

Chua Chu Kang GRC & e2i Skills and Career Fair at Tengah CC

15 to 16 May 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set



























up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg.

Participating Companies

[Click on the specific role to view more details]

















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#1 Aetos Holding

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

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		of members of the public, such as suspicious and/or terrorist activities. • Compiling of incident reports	
Command Centre Operator	<ul style="list-style-type: none"> • Candidate must possess at least GCE N/ O level. • Proficient in Microsoft Office (Word, Excel, Outlook). • Able to work 12 hours shift including weekends or Public Holiday (depend on roster). • Relevant training will be provided. 	<ul style="list-style-type: none"> • Perform monitoring, analysis and escalation of real-time operation events. • Monitor attendance records of all AETOS employees and provide detailed reports to management. • Monitor security access control points and basic administration of clearance for persons and vehicles into the system. • Monitor various alarm alerts, activation of response team and prepare basic reports upon completion of operation. • Monitor of video analytics CCTV and response in accordance with procedures. • Perform inbound and outbound calls • Managing and resolving client’s enquiries and any other duties/jobs assigned by supervisor. 	<ul style="list-style-type: none"> • Working Hours: Rotational day or night shifts • Employment Type: Full Time • Job Type: Permanent
Security Officer / Senior Security Officer (Unarmed)	<ul style="list-style-type: none"> • Minimum Secondary 2 and above • No colour blindness or hearing defects • Able to work shift duties (Including extended shift, weekends & public holidays) • Proficient in spoken and written English • Additional requirements for Part-Time. Must be a trained security officer with a valid PLRD License 	<ul style="list-style-type: none"> • Manning of static/access control points • Checking of passes and other documents at static/access points • Screening and checking of all personnel and vehicles entering and exiting the premises • Patrolling and guarding client’s personnel and properties • Operating metal/explosive detectors/x-ray machines at checkpoints • Issuing of visitor/contractor pass in exchange for their identification cards • Attending to alarm activation • CCTV Monitoring • Responding to incidents such as unattended bags, etc. 	<ul style="list-style-type: none"> • Working Hours: Rotational day or night shifts • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Maintaining records of all incidents • Checking of boarding, staff, and valid entry passes 	

#2 APTLed Careers



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrative Assistants 	<ul style="list-style-type: none"> • Responsibility, Meticulous and Friendly 	<ul style="list-style-type: none"> • Supports daily operations by managing front-desk duties, parent communication, and enrollment. • Key responsibilities include handling phone/email inquiries, maintaining child records, processing fee payments, ordering supplies, and ensuring compliance with safety regulations as well as assisting in school events. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week • Employment Type: Full Time
Centre Leaders 	<ul style="list-style-type: none"> • Responsibility, Passion, Patience and Love for Children 	<ul style="list-style-type: none"> • Leads in developing strategic plans and structures to foster a culture of care and trust, mentoring, collaborative professionalism and continuous learning within the Centre. • Manage and enhance Centre operations while adhering to industry regulations. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week • Employment Type: Full Time
Infant Educators	<ul style="list-style-type: none"> • Responsibility, Passion, Patience and Love for Children 	<ul style="list-style-type: none"> • Attuned and responsive to the needs of kids between 2 months and 3 years of age, responsible for creating a safe, playful and welcoming environment for the young ones. • Actively develops trust with the little ones' parents and family members. • Adopt innovative and nurturing teaching approaches to help the young ones discover their potential. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week • Employment Type: Full Time
Preschool Educators	<ul style="list-style-type: none"> • Responsibility, Passion, Patience and Love for Children 	<ul style="list-style-type: none"> • To help young children develop a love for learning, the Pre-school Teacher has to create a safe and 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		nurturing environment through creative and engaging activities. • This safe learning environment will also help the teacher gain the trust and respect of her young charges in the classroom.	• Employment Type: Full Time

#3 Cedele


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Outlet Manager 	<ul style="list-style-type: none"> • Requires leadership skills, operational knowledge, and the ability to supervise staff effectively. • Ensure smooth daily operations, maintain product quality, and uphold service standards. • Strong communication, organizational skills, and commitment to Cedele’s values are essential for supporting the Outlet Manager and fostering a positive team environment. 	<ul style="list-style-type: none"> • Support the Outlet Manager in overseeing daily operations, ensuring smooth service, and upholding Cedele’s values of sustainability and mindful preparation. • Supervise team members, manage schedules, and monitor product quality. • Strong leadership, problem-solving, and communication skills are essential. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week Shift hours • Employment Type: Full Time • Location: NA
Team Member	<ul style="list-style-type: none"> • Requires enthusiasm for customer service, teamwork, and attention to detail. • Must be able to handle food preparation, maintain cleanliness, and support daily operations. • A positive attitude, willingness to learn, and commitment to Cedele’s values of Honestly Sourced, Mindfully Made are essential for delivering wholesome food experiences. 	<ul style="list-style-type: none"> • Assist in daily operations, from preparing and serving products that are Honestly Sourced and Mindfully Made to maintaining a clean, welcoming environment. • This role requires teamwork, attention to detail, and a passion for quality service. • You will learn the fundamentals of our brand philosophy, “Eat Well, Be Well,” while building skills in customer care and food handling. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week Shift hours • Employment Type: Full Time • Location: NA
Trainee Manager 	<ul style="list-style-type: none"> • Requires strong motivation to grow into leadership roles. • Must demonstrate adaptability, 	<ul style="list-style-type: none"> • The Trainee Manager role is designed for individuals eager to grow into leadership positions. • Undergo structured training to understand outlet operations, 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week Shift hours

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>problem-solving skills, and the ability to support outlet operations.</p> <ul style="list-style-type: none"> • A passion for guiding teams, learning management practices, and upholding Cedele’s philosophy of Eat Well, Be Well is key to progressing toward future managerial responsibilities. 	<p>team management, and Cedele’s commitment to crafting food free from artificial additives.</p> <ul style="list-style-type: none"> • Supports outlet performance, guiding team members, and ensuring service standards are met. • hands-on learning, mentorship, and career progression opportunities, preparing you to become a confident and capable manager. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Location: NA
<p>Outlet Manager </p>	<ul style="list-style-type: none"> • Requires proven leadership, strategic thinking, and operational excellence. • Must oversee staff, manage inventory, and ensure customer satisfaction while driving outlet performance. • Strong problem-solving, communication, and organizational skills are critical. • Commitment to Cedele’s mission of Honestly Sourced, Mindfully Made ensures delivery of wholesome food experiences and brand integrity. 	<ul style="list-style-type: none"> • The Outlet Manager leads the outlet team, ensuring operational excellence and alignment with Cedele’s philosophy of Eat Well, Be Well. • Responsible for staff management, customer service, inventory control, and overall outlet performance. • Requires strategic thinking, leadership, and a commitment to delivering food that is Honestly Sourced and Mindfully Made. • To inspire your team, drive results, and create meaningful dining experiences for customers. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week Shift hours • Employment Type: Full Time • Location: NA

