond promptly to service and fault calls in accordance with SLA Plan and organize the service and maintenance of the Division's products on-site to ensure satisfactory performance of the company's products and its timely execution in accordance with SLA Plan the work schedule of the Technical Support team Advise end-users and customers of potential problems and follow up on them Interact with end-users and customers to understand the problems they face in using the company's products and feedback to the Technical 	<ul style="list-style-type: none"> 5 working days Working Hours: 830am - 6pm Employment Type: Full Time Job Type: Contract 801 Lorong 7 Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Support team and/or supplier for resolution <ul style="list-style-type: none"> • Ensure proper inventory control and timely procurement of equipment spares • Assist in the proper installation, testing and commissioning, and smooth operation of the Division's product at customer's site 	
CAG Assistant Engineer	<ul style="list-style-type: none"> • Strong technical knowledge with and certification on in-house products • Able to deal with routine tasks and perform tasks with some level of complexity. • Take decisions for own tasks in defined degree of freedom. • Able to solve problems in most cases and within guidelines. • Works independently within guidelines, defined procedures and direction. • Requires working on shift duty 	<ul style="list-style-type: none"> • Responsible for the servicing and maintenance of the Division's products on-site to ensure satisfactory performance of the company's products • Attend promptly to service and fault calls in accordance with SLA • Assist in the proper installation, termination, testing and commissioning, and smooth operation of the Division's product at customer's site • Adhere to maintenance schedule to ensure its timely execution in accordance with SLA and advise end-users of potential problems and follow up on them • Interact with end-users to understand the problems they face in using the company's products and feedback to the Technical Support team for resolution • Work closely with Technical Support team to ensure the smooth operation of the company's products 	<ul style="list-style-type: none"> • 5 working days • Working Hours: 8.30am - 8.30pm / 8.30pm - 8.30am • Employment Type: Full Time • Job Type: Contract • 801 Lorong 7 Toa Payoh
Technical Manager	<ul style="list-style-type: none"> • Strong technical knowledge in Windows OS and Linux (CentOS), High Availability design, VM and GPU processing. • Ability to handle multiple responsibilities in a fast paced and performance driven environment 	<ul style="list-style-type: none"> • Develop policies and practices to maintain the backend infrastructure/systems of the platform as a service and protect against cyber-attacks. • Ensure security compliance and system availability according to contractual requirements. • Ensure timely reports submission. • Develop maintenance and backup procedures. 	<ul style="list-style-type: none"> • 5 working days • Working Hours: 830am - 6pm • Employment Type: Full Time • Job Type: Permanent • 801 Lorong 7 Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to converse well with customers on enquiries • Able to deal with routine tasks and may perform tasks with some level of complexity • Take decisions for own tasks in defined degree of freedom 	<ul style="list-style-type: none"> • Ensure systems run efficiently and smoothly by monitoring performance and troubleshooting issues. • Handle escalation and review incident reports and provide resolution/prevention • Develop and implement strategies for improving productivity. • Participate in tender preparation/submission. • Manage vendor relationships and fronting customers on infrastructure/systems related issues. • Ensure the system and management platform are well maintained according to the contract requirements including upgrading/ scale up the system to support the growth of the business • Manage a team of application and system engineers. 	
Assistant Project Manager	<ul style="list-style-type: none"> • Understanding and knowledge of the Singapore security and surveillance sector and its operating environment • Understanding and knowledge of the Singapore security and surveillance technology in their limitations and applications • Skills in relating to and servicing the end-users with a win-win mind set • Skills in people management and employee development 	<ul style="list-style-type: none"> • Managing site progress, technical specifications and manpower resources • Sizing up the cost for variation order if there is additional and alternation work • Running the project within the allocated budget • Preparing the project implementation schedule, carrying out the implementation, monitoring delivery, site installation, inspection and handover schedule in accordance with planned schedule • Conduct project meetings, site surveys, prepare project submissions, system designs and • installation drawings • Communicating with stakeholders regarding project needs and goals • Contribute to the planning and development of projects 	<ul style="list-style-type: none"> • 5 working days • Working Hours: 830am - 6pm • Employment Type: Full Time • Job Type: Permanent • 801 Lorong 7 Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Supporting the coordination and management of projects Researching information as required Admin tasks such as preparing invoices, estimates, scheduling meetings Keeping track and reporting on project progress Provide Subject Matter Expert (SME) Consultancy to customer 	
Project Engineer	<ul style="list-style-type: none"> Understanding and knowledge of the Singapore security and surveillance sector and its operating environment, as well as its limitations and applications Advantage if possess M&E knowledge and experience Skills in trouble shooting technical problems related to the company's products Skills in relating to and servicing the end-users with a win-win mind set Skills in negotiation with end-users on non-critical product maintenance requirements Skills in preparation of materials and presentation in small group settings (user demo and training, customer presentation) 	<ul style="list-style-type: none"> Assist the Project Manager in coordinating site execution activities which include carrying out the implementation, monitoring delivery, site installation, inspection and handover schedule in accordance with planned project schedule Report to Project Manager on project matters Manage daily delivery from subcontractors Work on setup and configuration Monitor and update of site progressing report Attend safety and progress meeting Handle all permits from the relevant parties Document installation method statement and site drawings Work with Systems Engineer for development Conduct proof of concept and testing & commissioning Prepare project submissions, system designs and installation drawings Ensure work/system implemented conforms to the contract and technical requirements 	<ul style="list-style-type: none"> 5 working days Working Hours: 830am - 6pm Employment Type: Full Time Job Type: Permanent 801 Lorong 7 Toa Payoh
