

# e2i Career Fair @ Bukit Panjang [27 Sept 2024] JOB LISTING BOOKLET



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

## About e2i (Employment and Employability Institute)

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

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## #1 AETOS HOLDINGS PTE LTD

AETOS Holdings, part of the Surbana Jurong Group, is a leading unified security and safety solutions provider based in Singapore. Established in 2004, AETOS has more than 70 years of experience in safeguarding key national maritime, aviation, and infrastructure installations. Since then, it has spearheaded efforts to transform the security industry by leveraging innovative technologies, upskilling its 5000-strong workforce, and expanding its capabilities to accelerate all of its business areas. Committed to Securing Our Future, AETOS is always on the lookout for extraordinary individuals who have the passion to make positive impact in our community.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>AUXILIARY POLICE OFFICER</b>	<ul style="list-style-type: none"> <li>At least 3 GCE 'N' Levels</li> <li>Physically fit with normal color vision, no hearing defects and visible tattoo</li> <li>Able to work shift duties (Including extended shift, weekends &amp; public holidays)</li> <li>Applicants who are not able to do IPPT may consider applying for unarmed APO positions</li> </ul>	<ul style="list-style-type: none"> <li>Checking of boarding, staff, and valid entry passes.</li> <li>Checking of persons, belongings and vehicles.</li> <li>Detection of illegal immigrants, prohibited and contraband goods or items, forged travel documents</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 12hrs</li> <li>Full Time</li> <li>Location: Islandwide</li> </ul>
<b>SECURITY OFFICER</b>	<ul style="list-style-type: none"> <li>At least secondary 2</li> <li>NSRS (WSQ) certification would be advantageous</li> <li>No color blindness or hearing defects</li> <li>Able to work shift duties (Including extended shift, weekends &amp; public holidays)</li> <li>Additional requirements for Part-Time. Must be a trained security officer with a valid PLRD License</li> </ul>	<ul style="list-style-type: none"> <li>Manning of static/access control points, issuing of visitor/contractor pass in exchange for their identification cards</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 12hrs</li> <li>Full Time</li> <li>Location: Islandwide</li> </ul>
<b>ESCORT DRIVER (SECURITY)</b>	<ul style="list-style-type: none"> <li>At least secondary 2</li> <li>NSRS (WSQ) certification would be advantageous</li> <li>No color blindness or hearing defects</li> </ul>	<ul style="list-style-type: none"> <li>Pickup &amp; drop off officers, may require to collect items, overall in charge of the vehicle, performing security officer duties</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 12hrs</li> <li>Full Time</li> <li>Location: Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Able to work shift duties (Including extended shift, weekends &amp; public holidays)</li> <li>Additional requirements for Part-Time. Must be a trained security officer with a valid PLRD License</li> </ul>		

## #2 FAIRMONT SINGAPORE & SWISSOTEL THE STAMFORD

Strategically located in the heart of Singapore's shopping, dining and entertainment districts and with the City Hall and Esplanade Mass Rapid Transit (MRT) train stations and other major transportation nodes at its doorstep, Fairmont Singapore and Swissotel The Stamford are the gateway to explore Singapore's landscapes at your convenience. With a total of 2,030 well-appointed guestrooms, both hotels also offer a distinct collection of 12 lifestyle and dining choices including Michelin-starred fine dining restaurant JAAN by Kirk Westaway, cutting-edge meeting space at Raffles City Convention Centre with 34 meeting rooms and one of Asia's largest spas, Willow Stream Spa.

At Fairmont Singapore and Swissotel the Stamford, we design career plans and unveil new professional perspectives through our various development programs. We shine when YOU shine. Come and be part of our dynamic team and experience immerse growth and career opportunities with us.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Food &amp; Beverage Guest Services Officer/Executive</b>	<ul style="list-style-type: none"> <li>1 year F&amp;B management experience</li> <li>Experience in similar size/style of 5* hotel</li> <li>Diploma in Hospitality Management</li> <li>Evidence of Leadership / People management</li> <li>Good interpersonal and communication skills</li> <li>Able to work under pressure and independently</li> <li>Good interpersonal skills with ability to communicate with guests and all levels of</li> </ul>	<ul style="list-style-type: none"> <li>Assist the outlet manager on daily Front of the House and Heart of the House operations</li> <li>Monitor the reservation status and communicate with culinary team</li> <li>Plan and arrange manning to meet business needs</li> <li>Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period</li> <li>Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by</li> </ul>	<ul style="list-style-type: none"> <li>Working Days/Hours: 5 Days Of Working</li> <li>Full Time</li> <li>Location: Swissotel The Stamford Singapore</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	colleagues and management <ul style="list-style-type: none"> <li>• Service oriented with an eye for details</li> <li>• Good computer skills and proficient in Microsoft Office-Words &amp; Excel</li> <li>• Good problem solving and decision making skills</li> <li>• Effective conflict management skills, respecting a diverse, multi-cultural environment</li> <li>• Use sensitivity and discretion in supporting guest needs</li> <li>• Lead to constantly improve the guest service experience and team performance</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure hygiene and food safety compliance in the outlet and related areas</li> <li>• Lead the F&amp;B service team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise</li> <li>• Lead a Heartist® approach to guest experience/service with the F&amp;B team</li> <li>• Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up on correct procedures implemented by outlet manager as to prevent future recurrence</li> <li>• Focus on the dining experience for LCAH members</li> <li>• Induct and train F&amp;B service team on technical skills and process as outlined in the LQA standards and departmental SOP</li> <li>• Coach F&amp;B service team to constantly improve or maintain performance, give guidance where performance is below expectations</li> <li>• Manage team within guidelines provided in the Colleague Handbook</li> <li>• Counsel/discipline any F&amp;B service team when performance fall below expectation, and to re-train when needed</li> <li>• Conduct spot-checks that all food and beverage sold is properly accounted for at established prices. Be alert for irregularities in the handling of cash or any misconduct</li> <li>• Ensure that safe working practices are followed including emergency procedures</li> <li>• Assist Outlet Manager to organize and implement F&amp;B promotions and special functions periodically</li> <li>• Assist in control measures on food costs, beverage costs,</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		labour costs and operating supply costs for the outlet and to be in line of budget <ul style="list-style-type: none"> <li>• Oversee the stock requisition and usage of operation equipment/supplies</li> <li>• Maintain and check the outlet's/heart of the house's cleanliness and comply with the F&amp;B sanitation and hygiene rules and regulations</li> <li>• Participate in departmental leadership activities as a member of the team</li> <li>• Maintain levels of confidentiality and discretion for guests</li> <li>• Develop own knowledge and skills as a contributing member of the F&amp;B team</li> </ul>	
<b>Reservation Co-ordinator/Executive</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years of relevant experience in the reservations sales</li> <li>• Strong working knowledge of CRS, PMS, RESAWeb or distribution systems</li> <li>• Details Orientated</li> <li>• External and internal environment understanding</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Great communication, presentation and influencing skills</li> <li>• Customer/Commercial focus</li> <li>• Multicultural awareness and able to work with people from diverse cultures</li> <li>• Flexible and able to embrace and respond to change effectively</li> <li>• Self-motivated and energetic</li> </ul>	<ul style="list-style-type: none"> <li>• Support the reservations sales team and operations teams to ensure all key KPIs are met and maintained including conversion, abandoned call rate and quality assurance.</li> <li>• Ensure travel agency commissions, reservations sales conditions, profile tracking and guest recognition is checked, completed and updated accordingly.</li> <li>• Maintain accuracy of arrivals including billing, VIP status and other guest preferences.</li> <li>• Maintain high level of performance within the reservations guest experience, including the support for the reservations and operations team.</li> <li>• Ensure that a "RevPRO culture" is spread in the hotel, through regular liaison with operational and call Centre teams.</li> <li>• Manage rooming lists, corporate bookings, and crew blocks as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Days/Hours: 5 Days Of Working</li> <li>• Full Time</li> <li>• Location: Swissotel The Stamford Singapore</li> </ul>
<b>RCCC Guest Services Officer/Executive, Banquet</b>	<ul style="list-style-type: none"> <li>• O-Level and above, or same level of education</li> </ul>	<ul style="list-style-type: none"> <li>• Perform the tasks of function room setup, dining table setting, buffet counter and refreshment setting base on each BEO's</li> </ul>	<ul style="list-style-type: none"> <li>• Working Days/Hours: 5 Days Of Working</li> <li>• Full Time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Minimum 2 years banquet experience in 5 star Hotel</li> <li>• Friendly personality with positive attitude</li> <li>• Good communication skills and guest relations.</li> <li>• Fluent spoken English and basic written English</li> <li>• The ability to work well with a large group of people in a team environment</li> <li>• Must be able to work well in stressful, high-pressure situations</li> <li>• Ability to work a flexible schedule including nights, days, weekends and Public holidays</li> </ul>	<p>requirement, instruction and departmental standards</p> <ul style="list-style-type: none"> <li>• Prepare, maintain or check the preparation of service mise-en-place according to each event and are ready/sufficient for operation needs</li> <li>• Check the appearance, orderliness, cleanliness and proper set-up of the function room/refreshment area and all its related areas with the function checklist, and be ready before 30 minutes of the commence of each event/coffee break</li> <li>• Maintain and ensure all function rooms appearance, orderliness and cleanliness are at satisfied condition after the end of each event</li> <li>• Handle event billing accordingly to BEO's instruction and complete post function report when event ended</li> <li>• Assist the management to supervise junior team members and casual labour under his/her leadership/section and to ensure all tasks assigned/required by the event/operation are carried out on time and according to instruction and departmental standards as well as at the satisfied level</li> <li>• To monitor/supervise the use of equipment by casual labour and to ensure it is used in the correct manner under the relevant standard of operations and work safety guideline</li> <li>• Use guest names wherever possible</li> <li>• Greet and farewell guests in a friendly, courteous manner</li> <li>• Adjust service to suit guests' requests, personalize to meet needs</li> <li>• Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-warmed, Feel</li> </ul>	<ul style="list-style-type: none"> <li>• Location: Swissotel The Stamford Singapore</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Incredible, and Belong with the aim to achieve VOG target</p> <ul style="list-style-type: none"> <li>Respond positively, politely, and efficiently to all extraordinary requests from guests, and act accordingly when dealing with complaints or problems reported to him/her</li> <li>Perform or assist in the Hosting, Cashiering and Bartending duties whenever is required or when is assigned</li> <li>Maintain and check the supply of equipment/stock level and ensure no shortage of items which have impact on the operation and guests</li> <li>Take part in daily line-ups and participate all assigned training program</li> <li>Handle all the administration works pertaining to cashier/bar operation requirement and company's policies, and in good order when required</li> <li>Act as a runner between each meeting rooms, delivering or collecting various items which are required by guests</li> <li>Follow guidelines provided in colleague handbook</li> <li>Understand emergency procedures, health, hygiene &amp; food safety requirements and ensure compliance</li> <li>Maintain collaborative working relationships with colleagues &amp; supervisors/ managers</li> </ul>	
<b>Commis Cook</b>	<ul style="list-style-type: none"> <li>Minimum of 1 year in basic culinary position</li> <li>Knowledge of different culinary techniques</li> <li>Certificate in Culinary, preferred</li> </ul>	<ul style="list-style-type: none"> <li>Maintain daily mis-en-place and prepare ingredients</li> <li>Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices</li> <li>Ensure the highest standards and consistent quality in the daily preparation</li> <li>Keep up to date with the new products, recipes and preparation techniques</li> </ul>	<ul style="list-style-type: none"> <li>Working Days/Hours: 5 Days Of Working</li> <li>Full Time</li> <li>Location: Swissotel The Stamford Singapore</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Have full knowledge of all menu items, daily highlights and promotions</li> <li>Adhere to recipes and stock management</li> <li>Adjust cooking based on guest preferences</li> </ul>	
<b>Chef De Partie</b>	<ul style="list-style-type: none"> <li>Minimum of 1 year in basic culinary position</li> <li>Knowledge of different culinary techniques</li> <li>Certificate in Culinary, preferred</li> </ul>	<ul style="list-style-type: none"> <li>Maintain daily mis-en-place and prepare ingredients</li> <li>Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices</li> <li>Ensure the highest standards and consistent quality in the daily preparation</li> <li>Keep up to date with the new products, recipes and preparation techniques</li> <li>Have full knowledge of all menu items, daily highlights and promotions</li> <li>Adhere to recipes and stock management</li> <li>Adjust cooking based on guest preferences</li> </ul>	<ul style="list-style-type: none"> <li>Working Days/Hours: 5 Days Of Working</li> <li>Full Time</li> <li>Location: Swissotel The Stamford Singapore</li> </ul>
<b>Doorman</b>	<ul style="list-style-type: none"> <li>Minimum Secondary education</li> <li>Able to read and write English. A second language is preferred</li> <li>Some working experience preferred</li> <li>A valid class 2/3 motor licence is preferred</li> <li>Must be physically able to carry out duties of Bell Person</li> <li>Guest focused with good communications skill</li> <li>Guest oriented individual with pleasant and courteous disposition</li> <li>A team player and efficient worker</li> <li>Flexible and adaptable</li> <li>Possess good attitude and initiative</li> </ul>	<ul style="list-style-type: none"> <li>To assist guests with taxi requests and assist them with their belongings into the taxi</li> <li>Co-ordinate with arriving coaches/passengers vans/Taxi &amp; Uber/Grab to their waiting area</li> <li>To assist arriving and departing guests and ensure that all belongings are being retrieved or placed in taxi upon arrival or departure respectively</li> <li>To co-ordinate on parking lots for VIP guests and ensure they are duly received</li> <li>Co-ordinate parking for drivers for pick-up guests</li> <li>Ensure LQA service standards are in practice as set by the hotel at all times</li> <li>Assist in loading and unloading and tagging of luggage for arrival and departure from taxi or luggage van</li> <li>Promptly greet and welcome all guests on arrival</li> </ul>	<ul style="list-style-type: none"> <li>Working Days/Hours: 5 Days Of Working</li> <li>Full Time</li> <li>Location: Swissotel The Stamford Singapore</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Possess integrity and honesty</li> </ul>	<ul style="list-style-type: none"> <li>Able to provide information and assistance to guests as and when required</li> <li>To be well versed with all shuttle and taxi booking charges to provide accurate information to guests.</li> <li>Provide direction, information and/or assistance to guests as and when required</li> <li>To report on incidents/accidents at driveway and redirect traffic flow when required</li> <li>Ensure smooth flow of traffic at the driveway</li> <li>To ensure general cleanliness at the front driveway</li> <li>May be required to assist Bellman in luggage duties when required</li> <li>Work hand in hand with car Valets to ensure smooth traffic flow at all times</li> <li>Buddy new colleagues as required and provide on job training</li> <li>Attend department briefings and meetings</li> <li>Ensure grooming standard set by the hotel at all times</li> <li>Any other duties as assigned from time to time</li> <li>Listen actively and is able to display self-control and empathy in challenging interactions and offer suitable alternative</li> </ul>	
<b>Guest Relations Officer</b>	<ul style="list-style-type: none"> <li>Minimum O level education</li> <li>Minimum 2 years hotel front office experience</li> <li>Computer Knowledge, i.e. well versed with windows, internet explorer and word, either POS or PMS system</li> <li>Knowledge of Opera will be an advantage</li> <li>Read, write, speak English fluently</li> </ul>	<ul style="list-style-type: none"> <li>Assist guests with check in and checkout, and other cashiering duties</li> <li>Efficient in assisting guests throughout their stay with any requirements, handling guest feedback, provide direction and give suggestions</li> <li>Handle guests' mails, messages, and answering phone calls</li> <li>Maximizing room revenue by up-selling to a higher rate category and selling the highest possible rates for walk-in guests</li> </ul>	<ul style="list-style-type: none"> <li>Working Days/Hours: 5 Days Of Working</li> <li>Full Time</li> <li>Location: Swissotel The Stamford Singapore</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Well-groomed with leadership quality</li> <li>Interpersonal skills to deal with guests and colleagues' issues</li> <li>Able to work in a team, i.e. caring about other team members and open towards other nationalities</li> <li>Adaptable to multicultural guest needs, works with diverse cultures</li> <li>Able to work under pressure and independently</li> <li>Good interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Provide guidance and assistance to Guest Relations Assistant</li> <li>Supervise the Front Office team to personalize the guest arrival/departure experience</li> <li>Provide On-The-Job training for new colleagues</li> <li>Meet, greet and provide rooming for VIP guests</li> <li>Analyze room inventory and monitor rooms count situation</li> <li>Attend daily briefings and relevant departmental and interdepartmental meetings</li> <li>Ensure the safety, security and loss control policies and procedures are complied with at the front desk and back office area</li> <li>Perform any related duties and special projects as requested by the Front Office Manager/Assistant Front Office Manager/Reception and Duty Manager</li> <li>Comply with hotel and department policies and procedures at all times</li> <li>Maintain the privacy of all guests by ensuring that no details of the guests are disclosed to anybody</li> <li>Ensure cleanliness and appearance of Front Desk and related areas</li> <li>Establish awareness of the Hotels fire and emergency procedure</li> <li>Ensure vigilance in regard to in-house credit matters and act upon any discrepancies</li> <li>Provide assistance and supervision of the Front Office areas such as Front Desk, Airline Desk, Groups, Rooms Controlling and Lobby Greeters</li> <li>Ensure strict compliance of the Credit Card Privacy – PCI and Cash Float SOP</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Bellman</b>	<ul style="list-style-type: none"> <li>• Minimum Secondary education</li> <li>• Able to read and write English. A second language is preferred</li> <li>• Experience not required as training will be provided</li> <li>• Must be physically able to carry out duties of Bell Person</li> <li>• Guest focused with good communications skill</li> <li>• Guest oriented individual with pleasant and courteous disposition</li> <li>• A team player and efficient worker</li> <li>• Flexible and adaptable</li> <li>• Possess good attitude and initiative</li> <li>• Possess integrity and honesty</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure timely delivery of guest luggage and guest items in a friendly and approachable manner to meet and exceed guest expectations.</li> <li>• Orient guests on the room facilities to facilitate guest use and comfort.</li> <li>• Attend to all other guest requests as directed by Leaders, Captains and Communications Agents</li> <li>• Acknowledge and communicate with Bell Captains via Mobitalk upon completion of assignments</li> <li>• Respond to all other requests in a timely manner</li> <li>• Ensure all job assignments are properly logged in respective logbooks</li> <li>• Ensure LQA service standards are in practice as always set by the hotel</li> <li>• Provide organized and seamless luggage service and assist with any group luggage logistics</li> <li>• Able to provide information and assistance to guests as and when required</li> <li>• Listen actively and can display self-control and empathy in challenging interactions and offer suitable alternative</li> <li>• Presence at the lobby area to provide guest assistance</li> <li>• Work closely with the Doorman for arrival and departure luggage assistance</li> <li>• May require performing Doorman duties as and when required</li> <li>• Ensure smooth flow of traffic at the driveway</li> <li>• Buddy new colleagues as required and provide on job training</li> <li>• Perform manual wake-up calls for guests during night shift when required</li> </ul>	<ul style="list-style-type: none"> <li>• Working Days/Hours: 5 Days Of Working</li> <li>• Full Time</li> <li>• Location: Swissotel The Stamford Singapore</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Ensure timely deliveries of amenities to guests especially during the night shift</li> <li>• Attend department briefings and meetings</li> <li>• Always ensure grooming standard set by the hotel</li> <li>• Report and replenish stocks to ensure availability</li> <li>• Maintain good housekeeping of work areas</li> </ul>	
<b>Housekeeping Co-ordinator</b>	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level Education</li> <li>• Able to read, write, and communicate in English, other languages is an added advantage</li> <li>• Computer skills including Microsoft Office will be an advantage</li> <li>• Use/knowledge of PMS e.g. OPERA</li> <li>• Technical skills for Housekeeping including use of the iPhone for e-Housekeeping</li> <li>• Supervisory and leadership skills – collaborative, enabling, and entrepreneurial</li> <li>• Interpersonal skills well developed with guests, employees, management</li> <li>• Able to solve problem/make decision independently within scope</li> <li>• Attention to detail guest requests and preferences</li> <li>• Able to work independently, reliable, self-directed</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure efficient and effective clear communication within the Housekeeping Department, Front Office, Engineering, Royal Service and all other departments</li> <li>• Answer all telephone calls and do all necessary follow up, with usage of correct telephone verbiage as set by the Hotel</li> <li>• Record all telephone calls and its details in the housekeeping coordinator's log book or input into Royal Service to ensure proper follow up</li> <li>• Be familiar with the computer systems such as OPERA and Swiss/Royal Service</li> <li>• Keep proper records of guest loan items (eg. Extra chairs, foam pillows), and update traces in OPERA to track items movement and usage</li> <li>• Communicate blocked and VIP rooms with their preferences and requests to Team Leaders in a timely manner</li> <li>• Supervise and ensure that house and room attendants are carrying out all guest requests in a timely manner</li> <li>• Monitor room statuses to ensure clean rooms are available for arrival guests</li> <li>• Be responsible for the safety and security of all the departmental keys, mobi-talks, and iPhones.</li> <li>• Take proper inventory of keys, mobi-talk, and iPhones for the</li> </ul>	<ul style="list-style-type: none"> <li>• Working Days/Hours: 5 Days of Working</li> <li>• Full Time</li> <li>• Location: Swissotel the Stamford Singapore</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>department and highlight loss to Assistant Manager immediately. Assist in preparing keys, mobiles or papers to colleagues if need arise.</p> <ul style="list-style-type: none"> <li>• Answers all lost &amp; found queries promptly and follow up accordingly</li> <li>• Record all Lost and Found articles correctly and to place items in correctly labeled serial boxes for easy search should guests claim the item</li> <li>• Inform Security Department and Duty Manager of any complaints by guests of losses that may require compensation</li> <li>• Ensure the security and maintenance of the lost &amp; found room by not allowing unauthorized entries, with regular clean up and disposal of items after its validity periods</li> <li>• Ensure that safe working practices are followed including emergency procedures</li> <li>• Participate in departmental leadership activities as a member of the team</li> <li>• Maintain levels of confidentiality and discretion for guests</li> <li>• Carry out any adhoc duties assigned by the Management of the Hotel and department</li> </ul>	
<b>Property Maintenance Coordinator</b>	<ul style="list-style-type: none"> <li>• Minimum GCE "A" Level Education / Diploma Holder</li> <li>• Relevant Administrative Experience</li> <li>• Able to read, write and communicate in English</li> <li>• Computer skills will be an advantage preferable in Microsoft Word, Excel and PowerPoint</li> <li>• Use/knowledge of PMS e.g. Opera</li> <li>• Supervisory and leadership skills –</li> </ul>	<ul style="list-style-type: none"> <li>• Understands the Hotel SPI and adhering to the rules and regulations</li> <li>• Check discrepancies for overtime, casual labor and alerting the relevant leaders should discrepancies arise</li> <li>• Keeps and updates attendance records of all Property Maintenance colleagues daily</li> <li>• File all colleague records accurately</li> <li>• Assist on enquires relating to salary, staff benefits and leaves</li> <li>• Lead internal guest service and the team using a Heartist® approach</li> </ul>	<ul style="list-style-type: none"> <li>• Working Days/Hours: 5 Days Of Working</li> <li>• Timing: 8:30am - 6:15pm</li> <li>• Full Time</li> <li>• Location: Swissotel The Stamford Singapore</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	collaborative, enabling, and entrepreneurial <ul style="list-style-type: none"> <li>• Interpersonal skills well developed with guests, employees, management</li> <li>• Able to solve problem/make decision within scope</li> <li>• Numbers orientated and meticulous</li> <li>• Able to work independently, reliable, self-directed</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare monthly reports for casual labour, full timers and contract labour</li> <li>• Update productivity excel sheets daily for monitoring of department's labour expenditure</li> <li>• Daily update on Month-To-Date labour spending</li> <li>• Ensure that safe working practices are followed including emergency procedures</li> <li>• Participate in departmental leadership activities as a member of the team</li> <li>• Maintain levels of confidentiality and discretion for guests</li> <li>• Assist the department to control and reduce departmental expenses and control labor expenditure</li> <li>• Activate vendor for repair work, special work, e.g. carpet cleaning, etc.</li> <li>• Raise cleaning supplies order in Future Log System</li> <li>• Other administrative duties assigned by the Management</li> </ul>	