#4 Duck King One


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Central Kitchen Executive </p>	<ul style="list-style-type: none"> • Minimum GCE-O Level • Minimum 2 years of administrative or office support experience, preferably within the food service industry • Proficiency in Microsoft Office 	<ul style="list-style-type: none"> • Provide administrative support to Director of Operations, central kitchen team and general F&B operations • Manage daily office operations, including handling phone calls, emails, and correspondence 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 44 hr/ week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Assist with scheduling, leave applications, all data concerning in F&B department • Assist with procurement, distribution, and inventory of office and operational supplies for outlets • Provide administrative support to the Finance Department, including processing invoices, verifying supporting documents, maintaining proper filing systems, and assisting with basic finance-related administrative tasks. • Any other duties as directed 	<ul style="list-style-type: none"> • Location: NA
Delivery Driver	<ul style="list-style-type: none"> • Possesses a valid Class 3 Singapore Driving License with good driving records and familiar with Singapore roads • Physically fit, able to carry, load and unload packages up to 30kg • Team player with positive working attitude • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Candidates with relevant experience will be an added advantage • Candidate with Food Hygiene certificate will be an added advantage • Able to work shift - weekends and public holiday 	<ul style="list-style-type: none"> • Ensure the timely and accurate delivery of goods to specified locations, following the planned route • Conduct daily inspections of the truck to ensure it is in good working condition, reporting any mechanical issues for prompt repairs • Safely load, secure, and unload goods from the truck, ensuring proper handling to prevent damage • Abiding by all transportation laws and maintaining a safe driving record • Preparing reports and other documents relating to deliveries • Upkeep cleanliness/tidiness of vehicle and report necessary maintenance as required • Ensure compliance with local traffic rules and regulations • Any other duties as directed 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: NA
Kitchen Assistant	<ul style="list-style-type: none"> • Minimum of 1 – 2 years in Kitchen operations • Works effectively to promote harmony and teamwork 	<ul style="list-style-type: none"> • Cook and prepare food for customers' as per the standard recipes • Slightly modify recipes to meet customers' needs and requests (e.g. reduce salt, remove dairy) 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week 44 hr/ week • Employment Type:


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Able to work shift - weekends and public holiday • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Ensure food is prepared in a timely manner and appealing plate presentation • Ensure general cleanliness and hygiene in food preparation and storage are in accordance to NEA and SFA guidelines • Check stock level, order and replenish of stock in FIFO order • Ensures that all the kitchen equipment is in good working order and reports any faults or damage • Wash, stacks, sorts, and stores dishes, glassware, utensils, and cookware • Maintains a clean kitchen and keeps dish area organized and free of clutter • Maintains clean, dry floors throughout the shift • Assists in storing food deliveries • Monitors trash cans throughout shift, making sure to remove full trashcans and boxes as needed and at the end of each shift • Any other duties as assigned 	<p>Full Time</p> <ul style="list-style-type: none"> • Job Type: Permanent • Location: NA


#5 EPOS Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Business Development Executive </p>	<ul style="list-style-type: none"> • Confident communicators who enjoy engaging with people • Goal-driven individuals with a strong earning mindset • Resilient and able to handle rejection positively • Self-starters who take initiative and ownership • Experience is a bonus, we care most about your attitude and willingness to learn 	<ul style="list-style-type: none"> • Engage business owners across F&B, retail and services through walk-ins and outreach • Pitch and demonstrate our payment devices with confidence • Close deals and onboard merchants on the spot • Guide merchants through a quick and simple setup • Consistently hit and exceed sales targets • Build and grow your own pipeline - the more you close, the more you earn 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 40 hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 2 Leng Kee Road (S)159086


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Customer Service Executive 	<ul style="list-style-type: none"> • Minimum 1 year experience in customer service. • Excellent communication skills • Display a positive attitude towards learning • Training will be provided, technical knowledge is not required • Ability to learn and acquire product knowledge: good attitude and hardworking • Shows initiative and is proactive • Detail oriented, honors deadlines, keeps promises, and maintains service standards • Friendly, cares about customers, able to handle stress • Able to talk to customers with confidence, civility and tact 	<ul style="list-style-type: none"> • Maintain high levels of customer satisfaction at all times • Provide product training for new clients • Answer inbound enquiries and provide information pertaining to queries, complaints and feedback • Manage and resolve customer complaints and feedback • First contact resolution of all cases handled • Escalate and work with support team for complicated issues, and ensure issues are resolved and followed up properly • Portray a positive and helpful attitude to external and internal customers • Provide ideas to improve customer experience 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 40 hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 2 Leng Kee Road (S)159086