Technical Support Engineer (CCTV)	<ul style="list-style-type: none"> Strong technical knowledge with and certification on in-house products Able to deal with routine tasks and may 	<ul style="list-style-type: none"> Provide technical support in carrying out preventive and corrective maintenance work on CCTV cameras and backend systems (e.g. network, server) 	<ul style="list-style-type: none"> 5 working days Working Hours: 830am - 6pm Employment Type: Full Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	perform tasks with some level of complexity <ul style="list-style-type: none"> Take decisions for own tasks in defined degree of freedom Able to solve problems in most cases and within guidelines Works independently within guidelines, defined procedures and direction 	storage, Windows OS, video content analytics) <ul style="list-style-type: none"> Attend to service requests from customers promptly and professionally Act as single point of contact for all customer enquiries Liaise with relevant parties and users on the repairs and adjustments of cameras Carry out on-site equipment installation, testing and commissioning as required Liaise with principals or suppliers for spare parts Work with principals, suppliers, system engineers to resolve technical issues Conduct product demonstration to customers Candidates will be scheduled for on-call support rotation Other duties as assigned Ensure team meets or exceeds Service Level Agreements (SLA) Coach and develop team members Plan and organize resources to conduct preventive maintenance Handle the logistics of tools and equipment Liaise with other parties such as vendors and sub-contractors and review their deliverables Attend to customer feedback and complaints 	<ul style="list-style-type: none"> Job Type: Contract 801 Lorong 7 Toa Payoh
CAG X-Ray Technical Support Engineer	<ul style="list-style-type: none"> Strong technical knowledge with and certification on in-house products Able to deal with routine tasks and perform tasks with some level of complexity. Take decisions for own tasks in defined degree of freedom. 	<ul style="list-style-type: none"> Responsible for the servicing and maintenance of the Division's products on-site to ensure satisfactory performance of the company's products Perform proper installation, terminations, testing and commissioning, and smooth operation of the Division's product at customer's site Attend promptly to service and fault calls in accordance with SLA 	<ul style="list-style-type: none"> 5 working days Working Hours: 830am - 6pm Employment Type: Full Time Job Type: Contract 801 Lorong 7 Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to solve problems in most cases and within guidelines. • Works independently within guidelines, defined procedures and direction. 	<ul style="list-style-type: none"> • Provide pre-sales and post-sales applications support, technical advice, equipment demonstrations or product training /seminars to customers and channel partners • Plan maintenance schedule and perform maintenance, repair and other service support to customers in accordance with SLA and advise end-users of potential problems and follow up on them • Interact with end-users and customers to understand the problems they face in using the company's products and feedback to the Technical Support team and/or supplier for resolution • Assist Technical Support Lead in setting short-term objectives for the department in line with the Company objectives • Work closely with company sales team to support the smooth operation of the company's products 	
Product Engineer	<ul style="list-style-type: none"> • Strong technical knowledge of in-house products • Able to deal with routine tasks and may perform tasks with some level of complexity • Take decisions for own tasks in defined degree of freedom • Able to solve problems in most cases and within guidelines • Works independently within guidelines, defined procedures and direction 	<ul style="list-style-type: none"> • Organize marketing activities and products demonstrations for architects, designers, developers, and contractors to showcase the features and benefits of our product • Provide technical support and advice to product representatives, customers and contractors • Develop and execute a sales strategy to achieve sales targets and expand customer base within the construction sector • Identify and prospect potential customers, including contractors, and construction firms • Provide accurate and timely quotations, negotiate contracts, and close sales deals • Maintain strong relationships with existing customers through 	<ul style="list-style-type: none"> • 5 working days • Working Hours: 830am – 5.45pm • Employment Type: Full Time • Job Type: Full Time • 801 Lorong 7 Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		regular visits, follow-ups, and Raise purchase requisitions and collection of payment from customers when falling due	
Store Assistant	<ul style="list-style-type: none"> • Possess valid forklift license • Relevant warehousing experience in the Construction / Building / Architecture industry • Physically fit to handle heavy load items / goods 	<ul style="list-style-type: none"> • Check incoming and outgoing goods in the store • Drive forklift to load and unload goods in the store • Stack and store in-coming goods in orderly and safe manner in the store • Maintain proper housekeeping of equipment and store premises • Assist Store Supervisor in arrangement of delivery transport schedule • Assist Store Supervisor in ordering transport services and keeping records for daily goods delivery 	<ul style="list-style-type: none"> • 5 working days • Working Hours: 8.15am – 5.15pm • Employment Type: Full Time • Job Type: Full Time • 801 Lorong 7 Toa Payoh