### #3 GARDENIA FOOD(S)PTE LTD

The brand Gardenia is associated with qualities such as good taste, freshness, trust and reliability. In a highly competitive market, these are the values that make Gardenia stand out and stay ahead.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>PDTN OPERATOR</b>	<ul style="list-style-type: none"> <li>• Able to work on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Provide operational support to the Section Leader in Mixing Section/ *Oven &amp; Stacking Section / Slicing Section</li> <li>• Operate the mixing/ depanner &amp; oven unloader/ slicer</li> <li>• Ensure proper cleaning is done</li> <li>• Adhere the disposition of all non-conforming products as instructed by superiors</li> <li>• Adhere to all working and safety regulations</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Days Of Working</li> <li>• Timing: 9 am to 9pm/9pm to 9am</li> <li>• Full Time</li> <li>• Location: PANDAN LOOP (128417)</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>VAN SALESMAN</b>	<ul style="list-style-type: none"> <li>• Must possess Singapore Class 3 / 4 license</li> <li>• Able to work on weekend and public holiday (Rest Day on weekday)</li> <li>• Physically fit</li> </ul>	<ul style="list-style-type: none"> <li>• Load bread into vans and for delivery to every retailer</li> <li>• Remove one day old bread from shelves and load fresh loaves</li> <li>• Merchandise bread and reject bread that do not meet Company's quality standards</li> <li>• Maintain good relations with retailers</li> <li>• Send back exchange bread to Dispatch</li> <li>• *Collect bread trays and report on trays condition</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Days Of Working</li> <li>• Timing: 12 midnight to 9am</li> <li>• Full Time</li> <li>• Location: PANDAN LOOP (128417)</li> </ul>
<b>MARKETING (INTERN)</b>	<ul style="list-style-type: none"> <li>• Diploma/Bachelor's Degree in Business &amp; Marketing or equivalent.</li> <li>• Proficient in Excel, Word and PowerPoint</li> <li>• *Possess excellent project management skills</li> <li>• *Data savvy and high level of analytical skills</li> <li>• *Excellent communication, interpersonal &amp; presentation skills</li> <li>• *Independent, proactive, and able to work as a team in ambiguous environment</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct market research for NPD.</li> <li>• Assist in packaging checks.</li> <li>• Check and screen through PR emails which consist of sponsorships, product feedback and enquiries.</li> <li>• Participate and help the marketing team in events.</li> <li>• Assist in setting up product evaluation.</li> <li>• Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days Of Working</li> <li>• Timing: 8hr Shift</li> <li>• Full Time</li> <li>• Location: PANDAN LOOP (128411)</li> </ul>