#6 Exceltec

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrative Assistant/Officer (MCST) 	<ul style="list-style-type: none"> • “N” & “O” Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field. • Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage. • Minimum one (1) year experience in property management, particularly in strata-living contexts. 	<ul style="list-style-type: none"> • The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team. • This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders. • The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Familiarity with regulations governing MCSTs, e.g. BMSMA. • Basic competency in Microsoft Office Suite. • Familiarity with property management software is a plus. 	<p>coordinating various activities that contribute to the effective management of strata-titled properties.</p>	
<p>Assistant Facilities Manager (IFM - Multi-Site) </p>	<ul style="list-style-type: none"> • Diploma/Degree in Facilities Management / Building Services / M&E Engineering or related. • 5–8 years relevant FM/IFM experience (institutional / campus / large-site preferred). • At least 2 years people/team leadership experience. • Strong stakeholder management, reporting discipline, and contractor control. • Comfortable with CMMS/Helpdesk systems and site documentation. • Willing to support standby / after-hours work when required. 	<ul style="list-style-type: none"> • We are hiring an Assistant Facilities Manager (AFM) to support delivery of an Integrated Facilities Management (IFM) contract across multiple institutional sites. • You will lead and supervise Facilities Management Executives (FMEs), drive service recovery, ensure compliance, and manage operational reporting. • Supervise, coach and manage FMEs across assigned sites, plan coverage and continuity support. • Oversee day-to-day operations and ensure KPIs / service level standards are met. • Handle escalations, stakeholder issues and complex operational matters. • Consolidate and validate reports; analyse trends and implement corrective actions. • Ensure statutory / safety compliance (BCA / SCDF / NEA / EMA / WSH); support audits and close-out. • Ensure strong governance and data quality in CMMS/Helpdesk systems (work orders, evidence, closures). • Supervise subcontractors / vendors to ensure safety, quality and timelines. • Support ad-hoc works, reinstatement/rectification and improvement projects with minimal disruption 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Assistant Quantity Surveyor </p>	<ul style="list-style-type: none"> • Degree / Diploma in Building / Quantity Surveying. • At least 3 years of working experience in building/ quantity surveying experience. • Pro-active attitude. • Fresh graduates are welcome to apply. 	<ul style="list-style-type: none"> • Responsible for quantity take off and cost estimation. • Preparation of tender submission with specific deadline. • Source, negotiate and award of contracts to vendors. • Responsible for material order processing and cost control. • Evaluate and process vendors claims. • Prepare progress claims for submission in timely manner. • Finalise project accounts with clients and vendors. • Any other duties as assigned by Contracts Director / Manager. • Experience in pre & post contract-administration. • Prepare cost submission / pricing / quantity take off / cost evaluation. • Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player & able to meet tight deadlines. • Able to carry out procurement and cost management process. • Source for subcontractors and suppliers. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA
<p>Building Engineer (Jnr.) </p>	<ul style="list-style-type: none"> • Diploma in Facilities Management, Building Services, Mechanical or Electrical Engineering, or related field • 2–4 years of facilities or property management experience within Singapore • Knowledge of local authority requirements including BCA, SCDF, NEA, and EMA regulations • Proficiency in Microsoft Office and Facilities Management software applications 	<ul style="list-style-type: none"> • Support daily building operations, maintenance, and compliance to ensure facilities are safe, functional, and meet Singapore regulatory and service standards. • Coordinate daily facilities operations by collaborating with internal teams and external service providers to maintain building functionality and safety • Monitor and evaluate essential building systems including Mechanical & Electrical (M&E), HVAC, fire protection, lifts, and water supply to ensure optimal performance 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Effective communication and coordination skills to manage stakeholders and contractors • Willingness to be on standby and work during weekends and public holidays as required • Physical fitness to perform site inspections and related duties 	<ul style="list-style-type: none"> • Conduct regular site inspections to identify and report defects, hazards, and non-compliance issues, driving timely resolution • Ensure strict compliance with Singapore regulatory requirements including BCA, SCDF, NEA, Fire Code, BMSMA, and Workplace Safety and Health (WSH) guidelines • Plan and coordinate preventive, corrective maintenance, and ad hoc works to sustain building operations and minimize downtime • Supervise contractors by reviewing work permits, risk assessments, and method statements (RA/MS) to enforce safe work practices on site • Monitor tenant fit-out and renovation works to ensure adherence to building guidelines and standards • Maintain accurate records and logs in Facilities Management systems such as Computerized Maintenance Management System (CMMS) and operate Building Management System (BMS) and fire alarm panels as required • Act as first responder during building emergencies and actively participate in emergency drills to enhance preparedness 	
<p>Building Officer (M&E) </p>	<ul style="list-style-type: none"> • Minimum Higher NITEC in Mechanical, Electrical Engineering, or a related discipline. • At least 3 years of relevant experience in building maintenance or facilities management. 	<ul style="list-style-type: none"> • Assist in ensuring building systems are well maintained, safe, and operating efficiently. • Assist in the daily operations and maintenance of building M&E systems including electrical, ACMV, plumbing, and fire protection systems. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong technical knowledge of M&E systems and building services. • Ability to troubleshoot technical issues and coordinate with contractors. • Responsible, proactive, and able to work independently. • Good communication and teamwork skills. • Experience in managing or supporting maintenance of commercial, residential, or mixed-use developments. • Familiarity with preventive maintenance programs and safety practices. 	<ul style="list-style-type: none"> • Conduct routine inspections of building services and facilities to ensure proper functioning. • Coordinate and supervise maintenance works carried out by contractors and service providers. • Attend to technical issues, faults, and feedback related to building services. • Ensure preventive maintenance schedules are carried out as planned. • Maintain proper records of maintenance works, service reports, and inspections. • Ensure compliance with safety standards and relevant regulations. • Support building improvement works and projects when required. 	<ul style="list-style-type: none"> • Location: NA
<p>Cleaning Crew</p>	<ul style="list-style-type: none"> • No formal qualification required • Working days - Between 5 to 6 days 	<ul style="list-style-type: none"> • General cleaning duties. • Vacuuming, sweeping, and mopping floors of various types. • Dusting ceilings, light fittings, countertops, and loose furniture. • Scrubbing and sanitizing toilets, sinks and fixtures. • Emptying waste bins. • Washing and drying windows 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA
<p>Condominium / Building / Complex Manager (MCST) </p>	<ul style="list-style-type: none"> • Diploma/Degree in real estate management, business administration, or a related field. • Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience. 	<ul style="list-style-type: none"> • Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained. • Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency. • Serve as the main point of contact for stakeholders, addressing their concerns and 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Familiarity with regulations governing MCSTs, e.g. BMSMA. • Competence in property management software and office applications. 	<ul style="list-style-type: none"> • coordinating with the MCST council on issues affecting the community. • Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping. • Ensure the building operations comply with local laws and regulations, including safety standards and building codes. • Develop and implement emergency procedures and promptly manage and respond to emergencies. • Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. 	
<p>Facilities Engineer (M&E) </p>	<ul style="list-style-type: none"> • Minimum a Mechanical Engineering Degree or Electrical Engineering Degree from a recognized tertiary establishment. • Five (5) years of experience in M&E Facilities operations at a large-scale development (> 50,000 sqm). • Experience in managing M&E upgrading and retrofitting works, installation of new M&E systems, as well as testing & commissioning work with the ability to respond and investigate the cause of system fault and failure for major M&E equipment such as ACMV, Fire Protection systems, HT, LT, ELV and the BMS system. 	<ul style="list-style-type: none"> • Review proposed M&E systems design by considering design for maintainability, design for safety and SDC operational needs based on different building types; • At the building commissioning stage, attend training sessions and understand the operations of the various M&E systems; • To attend the testing & commissioning of each M&E system; • Able to perform chiller system fault detection and diagnosis • Conduct physical site surveys using a variety of equipment and tools; • Prepare sketches and notes and perform electronic data collection; • Coordinate field staff and process field data; 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Interface with C&S engineers, M&E engineers, architects, landscape architects, specialist vendors, and general vendors; • Verify the accuracy of data, including measurements and calculations conducted at the Property; • Research testing and commissioning evidence, including maps, physical evidence, and other records to obtain data needed for building systems and equipment condition appraisal; • Prepare site documents and present findings to SDC; • Preparation of strategic facility management plan for the next five (5) years; • Preparation of operation manuals for the FM team; • Develop an energy and sustainability framework for the building; • Preparation of business continuity plans for the building owner and • Resilience studies. 	