#8 SEAFRONT SUPPORT COMPANY

Seafront Support Company is a leader with 25 years of expertise and consistency in supplying manpower to the port industry. Be part of a team that powers one of the industry's most vital sectors! We sponsor courses to teach you how to drive trailers inside the port, and even other courses and licenses at PSA University! We offer a joining bonus and career advancement opportunities! Don't miss this chance to get your next career in a supportive and dynamic environment! Apply now and get the salary and job you want!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Container Trucking Specialist	<ul style="list-style-type: none"> • Willing to work on rotating shift • Physically fit and healthy with no underlying medical conditions • Open to individuals without driving license 	<ul style="list-style-type: none"> • Internal trucking containers within port • Moving containers to and from vessels and container yards • Comprehensive training provided. 	<ul style="list-style-type: none"> • 4 working days • Working Hours: 12-hour Shifts • Employment Type: Full Time • Job Type: Permanent • 33 Harbour Drive Pasir Panjang
Lashing Specialist	<ul style="list-style-type: none"> • Willing to work on rotating shift • Physically fit and healthy with no underlying medical conditions • Able to work at heights 	<ul style="list-style-type: none"> • Secure and unsecure containers onboard vessels • Support vessel berthing and unberthing operations • Comprehensive training provided. 	<ul style="list-style-type: none"> • 4 working days • Working Hours: 12-hour Shifts • Employment Type: Full Time • Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> 33 Harbour Drive Pasir Panjang
Medium Forklift Specialist	<ul style="list-style-type: none"> Willing to work on rotating shift Physically fit and healthy with no underlying medical conditions 	<ul style="list-style-type: none"> Manage a 10-ton medium forklift Move containers safely from one location to another Lifting the containers from a Prime Mover and stacking the containers accordingly Comprehensive training provided 	<ul style="list-style-type: none"> 4 working days Working Hours: 12-hour Shifts Employment Type: Full Time Job Type: Permanent 33 Harbour Drive Pasir Panjang
Inter-Gateway Haulier Specialist	<ul style="list-style-type: none"> Willing to work on rotating shift Physically fit and healthy with no underlying medical conditions Class 4 Driver License required 	<ul style="list-style-type: none"> Transport of shipping containers between terminals. Driving a vehicle on public road 	<ul style="list-style-type: none"> 4 working days Working Hours: 12-hour Shifts Employment Type: Full Time Job Type: Permanent 33 Harbour Drive Pasir Panjang