#### #4 HONG YE GROUP PTE LTD

YY Group Holding, a publicly listed company on the Nasdaq, is a data and technology-driven provider of hotel and hospitality staffing and commercial cleaning services through its subsidiaries, YY Circle and Hong Ye Group.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cleaner</b>	<ul style="list-style-type: none"> <li>• Cleaners for Indoor or Outdoor Cleaners,</li> <li>• Compound Cleaners, Bin Collectors, etc.</li> <li>• Knowledge of Chemicals and Machinery for Cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning Activities such as Restroom, indoor or outdoor, compound, bin collectors.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Days Of Working</li> <li>• Timing: 8hr Shift</li> <li>• Full Time</li> <li>• Location: Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cleaning Supervisor</b>	<ul style="list-style-type: none"> <li>• Proven experience in Cleaning Industry for at least 2 years</li> <li>• Bilingual in order to communicate with management</li> <li>• Able to work independently and in teams</li> <li>• Willing to work during public holidays and weekends</li> <li>• Great knowledge of chemicals and machinery for cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Supervising a team of cleaning crew in carrying out day to day cleaning activities at the client's premises</li> <li>• Maintain records of all equipment and inventory in the cleaning store</li> <li>• Monitoring all cleaning activities</li> <li>• Actively following up on the periodic schedules and requests of the clients</li> <li>• Assigning of duties or any ad-hoc cleaning task to the crew</li> <li>• Deployment of staff and ensuring staff clock in and out of the system</li> <li>• Actively checking on company's cleaning system</li> <li>• Checking on staff's grooming</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Days Of Working</li> <li>• Timing: 8hr Shift</li> <li>• Full Time</li> <li>• Location: Islandwide</li> </ul>
<b>Cleaning Operations Executive</b>	<ul style="list-style-type: none"> <li>• Preferably with 2 years' experience in related fields</li> <li>• Team player, good problem-solving and decision-making skills</li> <li>• Excellent communication skills and customer oriented</li> <li>• Ability to multi-tasks under tight time frames with minimum supervision</li> <li>• Organized, responsive and resourceful</li> </ul>	<ul style="list-style-type: none"> <li>• Manage cleaning services</li> <li>• Coordinate with supervisor and client to ensure quality service delivery (compiling, analysing, development and review of operation plans to improve work procedures and quality service delivery)</li> <li>• Ensure cleaning teams adhere to safety measures to during cleaning operation</li> <li>• Assist in budget planning for cleaning operations</li> <li>• Review daily cleaning job reports for submission to management</li> <li>• Preparing periodic schedules and all other documentations and ensure all periodic schedules has been enforced and followed up accordingly.</li> <li>• Covering of manpower if needed (requires you to do hands-on cleaning)</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Days of Working</li> <li>• Timing: 8hr Shift</li> <li>• Full Time</li> <li>• Location: Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Recruiting of manpower for projects               <ul style="list-style-type: none"> <li>- Resolving all matters/ incidents on site</li> </ul> </li> <li>Manage inventory, equipment and maintenance schedule</li> <li>Stocktake and allocating of equipment and/or technologies and supplies to project sites               <ul style="list-style-type: none"> <li>- Identify and recommend suitable equipment and/or technologies to improve cleaning operations</li> <li>- Implement maintenance schedules for tools and equipment</li> </ul> </li> <li>Manage cleaning teams               <ul style="list-style-type: none"> <li>- Facilitating in planning of work schedules, deployment of manpower, effective work processes and capability development of staff</li> </ul> </li> <li>Manage incidents               <ul style="list-style-type: none"> <li>- Guide teams to respond to major incidents/emergencies and reporting it to the management</li> </ul> </li> </ul>	
<b>Cleaning Operations Manager</b>	<ul style="list-style-type: none"> <li>Candidate must possess at least a Diploma, Advanced/Higher/Graduate Diploma, any field.</li> <li>At least 7 year(s) of working experience in the related field is required for this position.</li> <li>Preferably Managers specializing in General Work (Housekeeper, Driver, Dispatch, Messenger, etc) or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Lead teams</li> <li>Develop strategy plans to promote organisation core values</li> <li>Manage the professionalism of the staff</li> <li>Mentor and lead management staff</li> <li>Lead organisational succession planning, capability development and employee engagement</li> <li>Drive business operations</li> <li>Drive the overall growth of business and operations</li> <li>Drive opportunities to improve market visibility and presence of the organisation</li> <li>Lead budget planning for the organisation</li> <li>Represent and promote the organisation</li> </ul>	<ul style="list-style-type: none"> <li>6 Days of Working</li> <li>Timing: 8hr Shift</li> <li>Full Time</li> <li>Location: Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Direct the development and review of operation policies and procedures</li> <li>• Manage client relationships</li> <li>• Collaborate with clients to achieve business goals</li> <li>• Direct the development and review of strategic plans to improve relationships with clients</li> <li>• Manage Incidents</li> <li>• Oversee the conduct and review of contingency plans</li> </ul> <p>Endorse emergency and crisis management response plans, processes and procedures Provide direction on analysed trends of reported incidents</p> <ul style="list-style-type: none"> <li>• Manage cleaning services</li> <li>• Coordinate with supervisor and client to ensure quality service delivery (compiling, analysing, development and review of operation plans to improve work procedures and quality service delivery)</li> </ul> <p>Ensure cleaning teams adhere to safety measures to during cleaning operation Assist in budget planning for cleaning operations Review daily cleaning job reports for submission to management Preparing periodic schedules and all other documentations and ensure all periodic schedules has been enforced and followed up accordingly. Covering of manpower if needed (requires you to do hands-on cleaning) Recruiting of manpower for projects Resolving all matters/ incidents on site</p> <ul style="list-style-type: none"> <li>• Manage inventory, equipment and maintenance schedule</li> <li>• Stocktake and allocating of equipment and/or technologies and supplies to project sites</li> </ul> <p>- Identify and recommend</p>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		suitable equipment and/or technologies to improve cleaning operations - Implement maintenance schedules for tools and equipment <ul style="list-style-type: none"> <li>• Manage cleaning teams</li> <li>• Facilitating in planning of work schedules, deployment of manpower, effective work processes and capability development of staff</li> <li>• Manage incidents</li> <li>• Guide teams to respond to major incidents/emergencies and reporting it to the management</li> <li>• Any other tasks as assigned by the reporting officer.</li> </ul>	

## #5 KPP PACKAGING PTE LTD

An dynamic Print & Pack manufacturing company established in 1986, providing Lithographic printing and packaging solutions for a wide spectrum of industries namely IT, Electronics, Pharma, food and advertising and media. With added facility of dye-sublimation printing for soft signages and textiles. Certified with ISO 9001, ISO 14000, ISO 22301 and FSC. currently in the process of getting certified for ISO 18000.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Digital Print Technician/Operator</b>	<ul style="list-style-type: none"> <li>• Maintains communication within production team member ensuring smooth transitions</li> <li>• Knowledge of good manufacturing practices</li> <li>• Good time management</li> <li>• Excellent organizational and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for setting up and operating a variety of automatic or semi-automatic machines</li> <li>• Ensure machine output is according to specifications required by the job run</li> <li>• Constantly monitor the output and take the necessary corrective actions to minimize rejects</li> <li>• Perform quality control and troubleshoot during job run</li> <li>• Prepare and update all production documents required accurately</li> <li>• Be responsible for activities in production area to meet production goals, quality, and cost objectives</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 Days of Working</li> <li>• Timing: 8:30am-5:30pm</li> <li>• Full Time</li> <li>• Location: Fifth Lok Yang Road</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Evaluate the efficiency of production output, lead time and cost of your own unit regularly, identifying improvements as needed</li> <li>Measure, record and adjust machine to maintain product consistency and appearance within specifications</li> <li>Perform preventive and autonomous maintenance on the machine to ensure proper functioning and reducing breakdown</li> <li>Ensure work station is kept clean and tidy at all times</li> <li>Comply with good manufacturing practices</li> <li>Any other ad hoc duties required by supervisor/manager</li> </ul>	
<b>General Worker</b>	<ul style="list-style-type: none"> <li>Maintains communication within production team member ensuring smooth transitions</li> </ul>	<ul style="list-style-type: none"> <li>Analyze all products through various stages of production to ensure optimal level of quality and maintain optimal cleanliness of plants and ensure proper handling of all materials and products</li> <li>Assist all press operators and ensure completion of all flip sheets and maintain cleanliness in press at all times and monitor delivery of all products within required timeframe</li> <li>Coordinate with Production Manager and perform all general duties as required by same</li> <li>Handle all emergency and difficult situations efficiently and investigate all issues to provide resolution for same</li> <li>Perform all work according to work orders and load and unload materials as per requirement</li> <li>Assist to move all materials from storage area to work site and provide tags and labels to all materials and provide all required information on same</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Days of Working</li> <li>Timing: 8:30am-5:30pm</li> <li>Full Time</li> <li>Location: Fifth Lok Yang Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Monitor all machines and make repairs to same if required</li> <li>• Administer efficient working of all industrial truck and electric hoist to assist to load and move all materials</li> <li>• Ensure compliance all safety policies and procedures and provide protective gear to all workers to maintain safety in unit</li> </ul>	
<b>Graphic Designer</b>	<ul style="list-style-type: none"> <li>• Dip in Graphic Design or equivalent</li> <li>• Creative, Color sensitive</li> <li>• Min 1 year experience</li> <li>• Proficient in basic Software such as Photoshop, illustrator, In-design on a Mac</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares work to be accomplished by gathering information and materials.</li> <li>• Plans concept by studying information and materials.</li> <li>• Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.</li> <li>• Obtains approval of concept by submitting rough layout for approval.</li> <li>• Prepares finished copy and art by operating typesetting, printing, and similar equipment, purchasing from vendors.</li> <li>• Prepares final layout by marking and pasting up finished copy and art.</li> <li>• Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment.</li> <li>• Completes projects by coordinating with outside agencies, art services, printers, etc.</li> <li>• Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 Days of Working</li> <li>• Timing: 8:30am-5:30pm</li> <li>• Full Time</li> <li>• Location: Fifth Lok Yang Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Contributes to team effort by accomplishing related results as needed.</li> </ul>	
<b>Desktop Support Engineer</b>	<ul style="list-style-type: none"> <li>Technical Skills &amp; Competencies</li> <li>Operating system knowledge</li> <li>Hardware knowledge</li> <li>Networking knowledge</li> <li>Security knowledge</li> <li>Generic Skills &amp; Competencies</li> <li>Software knowledge</li> <li>Customer service skills</li> <li>Problem-solving skills</li> <li>Documentation skills</li> </ul>	<ul style="list-style-type: none"> <li>Troubleshoot and resolve hardware issues</li> <li>Provide software support</li> <li>Assist with network connectivity issues</li> <li>Offer user support and training</li> <li>Maintain and optimize system performance</li> <li>Implement security measures</li> <li>Manage incidents and problems</li> <li>Maintain an inventory of assets</li> <li>Collaborate with IT teams.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Days of Working</li> <li>Timing: 8:30am-5:30pm</li> <li>Full Time</li> <li>Location: Fifth Lok Yang Road</li> </ul>
<b>Quality Assurance Inspector</b>	<ul style="list-style-type: none"> <li>Certification in quality control is preferred.</li> <li>One to two years' quality inspector experience good math and technical skills.</li> <li>Strong understanding of quality control standards and testing techniques. Knowledge of ISO 9001:2015 quality management systems is desired</li> </ul>	<ul style="list-style-type: none"> <li>Basic computer skills</li> <li>Documentation skills</li> <li>Written and verbal communication skills</li> <li>Attention to detail</li> <li>Ensure products meet customer expectations and demand</li> <li>An understanding of industry safety standards</li> <li>Ability to work well with others</li> <li>Perform regular quality assessments on all incoming materials from vendors and outgoing products for shipping</li> <li>Ability to analyze the quality and performance of a product</li> <li>Resolve quality-related issues in a timely manner.</li> <li>Measure product dimensions, examine functionality and compare the final product to the specifications.</li> <li>Able to make lot judgement</li> <li>Reject all products and materials that fail to meet quality expectations.</li> <li>Reporting skills</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Days of Working</li> <li>Timing: 8:30am-5:30pm</li> <li>Full Time</li> <li>Location: Fifth Lok Yang Road</li> </ul>

## #6 LF LOGISTICS SERVICES PTE LTD (MAERSK)

LF Logistics is part of A.P. Moller – Maersk, an integrated container logistics company working to connect and simplify its customers' supply chains. As the logistics partner of choice for major local and multinational companies, LF Logistics offers a suite of integrated logistics and supply chain

management services in the Fast-Moving Consumer Goods, Food & Beverage, Footwear & Apparel and Retail sectors. Through its comprehensive distribution network in Asia, LF Logistics collaborates closely with over 400 brand owners and retailers to provide tailor-made warehousing and transport management solutions. Through its global freight forwarding presence, LF Logistics connects origins and destinations with flexibility, timeliness and responsiveness. Today, with the increasing importance of e-commerce and cross border trades, LF Logistics provides a total omnichannel-fulfilment solution and operates major regional hubs and consolidation centres to optimize inventory flow and ensure quick response.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Supervisor - Operations</b>	<ul style="list-style-type: none"> <li>Degree/Diploma preferably in Logistics and Supply Chain Management and/or Industrial Engineering</li> <li>Minimum 2 years of relevant experience in warehouse and logistics</li> <li>Strong supervisory and interpersonal skills</li> <li>Self-motivated and results-oriented</li> <li>Good knowledge of SAP or WMS system</li> <li>Proficient in MS Office</li> <li>Candidates with more years of experience can be considered for the Senior Supervisor role</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for daily warehouse and administration operations</li> <li>Lead a team of warehouse operators and supervise all movements of cargo in/out of the warehouse</li> <li>Oversee all aspects of inventory control efforts including daily cycle count.</li> <li>Ensure export shipment and local orders, including documentation are delivered accurately and timely</li> <li>Liaise with customers for all documentation and other operational matters</li> <li>Monitor warehouse productivity, identify areas of improvement and drive cost control initiatives</li> <li>Maintain cleanliness and orderliness in the warehouse</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 8:30am-6pm</li> <li>Full Time</li> <li>Location: 10 BULIM AVENUE</li> </ul>
<b>Logistics Coordinator</b>	<ul style="list-style-type: none"> <li>Diploma/Degree in Business Studies/Administration /Management, Logistics/Transportation or equivalent</li> <li>At least 2 years of relevant working experience in the logistics industry</li> <li>Computer proficiency (MS Office – Word, Excel and Outlook) &amp; Warehouse Management System (WMS)</li> <li>Good verbal and written communication skills, including ability</li> </ul>	<ul style="list-style-type: none"> <li>Liaise closely with customers and operations team on order fulfillment, inventory &amp; shipment related activities</li> <li>Working closely with operations team to provide information/feedback to customers on operational issues and coordinate with customers to resolve all issues</li> <li>Generate KPIs and transactional reports to internal and external customers on a timely basis</li> <li>Verify vendor invoices and liaise with vendors for any discrepancies</li> <li>Monitor the usage of warehouse supplies and raise POs for replenishment</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 8:30am-6pm</li> <li>Full Time</li> <li>Location: Gull Circle (637288)</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	to effectively communicate with internal and external customers <ul style="list-style-type: none"> <li>• Must be able to work as part of a team in a fast-paced and pressured environment</li> <li>• Positive Attitude and Good Team Player</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate the urgent order fulfillment with customer, operations and transporter</li> <li>• Ensure the accuracy and timely update of system transactions</li> <li>• Perform other required duties or tasks when assigned</li> <li>• Maintain compliance with all company policies and procedures</li> </ul>	
<b>Warehouse Assistant (with or without forklift)</b>	<ul style="list-style-type: none"> <li>• Minimum Primary/Secondary School/O Level</li> <li>• Physically fit and able to carry up to 25kg from time to time</li> <li>• Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.)</li> <li>• Good initiative, responsible and can-do working attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Perform pick and pack of goods</li> <li>• Loading and unloading from container and loose shipment.</li> <li>• Segregation of stock base on item and put away</li> <li>• Pick the order by using RDT scanner and scan pack through WMS system</li> <li>• Report any product damages, take photos and document, move to designated stocking location</li> <li>• To support general warehouse operations</li> <li>• Practice good handling and usage of all Material-handling equipment (MHE) for warehouse</li> <li>• Any other ad-hoc duties as assigned by superior from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 8:30am-6pm</li> <li>• Full Time</li> <li>• Location: 10 BULIM AVENUE (648165), E-Centre@ Redhill (159471). 10 Pandan Crescent (128466), 1 Gul Way (629191)</li> </ul>
<b>Local Delivery (Class 4) Driver</b>	<ul style="list-style-type: none"> <li>• MUST possess Class 4 Driving License</li> <li>• At least 1 year of delivery experience</li> <li>• Detailed and task oriented</li> <li>• Hardworking, Polite, Good attitude and committed to work</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver goods to-and-fro warehouse and retail outlets island wide</li> <li>• Ensure goods are safely and timely delivered / collection</li> <li>• Maintain cleanliness of company vehicles and equipment</li> <li>• Ensure that customers sign with company stamp on the invoice &amp; delivery note as acknowledgement of receipt upon delivery of goods</li> <li>• Collect invoices &amp; payment assigned</li> <li>• Check if there are stocks to be returned and bring it back</li> <li>• Able to move cargo using pallet jack or by hand carry</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 8:30am-6pm</li> <li>• Full Time</li> <li>• Location: 10 BULIM AVENUE</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ensure customers do stock checks before leaving the premise</li> <li>Any ad-hoc delivery as required</li> </ul>	