<p>Facilities Executive </p>	<ul style="list-style-type: none"> • Diploma or equivalent in Facilities Management, Building Services, Mechanical/Electrical Engineering, or a related field. • 2 years of relevant facilities/building management experience preferred 	<ul style="list-style-type: none"> • Coordinating with vendors, conducting inspections, and ensuring a safe, functional, and customer-focused environment for building users. • Support daily building and facilities operations, ensuring smooth functioning of essential systems (M&E, fire protection, lifts, water, etc.). • Conduct regular inspections to identify defects, safety hazards, and ensure compliance with BCA, SCDF, NEA, and WSH regulations. • Plan and monitor preventive, corrective, and ad hoc 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>maintenance works across M&E and civil systems.</p> <ul style="list-style-type: none"> • Supervise vendors and contractors to ensure quality service delivery, safety compliance, and adherence to timelines. • Handle tenant feedback and service requests, and assist in preparing operational reports. • Oversee tenancy fit-out, renovation, and improvement works in accordance with building guidelines. • Maintain accurate maintenance records, asset registers, and operate FM and building management systems (BMS). • Manage soft services such as cleaning, security, landscaping, pest control, and car park operations. • Support emergency response, evacuation procedures, and safety drills. • Perform any other duties assigned by the Facilities or Account Manager. 	
<p>Facilities Manager (IFM) </p>	<ul style="list-style-type: none"> • Minimum five (5) years of relevant experience in a similar capacity, preferably in managing properties of similar scale and nature. • Experience in the takeover of at least two (2) new developments in the past five (5) years. • At least three (3) years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred. 	<ul style="list-style-type: none"> • Coordinate with the Client’s representative (SO) on the rectification of defects, tracking of outstanding works by the Main Contractor, maintenance programs, and sub-contractor schedules using appropriate software and tools. Ensure all outstanding works are completed satisfactorily. • Manage emergency repairs, ad-hoc breakdowns, troubleshooting activities, and provide technical support where necessary. Act as a point of coordination between the Main Contractor, sub-contractors, and the Client. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Degree or equivalent in Building / Estate / Property / Facilities Management 	<ul style="list-style-type: none"> • Consolidate and submit technical reports and findings to the Client and SO as required. • Oversee Permit-to-Work (PTW) processes and related compliance matters. • Manage workplace health and safety requirements, including ensuring risk assessments are submitted and adhered to by all sub-contractors. Conduct inspections and spot checks to maintain compliance. • Oversee works management processes, including preparation of monthly progress reports, certification of completed works, and administration of variation orders. • Conduct regular statutory and compliance inspections (e.g., fire safety, structural inspections) and submit corresponding management reports to the Client. • Manage customer service matters, ensuring timely and professional resolution of feedback or complaints from tenants, users, or members of the public. • Support general office management activities, including maintenance of supplies, coordination of bill payments, and other administrative support as required by the Client. • Carry out any other tasks necessary for the smooth operations of the property or as directed by the Client SO. • Prepare and submit periodic reports on the status of 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		operations in a format acceptable to the Client SO. <ul style="list-style-type: none"> • Represent the Client in managing tenant-related matters professionally and efficiently. • Ensure the smooth day-to-day operation of all facilities management services. 	
Facilities Management Executive 	<ul style="list-style-type: none"> • Diploma or equivalent in Facilities Management, Building Services, Mechanical/Electrical Engineering, or a related field. • 3 years of relevant facilities/building management experience preferred (commercial building exposure is a plus). • Working knowledge of Singapore regulatory and compliance requirements (BCA, SCDF, NEA, WSH; familiarity with Fire Code and BMSMA is advantageous). • Experience coordinating contractors and overseeing onsite works safely and effectively. • Able to read and interpret basic technical drawings, checklists, and maintenance reports. • Familiarity with FM software/CMMS and systems such as BMS and fire alarm panels is an advantage. • Strong communication skills, attention to detail, and a service-oriented mindset. 	<ul style="list-style-type: none"> • Support day-to-day facilities operations and coordinate with internal teams and service providers. • Ensure essential building systems (M&E, fire protection systems, lifts, water supply, etc.) operate efficiently and reliably. • Conduct regular inspections of premises, M&E systems, common areas, landscaping, and car parks. • Identify and report defects, safety hazards, and non-compliance issues. • Ensure works comply with relevant requirements and guidelines, including BCA, SCDF, NEA, Fire Code, BMSMA, and WSH standards. • Assist with planning and scheduling preventive, corrective, and ad hoc maintenance works. • Monitor and support rectification of issues relating to HVAC, electrical systems, plumbing, and civil/structural maintenance. • Supervise contractors/vendors onsite to ensure service quality, safe work practices, and timely delivery. • Review work permits, risk assessments, and method 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Comfortable responding to urgent issues and participating in emergency preparedness activities. 	<ul style="list-style-type: none"> statements prior to work commencement. • Monitor tenancy fit-out activities to ensure compliance with building guidelines and safety requirements. • Coordinate with stakeholders on renovation, A&A, and improvement works. • Maintain accurate maintenance records, asset registers, stock inventory, and permits using FM systems/CMMS. • Support operations involving BMS, fire alarm panels, and other critical systems, including incident response and escalation. • Oversee cleaning, security, landscaping, pest control, and car park operations. • Conduct periodic vendor performance reviews to ensure SLAs are met. • Serve as a first responder during building emergencies, supporting evacuations and fire alarm activations. • Participate in emergency preparedness drills, audits, and SCDF-related requirements. • Carry out additional tasks assigned by the Facilities Manager/Account Manager as needed. 	
<p>Facilities Officer (IFM) </p>	<ul style="list-style-type: none"> • Diploma or equivalent in Facilities Management, Building Services, Mechanical/Electrical Engineering, or a related field. • 3 years of relevant facilities/building management experience preferred (commercial building exposure is a plus). 	<ul style="list-style-type: none"> • Support day-to-day facilities operations and coordinate with internal teams and service providers. • Ensure essential building systems (M&E, fire protection systems, lifts, water supply, etc.) operate efficiently and reliably. • Conduct regular inspections of premises, M&E systems, 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Working knowledge of Singapore regulatory and compliance requirements (BCA, SCDF, NEA, WSH; familiarity with Fire Code and BMSMA is advantageous). • Experience coordinating contractors and overseeing onsite works safely and effectively. • Able to read and interpret basic technical drawings, checklists, and maintenance reports. • Familiarity with FM software/CMMS and systems such as BMS and fire alarm panels is an advantage. • Strong communication skills, attention to detail, and a service-oriented mindset. • Comfortable responding to urgent issues and participating in emergency preparedness activities. 	<ul style="list-style-type: none"> • common areas, landscaping, and car parks. • Identify and report defects, safety hazards, and non-compliance issues. • Ensure works comply with relevant requirements and guidelines, including BCA, SCDF, NEA, Fire Code, BMSMA, and WSH standards. • Assist with planning and scheduling preventive, corrective, and ad hoc maintenance works. • Monitor and support rectification of issues relating to HVAC, electrical systems, plumbing, and civil/structural maintenance. • Supervise contractors/vendors onsite to ensure service quality, safe work practices, and timely delivery. • Review work permits, risk assessments, and method statements prior to work commencement. • Monitor tenancy fit-out activities to ensure compliance with building guidelines and safety requirements. • Coordinate with stakeholders on renovation, A&A, and improvement works. • Maintain accurate maintenance records, asset registers, stock inventory, and permits using FM systems/CMMS. • Support operations involving BMS, fire alarm panels, and other critical systems, including incident response and escalation. • Oversee cleaning, security, landscaping, pest control, and car park operations. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Conduct periodic vendor performance reviews to ensure SLAs are met. • Serve as a first responder during building emergencies, supporting evacuations and fire alarm activations. • Participate in emergency preparedness drills, audits, and SCDF-related requirements. • Carry out additional tasks assigned by the Facilities Manager/Account Manager as needed. 	
<p>Infrastructure End Point Specialist </p>	<ul style="list-style-type: none"> • Diploma in Information Technology or related field, or equivalent work experience. • 2+ years of experience in IT endpoint management or infrastructure support. • Hands-on experience with endpoint management platforms (e.g., Microsoft Intune, SCCM, Jamf). • Strong knowledge of Windows and macOS administration and deployment. • Familiarity with endpoint security technologies and best practices (e.g., antivirus/EDR, device encryption). • Experience with automation and scripting languages (PowerShell, Python, Bash). • Strong problem-solving, troubleshooting, and root cause analysis skills. • Excellent communication and collaboration abilities. • Ability to work independently and as part 	<ul style="list-style-type: none"> • Manage and maintain endpoint devices (Windows, macOS, iOS, Android), ensuring optimal performance and security compliance • Oversee deployment, configuration, updates, and patch management using tools such as Microsoft Intune, Jamf, SCCM, or similar platforms. • Implement and monitor endpoint security controls, including endpoint detection and response (EDR), antivirus, and device encryption solutions. • Enforce security policies and ensure compliance with organizational and regulatory requirements. • Troubleshoot endpoint issues, respond to incidents, and resolve escalated tickets related to endpoint devices. • Conduct root cause analysis and implement preventative solutions when necessary. • Develop and implement automation scripts for deployment and configuration tasks (e.g., using PowerShell, Python). 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>of a team, occasionally outside regular working hours.</p> <ul style="list-style-type: none"> • Relevant certifications (e.g., CompTIA Security+, Microsoft 365, CISSP) are a plus. <p>Preferred Experience</p> <ul style="list-style-type: none"> • Exposure to cloud-based endpoint management solutions (e.g., Microsoft 365, Azure AD) • Experience managing endpoint environments (100+ devices) • Prior involvement in endpoint security incident response and remediation. 	<ul style="list-style-type: none"> • Continuously improve endpoint management processes, workflows, and documentation. • Work with infrastructure architects to ensure endpoint solutions integrate with infrastructure, security policies, and standards. • Engage vendors for solution evaluation, upgrades, and technical support as required. • Maintain up-to-date inventory and documentation of all endpoints and their configurations. • Support software license management, device disposals, and lifecycle tracking. • Deliver training and support to end-users on endpoint-related topics. • Provide technical escalation and guidance to other IT team members. 	