#9 Singapore Saizeriya Pte Ltd

Saizeriya strives for the perfect balance between the seemingly contradictory goals of affordable pricing and deliciousness in everyday meals. For all occasions, whether busy times or as an occasional luxury, Saizeriya provides top-quality meals, taking into consideration the diversity of lifestyles and preferences. Saizeriya is a "Casual Italian Restaurant" that welcomes repeated visits with family members, and friends throughout their daily lives. We have 33 stores in Singapore, more than 1000 in our home country of Japan, and about 400 locations in China, Hong Kong and Taiwan.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew	<ul style="list-style-type: none"> Welcoming guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items. No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day. 	<ul style="list-style-type: none"> Serving customer's orders Clearing of plates Preparation of cutleries Preparation of dessert orders Dishwashing 	<ul style="list-style-type: none"> Working Hours: 35 hours per week Employment Type: Part Time Job Type: Permanent 111 North Bridge Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kitchen Assistant	<ul style="list-style-type: none"> 4 different stations operate, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included. No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day. 	<ul style="list-style-type: none"> Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing 	<ul style="list-style-type: none"> Working Hours: 35 hours per week Employment Type: Part Time Job Type: Permanent 111 North Bridge Road
Service Crew	<ul style="list-style-type: none"> Welcoming guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items. 	<ul style="list-style-type: none"> Serving customers' orders Clearing of plates Preparation of cutleries Preparation of dessert orders Dishwashing 	<ul style="list-style-type: none"> 6 working days. Working Hours: 44 hrs. Any additional hours committed will be considered under OT (1.5x multiplier). Employment Type: Full Time Job Type: Permanent 111 North Bridge Road
Kitchen Assistant	<ul style="list-style-type: none"> 4 different stations operate, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing 	<ul style="list-style-type: none"> Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing 	<ul style="list-style-type: none"> 6 working days. Working Hours: 44 hrs. Any additional hours committed will be considered under OT (1.5x multiplier). Employment Type: Full Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	of invoice and receiving of goods are included.		<ul style="list-style-type: none"> 111 North Bridge Road
Management Trainee	<ul style="list-style-type: none"> Welcoming guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items. 4 different stations operate, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included. Opening and closing duties, schedule planning, complain management, cash banking services, employee training, staff feedback and orientation are included as well. 	<ul style="list-style-type: none"> Perform opening/closing procedures Perform full operation cycle of service and kitchen Guest complaint management Dishwashing and other ad-hoc tasks when needed 	<ul style="list-style-type: none"> 6 working days. Working Hours: 44 hrs. Any additional hours committed will be considered under OT (1.5x multiplier). Employment Type: Full Time Job Type: Permanent 111 North Bridge Road

#10 SK Jewellery Pte Ltd

"SK Jewelry Pte Ltd. is a subsidiary of SK Jewelry Group, a public listed company in Singapore. Established since 2003, SK Jewelry is the largest jewelry retail chain store in Singapore with presence across Malaysia.

SK Jewelry Group Ltd was founded in 1991 and has an established presence of over 20 years in Singapore and over a decade in Malaysia. Headquartered in Singapore, the corporate functions

include research and design, direct sourcing, logistics, training, branding and the group's retail businesses.

"

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Executive	<ul style="list-style-type: none"> Service-oriented with strong interpersonal skills. Dynamic, energetic, positive, and driven to exceed targets. Candidate with working experience in Pawnshop/Jewelry or Gold is an advantage 	<ul style="list-style-type: none"> Promote products, deliver service and operation excellence. Engage in innovation and productivity initiative for the store. Handle order fulfilment processes for customers in stores. Perform daily inventory counts. Contribute to team effort by accomplishing related results as needed. 	<ul style="list-style-type: none"> 5 working Days Working Hours: 50 hours per week including OT hours Employment Type: Full Time Job Type: Permanent 7 Changi Business Park Vista
Account Assistant	<ul style="list-style-type: none"> O Level and above with at least 2 years of working experience in related field Preferably bi-lingual in English and Mandarin (to liaise with associates) Team-worker and good interpersonal skills Candidates who can commence work immediately will be given priority 	<ul style="list-style-type: none"> Handling Account Receivable and Account Payable functions Bank Reconciliation Liaising with internal customers from various departments Other ad-hoc duties as required 	<ul style="list-style-type: none"> 5 working Days Working Hours: Tuesday - Sunday 8.30am - 6pm Employment Type: Full Time Job Type: Contract 7 Changi Business Park Vista