## #7 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
<b>RECRUITMENT SPECIALIST (TALENT ACQUISITION)</b>	•	<ul style="list-style-type: none"> <li>Candidate Sourcing: Proactively source and identify potential candidates through various channels, including job boards, social media, networking events, and referrals.</li> <li>Screening and Interviewing: Conduct initial candidate screenings, coordinate interviews, and provide feedback to both candidates and hiring managers.</li> <li>Client Coordination: Collaborate with clients to understand their hiring needs and job specifications. Provide regular updates on recruitment progress and candidate status.</li> <li>Candidate Experience: Ensure a positive candidate experience by maintaining regular communication, providing timely updates, and delivering constructive feedback.</li> <li>Collaboration: Work closely with Business Development Team to fulfil clients' needs.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>8.30am – 6pm</li> <li>Full Time</li> <li><b>Location:</b> Devan Nair Institute, Jurong East 609607</li> </ul>
<b>BUSINESS SUPPORT EXECUTIVE</b>	•	<ul style="list-style-type: none"> <li>Manage the Chief's schedule, including organizing meetings, appointments</li> <li>Act as the primary point of contact between the Senior Leader and internal/external stakeholders, always</li> </ul>	<ul style="list-style-type: none"> <li>6 Working Days</li> <li>8.30am – 6pm</li> <li>Full Time</li> <li><b>Location:</b> Devan Nair Institute, Jurong East 609607</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>demonstrating professionalism and courtesy.</p> <ul style="list-style-type: none"> <li>• Coordinate and facilitate communication between stakeholders, ensuring clarity and efficiency.</li> <li>• Prepare and edit correspondence, presentations, and reports as requested.</li> <li>• Ensure that the materials received are consolidated and sent to relevant parties by stipulated timeline.</li> <li>• Prioritize conflicting needs and handle matters expeditiously, proactively, and follow-through on scheduling/coordination of administrative tasks to successful completion.</li> <li>• Maintain an organized filing system, both physical and digital, to ensure easy access to important documents.</li> <li>• Perform administrative collation of information for asset tracking, divisional attendance/representation at organizational events.</li> <li>• Roster and update staff secretariat for division meetings.</li> <li>• Perform any other ad-hoc administrative tasks assigned.</li> </ul>	
<b>LOGISTIC ASSISTANT</b>	<ul style="list-style-type: none"> <li>• Warehouse experience</li> <li>• Physically fit,</li> <li>• No medical condition.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform the daily activities of receiving, storing, inventory control and issuing of materials or products.</li> <li>• Perform daily loading and unloading</li> <li>• Assist in inventory stock take</li> <li>• Perform any other ad-hoc duties</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Working Days</li> <li>• 8.30am – 6.15pm</li> <li>• Full Time</li> <li>• <b>Location:</b> 35, Greenwich Drive, Singapore 533952</li> </ul>
<b>LOGISTIC OFFICER</b>	<ul style="list-style-type: none"> <li>• Warehouse experience</li> <li>• Physically fit,</li> <li>• No medical condition</li> </ul>	<ul style="list-style-type: none"> <li>• Handle shipping and airfreight inquiries from customers and responsible for shipment booking</li> <li>• Communicate with customer, warehouse, and forwarder in day-to-day operations</li> <li>• Ensure proper keeping of cycle count sheet</li> <li>• Reconcile any stock discrepancies</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 Working Days</li> <li>• 8.30am to 6.15pm and / or 8.30am to 12.30pm</li> <li>• Full Time</li> <li>• <b>Location:</b> East &amp; West</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist with order processing</li> <li>Collate and compute the monthly KPI report</li> </ul>	
<b>TEMP WAREHOUSE ASSISTANT</b>	<ul style="list-style-type: none"> <li>Warehouse experience</li> <li>Physically fit,</li> <li>No medical condition</li> </ul>	<ul style="list-style-type: none"> <li>Pick and Pack</li> <li>Labelling and Sorting</li> <li>Loading, unloading (For e-commerce products)</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>8am - 6pm / 8pm - 6am</li> <li>Full Time</li> <li><b>Location:</b> Cogent 1. Logistics Hub 1 Buroh Crescent Singapore 627545</li> </ul>
<b>PATIENT SERVICE ASSOCIATE (SPECIALIST OUTPATIENT CLINIC)</b>	<ul style="list-style-type: none"> <li>customer service experience</li> </ul>	<ul style="list-style-type: none"> <li>Provide frontline customer service for registration and appointments of department.</li> <li>Assist with coordination and appointment booking for the customers.</li> <li>Administrative duties associated with the clinical services/programs.</li> <li>Ad hoc duties as assigned by supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Working Days</li> <li>Mon - Fri, Staggered working hours between 7.30am – 8pm.</li> <li>Required to work half day on Sat.</li> <li>Full Time</li> <li><b>Location:</b> Woodlands Health / North</li> </ul>
<b>WARD SERVICE ASSOCIATE</b>	<ul style="list-style-type: none"> <li>comfortable with hands-on role</li> </ul>	<ul style="list-style-type: none"> <li>Provide excellent customer service to the patients</li> <li>Serving and clearing food and drinks</li> <li>Check food served against patient meal orders</li> <li>Assist in inventory management</li> <li>Maintain cleanliness in and around workstation</li> <li>Assist nurses to meet patient's nutritional needs</li> <li>Any other ad-hoc duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days Including weekends.</li> <li>Fixed shift timing 10am-730pm, with 1 day is 10.00am – 7.00pm.</li> <li>Full Time</li> <li><b>Location:</b> Ng Teng Fong General Hospital / West</li> </ul>
<b>SENIOR/ASSISTANT COOK</b>	<ul style="list-style-type: none"> <li>Experience in mass cooking / cooking of Chinese cuisine</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Head Cook in preparing and cook meals according to planned menu or special diets whenever required</li> <li>Ensure ingredients for meals are properly cooked and kept in a most hygienic condition</li> <li>Collaborate with other kitchen staff to ensure smooth and efficient workflow</li> <li>Responsible for the ordering of all ingredients and dry goods for cooking</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Working Days Including weekends,</li> <li>8 hours a day with a staggered shift between 7am to 530pm.</li> <li>44 hours per week</li> <li>Full Time</li> <li><b>Location:</b> ECON Healthcare , Upper East Coast, Henderson (2HC), Buangkok and</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			Recreational Road (Serangoon) , (East or North East area)
<b>SERVICE CREW (PT/FT)</b>	<ul style="list-style-type: none"> <li>Food Hygiene Cert</li> </ul>	<ul style="list-style-type: none"> <li>Assist in assembling hot spaghetti and set menu items</li> <li>Assemble burgers according to orders.</li> <li>Keep tables clean and tidy.</li> <li>Pack set items into lunch boxes.</li> <li>Cashiering duties</li> <li>Other ad hoc duties assigned by manager</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>Monday - Sunday</li> <li>FT: 44 Hours/Per Week</li> <li>PT: 30 Hours/Per Week</li> <li>Full Time</li> <li><b>Location:</b> ISLANDWIDE</li> </ul>
<b>TRAINEE TECHNICIAN</b>	<ul style="list-style-type: none"> <li>Comfortable with hands-on role</li> </ul>	<ul style="list-style-type: none"> <li>Perform troubleshooting, repair, overhaul of aircraft engines</li> <li>Dismantle aircraft engines</li> <li>Testing and maintenance of engine equipment</li> <li>Perform simple operational checks on aircraft system</li> </ul>	<ul style="list-style-type: none"> <li>4 Working Days</li> <li>including weekends,</li> <li>Full Time</li> <li><b>Location:</b> East</li> </ul>
<b>DIRECT TECHNICIAN</b>	<ul style="list-style-type: none"> <li>comfortable with hands-on role</li> </ul>	<ul style="list-style-type: none"> <li>Perform Visual and NDT Inspection</li> <li>Perform manual/mechanical/chemical cleaning</li> <li>Able to understand and follow SOP, Data Cards, Engine Manual &amp; Process controls</li> <li>Other adhoc tasks as required</li> </ul>	<ul style="list-style-type: none"> <li>4 Working Days</li> <li>including weekends,</li> <li>Full Time</li> <li><b>Location:</b> East</li> </ul>
<b>TEMP COOK</b>	<ul style="list-style-type: none"> <li>comfortable with hands-on role</li> </ul>	<ul style="list-style-type: none"> <li>Handle a wide range of raw fish and other ingredient</li> <li>Bake, grill, steam and deep-fried meats, vegetables, fish, poultry and other foods</li> <li>Prepare ingredients for menu items and ensure adequate quantity to avoid wastage</li> <li>Ensure food portions and food presentation meet company standards</li> <li>Ensure ingredients and final products are fresh.</li> <li>Monitoring supplies and re-ordering stock as needed</li> <li>Packing and labelling of sashimi</li> <li>Maintain a clean and safe work area, including handling utensils, equipment and dishes</li> <li>Handle and store ingredients and food at the correct</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>MON - SUN, ANY 5 DAY</li> <li>44 HOURS</li> <li>Required to work half day on Sat.</li> <li>Full Time</li> <li><b>Location:</b> Parkway Parade, Anchorpoint, Westcoast, Seletar</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		temperature in order to avoid spoilage <ul style="list-style-type: none"> <li>• Maintain food safety and sanitation standards</li> <li>• Monitor and train subordinate to obtain good quality skills and performance</li> <li>• Welcome and bids farewell to customers as part of an open concept restaurant environment</li> <li>• Ad-hoc assigned by Chef</li> </ul>	
<b>TEMP SERVICE CREW</b>	<ul style="list-style-type: none"> <li>• FHC required</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare work of Hall opening and closing operation hours</li> <li>• Help customers to settle down and advise on ordering system</li> <li>• Serve food to customers in an effective and polite manner</li> <li>• Answering customer's queries regarding services, menus, offers or any other product related enquiries</li> <li>• Clean tables after customers have left and clearing empty/unwanted dishes</li> <li>• Assist kitchen staff whenever required</li> <li>• Check &amp; record fridge temperature</li> <li>• Welcome and bid farewell to customers as they enter/ leave the restaurant</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Working Days</li> <li>• Might Have OT</li> <li>• 5 day work week</li> <li>• 4 per week (roster) (10 to 11pm)</li> <li>• Perm also can</li> <li>• Full Time</li> <li>• <b>Location:</b> Parkway Parade, Anchorpoint, Westcoast, Seletar</li> </ul>
<b>SENIOR SUPERVISOR / SUPERVISOR</b>	<ul style="list-style-type: none"> <li>• Minimum 2/3 years of experience in F&amp;B.</li> </ul>	<ul style="list-style-type: none"> <li>• Enforcing standards and safeguarding the integrity of the company.</li> <li>• Drive sales through operational execution.</li> <li>• Responding to feedback and customer complaints.</li> <li>• Achieve profitability through exercising cost control.</li> <li>• Manage restaurant liability through human resource standards, safety and security.</li> <li>• Maintaining high standards of quality control and restaurant hygiene.</li> <li>• Train and develop staff.</li> <li>• Recruitment and training of staff</li> <li>• Managing staff and providing feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• 5. Working Days</li> <li>• Alternate 5-6 days per week. Working hours from 11am to 12am</li> <li>• Those on Split shift are given 2-3 hours break.</li> <li>• Full Time</li> <li>• <b>Location:</b> CENTRAL/EAST</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Role model the standards of performance, appearance and behaviour at all times.</li> <li>• Responsible for team motivating and forging a performance driven team.</li> <li>• Manpower planning. Ensuring sufficient staffing for Daily Operations (Weekly duty roster &amp; Daily station plan).</li> <li>• Events management (Staff briefing, preparation and execution of event).</li> <li>• Assisting in planning beverage and wine menu.</li> <li>• Responsible for monthly Inventory submission.</li> <li>• Managing Epoint. Recording and placing new items into POS terminal, Stock Explosion etc.</li> <li>• Generating monthly reports (Monthly Consolidations, Food, Beverage Sales, Lunch and Dinner Covers etc.)</li> <li>• Collection of customer feedback.</li> <li>• Ensuring sufficient stocks for daily operations.</li> <li>• Responsible for cash bank-in.</li> <li>• Ensuring parameters of restaurant is clean and proper at all times.</li> </ul>	
<b>SENIOR CAPTAIN / CAPTAIN</b>	<ul style="list-style-type: none"> <li>• 2 years of experience in F&amp;B.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for operating F&amp;B outlets assigned to him/ her.</li> <li>• Monitor &amp; ensure F&amp;B service operations are running smoothly.</li> <li>• Practice good customer relations and attend to customer complaints and queries satisfactorily.</li> <li>• Ensure the Outlet is set-up for service and supervise for a smooth operation.</li> <li>• Ensure minimum wastage, breakage and spoilage.</li> <li>• Apply selling techniques by exceeding guest expectations and to increase revenue.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Working Days</li> <li>• Alternate 5-6 days per week. Working hours from 11am to 12am</li> <li>• Those on Split shift are given 2-3 hours break.</li> <li>• Full Time</li> <li>• <b>Location:</b> CENTRAL/EAST</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Oversee cash and stock control consistently according to company policies</li> <li>Ensure all drinks are prepared and served according to SOP</li> <li>Create interesting cocktails and constantly innovate in preparation and presentation</li> <li>Understand the crucial aspect of bar and beverage control</li> <li>Pair food with drinks and make recommendations accordingly</li> <li>Train and motivate the service team</li> <li>Any adhoc duties as required</li> </ul>	

## #8 MOS FOODS SINGAPORE PTE LTD

Since 1972, MOS Burger has offered a wide variety of unique and original MOS burgers, as well as local specialties. The menu and styles might have changed but the MOS policy and passionate commitment to creating delicious, quality burgers has never changed. Beyond Japan, MOS Burger continues to bring good taste to countries around the world. We are a premium F&B chain in Singapore looking for resourceful and dedicated individuals to join us!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Crew Member</b>	<ul style="list-style-type: none"> <li>No experience is required, and training is provided</li> </ul>	<ul style="list-style-type: none"> <li>Perform various stations' work: Cashier, Kitchen duties, Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Days of Working</li> <li>Timing: 8hr shift</li> <li>Full Time</li> <li>Location: Island Wide</li> </ul>
<b>Assistant Manager</b>	<ul style="list-style-type: none"> <li>Minimum GCE N/O Level/ITE/Shatec/Diploma holders.</li> <li>Preferably 1 years' experience in F&amp;B.</li> <li>Entry level/No experience is welcome to apply.</li> <li>Able to perform shift work and work on weekends.</li> </ul>	<ul style="list-style-type: none"> <li>Overall responsible for the smooth operations of the restaurant and efficiently achieving sales target and enforce on HDC standards.</li> <li>Solicit customer feedback to understand the needs and wants of customers.</li> <li>Consistently monitor product and labor costs to remain within budget.</li> <li>Achieving sales targets and ensuring profitability of the outlet.</li> <li>Conduct stock count and receiving for food &amp; beverage, packaging and all other stocks.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 8hr shift</li> <li>Full Time</li> <li>Location: Island Wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Provide training and coaching to staff assess performance.</li> <li>• Involved in the various station works and the maintenance of the restaurant.</li> </ul>	