<p>Property Executive (IFM) </p>	<ul style="list-style-type: none"> • Minimum Diploma in Building, Facilities or Engineering • Minimum 3 years of related working experience • Knowledge of facilities operations & maintenance • Team Player and willing to learn • Effective communications with stakeholders 	<ul style="list-style-type: none"> • Supervise and ensure that all types of routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract. • Oversees preventive and corrective maintenance works in regard to cleaning, pest control, security, fire protection system, security system, plumbing & sanitary system, building works, etc. • Liaise and coordinate with Contractors to ensure timely maintenance works are done. • Compile all term contract service reports • Attend to all complaints /feedback, incidents and crisis situations and submit incident report. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Offer first hand solutions to Facilities Manager on breakdown / complaints • Inspect site areas and report all defects and non-compliances to the Management. • Update the Client on any disruptions, feedbacks, fitting-out and maintenance works conducted on site. • Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement works and work completion form/job sheet once work is completed for billing purpose. • Ensure all statutory licenses and permits are renewed timely (e.g. fire cert, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.) • Prepare the monthly presentation slides and management report. • To undertake other work assignments which the Management may assign. 	
<p>Property Executive (MCST) </p>	<ul style="list-style-type: none"> • Diploma/WSQ Diploma in real estate management, business administration, or a related field. • Relevant certifications from institutions like SISV, BCA, or equivalent. Experience: Experience in property management, particularly in strata-living contexts. • Familiarity with regulations governing MCSTs, e.g. BMSMA. Computer Literacy: Competence in property management software and office applications. 	<ul style="list-style-type: none"> • Overseeing, developing, and implementing property management strategies to enhance asset value. Operational Leadership: Leading the property management team, including Property Officers and other staff, in day-to-day operations. Stakeholder • Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Managing budgets, financial planning, and reporting for the property. • Overseeing the negotiation and management of contracts with external vendors. • Ensuring all property operations comply with local regulations and standards and managing risks associated with property management. • Ad hoc duties may be required on an as-needed basis. 	
Property Officer (MCST) 	<ul style="list-style-type: none"> • Diploma/WSQ Diploma in real estate management, business administration, or a related field. • Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience in property management, particularly in strata-living contexts. • Familiarity with regulations governing MCSTs, e.g. BMSMA. • Competence in property management software and office applications. 	<ul style="list-style-type: none"> • Ensuring regular maintenance and repair of communal facilities. • Assisting in budget preparation, managing expenditures, and overseeing service charge collections. • Ensuring the property complies with local building codes, safety regulations, and environmental laws. • Acting as a liaison between the Management Corporation, residents, and other stakeholders. • Negotiating and managing contracts with various service providers. • Maintaining accurate records of all management activities, including financial transactions and maintenance logs. • Coordinating with emergency services and implementing procedures during emergencies. • Ad hoc duties may be required on an as-needed basis. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA
Senior Facilities Manager (IFM) 	<ul style="list-style-type: none"> • Minimum 5 years of experience in a senior facilities management role, with proven experience managing large-scale properties. 	<ul style="list-style-type: none"> • Lead and manage all facilities management functions, including maintenance, inspections, safety, and tenant services. • Liaise with client representatives on outstanding works, defect rectification, and maintenance 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Valid Fire Safety Manager (FSM) certification with at least 3 years of FSM experience (if required). • Experience in the successful handover of at least two new developments in the last 5 years. • At least 3 years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred. • Strong leadership, communication, and stakeholder management skills. • Proficient in FM software and reporting tools. 	<ul style="list-style-type: none"> schedules using appropriate software/tools. • Supervise emergency repairs, breakdowns, and provide technical guidance to teams and subcontractors. • Oversee Permit-to-Work (PTW) processes and ensure compliance with statutory and workplace safety regulations. • Conduct regular statutory and compliance inspections (e.g., fire safety, structural) and ensure timely submission of reports. • Manage workplace health and safety, including review of risk assessments and conducting spot checks. • Oversee operational reporting, including monthly progress reports, certification of completed works, and variation orders. • Handle complex customer service and tenant-related issues professionally and efficiently. • Support contract administration and operational budgeting as required. • Guide junior staff and contractors to maintain high service delivery standards. • Represent the client in key discussions and manage high-level operational decisions. 	<p>Full Time</p> <ul style="list-style-type: none"> • Job Type: Permanent • Location: NA
<p>Senior Training Specialist </p>	<ul style="list-style-type: none"> • ACTA / ACLP certified (preferred) • Diploma in Adult and Continuing Education (DACE) is a plus • DDDLPC certification (advantage) • Experience in training delivery (classroom, OJT, e-learning) 	<ul style="list-style-type: none"> • Conduct engaging classroom and on-the-job training sessions • Train staff on SOPs, company policies, and service standards • Facilitate onboarding and continuous learning programmes • Develop training materials, courseware, and structured learning plans 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good understanding of adult learning principles • Familiarity with Skills Framework / SSG course development is an advantage • Strong communication and facilitation skills • Confident engaging stakeholders at all levels • Analytical and able to translate insights into improvements • Tech-savvy with experience in digital learning tools • Proactive, adaptable, and able to multitask in a fast-paced environment • Strong team player with a positive, growth mindset • Opportunity to grow within a structured Training Academy • Exposure to both internal and external training programmes • Career development towards Learning & Development leadership roles • Support for professional certification and skills upgrading 	<ul style="list-style-type: none"> • Create e-learning content, training videos, and digital resources • Design On-the-Job Training (OJT) frameworks and learning pathways • Analyse training feedback and effectiveness • Identify service gaps using operational metrics • Recommend and implement improvements to training programmes • Provide coaching and guidance to learners and new hires • Support employee development through structured mentoring • Work closely with internal teams and external partners on training needs • Support training-related projects and initiatives • Promote internal services and training programmes where relevant • Maintain training records, documentation, and resource libraries • Track training outcomes and prepare reports for management 	<ul style="list-style-type: none"> • Location: 2 Jurong East Street 21 (S)609601
<p>Software Engineer (IoT) </p>	<ul style="list-style-type: none"> • Bachelor / Master's Degree in Computer Science, Electrical Engineering, or related field • Good electronics background and familiar with embedded system programming in C, C++, and Python language, 	<ul style="list-style-type: none"> • The role encompasses using C, C++, and Python programming for the sensor node, LoRa gateway, and fabrication of Internet of Things (IoT) devices. • This role will work with existing developers on maintaining existing IoT devices & systems and developing new IoT hardware, devices, and systems. • Candidates with similar skills are welcome to apply. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good experience on setting up Arduino IDE for sensor testing, • Good understanding on IoT data formatting, generation, management, and processing, • Comfortable working with Git for version control, • Self-motivated, problem-solver and ability to work independently and as a member of a team. 	<ul style="list-style-type: none"> • Shortlisted candidates will be contacted for an interview. 	Street 21 (S)609601
Supervisor / Snr. Supervisor (M&E) 	<ul style="list-style-type: none"> • Min 2-3 years of related experience • General competency in the use of computers; and • Capable in English writing and reporting • Higher Nitec or Nitec in Mechanical Engineering, Electrical Engineering, Facilities Management or equivalent. 	<ul style="list-style-type: none"> • Perform preventive and corrective maintenance works according to quality standards and procedures. • Conduct technical investigations in response to fault calls. • Provide summary reports on preventive and corrective maintenance works. • Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices. • Report accidents, near misses and incidents in accordance with WSH reporting practices. • Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements. • Engage in continuous improvement initiatives to improve time, cost and quality management. • Support the use of the latest smart facilities management trends or technologies. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA
System Administrator 	<ul style="list-style-type: none"> • Degree/Diploma in Computer Science/Information Technology. 	<ul style="list-style-type: none"> • Install, configure, and maintain hardware and software for the organization's infrastructure. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift,