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#11 SPD

SPD is a local charity set up to help people with disabilities of all ages to maximize their potential and integrate them into mainstream society. Through over 20 programs that encompass early intervention, therapy, vocational training, assistive technology, day care, as well as educational, employment and social service support, we serve people with physical, sensory and learning needs. Founded in 1964 by a group of Rotarian, we were known as Society for Aid to the Paralyzed (SAP). In the earlier years, SAP provided employment opportunities at its sheltered workshop to people with disabilities who difficulties seeking open employment. We were renamed Society for the Physically Disabled (SPD) in May 1998 and subsequently to just SPD in July 2014 to better reflect the work that we do - serving people beyond physical disabilities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
EIPIC Teacher	<ul style="list-style-type: none"> Minimum Diploma in Early Childhood/ Pre-School Teaching/ Early Years/ Special 	<ul style="list-style-type: none"> Assess the developmental needs of the children and plan Individual Educational Program (IEP) and Progress Report (PR) to 	<ul style="list-style-type: none"> 5 working days Working Hours: 8am – 5.30 pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Education, with relevant teaching experience.</p> <ul style="list-style-type: none"> • Advanced Diploma in Early Childhood Intervention (Special Needs) will be preferred. • Good communication and interpersonal skills. • Experienced in working with young children using English as a medium of instruction. 	<p>address the needs of the children in the assigned classes.</p> <ul style="list-style-type: none"> • Manage or chair case conference discussions with parents, caregivers, teachers and therapists/ Allied Health Professionals (AHPs). • Plan, facilitate and evaluate quality intervention strategies, developmentally and culturally appropriate classroom activities, experiences and environments for the children through the lessons. • Monitor, assess, record and report development and progress of the children. Reporting is necessary for home visit, center visit, discharge and Special Education (SPED) application. • Conduct individual and group activities (including field trips) for the children. • Conduct home visits and center visits along with other staff members of the professional team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/ sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes. • To monitor attendance of children and ensure proper health check and temperature taking of the children. • To work in close liaison with the staff members of the professional team that includes other teachers, teacher aides and therapists/ AHPs. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To guide Assistant Teachers/ Teacher Aides in executing intervention and development strategies in collaboration with parents, caregivers, other teachers and therapists/ AHPs. To guide parents and caregivers in executing intervention and development strategies for the children. To maintain regular contact or communications with parents and caregivers through the various communication modalities such as the communication book, electronic systems or applications, telephone and emails. To report any accident or injury that may occur to a child, to the Reporting Manager, and to record it in the Incident/Accident Record Book. To conduct sharing or training on topics related to teaching during in-house teacher training sessions, and topics relevant to caregivers during caregiver support programs. To be involved in networking with other community organizations. To participate in events organized / supported by SPD or research projects as assigned. As assigned from time to time by Assistant Director/ Director of the Children Services Division and Chief Executive Officer of SPD. 	
EIPIC Assistant Teacher	<ul style="list-style-type: none"> Full GCE 'A' Level/ Polytechnic Diploma/ Certificate in Education (Special Education)/ Advanced Certificate in Early Childhood Care & Education/ At least 5 'O' Level incl. EL1 or Higher NITEC in Early Childhood Good communication and interpersonal skills. 	<ul style="list-style-type: none"> Assist with developing the Individual Educational Program (IEP) and Progress Report (PR) with functionally appropriate child developmental understanding to address the needs of the children in the assigned classes. Work closely with the Trans-Disciplinary team of professionals to design, implement and conduct both 	<ul style="list-style-type: none"> 5 working days Working Hours: 8am – 5.30 pm Employment Type: Full Time Job Type: Permanent Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good communication and interpersonal skills. • Ability to work as a team player. 	<p>individual and group intervention plans (including fieldtrips) that actively engaging child in a naturalist environment under guidance.