## #9 NANNYPRO PTE LTD

NannyPro, established in May 2004, is a social enterprise building the community of carers for good and a licensed MOM employment agency. We have partnered with families on their parenting journey with dedicated and trained carers e.g. nannies, babysitters, educarers, and respite care.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>NANNIES (Full - Times &amp; Part - Time)</b>	<ul style="list-style-type: none"> <li>• Min. language proficiency: Written and Spoken English and/or one of mother tongue.</li> <li>• Enjoy learning and be part of community</li> <li>• All races welcome</li> </ul>	<ul style="list-style-type: none"> <li>• Create a stimulating, nurturing, and safe environment for the child</li> <li>• Establish the routine of the child</li> <li>• Plan and prepare meals and bottles for, and feed, the child</li> <li>• Prepare child for naps and bedtime</li> <li>• Bathe the child and dress up.</li> <li>• Change diapers, potty training when necessary.</li> <li>• Plan and lead educational activities, including reading, with the child</li> <li>• Administer medicine to child when necessary.</li> <li>• Perform housework related to child-minding, including washing the children's clothes, cleaning up after meals, tidying play areas, and washing bottle</li> <li>• Light household chores if required – e.g. Ironing, mop the floor, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 44hrs/week</li> <li>• Full Time</li> <li>• Location: 203 Hougang Street 21</li> </ul>
<b>RESPITE CARER (Part- Time)</b>	<ul style="list-style-type: none"> <li>• Heart to care for children with special needs (up to 12 years old)</li> <li>• Min. language proficiency: English and/or one of mother tongue</li> <li>• Prior education in the area of SpEd, Social Work or Early Children Education is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Actively engage with child on goals and development and assist with daily living skills and behavioral interventions as needed.</li> <li>• Follow the main caregiver's instructions for children's play activities.</li> <li>• Care for children's basic needs, such as bathing and feeding.</li> <li>• Keep session logs on individual child, including daily</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Days of Working</li> <li>• Timing: 12hrs/day</li> <li>• Full Time</li> <li>• Location: 203 Hougang Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Committed to be in the pilot and on the job training</li> <li>Positive Emotional and Mental outlook</li> <li>Medically Fit</li> <li>Willing to travel to Parent's residence or requested venues.</li> </ul>	<ul style="list-style-type: none"> <li>observations and information about activities, meals served, and medications administered.</li> <li>Participate in pre, during and post core competency review with NannyPro.</li> <li>Plan and do simple intervention activities with the child</li> </ul>	

## #10 NATIONAL UNIVERSITY HOSPITAL (S) PTE LTD

NUH is a tertiary hospital with a comprehensive suite of specialist care for adults, women and children, and a major referral centre with over 50 medical, surgical and dental specialties. It is the only public hospital in Singapore to offer a paediatric kidney and liver transplant programme, in addition to kidney, liver and pancreas transplantation for adults. As part of an integrated academic health system, NUH is committed to transforming care, shaping the next generation of healthcare professionals and leveraging translational research to improve health outcomes.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Basic Care Assistant</b>	<ul style="list-style-type: none"> <li>PSLE</li> </ul>	<ul style="list-style-type: none"> <li>Make up bed and change bed linen</li> <li>Perform oral toilet, bed bathing and showering</li> <li>Assist skin care for stable immobile patients</li> <li>Assist in transferring of patients in/out of bed</li> <li>Assist patients with good swallowing reflexes and able to drink and eat normally (no contraindication for oral feeding)</li> <li>Give/remove commode, bedpans and urinals to patients</li> <li>Assist in cold compress Perform clinical monitoring</li> <li>Others</li> <li>Assist in observing and reporting patient condition and progress to the nurse-in-charge</li> <li>Answer call bells and gives assistance to patients with constraint of his/her abilities</li> </ul>	<ul style="list-style-type: none"> <li>3 Days of Working</li> <li>Timing: Flexible</li> <li>Part Time</li> <li>Location: Kent Ridge Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Accompany patients identified at high risk for falls, confused and delirious</li> </ul>	
<b>Healthcare Assistant</b>	<ul style="list-style-type: none"> <li>Min GCE N/Equivalent</li> <li>Higher Certificate in Healthcare (Nursing) preferred</li> </ul>	<ul style="list-style-type: none"> <li>Perform basic care duties for patients.</li> <li>Perform triage duty i.e., outpatient screening including fall risk assessment and blood pressure.</li> <li>Take and record patients' height and weight.</li> <li>Take, record and report temperature, pulse, blood pressure and respiration of patients.</li> <li>Assist to observe general condition of patients and report all observations (usual and unusual) to the nurse-in-charge.</li> <li>Assist with lifting, moving, and transporting patients.</li> <li>Assist medical team during resuscitation event.</li> <li>Perform the following diagnostic monitoring tasks.</li> <li>Glucometer quality control (QC) test.</li> <li>Point of care test (POCT): blood glucose and urine dipstick.</li> <li>Electrocardiography (ECG).</li> <li>Bladder scan.</li> <li>Phlebotomy.</li> <li>Maintain clean and safe environment.</li> <li>Clean and sterilize medical equipment and instruments.</li> <li>Keep the working environment neat and tidy</li> <li>Demonstrate proper use and care of equipment (if any).</li> <li>Timely report of defective equipment.</li> <li>Secondary Responsibilities and Duties</li> <li>Observe, collect, and test specimens as instructed by RN/EN: Urine, Stool, Vomitus, Sputum, MRSA swabs</li> <li>Perform other duties as assigned by Reporting Officer / Nurse Manager / Nurse Clinician</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 40hrs/week</li> <li>Full Time</li> <li>Location: Kent Ridge Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location

## #11 Savills Property Management

Savills Property Management Pte Ltd has set itself apart from its competition through professionalism, service excellence, efficiency, integrity, strategic application of information technology and concern for the welfare of the residents. At Savills Property Management, we are committed to developing, supporting and empowering our employees. We are currently seeking suitable candidates with the passion for strata management to join us.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Property Officer</b>	<ul style="list-style-type: none"> <li>Degree or Diploma in Building/Estate Management or related discipline</li> <li>At least 1 year relevant experience</li> <li>Knowledge with Building Maintenance and Strata Management Act will be an added advantage</li> <li>Those with M&amp;E experience would be advantage</li> <li>Good leadership ability with excellent interpersonal and communication skills</li> <li>Possess good customer service skills</li> <li>Good decision-making skills and effective problem solver</li> <li>An eye for details</li> <li>Proficient in MS Office applications</li> </ul>	<ul style="list-style-type: none"> <li>Manage and maintain property sites as assigned.</li> <li>Conduct daily checks on the other common property not maintained by a term contractor to ensure their soundness and proper maintenance. These include the recreational facilities, the building including the clubhouse, bin centre and guardhouse and all their contents (common properties only), the car park, driveway, drains, lamp posts, etc. Spot irregularities and rectify them.</li> <li>Maintain a check list on the maintenance work.</li> <li>Propose/recommend improvement, repairs and upgrading works when appropriate and ensure such are carried out properly when approved</li> <li>Receive and attend to complaints by residents and owners on common area only.</li> <li>Advise and assist whenever possible, complaints beyond the Corporation's purview (this refers to problems in individual units).</li> <li>Maintain a complaints log book and proper records of complaints and replies</li> <li>Ensure building statutory requirements are complied with</li> <li>Conduct meetings of the management corporation,</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 8:30AM to 5:30PM or 9:00AM to 6:00PM</li> <li>Location: Various Locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		preparation and record minutes of meetings <ul style="list-style-type: none"> <li>• Ensure good record keeping and filing administration.</li> <li>• Review and recommend replacement/improvement plans for managed sites</li> <li>• Provide essential customer service support to the residents and owners</li> <li>• Supervise and manage a team of site staff</li> <li>• Other job related and ad hoc duties as assigned</li> </ul>	
<b>Condominium Manager</b>	<ul style="list-style-type: none"> <li>• Degree or Diploma in Building/Estate Management or related discipline</li> <li>• At least 2 years relevant experience</li> <li>• Strong M&amp;E knowledge is preferred</li> <li>• Knowledge with Building Maintenance and Strata Management Act will be an added advantage</li> <li>• Good leadership ability with excellent interpersonal and communication skills</li> <li>• Outgoing and approachable</li> <li>• Possess good customer service skills</li> <li>• Good decision making skills and effective problem solver</li> <li>• An eye for details</li> <li>• Proficient in MS Office applications</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the smooth operations and effective management of properties managed by the Company.</li> <li>• Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties.</li> <li>• Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company).</li> <li>• Plans, organize activities and put up decoration during major festive seasons when required (e.g.: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required).</li> <li>• Conduct routine checks for all building structures, surrounding areas, mechanical &amp; electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 8:30AM to 5:30PM or 9:00AM to 6:00PM</li> <li>• Location: Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required.</li> <li>• Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds.</li> <li>• Attending to daily operation and administrative works:</li> <li>• Updating the subsidiary proprietors list and change of address.</li> <li>• Filing of correspondence and follow-up on essential matters.</li> <li>• Submission of returns when required by various government authorities.</li> <li>• Preparation of reports for review by Councils / Owners;</li> <li>• Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out.</li> <li>• Handling and keeping records of security pass / car park labels as approved.</li> <li>• Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions.</li> <li>• Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments.</li> <li>• Any other jobs as and when assigned by the Manager</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Admin Assistant</b>	<ul style="list-style-type: none"> <li>• Candidates should have at least GCE O Level certificate with 3 years of experience in</li> <li>• Facilities Management</li> <li>• Outgoing and vocal with good communications skill.</li> <li>• Excellent client management skills in a corporate environment and a strong team player.</li> <li>• Proactive and independent.</li> <li>• Familiar with CMMS for work order management.</li> <li>• Dynamic and multi-tasking capabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage general administration and coordination of work activities.</li> <li>• Work order management through computer maintenance management system, meeting</li> <li>• services activities in the office and any other duties as assigned by the manager.</li> <li>• Assist the site manager on day-to-day operations of the facilities.</li> <li>• Track, manage and raise purchase order requests.</li> <li>• Attend to feedback from clients and end users to provide an all rounded client centric experience</li> <li>• Maintain accurate and organized records related to facilities, including contracts, maintenance schedules, and service agreements.</li> <li>• Prepare and update documentation for facility policies, procedures, and guidelines.</li> <li>• Effective problem solving and critical thinking skills along with the ability to use discretion and good judgement;</li> <li>• Serve as a point of contact for internal staff and external vendors regarding facilities related inquiries;</li> <li>• Coordinate with various departments to address their needs and ensure smooth communication flow;</li> <li>• Manage the procurement of office supplies and maintain an organized inventory.</li> <li>• Work with vendors to ensure timely delivery of supplies and equipment.</li> <li>• Assist in monitoring and tracking the facilities budget.</li> <li>• Provide support in identifying cost-saving opportunities and ensuring expenses align with budgetary constraints.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 8:30AM to 5:30PM or 9:00AM to 6:00PM</li> <li>• Location: Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist in coordinating office layouts, relocations, and space utilization.</li> <li>Work with relevant parties to address space-related concerns and requests;</li> <li>Support the coordination of maintenance activities, repairs, and service requests.</li> <li>Work closely with facilities management teams and external service providers to ensure timely and effective resolution of issues.</li> <li>Assist in coordinating facilities for meetings, events, and conferences.</li> <li>Ensure that necessary facilities and resources are available and properly set up;</li> <li>Any other duties assigned by the Site Manager.</li> </ul>	
<b>Technical Officer</b>	<ul style="list-style-type: none"> <li>NITEC in Mechanical, Electrical, Building Services or equivalent with minimum of Three (3) years of relevant working experience in Facilities Management</li> <li>Fire Safety Manager Certificate will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Oversee the site team and appointed subcontractors in maintenance and management of properties.</li> <li>Manage the fault reporting system with daily building repair works, implementation of preventive and corrective programs etc.</li> <li>Implementation of preventive, corrective programs and defects liability management (DLP) programme if required.</li> <li>Prepare maintenance budget for site periodically and approved by HQ Manager and Client.</li> <li>Monitor job performance of the team and facilities management fault reporting system.</li> <li>To perform inspection check on fire safety related matter.</li> <li>Manage and administer Tenancy and Carpark Management system of the Client (if required).</li> <li>Prepare service contract, invitation of quotes and cost comparison.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 8:30AM to 5:30PM or 9:00AM to 6:00PM</li> <li>Location: Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Ensure compliance of all statutory requirements for building and site operations.</li> <li>• Manage A&amp;A and projects works.</li> <li>• Conduct facilities management site audit and submit audit report.</li> <li>• Effectively communicate with internal stakeholders from executive management, internal business units, clients, external supplier partners and vendors.</li> <li>• Any other duties as assigned by the Immediate Superior / Director and Clients.</li> </ul>	
<b>Building Manager</b>	<ul style="list-style-type: none"> <li>• Degree in Building/Facilities/Estates Management/M&amp;E Engineering from a recognized university with minimum 5 years of relevant working experience in Building/Facilities Management or with at least 10 years relevant working experience as Property Manager if without the required paper qualifications.</li> <li>• A certified Fire Safety Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Planning and supervision of the Comprehensive Management Program.</li> <li>• Formulate maintenance procedure and policies and facility emergency plans</li> <li>• Promote good relations with the stakeholders, such as the Authority staff, Landlord(s) etc.</li> <li>• Liaise and coordinate with sub-contractors and ensure their maintenance works/service deliverables are completed on time and as per contract requirements and agreed KPIs.</li> <li>• Submit proposal and project management services for Addition &amp; Alteration (A&amp;A) works; Improvements and/or Upgrading works; or Repair and Replacement works to the building, M&amp;E Systems and facilities as and when required by the Authority.</li> <li>• Manage projects and improvement works</li> <li>• Advise the Authority on the compliance with all Fire Safety requirements and address any related queries.</li> <li>• Prepare and justify for variation of works if any and to verify and certify all works completion.</li> <li>• Ensure compliance to all statutory requirements</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 8:30AM to 5:30PM or 9:00AM to 6:00PM</li> <li>• Location: Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Conduct regular meetings and submit monthly management reports including</li> </ul>	

## #12 SINGAPORE MARRIOTT TANG PLAZA HOTEL

Step into a world of luxury and experience unsurpassed comfort at the iconic 5-star Singapore Marriott Tang Plaza Hotel. Strategically located in the heart of Orchard Road, Singapore's prime shopping and entertainment district, the 403-room hotel's towering green-tiled and pagoda roof stands out architecturally on its own. Whether it's for business or leisure travel – be greeted by impeccable hospitality, luxurious guest rooms, a stunning outdoor pool, 24-hour fitness Centre, and an array of gourmet dining delights from award-winning restaurants and bars.