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Basic knowledge of computer networks/infrastructure • Strong analytical and problem-solving skills. • Good understanding and possess troubleshooting know-how on IT infrastructure and software. • Able to handle sensitive information confidentially. • Minimum 2 years of experience in a similar field. • Strong knowledge of MS 365 and Azure. 	<ul style="list-style-type: none"> • Monitor system performance to ensure everything runs smoothly and securely. • Regularly update systems to provide necessary patches and upgrades. • Manage network servers and technology tools. • Set up user accounts and workstations. • Monitor network performance and integrity. • Ensure security through access controls, backups, and firewalls. • Frequently review security protocols and make adjustments as needed. • Respond to and resolve help desk requests. • Oversee data storage solutions and database systems. • Ensure data recovery and backup procedures are in place and functioning correctly. • Manage and store backups. Troubleshooting and Support: <ul style="list-style-type: none"> • Troubleshoot issues and outages. • Upgrade systems with new releases and models. • Provide technical support and training to other employees. • Develop expertise to train staff on new technologies. • Build an internal wiki with technical documentation, manuals, and IT policies. • Document system performance and plan for future upgrades. • Work closely with IT project managers and other technical staff. • Collaborate with other departments to understand their technical needs and implement IT solutions. 	<p>9am - 6pm, 9am - 1pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Team Manager (MCST) </p>	<ul style="list-style-type: none"> • Bachelor’s degree in Property Management, Real Estate, Business Administration, or related field. Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience in property management, particularly in strata-living contexts. Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role. • Computer Literacy: Proficiency in property management software and office productivity tools. 	<ul style="list-style-type: none"> • Report regularly on operation status. • Lead and develop a high-performing property management team, setting clear objectives that align with business goals. Foster a collaborative environment that encourages innovation and efficiency. • Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. Drive initiatives that enhance property functionality and resident satisfaction. • Develop and rigorously manage the property’s budget, optimising costs, and maximising financial performance. Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals. • Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management. • Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities. Maintain readiness for audits and ensure compliance with all documentation practices. • Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency. Lead sustainability initiatives to 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		position the property as eco-friendly and cost-efficient. <ul style="list-style-type: none"> Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items and any Ad hoc duties 	
Technical Officer (FM) 	<ul style="list-style-type: none"> Minimum 2 years of relevant experience in facilities or building maintenance, with a focus on builders work. Diploma or NITEC in Building Services, Facilities Management, or related field. Familiarity with local building codes, safety regulations, and permit-to-work systems. Strong coordination and communication skills. Able to work independently and as part of a team. Experience in managing term contractors and supervising in-house technicians. Exposure to multi-disciplinary facilities operations is a plus. 	<ul style="list-style-type: none"> Oversee and coordinate builders work, including minor A&A, structural repairs, and general building maintenance. Supervise term contractors and ensure quality and timely completion of works. Conduct regular site inspections and manage defect rectification. Liaise with vendors and stakeholders for permits, approvals, and work scheduling. Support procurement processes including cost estimation and purchase requisitions. Maintain accurate records of work progress, reports, and compliance documentation. Support the use of the latest smart facilities management trends or technologies. 	<ul style="list-style-type: none"> Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: NA
Quantity Surveyor 	<ul style="list-style-type: none"> Degree / Diploma in Building / Quantity Surveying. At least 3 years of working experience in building/ quantity surveying experience. Pro-active attitude 	<ul style="list-style-type: none"> Responsible for quantity take off and cost estimation. Preparation of tender submission with specific deadline. Source, negotiate and award of contracts to vendors. Responsible for material order processing and cost control. Evaluate and process vendors claims. Prepare progress claims for submission in timely manner. 	<ul style="list-style-type: none"> Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Finalise project accounts with clients and vendors. • Any other duties as assigned by Contracts Director / Manager. • Experience in pre & post contract-administration. • Prepare cost submission / pricing / quantity take off / cost evaluation. • Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player & able to meet tight deadlines. • Able to carry out procurement and cost management process. Source for subcontractors and suppliers. 	<p>Street 21 (S)609601</p>
<p>Workplace Safety & Health Officer (WSHO) </p>	<ul style="list-style-type: none"> • Advanced Diploma / Post Diploma in Building, Property / Facilities Management • Minimum 1 year of relevant experience • WSHO need to be registered with MOM 	<ul style="list-style-type: none"> • The WSHO shall be competent in carrying out their duty of ensuring the safety and health of the persons employed on the contract and all client-appointed sub-contractors and their workmen. • The WSHO shall carry out their duties as stipulated in the Workplace Safety & Health (General Provision) and Workplace Safety & Health (Workplace Safety & Health Coordinator) Regulations and the Workplace Safety & Health Act. • The WSHO shall conduct regular safety and health committee meetings with the working team and lead a committee on incident management systems with the safety professionals of the respective tenants of the Property. • The WSHO shall also develop and plan the property's safety and health program, including training, tenant briefings, SOPs, etc. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/ shift, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • The WSHO shall be responsible for correct and safe practices and for inculcating safety awareness for all levels of workmen on the Property. • The WSHC shall develop a Safety Register and Risk Assessment file and ensure they are up to date and regularly updated. • They shall prepare and submit to the client a monthly safety report based on the client's SO's requirements at the same time as the monthly progress report. • The safety report shall contain the particulars stipulated in Workplace Safety & Health (General Provision) & Workplace Safety & Health (Workplace Safety & Health Coordinators) Regulations and the Workplace Safety & Health Act. 	