</p> <ul style="list-style-type: none"> • Coordinate case conference discussions with parents, caregivers, teachers and Allied Health Professionals (AHPs). • Execute intervention and development strategies in collaboration with caregivers and the Trans-D team in the family centered approach. • Observe and document the development and progress of children using behaviors descriptors (BDs). Reporting is necessary for home visit, center visit, discharge and Special Education (SPED) application. • Co-conduct Routine-Based Conversation during home visits and center visits with the Trans-D team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes. • To monitor attendance of children and ensure proper health check and temperature taking of the children and prompt recording in PSMS. • To maintain regular and consistent communication with parents and caregivers through various communication and modalities such as Little Lives and any other electronic systems (i.e. MS Teams), 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>communication book, telephone and emails.</p> <ul style="list-style-type: none"> To report any accident or injury, that may occur to a child, to the Reporting Manager or Senior teacher, and to record in the Incident/Accident Record Book. 12) Ensures compliance of established policies and procedures set within the program. Be responsible for and liaise with the Director, Manager and other senior staff in all matters pertaining to administration. Engages in administrative duties relevant to departmental work. Maintains inventory of equipment and resource materials for the program. As may be assigned from time to time by Director, Children Service Division and Chief Executive Officer, SPD. 	
Administrative Executive	<ul style="list-style-type: none"> 1) Degree/Diploma holder or relevant knowledge and at least 2 years' experience of administrative roles Excellent interpersonal and communication skills Strong analytical and problem-solving skills Diligent and organized with ability to multi-task while paying close attention to details and prioritizing to meet deadlines. Sensitivity to confidential matters may be required. 	<ul style="list-style-type: none"> Assist the Centre Manager and other key staff in overseeing the administration and ensuring the smooth operation of the Continuing Therapy Program (CTP). Manage the general administration of the program in the areas of database management and financial management. Ensure timely and accurate reporting of all yearly reports and musters to internal and external stakeholders. Respond through email/phone/meetings to the various stakeholders' queries regarding administrative processes. Prepare or assist with the preparation of scheduled and/ad-hoc reports pertaining to the program. Assist in the implementation of established operational policies 	<ul style="list-style-type: none"> 5 working days Working Hours: 8am – 5.30 pm Employment Type: Full Time Job Type: Permanent Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and procedures within the programs.</p> <ul style="list-style-type: none"> • Assist in periodical revision of administrative processes (SOP) when necessary. • Assist in maintaining the documentation needed to support the CARF accreditation. • Assist the Centre Manager in maximizing the clients' schedule to ensure efficient usage of the slots. • Assist to consolidate data and do simple reports on trends to support the Manager in the long-term planning of the program. • Provide guidance to the Administrative Assistant to ensure smooth running of operations in the program, if applicable. • To provide coverage for other Admin Executive / Assistant's duties as and when needed, to always ensure the smooth running of all programs in Children Services. • Interact with caregivers face-to-face, on the phone, and through email on a regular basis and manage each case in the best interests of the program and the client. Ensure periodic updates of caregiver / client information in relevant databases. • Understand caregiver's needs, provide relevant information and address caregiver's queries in a professional and friendly manner. • Serve as the point of direct administrative contact and liaise with external institutions such as KKH, NCSS, SSAs, when needed. • Participate in Quality Improvement (QI) projects and workgroups in the program, where needed. • Assist the Centre Manager in providing information (policies 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and procedures, etc.) to new staff (interns, volunteers) in the program.</p> <ul style="list-style-type: none"> As may be assigned from time to time by Centre Manager, Assistant Director or Director, Children Services. 	
Speech Therapist	<ul style="list-style-type: none"> Masters or Degree in Speech Therapy or its equivalent (preferably recognized by the Allied Health Professional Council in Singapore) Eligible for registration as Speech Therapist under the Allied Health Professions Act 2011 in Singapore. Good communication and interpersonal skills. Fluency in local languages will be an advantage At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists. Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programs. Conduct individual or group therapy to ensure client outcomes. Participate in public education/outreach to build an inclusive society. Keep abreast of the latest research and development in speech therapy and be involved in networking with hospitals and other community organizations. Take on supervisory and administrative roles in addition to clinical work. 	<ul style="list-style-type: none"> 5 working days Working Hours: 8am – 5.30 pm Employment Type: Full Time Job Type: Permanent Various Location