Begin. Belong. Become. Be a part of something bigger than yourself, join a team where everyone has a voice. Belong to a community where you are included. Be inspired by what's possible and discover your own future. Be challenged, grow and achieve your ambition. At Marriott, be yourself. Begin your purpose, belong to a global community, and become the best version of you – we invite you to search and apply for jobs at Marriott and explore the endless opportunities we have to offer.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Proactive Sales Manager / Assistant Manager</b>	<ul style="list-style-type: none"> <li>Minimum Diploma in Hotel Management and/or Sales &amp; Marketing.</li> <li>At least 3 years of relevant Manager experience or 2 years of relevant Assistant Manager experience in handling Proactive Sales.</li> <li>Strong overall sales skills with sales system knowledge.</li> <li>Understanding of hotel's business mix needs of transient, group and catering business.</li> <li>Self-confidence, energetic &amp; enthusiastic.</li> <li>Ability to present ideas, expectations and information in a</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for managing Special Corporate segment of the Hotel (i.e. RFP Accounts). To identify, solicit &amp; prospect new business opportunities with potential revenue for all areas of the Hotel i.e. Guestrooms (Transient &amp; Groups), catering events, F&amp;B outlets, Retail etc. Build and strengthen relationships with existing and new corporate customers to enable future bookings. Activities include sales calls, entertainments, sales trips, roadshows, site inspections etc. To meet and exceed individual and team sales targets. To generate a YOY ADR increase (stipulated %) for the RFP accounts.</li> <li>To contribute positively to Engagement Survey department result by being proactive in all aspects of department and</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week(Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>concise, well-organized manner.</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal conflict management skills.</li> <li>• Software knowledge (i.e. Microsoft Office).</li> <li>• Understanding and achieve team and individual goals.</li> <li>• Effective time management skills.</li> <li>• Understanding of sales strategies and account profitability.</li> <li>• Demonstrated leadership skills, customer development and relationship management skills.</li> </ul>	<p>interdepartmental issues. Any other duties as may be assigned from time to time.</p>	
<b>Reservation Sales Officer (Hotel Rooms)</b>	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' levels and/or Diploma in Hotel Management.</li> <li>• At least 1 year of relevant experience in handling Hotel Reservation Room Sales will be an added value.</li> <li>• Good interpersonal, communication &amp; administrative skills.</li> <li>• PC literate.</li> <li>• A great team player.</li> </ul>	<ul style="list-style-type: none"> <li>• Respond quickly and efficiently to all reservations-related requests made by prospective hotel guests, corporate bookers, travel agents and co-workers. Promotes room sales through phone contacts and maintains a good relationship with business contacts.</li> <li>• Assist the Reservations Manager to ensure the smooth operation of the department. This includes monitoring the department activities and development, recommending changes when necessary to improve quality of work.</li> <li>• Also be responsible for the processing of group in Marsha and Fidelio.</li> <li>• Liaise and communicates effectively with the relevant departments (e.g Sales &amp; Marketing, Catering Sales, Front Office, Food &amp; Beverage) for all group related co-ordination.</li> <li>• Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>• Full Time</li> <li>• Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Duty Manager</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Hospitality Management /</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for driving the hotel's Balance Score Card which includes Guest Voice</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 44hrs/week(Rotat</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Hospitality Operations / Hospitality Services</p> <ul style="list-style-type: none"> <li>• At least 3 years of relevant working experience &amp; supervisory level.</li> <li>• Great knowledge about Singapore's tourism.</li> <li>• Great presentation, communication and problem-solving skills.</li> <li>• Great knowledge of Hotel Operating System (e.g. Opera, Micros) and MS Office application software.</li> <li>• Customer-oriented, pleasant and outgoing personality.</li> <li>• Well-organized &amp; great follow-up skills.</li> <li>• Great teamwork.</li> </ul>	<p>results mainly focusing on Overall Satisfaction, Arrival Experience, Elite appreciation, Staff Service Overall.</p> <ul style="list-style-type: none"> <li>• Responsible for driving the contactless mobility index and shall work closely with the Loyalty Manager and At Your Service Manager to ensure the goals are met.</li> <li>• The main point of contact for all guests' concerns, feedbacks and incidents and shall determine the situation for further escalation to the respective Departmental Leaders and Management team. Assist Front Office Leaders in training, evaluating, counseling, motivating and coaching associates; serve as a role model to all associates.</li> <li>• Develop/maintain positive working relationships; support team to reach common goals; listen and respond appropriately to employee concerns.</li> <li>• Follow company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications; ensure personal appearance is clean, professional and adhere to HR grooming standards; maintain confidentiality of proprietary information; protect company assets.</li> <li>• Welcome and acknowledge guests; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation.</li> <li>• Speak using clear and professional language; prepare and review written documents accurately and completely; answer telephones using appropriate etiquette.</li> </ul>	<p>ing Shift, including Night Shift)</p> <ul style="list-style-type: none"> <li>• Full Time</li> <li>• Location: Singapore Marriott Tang Plaza Hotel</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ensure adherence to quality standards. Enter and locate information using computers/POS systems.</li> <li>Must also be able to stand, sit, or walk for an extended period of time. Any other duties as may be assigned from time to time.</li> </ul>	
<b>Guest Relations Officer (Front Desk)</b>	<ul style="list-style-type: none"> <li>At least 2 years of Front Desk working experience &amp; a minimum Nitec in Hospitality Services or Hotel Management.</li> <li>Great communication &amp; presentation skills.</li> <li>Proficient in problem-solving &amp; follow-up skills.</li> <li>Customer-oriented, well organized &amp; outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>Work closely with the Duty Managers (DM) to ensure daily operations in Front Office are run smoothly.</li> <li>Ensure all the areas in Front Office are covered by sufficient manpower at all times.</li> <li>Assist to oversee and train all Front Office associates to ensure consistency of service rendered to all guests.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Guest Relations Officer (Concierge)</b>	<ul style="list-style-type: none"> <li>At least 2 years of Concierge or Bell Services working experience &amp; a minimum Nitec in Hospitality Services or Hotel Management.</li> <li>Great communication &amp; presentation skills.</li> <li>Proficient in problem-solving &amp; follow-up skills.</li> <li>Customer-oriented, well organized &amp; outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the day-to-day services of the Concierge and Bell operations.</li> <li>Ensuring satisfaction and comfort of all guests, and also keeping up of the desk area.</li> <li>Be responsible for ensuring all Bell associates conduct their work ethically and with integrity.</li> <li>The Concierge should also be fully aware of and acts in accordance to the Hotel's standards and the Brand Standards.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Guest Relations Officer (Telephone)</b>	<ul style="list-style-type: none"> <li>At least 2 years of Front Office &amp; Telephone working experience &amp; a minimum Nitec in Hospitality Services or Hotel Management.</li> <li>Great communication &amp; presentation skills.</li> <li>Proficient in problem-solving &amp; follow-up skills.</li> </ul>	<ul style="list-style-type: none"> <li>Assist Managers to ensure that daily operations are run smoothly. Ensure all telephone enquiries are handled professionally with proper telephone etiquette in line with our Operating Procedures.</li> <li>Ensuring all GRAs are well trained and to be readily groomed for the next position.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Customer-oriented, well organized &amp; outgoing personality.</li> </ul>		
<b>Guest Experience Expert (Front Desk, At Your Service, M Club, Concierge &amp; Bell)</b> <b>- Integrated- Job (i-Job) program</b>	<ul style="list-style-type: none"> <li>At least 1 year of Front Office working experience. Fresh graduates are welcomed too.</li> <li>Minimum Nitec in Hospitality Services or Hotel Management.</li> <li>Great communication &amp; presentation skills.</li> <li>Customer-oriented, well organized &amp; outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>A key position which is instrumental in delivering seamless experience to our external and internal guests. Our Guest Experience Experts works across departments and take the initiative to deliver a wide range of services that guide guests throughout their entire stay.</li> <li>They are empowered to move about their space and do what needs to be done in diverse environment.</li> <li>Whether processing operational needs, addressing guest requests, completing reports, or sharing the highlights of the local area, the Guest Experience Expert makes transactions feel like part of the experience and critical to ensure smooth operations throughout the entire hotel.</li> <li>No matter what position you are in, there are a few things that are critical to success – creating a safe workplace, following company policies and procedures, maintaining confidentiality, protecting company assets, upholding quality standards, and ensuring your uniform, personal appearance, and communications are professional.</li> <li>Doing all these things well (and other reasonable job duties as requested) is critical for Guest Experience Experts – to get it right for our guests and our business each time. Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Guest Relations Agent (Front Desk)</b>	<ul style="list-style-type: none"> <li>At least 1 year of Front Desk working experience. Fresh</li> </ul>	<ul style="list-style-type: none"> <li>Assist Supervisors and managers to ensure that daily operations are run smoothly.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift,</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	graduates are welcomed too. <ul style="list-style-type: none"> <li>• Minimum Nitec in Hospitality Services or Hotel Management.</li> <li>• Great communication &amp; presentation skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all guests have a speedy check-in and check-out process in line with our Operating Procedures.</li> <li>• Always greet guests with a smile. Be warm and friendly and ensure the Marriott's Six Principles of Hospitality are practiced all the time. Any other duties as may be assigned from time to time.</li> </ul>	including Night Shift) <ul style="list-style-type: none"> <li>• Full Time</li> <li>• Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Guest Relations Agent (Concierge)</b>	<ul style="list-style-type: none"> <li>• At least 1 year of Concierge / Bell Services working experience. Fresh graduates are welcomed too.</li> <li>• Minimum Nitec in Hospitality Services or Hotel Management.</li> <li>• Great communication &amp; presentation skills.</li> <li>• Customer-oriented, well organized &amp; outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the day-to-day services of the Concierge and Bell operations.</li> <li>• Ensuring satisfaction and comfort of all guests and keeping up of the desk area. The Concierge is also responsible for ensuring all Bell associates conduct their work ethically and with integrity.</li> <li>• The Concierge should also be fully aware of and acts in accordance to the Hotel's standards and the Brand Standards.</li> <li>• Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>• Full Time</li> <li>• Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Doorman (Concierge)</b>	<ul style="list-style-type: none"> <li>• At least 1 year of Bell Services working experience. Fresh graduates are welcomed too.</li> <li>• Minimum Nitec in Hospitality Services or Hotel Management.</li> <li>• Great communication &amp; presentation skills.</li> <li>• Customer-oriented, well organized &amp; outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the day-to-day services of the Concierge and Bell operations.</li> <li>• Ensuring satisfaction and comfort of all guests, and also keeping up of the desk area.</li> <li>• Always providing service with a smile.</li> <li>• Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>• Full Time</li> <li>• Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Senior / Hotel Cleanliness Expert (Housekeeping Rooms, Laundry, Linen &amp; Runner) - Integrated-Job (i-Job) program</b>	<ul style="list-style-type: none"> <li>• At least 1 year of housekeeping work experience for Senior position. Fresh graduates are welcomed too.</li> <li>• Minimum Nitec in Hospitality Services or Hotel Management.</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled in a wide range of housekeeping functions with responsibility for maintaining the appearance and cleanliness of the whole hotel.</li> <li>• They are empowered to move about their space and do what needs to be done.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>• Full Time</li> <li>• Location: Singapore Marriott Tang Plaza Hotel</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Great teamwork skills &amp; well organized.</li> </ul>	<ul style="list-style-type: none"> <li>Makes sure the spaces in the hotel help create a great guest experience.</li> <li>No matter what position you are in, there are a few things that are critical to success – ensuring a safe work place, following company policies and procedures, maintaining confidentiality, upholding quality standards, and ensuring your uniform, personal appearance, and communications are professional.</li> <li>Guest Environment Experts will be on their feet and moving around (stand, sit, or walk for an extended time) and taking a hands-on approach to work (move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance).</li> <li>Doing all these things well (and other reasonable job duties as requested) is critical for Guest Environment Experts – to get it right for our guests and our business each and every time.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	
<b>Housekeeping Attendant (Runner)</b>	<ul style="list-style-type: none"> <li>At least 1 year of Housekeeping Runner working experience. Fresh graduates are welcomed too.</li> <li>Minimum Nitec in Hospitality Services or Hotel Management.</li> <li>Minimum Nitec in Hospitality Services or Hotel Management.</li> </ul>	<ul style="list-style-type: none"> <li>Welcome and acknowledge all guests according to quality assurance expectations and standards.</li> <li>Anticipate and address guests service needs, thank guests with genuine appreciation.</li> <li>To provide valuable assistance to the housekeeping team, particularly in managing the timely pick-ups and delivery of guest requests.</li> <li>To offer support to the pool and fitness centre operations as needed, ensuring smooth functioning and exceptional guest experiences.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Laundry Operator</b>	<ul style="list-style-type: none"> <li>At least 1 year of Hotel laundry/linen working experience. Fresh graduates are welcomed too.</li> <li>Minimum Nitec in Hospitality Services or Hotel Management.</li> <li>Great communication &amp; presentation skills.</li> <li>Customer-oriented, well organized &amp; outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>Carries out all job tasks as assigned by supervisor or manager.</li> <li>Ensuring the correct use of equipment according to recommendation.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Loss Prevention Officer (Security)</b>	<ul style="list-style-type: none"> <li>At least 2 years of Security working experience with a valid Security license.</li> <li>Great investigation &amp; report-writing skills.</li> <li>Great communication skills &amp; teamwork.</li> <li>Service-oriented, responsible &amp; motivated.</li> </ul>	<ul style="list-style-type: none"> <li>Patrol the hotel as part of an overall security function, checking all areas while continuously maintaining a discreet and diplomatic presence that ensures the protection of guests, associates and hotel assets.</li> <li>Control and monitor access to Back Of The House areas and associates' entrance. Input data, monitor and operate the CCTV and alarm system, if required.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>F&amp;B Guest Service Executive (Crossroads Buffet)</b>	<ul style="list-style-type: none"> <li>At least 2 years of Food &amp; Beverage working experience.</li> <li>Minimum Nitec in Hospitality Services / Hotel Management / F&amp;B Services.</li> <li>Great communication &amp; presentation skills.</li> <li>Customer-oriented, well organized &amp; outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>Associate will be responsible for supervising, coaching and coordinating activities of the food Servers as well as looking into the comfort and dining experience of guests.</li> <li>Associate will also handle guests' complaints during the absence of the manager.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>F&amp;B Guest Service Executive (Crossroads Café)</b>	<ul style="list-style-type: none"> <li>At least 2 years of Food &amp; Beverage working experience.</li> <li>Minimum Nitec in Hospitality Services / Hotel Management / F&amp;B Services.</li> <li>Great communication &amp; presentation skills.</li> </ul>	<ul style="list-style-type: none"> <li>Associate will be responsible for supervising, coaching and coordinating activities of the food Servers as well as looking into the comfort and dining experience of guests.</li> <li>Associate will also handle guests' complaints during the absence of the manager.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Customer-oriented, well organized &amp; outgoing personality.</li> </ul>		
<b>F&amp;B Service Leader (Crossroads Buffet)</b>	<ul style="list-style-type: none"> <li>At least 1 year of Food &amp; Beverage working experience.</li> <li>Minimum Nitec in Hospitality Services / Hotel Management / F&amp;B Services.</li> <li>Great communication &amp; presentation skills.</li> <li>Customer-oriented, well organized &amp; outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>Associate will be responsible for supervising, coaching and coordinating activities of the food Servers as well as looking into the comfort and dining experience of guests.</li> <li>Associate will also handle guests' complaints during the absence of the manager.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>F&amp;B Service Expert (Crossroads Buffet, Crossroads Café, Room Service, Lobby Lounge, Chinese Wan Hao &amp; Banquet) - Integrated-Job (i-Job) program</b>	<ul style="list-style-type: none"> <li>At least 1 year of Food &amp; Beverage working experience. Fresh graduates are welcomed too.</li> <li>Minimum Nitec in Hospitality Services / Hotel Management / F&amp;B Services.</li> <li>Great communication &amp; presentation skills.</li> </ul>	<ul style="list-style-type: none"> <li>To build an experience that is memorable and unique – with food and drinks on the side.</li> <li>Our Guest Service Experts take the initiative and deliver a wide range of services to make sure that guests enjoy their meal. Whether setting tables, communicating with the kitchen, interacting and serving guests, or cleaning work areas and supplies, the Guest Service Expert makes transactions feel like part of the experience.</li> <li>Creating a safe workplace, following company policies and procedures, upholding quality standards, and ensuring your uniform, personal appearance, and communications are professional.</li> <li>Guest Service Experts will be on their feet and moving around (stand, sit, or walk for an extended time; moving over sloping, uneven, or slippery surfaces), managing the menu (read and visually verify information)</li> <li>Taking a hands-on approach to work (move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance and 50 pounds with assistance; reach overhead and below the knees,</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		including bending, twisting, pulling, and stooping). <ul style="list-style-type: none"> <li>Any other duties as may be assigned from time to time.</li> </ul>	
<b>F&amp;B Guest Service Agent (Lobby Lounge)</b>	<ul style="list-style-type: none"> <li>At least 1 year of Food &amp; Beverage working experience. Fresh graduates are welcomed too.</li> <li>Minimum Nitec in Hospitality Services / Hotel Management / F&amp;B Services.</li> <li>Great communication &amp; presentation skills.</li> <li>Customer-oriented, well organized &amp; outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the smooth operation at the F&amp;B outlets daily by carrying out all job tasks effectively and efficiently.</li> <li>To provide delightful dining experience for guests through delivering excellent service. Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>F&amp;B Guest Service Agent (Lobby Lounge)</b>	<ul style="list-style-type: none"> <li>At least 1 year of Food &amp; Beverage working experience. Fresh graduates are welcomed too.</li> <li>Minimum Nitec in Hospitality Services / Hotel Management / F&amp;B Services.</li> <li>Great communication &amp; presentation skills.</li> <li>Customer-oriented, well organized &amp; outgoing personality.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the smooth operation at the F&amp;B outlets daily by carrying out all job tasks effectively and efficiently.</li> <li>To provide delightful dining experience for guests through delivering excellent service. Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Executive Sous Chef</b>	<ul style="list-style-type: none"> <li>Minimum Diploma in Culinary Skills/ Arts.</li> <li>At least 4 years of culinary operation &amp; supervision.</li> <li>Great interpersonal &amp; communication skills.</li> <li>Ability to identify and understand issues, problems and opportunities, using effective approaches for choosing a course of action or developing solutions.</li> <li>Knowledge of techniques and equipment for preparing and</li> </ul>	<ul style="list-style-type: none"> <li>Accountable for overall success of the daily kitchen operations. Exhibits culinary talents by personally performing tasks while leading the staff and managing all food related functions.</li> <li>Works to continually improve guest and associate satisfaction while maintaining the operating budget.</li> <li>Supervises all kitchen areas to ensure a consistent, high-quality product is produced.</li> <li>Responsible for guiding and developing staff including direct reports.</li> <li>Must ensure sanitation and food standards are achieved.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>presenting food products for consumption, including storage / handling, techniques and sanitation standards.</p> <ul style="list-style-type: none"> <li>The ability to come up with unusual ideas about products, services or situations or to develop creative ways to solve a problem.</li> <li>Knowledge of principles and processes for providing customers and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>Any other duties as may be assigned from time to time.</li> </ul>	
<b>Junior Sous Chef (Banquet Kitchen)</b>	<ul style="list-style-type: none"> <li>Strong in leadership.</li> <li>Must be able to oversee a kitchen.</li> <li>Responsible in daily operation.</li> <li>Good interpersonal and communication skills.</li> <li>A good team player.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Sous Chef in maintaining a smooth functioning Main Kitchen in conformance with corporate standard operation procedures.</li> <li>He must effectively control food cost, labour cost, other controllables, and maintenance and energy costs throughout the kitchen.</li> <li>The service of high-quality food and achievement of budgeted or higher profits are a top priority, accident prevention and energy conservation are considered top priorities and cannot be over emphasized.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Junior Sous Chef (Crossroad Kitchen - Local Cuisine)</b>	<ul style="list-style-type: none"> <li>Strong in leadership.</li> <li>Must be able to oversee a kitchen.</li> <li>Responsible in daily operation.</li> <li>Good interpersonal and communication skills.</li> <li>A good team player.</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining a smooth functioning Crossroads Kitchen in conformance with corporate standard operation procedures. He must effectively control food costs, labour costs, other controllables, maintenance and energy costs throughout the kitchen.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>The service of high-quality food and achievement of budgeted or higher profits are a top priority, accident prevention and energy conservation are considered top priorities and cannot be over emphasized.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Chef De Partie (Pastry)</b>	<ul style="list-style-type: none"> <li>Minimum Certificate in Pastry &amp; Bakery.</li> <li>At least 2 years of handling Pastry &amp; Bakery operations &amp; supervision.</li> <li>Great interpersonal &amp; creative skills.</li> </ul>	<ul style="list-style-type: none"> <li>To assist in the supervision of the Kitchen staff; to ensure food preparation is done according to Marriott standards of food quality, presentation and sanitation.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Chef De Partie (Crossroad Kitchen -Local Cuisine)</b>	<ul style="list-style-type: none"> <li>Minimum Certificate in Culinary Skills.</li> <li>At least 2 years of culinary operation &amp; supervision.</li> <li>Great interpersonal &amp; creative skills.</li> </ul>	<ul style="list-style-type: none"> <li>To assist in the supervision of the Kitchen staff; to ensure food preparation is done according to Marriott standards of food quality, presentation and sanitation.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>
<b>Cook I (Banquet Kitchen)</b>	<ul style="list-style-type: none"> <li>Minimum Certificate in Culinary Skills.</li> <li>At least 1 year of culinary operation &amp; supervision.</li> <li>Great interpersonal &amp; creative skills.</li> </ul>	<ul style="list-style-type: none"> <li>To prepare food in accordance with Marriott standards of food quality, presentation and sanitation.</li> <li>Any other duties as may be assigned from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 44hrs/week (Rotating Shift, including Night Shift)</li> <li>Full Time</li> <li>Location: Singapore Marriott Tang Plaza Hotel</li> </ul>