#7 Far East Hospitality Holdings

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant / Catering Manager 	<ul style="list-style-type: none"> • Bachelor's degree / Diploma in Hospitality Management or related field • 0–4 years of catering sales and event management experience (fresh graduates are welcome) • Ability to manage and support catering accounts and events • Strong negotiation and communication skills • Knowledge of hospitality CRM and catering systems • Assist in preparing proposals, contracts, and event orders • Good organizational and time management skills 	<ul style="list-style-type: none"> • Engage in day-to-day sales activities, including telemarketing, sales calls, hotel visits, virtual presentations, and entertainment. • Identify, pursue, and develop new business opportunities, including weddings, social events, corporate meetings, and banquets • Nurture and strengthen relationships with existing clients to foster loyalty. • Promptly handle leads, inquiries and provide suitable solutions to clients. • Utilize property management systems, CRM tools, and other sales platforms efficiently to 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift, 40 hrs/ shift, • Employment Type: Full Time • Job Type: Permanent • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to build and maintain client relationships • Event coordination and on-site support 	<ul style="list-style-type: none"> track activities and client information. • Collaborate with the Operations team to ensure exceptional guest experiences. • Ensure proactive updates and accurate management of event bookings and changes through Banquet Event Orders (BEO) and attending BEO meetings. • Ensure timely communication with clients and follow up on outstanding payments. • Achieve monthly sales targets to meet overall cluster budget. • Gather market intelligence to inform sales strategies and identify opportunities. • Regularly review the account portfolio, analyzing the performance of each account, and presenting action plans to management. • Assume any other assigned duties by superiors diligently and professionally. 	
<p>Assistant Housekeeping Supervisor</p>	<ul style="list-style-type: none"> • O-Level or equivalent • At least 2 years of supervisory experience in Hotel Housekeeping <p>Proactive, meticulous and able to perform strenuous activities and handle heavy load</p>	<ul style="list-style-type: none"> • Ensure guest rooms and public areas are maintained in accordance with policies, standards and guidelines • Inspect assigned areas regularly to ensure furnishing, facilities and equipment are cleaned and maintained • Take charge of assigned areas and ensure housekeeping services are in line with the established standards • Conduct random checks on service areas • Ensure trolleys are replenished and properly parked at designated areas • Perform Room Attendant assignments (i.e.. completion of 	<ul style="list-style-type: none"> • Working Hours: 6 days/shift, 44 hrs/ shift, • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		rooms cleaning and allocation of extra duties) • Ensure work orders and requests are carried out promptly and efficiently • Investigate and follow up on feedback regarding housekeeping services • Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	
Assistant Housekeeper	<ul style="list-style-type: none"> • Minimum Diploma or Degree in Hospitality, Tourism, or related field. • At least 3–4 years of housekeeping experience, including 1–2 years in a supervisory role. • Strong leadership and team coordination skills with attention to detail. • Service-oriented with the ability to assist in maintaining high cleanliness and operational standards. • Proficient in housekeeping management systems and familiar with scheduling and inventory procedures. • Hospitality certifications (e.g., CERT, service excellence, or operations management) are an advantage. • Professional, well-groomed, and composed in daily staff and guest interactions. 	<ul style="list-style-type: none"> • Supervise and guide Room Attendants to maintain guest rooms, public areas, and service corridors to the highest standards of cleanliness, comfort, and safety. • Conduct regular inspections of rooms and facilities, ensuring prompt reporting and follow-up of maintenance issues with the Engineering Department. • Handle guest requests and feedback promptly, ensuring service excellence and guest satisfaction. • Oversee daily staffing and scheduling to ensure optimal coverage based on occupancy levels. • Recommend and implement procedures and policies for housekeeping operations to keep abreast of market best practices. • Act as a people manager who communicates performance expectations in accordance with job descriptions and monitor progress. • Maintain adequate inventory of housekeeping supplies and ensure proper use and storage of equipment. 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift, 44 hrs/ shift, • Employment Type: Full Time • Job Type: Permanent • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Monitor departmental expenses and support cost-control initiatives to optimize resources. • Liaise closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure. • Act as an advocate on safe work practices in the workplace by ensuring that housekeeping employees follow established safety regulations when using work equipment and supplies. • Provide directions to external vendors such as the public area cleaners, pest control, landscape, and laundry to ensure that service level agreements are met. • Schedule periodic works with outsource cleaning supplier for lobby area, public restrooms, corridors, meeting rooms, as well as carpet shampooing. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally. 	
<p>Assistant / Sales Manager </p>	<ul style="list-style-type: none"> • Bachelor's degree / Diploma in Business, Marketing, or Hospitality Management • 0–4 years of hospitality sales experience (fresh graduates are welcome) • Ability to manage and support corporate and group accounts • Strong negotiation and communication skills • Knowledge of hospitality CRM systems (e.g., Opera, Delphi) • Ability to meet and exceed sales targets 	<ul style="list-style-type: none"> • Engage in day-to-day sales activities, including telemarketing, sales calls, hotel visits, virtual presentations, and entertainment. • Identify, pursue, and develop new sales leads and prospects to grow the client base. • Build and maintain strong relationships with existing clients to foster loyalty and repeat business. • Promptly handle leads, inquiries and provide suitable solutions to clients. • Utilize property management systems, CRM tools, and loyalty 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift, 40 hrs/ shift, • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Assist in preparing proposals, contracts, and reports • Good organizational and time management skills • Ability to build and maintain client relationships 	<p>platforms to manage accounts and track activities.</p> <ul style="list-style-type: none"> • Collaborate with the Operations team to ensure exceptional guest experiences. • Attend client events and provide assistance as needed. • Ensure timely responses and communication with clients. • Gather and provide publicly available market information to stay informed. • Regularly update superiors and the team on activities and market information. • Achieve monthly sales targets to meet overall cluster budget. • Regularly review the account portfolio, analyzing the performance of each account, and presenting action plans to management. • Follow up with clients whose payments are outstanding and long overdue. • Perform other duties assigned by supervisor diligently and professionally. 	
<p>F&B Executive </p>	<ul style="list-style-type: none"> • O-Level or equivalent • Minimum 2-3 year of relevant experience • Able to work independently • Able to work well under pressure and in a fast paced environment • Excellent interpersonal and communication skills 	<ul style="list-style-type: none"> • Supervise and motivate the banquet team to ensure smooth event operations and high service standards. • Oversee staff on shift, ensuring proper grooming, conduct, and adherence to hotel service standards. • Coordinate with internal departments and external partners to ensure seamless event execution. • Manage the setup, execution, and breakdown of banquet functions in accordance with event requirements. 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift, 44 hrs/ shift, • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Monitor and maintain proper care and usage of equipment and function spaces. • Plan and manage manpower, including scheduling and requisition of casual labour when necessary. • Control departmental costs, including labour and breakages, to achieve operational efficiency. • Ensure compliance with company policies, SOPs, and service standards through consistent supervision and training. • Address guest feedback promptly and take corrective action to maintain a high level of satisfaction. • Perform any other duties assigned by management in a diligent and professional manner. 	
<p>F&B Supervisor </p>	<ul style="list-style-type: none"> • O-Level or equivalent • Minimum 1 year of relevant experience • Able to work independently • Able to work well under pressure and in a fast paced environment • Excellent interpersonal and communication skills 	<ul style="list-style-type: none"> • Oversee daily operations to ensure smooth execution and consistent delivery of high service standards. • Review Banquet Event Orders (BEOs) and coordinate with relevant departments to ensure all special requests and event details are fulfilled accurately. • Supervise and support the setup and breakdown of events, ensuring layout, table settings, and equipment meet established standards. • Monitor service flow and guest satisfaction throughout events or dining periods, providing guidance and assistance to staff where necessary. • Handle guest inquiries, feedback, or complaints promptly and professionally, escalating issues to the Manager on Duty when required. 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift, 44 hrs/ shift, • Employment Type: Full Time • Job Type: Permanent • Location: NA