Occupational Therapist	<ul style="list-style-type: none"> Masters or Degree in Occupational Therapy or its equivalent (preferably recognized by the Allied Health Professional Council in Singapore) Eligible for registration as Occupational Therapist under the Allied Health Professions Act 2011 in Singapore. Good communication and interpersonal skills. 	<ul style="list-style-type: none"> Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programs. Conduct individual or group therapy to ensure client outcomes. Participate in public education/outreach to build an inclusive society. Keep abreast of the latest research and development on occupational therapy and be involved in networking with 	<ul style="list-style-type: none"> 5 working days Working Hours: 8am – 5.30 pm Employment Type: Full Time Job Type: Permanent Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> At least 5 years of relevant working experience, including one year of clinical supervision to practicing Occupational Therapist. Experience in management and multi-agency collaboration will be an advantage. 	<p>hospitals and other community organizations.</p> <ul style="list-style-type: none"> Take on supervisory and administrative roles in addition to clinical work. 	
Physiotherapist	<ul style="list-style-type: none"> Masters or Degree in Physiotherapy or its equivalent (preferably recognized by the Allied Health Professional Council in Singapore) Eligible for registration as Physiotherapist under the Allied Health Professions Act 2011 in Singapore. Good communication and interpersonal skills. At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists. Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> Provide a wide range of services to our partners in the community sector. Identifying the needs of individual clients so that appropriate rehabilitative treatment may be provided. Work with clients on a one-to-one or group basis based on the level of function and severity of the disability of the clients. Involved in conducting public education/outreach in certain programs Keep abreast of the latest research and development on physiotherapy and be involved in networking with hospitals and other community organizations. Take on supervisory and administrative roles in addition to clinical work. 	<ul style="list-style-type: none"> 5 working days Working Hours: 8am – 5.30 pm Employment Type: Full Time Job Type: Permanent Various Location
Social Worker	<ul style="list-style-type: none"> Degree or Postgraduate Diploma in Social Work or Counselling. Relevant experience in the fields of Early Intervention/Special Education or social services is preferred. Professionals that are accredited as a social worker/social service practitioner 	<ul style="list-style-type: none"> Establish rapport and build professional relationship with client and caregivers. Conduct intake and needs assessment during first contact and screening to ascertain the level of complexity, key risks and protective factors of the case and prepare for necessary intervention that includes information and referral and basic counselling services to help clients and caregivers. 	<ul style="list-style-type: none"> 5 working days Working Hours: 8am – 5.30 pm Employment Type: Full Time Job Type: Permanent Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>(RSW/RSSP) with SASW are preferred.</p> <ul style="list-style-type: none"> • Good communication and interpersonal skills. • Patient, positive and passionate about working with children with special needs and their families. • Works effectively both as an individual and as part of a trans-disciplinary team. 	<ul style="list-style-type: none"> • 3 Plan, organize and lead the caregiver's orientation programs for new enrolments in the program. • Conduct and administer appropriate financial assessment and assistance. • Provide appropriate intervention and supportive counselling to the families of children attending early intervention. • Participate actively in case discussions and case conferences within a trans-disciplinary setting. • Work closely with other Early Intervention (EI) professionals to come up with a holistic family-centered intervention plan. • Conduct home and school visits with other early intervention professionals whenever necessary. • Prepare case history information, psychosocial assessment, social work intervention plans. • Plan, organize and lead transition planning briefings and actively follow up with parents and external stakeholders on application to SPED/mainstream schools or transition to the next stage of education. • Document and maintain case files and prepare reports according to the required documentation standard. • Conduct referral and closure of cases upon achieving sustainable service outcome for clients. • Plan, develop and conduct psycho-educational training and group work for children, caregivers and other EI professionals. • Plan and conduct caregiver and parent support group programs. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Plan and conduct orientation programs for new entrants and transition briefings for graduates Lead or participate in collaborations efforts with external stakeholders such as preschools, SPED, primary schools and community partners. Participate in developmental programs and supervision for personal and professional growth & development in accordance with the National Social Work Competency Framework (NSWCF). Network with other professionals in the EI and disability sector. Maintain minimum requirements for accreditation and renewal membership with relevant professional associations. 	