## #13 SODEXO SINGAPORE PTE LTD

Working with Sodexo is more than a job; it's a chance to be part of something greater because we believe our everyday actions have a big impact. You belong in a company that allows you to act with purpose and thrive in your own way.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Food Service Ambassador</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>To be responsible for the overall patient meal service and maintain good relationship with the patient</li> </ul>	<ul style="list-style-type: none"> <li>6 Days of Working</li> <li>Timing: 7am-3pm, 12:30pm-8:30pm</li> <li>Full Time</li> <li>Location: 100 Bukit Timah Road</li> </ul>
<b>Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>Assist in the kitchen operations in areas of food preparation and processing, cleaning and sanitation</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 7am-4pm</li> <li>Location: Various Locations</li> </ul>
<b>Catering Assistant</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the smooth operations required at the front line operations in food service.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 7am-4pm,</li> <li>Location: Various Locations</li> </ul>
<b>Catering Assistant(Free Lance)</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the smooth operations required at the front line operations in food service.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 7am-4pm,</li> <li>Full Time</li> <li>Location: Various Locations</li> </ul>
<b>Control Room Assistant</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Supervisor to ensure that proper and efficient management of the control room in the day-to-day Operations on the assigned unit and oversees new implementations.</li> </ul>	<ul style="list-style-type: none"> <li>6 Days of Working</li> <li>Timing: 5:30am-1:30pm, 1pm-9pm</li> <li>Full Time</li> <li>Location: 100 Bukit Timah Road</li> </ul>
<b>Chef De Partie</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>To cook and serve all food in the kitchen according to the menu planned</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 7am-4:30pm</li> <li>Full Time</li> <li>Location: 100 Bukit Timah Road</li> </ul>
<b>Assistant Cook</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>To assist in daily food preparation and mise-en-place assigned by the Head Chef</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 7am-4:30pm</li> <li>Full Time</li> <li>Location: Various Locations</li> </ul>
<b>Indian Cuisine Chef</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>To cook and serve all food in the kitchen according to the menu planned</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 7am-4:30pm</li> <li>Full Time</li> <li>Location: Dover Road</li> </ul>
<b>Cook</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>To cook and serve all food in the kitchen according to the menu planned</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 7am-4:30pm</li> <li>Full Time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> <li>Location: Dover Road</li> </ul>
<b>Sandwich Maker</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>To prepare and serve sandwich and salad bar</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 7am-4:30pm</li> <li>Full Time</li> <li>Location: 9 Penang Road</li> </ul>
<b>Food Service Crew</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the smooth operations required at the front line operations in food service.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 6.30am-4:30pm</li> <li>Full Time</li> <li>Location: Various Locations</li> </ul>
<b>Facilities Technician</b>	<ul style="list-style-type: none"> <li>Have F&amp;B experience</li> </ul>	<ul style="list-style-type: none"> <li>To perform Scheduled Preventive and Reactive Maintenance on the Air con systems installed in the site facility and any other building related maintenance to ensure smooth functioning of installations.</li> <li>To perform general mechanical, electrical (light fittings interior &amp; exterior), Fire System, Plumbing (including drainage) and general building maintenance works and other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 8am – 5pm</li> <li>Full Time</li> <li>Location: Tuas West Drive</li> </ul>

## #14 SURBANA JURONG GROUP

Surbana Jurong Group is a global urban, infrastructure and managed services consulting firm, with over 70 years of track record in successful project and has built more than a million homes in Singapore, created master plans in more than 60 countries and developed over 100 industrial parks globally. Our tag line “Building Cities, Shaping Lives” expresses how every project or undertaking is, for the Group, an opportunity to fulfil aspirations and enrich lives.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Fitness Trainer</b>	<ul style="list-style-type: none"> <li>BMI of 25 or below</li> <li>Possess a valid Standard First-Aid certification preferred</li> </ul>	<ul style="list-style-type: none"> <li>Conduct group level fitness training in accordance to lesson plans</li> <li>Conduct fitness assessments (e.g IPPT)</li> <li>Implement, manage and enforce safe management measures</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 0730hrs to 1130hrs/1430hrs to 1800hrs</li> <li>Full Time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>accordance to stipulated rules and regulations</p> <ul style="list-style-type: none"> <li>• Reporting of training equipment defect, facility issues and any physical/potential hazards</li> <li>• Perform risk assessment and enforcement of safety measures during training activities</li> <li>• Assist in organizing events or programmes</li> <li>• Ad-hoc duties as assigned</li> </ul>	
<b>Fitness Trainer (Gym Management)</b>	<ul style="list-style-type: none"> <li>• Min 1 year experience in Fitness</li> <li>• Possess a valid Standard First-Aid certification preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct familiarization and orientation of gym facilities and equipment.</li> <li>• Ensure that only registered or authorized users are admitted into the gym.</li> <li>• Reporting of machines/training equipment defect, facility issue and physical or potential hazards to gym POC.</li> <li>• Perform CPR and AED procedures, as well as administer first aid in case of emergencies.</li> <li>• Assist and ensure all gym users perform safe and proper usage of the exercise equipment and applications of exercise techniques.</li> <li>• Demonstrate and familiarize gym users with the exercise equipment in the gym, especially users who are new to a gym environment.</li> <li>• Implement, manage and enforce safe management measures and stipulated rules and regulations during training activities</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 0700hrs to 1600hrs</li> <li>• 1200hrs to 2100hrs</li> <li>• Full Time</li> </ul>
<b>Lifeguard</b>	<ul style="list-style-type: none"> <li>• Possess a Bronze Medallion</li> <li>• A valid and recognized Lifesaving Certificate</li> <li>• Possess a valid CPR/AED and Standard First-Aid certification preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Supervising the area at regular intervals to ensure the safety of swimmers and prevent any injuries and reacting immediately to any emergency and identify any possible signs of distress</li> <li>• Provide pool rescue in accordance with set emergency procedures</li> <li>• Inform users when necessary to abide by the rules and</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 Days of Working</li> <li>• Timing: 8 hours shift between 730am - 930pm</li> <li>• Full Time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>regulations of the swimming complexes</p> <ul style="list-style-type: none"> <li>To be involved in the swimming complex's annual and/or periodic assessment efforts; including efforts to improve safety levels, such as reviewing risk assessment plan where required and promote the use of Par-Q</li> <li>Conduct Water Sampling Test and report to appointed personnel</li> <li>Familiarize with swimming complexes' SOPs and adhere to pool surveillance procedure and emergency action plans</li> </ul>	
<b>O &amp; M Engineer</b>	<ul style="list-style-type: none"> <li>Min qualification of Degree in Mechanical / Electrical Engineering</li> <li>Min of at least 2-3 years working experience</li> </ul>	<ul style="list-style-type: none"> <li>To manage and provide technical support for M&amp;E services under IFM and A&amp;A projects</li> <li>Attend meetings with clients , consultants and strategic partners</li> <li>Manage work schedules, project timeline and overseeing maintenance works</li> <li>Manage Minor / Major repairs and replacement (LCR) for M&amp;E systems</li> <li>To be involved in Innovation and sustainability</li> <li>Attend to work request and fault calls by Clients</li> <li>To have good engineering solving skill sets when encountering failures in M&amp;E systems</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Days of Working</li> <li>Timing: Mon - Fri 8.30am to 5.30pm</li> <li>Sat 8.30am to 12.30pm</li> <li>Lunch Break 1 hour</li> <li>Full Time</li> <li>Location: Various Locations</li> </ul>
<b>Senior/Technical Executive</b>	<ul style="list-style-type: none"> <li>Supervise Subcontractors in the provisions of maintenance services and vendors in the delivery of equipment.</li> <li>Assist in implementing the quality maintenance program and complying with government/statutory regulations (i.e. conducting regular</li> </ul>	<ul style="list-style-type: none"> <li>Possess at minimum a diploma in any discipline of building, facilities or engineering (with M&amp;E background preferred) related disciplines from a recognized establishment</li> <li>Minimum of 5 years of relevant working experience in facility management works.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Days of Working</li> <li>Timing: Mon - Fri 8.30am to 5.30pm</li> <li>Sat 8.30am to 12.30pm</li> <li>Lunch Break 1 hour</li> <li>Full Time</li> <li>Location: Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	audits of building and systems); <ul style="list-style-type: none"> <li>Assist in managing minor projects or improvement works or repair &amp; replacement (R&amp;R) works and supervise the works.</li> <li>Prepare and justify for variation of works; and</li> <li>Ensure that works are completed on time and as per contract requirements.</li> </ul>		
<b>Project Executive/Coordinator</b>	<ul style="list-style-type: none"> <li>• Degree in Project Management or equivalent within min. 3 years' relevant experience</li> <li>• Diploma in Project Management or equivalent with min. 5 years' relevant experience at management level. Certificate in Project Management and related field with 7 years' relevant experience at management level.</li> <li>• Proficient in Microsoft Office (Excel, Word, PowerPoint and Microsoft Project)</li> <li>• Good computer literacy/knowledge\Pro-active attitude, independent and responsible worker.</li> <li>• Good record of conduct and security awareness as site is in high security area.</li> <li>• Preferably with experience of managing or execution of Projects in Public Sector and good understanding of Public Sector Standard Condition of Contracts.</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Tender - Liaison with client on their scope of requirements including conducting site survey. Work with Consultants to prepare estimated project cost and requirements for feasibility study.</li> <li>• Tender - Oversee and manage preparation of tender document and drawings. Manage tenderers queries, evaluate returns till award of projects.</li> <li>• Construction - Manage project activities including vetting of construction program, implementation of works, ensure the implementation of Workplace and Safety and Health requirements, timing submission of progressive claim till closure of final account.</li> <li>• Post Tender Stage Manage defect works during the defects liability period and submission of Operational Maintenance Manual</li> <li>• Develop various projects programmes, assist with managing clients and projects teams, and deliver the projects on time, to budget and to the desired quality.</li> <li>• Overall control of site operations and take direct instructions from Project Manager / Project Director / Contract Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 Days of Working</li> <li>• Timing: Mon - Fri 8.30am to 5.30pm</li> <li>• Sat 8.30am to 12.30pm</li> <li>• Lunch Break 1 hour</li> <li>• Full Time</li> <li>• Location: Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Work closely with consultants for design, progress of works and submissions.</li> <li>• Carry out daily discussions with project team to ensure works are carried out smoothly and no re-work or clashes with other trade works.</li> <li>• Ensure all works at site carried out in accordance to company's QEHS requirements. Embraces safety and ensure all practices comply with safety regulations.</li> <li>• Ensure construction activities are executed in accordance with the approved construction program and authorities / statutory requirements.</li> <li>• To prepare weekly &amp; monthly construction program for execution and reporting.</li> <li>• Coordinate execution of works with sub-contractors.</li> <li>• Liaise with consultant and client's management department for site inspections, submission of necessary technical reports.</li> </ul>	
<b>Senior/Executive Facility Manager</b>	<ul style="list-style-type: none"> <li>• Shall possess approved tertiary or equivalent qualification and with at least three (3) years relevant post graduate experience or</li> <li>• Five (5) years for diploma holders in facilities management industry or relevant built environment industry.</li> </ul>	<ul style="list-style-type: none"> <li>• To manage and lead team of Engineers and technical officers in fulfilling the contract scope of requirements and responsibilities.</li> <li>• To manage and provide technical support for M&amp;E services under IFM, IBC and A&amp;A projects</li> <li>• Attend meetings with clients, consultants and strategic partners</li> <li>• Manage work schedules, project timeline and overseeing maintenance &amp; operation works</li> <li>• Manage Minor / Major repairs and replacement (LCR) for M&amp;E systems / Tracking of operations for work request and fault calls by Clients</li> <li>• To be involved in Innovation and sustainability</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 Days of Working</li> <li>• Timing: Mon - Fri 8.30am to 5.30pm</li> <li>• Sat 8.30am to 12.30pm</li> <li>• Lunch Break 1 hour</li> <li>• Full Time</li> <li>• Location: Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>To have good engineering solving skill sets when encountering failures in M&amp;E / building &amp; Infrastructure systems</li> <li>Preparation and submission of progress monthly claims</li> <li>To manage contractors for all project works, minor and major works</li> </ul>	
<b>Quantity Surveyor</b>	<ul style="list-style-type: none"> <li>Shall possess relevant tertiary quantity surveying and building related diploma/degree in recognized by Singapore institute of surveyors &amp; valuers and with at least five (5) years of relevant working experiences in quantity surveying.</li> </ul>	<ul style="list-style-type: none"> <li>The professional QS shall support staff to support the maintenance and project works function.</li> <li>Verification of quotation and star rate with proper price assessment.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Days of Working</li> <li>Timing: Mon - Fri 8.30am to 5.30pm</li> <li>Sat 8.30am to 12.30pm</li> <li>Lunch Break 1 hour</li> <li>Full Time</li> <li>Location: Various Locations</li> </ul>
<b>Admin and Accounts Assistant</b>	<ul style="list-style-type: none"> <li>Certificate in Accountancy and/or Business Administration, Min. GCE 'O' Levels with 2 yrs relevant experience</li> <li>Effective computer skills; Microsoft Office Software, and experience with Facilities Management software will be an added advantage.</li> <li>Experience in processing accounts payable/receivable, sub-ledger and general ledger entries and reconciliations.</li> <li>Pro-active attitude, independent and responsible worker who is able to carry out assigned tasks with little supervision.</li> </ul>	<ul style="list-style-type: none"> <li>Process and reconcile a wide variety of accounting documents. (such as invoices, departmental billings, employee reimbursements, cash receipts, vendor statements).</li> <li>Prepare and process documents to disburse funds, make deposits and prepare reports.</li> <li>Prepare monthly finance reconciliations for approval.</li> <li>Assist with annual budget preparation as required.</li> <li>Provide secretarial and administrative support in order to ensure effective and efficient office operations.</li> <li>Word processes all letters, documents, inspection records, etc.</li> <li>Records, stamps and distributes all incoming mails, and process all outgoing mails.</li> <li>Compiles and maintain essential information like staff list, manpower records, telephone directory and addresses.</li> <li>Provide receptionist services like answering calls, records</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Days of Working</li> <li>Timing: Mon - Fri 8.30am to 5.30pm</li> <li>Sat 8.30am to 12.30pm</li> <li>Lunch Break 1 hour</li> <li>Full Time</li> <li>Location: Various Locations</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>messages ability to provide information of as general nature when required.</p> <ul style="list-style-type: none"> <li>• Generate reports for management and clients.</li> </ul> <p>Update data in both company's and client's computer systems</p>	
<b>QA Executive</b>	<ul style="list-style-type: none"> <li>• Possesses Engineering Degree, Experience in Bldg-Infra will be an advantage.</li> <li>• Pro-active, independent, able to work with minimal supervision and perform under pressure.</li> <li>• Good communication and interpersonal skills.</li> <li>• Proficient in Microsoft Office</li> <li>• Strong verbal and written communication skills, pro-active and self-driven.</li> </ul>	<ul style="list-style-type: none"> <li>• Formulate FM schedule for soft services scope and conduct routine inspection.</li> <li>• Preparation and review of QMS (as and when required)</li> <li>• Responsible for the execution and compilation of all audits executed under his / her account.</li> <li>• Analyze the audit findings and implementation of CAPA accordingly.</li> <li>• Compilation and preparation of meeting slides from audited data, trending and analysis.</li> <li>• Reviewing of contractor's performance.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 Days of Working</li> <li>• Timing: Mon - Fri 8.30am to 5.30pm</li> <li>• Sat 8.30am to 12.30pm</li> <li>• Lunch Break 1 hour</li> <li>• Full Time</li> <li>• Location: Various Locations</li> </ul>

## #15 YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF SINGAPORE

The Young Women's Christian Association of Singapore is the oldest women's organization in Singapore. Founded in 1875, the YWCA has always been committed to meeting the needs of our society through her active involvement in community services and its many programmes and activities

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Sales Manager (Rooms)</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years of relevant experience of which 3 years in corporate sales</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for planning, developing new room sales business while maintaining and servicing.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days of Working</li> <li>• Timing: 9am to 6.30pm hour</li> <li>• Full Time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	preferably in Hospitality, or Leisure sector.	<ul style="list-style-type: none"> <li>Secure rooms sales from corporations, travel agencies and leisure markets or any sector which may be assigned by the DOS or the Management.</li> </ul>	<ul style="list-style-type: none"> <li>Location: 6 Fort Canning Road</li> </ul>
<b>Senior Finance Executive</b>	<ul style="list-style-type: none"> <li>Possess a Diploma in Accountancy and/or LCCI with at least 5 years of relevant working experience handling full set of accounts.</li> <li>Preferably working in hospitality sector.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the day- day accounting functions which includes preparation of full set of accounts, liaison with auditors and compilation of annual budget and other financial reports.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days of Working</li> <li>Timing: 9am to 6.30pm hour</li> <li>Full Time</li> <li>Location: 6 Fort Canning Road</li> </ul>
<b>Maintenance Supervisor</b>	<ul style="list-style-type: none"> <li>Minimum 5 years relevant work experience of which 5 years of supervisory experience.</li> <li>Diploma in Facilities and Building Management or related disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinates the facility operations and maintenance operations and maintenance activities including retrofitting works.</li> <li>Is familiar with facilities managements requirements and attends to users' requests and feedback.</li> </ul>	<ul style="list-style-type: none"> <li>6 Days of Working</li> <li>Timing: 7am to 3pm , 3pm to 11pm , 11pm to 7am</li> <li>Full Time</li> <li>Location: 6 Fort Canning Road</li> </ul>
<b>Technician</b>	<ul style="list-style-type: none"> <li>Minimum Nitec or Diploma in Mechanical &amp; Electrical. Minimum two years relevant experience with hotel/apartment/condominiums experience preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for day-to-day functions and operations of the maintenance department.</li> <li>Maintain the property facilities in performing maintenance and repairs</li> </ul>	<ul style="list-style-type: none"> <li>6 Days of Working</li> <li>Timing: 7am to 3pm , 3pm to 11pm , 11pm to 7am</li> <li>Full Time</li> <li>Location: 6 Fort Canning Road</li> </ul>
<b>Front Office Executive</b>	<ul style="list-style-type: none"> <li>Minimum 4 years of relevant experience in front desk service with 2 years in supervisory role.</li> <li>Good OPERA system would be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the smooth operations of the Front Office in the absence of the Front Office Manager and Duty Manager.</li> <li>Able to work well under pressure in a fast-paced environment and is able to interact with culturally diverse guests.</li> <li>Is also required to mentor, guide the junior team members.</li> </ul>	<ul style="list-style-type: none"> <li>6 Days of Working</li> <li>Timing: 7am to 3pm , 3pm to 11pm , 11pm to 7am</li> <li>Full Time</li> <li>Location: 6 Fort Canning Road</li> </ul>
<b>Front Office Officer</b>	<ul style="list-style-type: none"> <li>Minimum 2 year of experience preferably in the front desk service. Minimum 'O' Level or NITEC in Hospitality Operations preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for providing a friendly and efficient service to all guests/customers, in line with the Association's vision and values on guests' satisfaction.</li> <li>Plays important role in the smooth running of the Front Office Reception administrative and operations</li> </ul>	<ul style="list-style-type: none"> <li>6 Days of Working</li> <li>Timing: 7am to 3pm , 3pm to 11pm , 11pm to 7am</li> <li>Full Time</li> <li>Location: 6 Fort Canning Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Security Officer</b>	<ul style="list-style-type: none"> <li>Minimum 2 year of working experience as security guard.</li> <li>Minimum GCE 'N' Level</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the safety and security of the guests and employees of YWCA Fort Canning and all properties. Guard all entrances to ensure all unauthorized persons are permitted to enter YWCA Fort Canning.</li> </ul>	<ul style="list-style-type: none"> <li>6 Days of Working</li> <li>Timing: 7am to 3pm , 3pm to 11pm , 11pm to 7am</li> <li>Full Time</li> <li>Location: 6 Fort Canning Road</li> </ul>
<b>Steward</b>	<ul style="list-style-type: none"> <li>Minimum 1 year working experience as dishwasher/ steward.</li> <li>Minimum 'N' Level</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the cleanliness of all cutlery and dishwashing at YWCA Fort Canning</li> </ul>	<ul style="list-style-type: none"> <li>6 Days of Working</li> <li>Timing: 7am to 3pm , 3pm to 11pm</li> <li>Full Time</li> <li>Location: 6 Fort Canning Road</li> </ul>

## #16 e2i services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture 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>

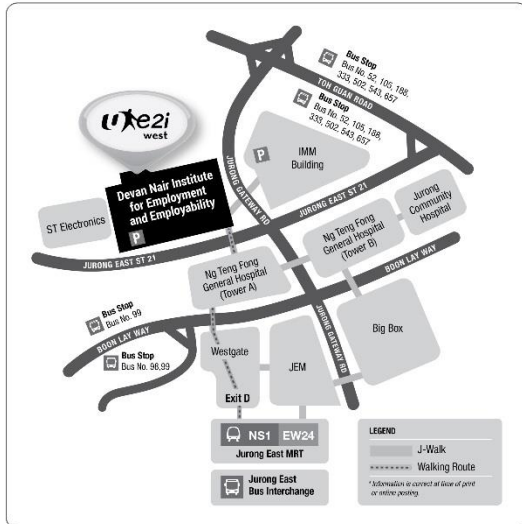


**You can also reach them at the following centres (By appointment only):**



### 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 on 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
- and many more.



<https://e2i.sg.crp-yellow?r=qr>

### Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!



<https://ntuc.co/4cxkqt4?r=qr>