Social Work Associate	<ul style="list-style-type: none"> A recognized Diploma in Social Work (Social Sciences) or WSQ Diploma in Social Service Possesses good communication and interpersonal skills Good working knowledge of word processes and computer skills A good team player Those with prior experience will be an added advantage 	<ul style="list-style-type: none"> The Social Associate works in the field of social work. He/She is qualified and trained to assist in providing interventions and programs, performing community development work and uplifting professional practice in social work. He/She assists in coordinating casework, group work and community development activities and programs, supporting community events and performing administrative functions. Perform stakeholder engagement and partnerships Participating in social work practice across disciplines Support in building rapport and professional relationships with clients and significant other Conduct casework Provide Information and Referral services 	<ul style="list-style-type: none"> 5 working days Working Hours: 8am – 5.30 pm Employment Type: Full Time Job Type: Permanent Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Support needs and intake assessments such as conducting Means Testing, financial assessments, conducting home visits, etc. • Provide support to Social Workers on case and care planning and interventions • Conduct and prepare social reports to apply for financial aids and apply necessary financial schemes to help clients • Prepare case notes and documents • Conduct group work • Support preparation and planning of group work interventions • Support implementation of group work interventions • Support the evaluation of group work intervention processes and outcomes • Perform community development work • Support conducts environmental scans and community needs assessments • Support coordination and pooling of community resources and services • Support development and implementation of community development initiatives • Support the review of community development initiatives for improvements • Deliver Programs • - Support the development and planning of programs to address service gaps • - Support the implementation and evaluation of programs 	
Psychologist	<ul style="list-style-type: none"> • At least a recognized master's degree in educational or clinical psychology. • Preferably, the psychologist should be registered, or eligible 	<ul style="list-style-type: none"> • To organize and undertake psycho-educational assessment of clients as appropriate. • To develop and implement appropriate intervention strategies to address clients' developmental/ 	<ul style="list-style-type: none"> • 5 working days • Working Hours: 8am – 5.30 pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>soon for registration, with the Singapore Psychological Society (SPS) as a Registered Psychologist (Singapore).</p> <ul style="list-style-type: none"> • Good communication and interpersonal skills with demonstrated ability to build relationships. • Good organization and planning skills. 	<p>learning/emotional/ behavioral issues.</p> <ul style="list-style-type: none"> • To participate in admissions screening of EIPIC applicants. • To support clients throughout the EIPIC continuum, including out-of-center placements. • To provide consultation to support stakeholders (e.g., family and staff) in management of clients' developmental/ learning/emotional/ behavioral issues. • To support teachers in developing/implementing/monitoring clients' IEPs. • To Conduct Psychological Assessments for Special School Placements • To maintain up-to-date records of psychologist's assessment/intervention with clients, and consultation with families/staff/other stakeholders. • To work closely with other EIPIC staff and clients' parents/caregivers. • To conduct training for SPD staff, parents/carriers on appropriate topics, as needed. • To submit reports, logs and assessment reports, etc., as required. 	<ul style="list-style-type: none"> • Various Location

#12 e2i services

e2i Services

- Career Coaching & Job Matching
- Skills Future Advice

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

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

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

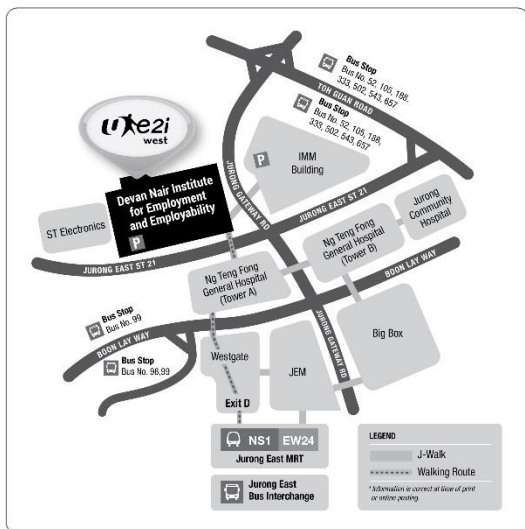


You can also reach them at the following centres (By appointment only):



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

Sunday & Public Holiday: Closed

NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**
(e.g. Analysts, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, part-time jobs, operators, packer roles)
<https://bit.ly/jsc-ja-nonpmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
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