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide on-the-job coaching and training to team members, ensuring they understand and adhere to standard operating procedures. • Conduct pre-service briefings to communicate key information, assignments, and service expectations to the team. • Oversee beverage and equipment inventory, ensuring accuracy, accountability, and proper maintenance. • Enforce hygiene, grooming, and safety standards in accordance with hotel and regulatory requirements. • Identify and address operational gaps or service inconsistencies to enhance overall efficiency and guest experience. • Foster a positive and professional working environment, motivating staff to perform to their best potential. • Support cross-departmental collaboration and assist in special projects or events as assigned by manager. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally. 	
<p>Guest Service Officer</p>	<ul style="list-style-type: none"> • O-Level or equivalent • Willing to work rotating shifts, weekends and Public Holidays • Positive attitude with outgoing personality and good communication skills • Experience in hospitality and knowledge of HMS will be advantageous 	<ul style="list-style-type: none"> • Work closely with the Residence Manager and provide courteous services to guests. • Respond efficiently and tactfully to guests' complaints, requests and inquiries. • Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift, 44 hrs/ shift, • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure all telephone calls are promptly handled within three rings. • Handle cashiering functions and adhere to the residence’s Standard Policies & Procedures. • Maintain good guest relations with in-house guests at all times. • Project a courteous and hospitable attitude. • Take ownership of problems and promptly handle guest complaints according to established procedures. • Report to the supervisor for further follow-up when necessary. • Write glitch reports when required. • Ensure guest room security, emergency, and fire procedures are followed. • Encourage the use of Safe Deposit boxes (EI-Safe) and adhere to policies & procedures for their use. • Be familiar with SR facilities, functions, major city attractions and events. • Provide guests with accurate information as requested. • Maintain a professional and courteous working relationship with all hotel personnel, ensuring effective communication. • Maintain a well-groomed appearance and a tidy work area. • Keep personal grooming at the highest standard. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Reservation Sales Executive </p>	<ul style="list-style-type: none"> • Minimum Diploma in any field • Knowledge in Property Management System will be an advantage • Proficient in MS Office, email system, reservations system will be an advantage • Display high level of customer service • Possess strong communication and administration skills • Able to adapt in a fast-paced environment. • Able to work independently as well as a team • Able to work shifts, including weekends and public holidays 	<ul style="list-style-type: none"> • Handle all reservations received timely and accurately according to established SOPs. • Liaise with bookers and hotels to ensure a smooth pre-arrival experience. • Maintain up-to-date information on all hotel-related information including promotions. • Utilize upselling techniques to maximize revenue opportunities. • Ensure proper filing and recording of all correspondence. • Ensure compliance with the department’s policies and procedures. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally. 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift, 44 hrs/ shift, • Employment Type: Full Time • Job Type: Permanent • Location: Eu Tong Sen Street (S)059817
<p>Senior / Duty Manager </p>	<ul style="list-style-type: none"> • Minimum Diploma in Hospitality, Tourism, or related field. • At least 2–3 years of Front Office or supervisory experience in the hotel industry. • Proficient in Opera PMS or other hotel management systems. • Hospitality certifications (e.g., CERT, service excellence, leadership, or operations) are an advantage. • Strong leadership, communication, and problem-solving skills. • Service-oriented with the ability to handle guest feedback and operational issues effectively. • Well-groomed and professional in appearance and demeanor. 	<ul style="list-style-type: none"> • Ensure the effective, efficient, and profitable operation of the hotel, maintaining high service standards in all areas. • Supervise and oversee Front Office operations during assigned shifts, including reception, cashiering, telephone, reservations, and baggage services. • Monitor staff conduct, grooming, and job performance to ensure service excellence and uphold the hotel’s corporate image. • Provide prompt, courteous, and efficient guest service, including check-ins and check-outs. • Handle guest complaints with tact, diplomacy, and professionalism. • Conduct or assist in pre-arrival inspections for VIP rooms, ensure delivery of complimentary amenities, personally escort VIP guests, and coordinate with 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift, 44 hrs/ shift, • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> •Willing to work rotating shifts, weekends, and public holidays. 	relevant departments regarding VIP arrangements. <ul style="list-style-type: none"> • Review the Front Office Logbook at the start of each shift, follow up on messages and outstanding actions, control access to room keys, and handle correspondence related to inquiries, reservations, and guest feedback. • Monitor and address housekeeping discrepancy reports. • Handle matters related to guest safety, incident reporting, theft, and guest conduct issues. • Take charge of training reception staff, including planning, organizing, and conducting 	
Senior / Guest Service Assistant	<ul style="list-style-type: none"> • Minimum Secondary school education or equivalent; hospitality or customer service experience preferred. • Friendly and service-oriented, with good communication and interpersonal skills. • Team player who can work closely with Front Office and other hotel departments. • Neat and professional appearance with a positive work attitude. • Willing to work rotating shifts, weekends, and public holidays. 	<ul style="list-style-type: none"> • Work closely with the Assistant Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries. • Collaborate closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure. • Establish contacts with house guests/ long-staying guests and offer assistance when needed. • Conduct courtesy calls to guests. • Stay well-versed and updated on all tourist-related information. • Maintain and manage stock of promotional materials for daily operations. • Perform any other duties assigned by supervisors. 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift, 44 hrs/ shift, • Employment Type: Full Time • Job Type: Permanent • Location: NA
Senior / Guest Service Assistant, Bell Desk	<ul style="list-style-type: none"> • Minimum Secondary school education or equivalent; hospitality experience preferred. • Strong customer service and communication skills with a friendly and professional attitude. 	<ul style="list-style-type: none"> • Greet guests upon arrival and departure and assist with their luggage. • Collaborate closely with the Front Office team to provide courteous and efficient service to guests. 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift, 44 hrs/ shift, • Employment Type: Full Time • Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good knowledge of local attractions, transport, and dining options to assist guests effectively. • Ability to handle luggage and perform standing/walking duties. • Team player who can coordinate with Front Office and other departments. • Neat and well-groomed appearance with a service-oriented mindset. • Willing to work rotating shifts, weekends, and public holidays. 	<ul style="list-style-type: none"> • Establish rapport with in-house and long-staying guests, offering assistance as needed. • Respond efficiently and tactfully to guests' requests and enquires, including hotel facilities and services, as well as general information beyond the hotel (e.g. local attractions, transportation options, dining recommendations, etc.). • Liaise closely with Reception on guests' arrival and departure. • Make courtesy calls to guests. • Stay well-versed and updated on all tourists related information, events and conferences. • Manage guest baggage storage, as well as the delivery of parcels and correspondence. • Maintain accurate records by updating the movements log including delivery of luggage, parcels to guest rooms, and baggage stored or retrieved. • Ensure the lobby, driveway, and luggage storage areas are kept clean and presentable at all times. • Stay informed about the day's events within the hotel and assist guests or visitors with directions and relevant information as required. • Oversee and maintain smooth traffic flow at the hotel driveway • Requisite and keep stock of promotional materials for daily operations. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally. 	Permanent <ul style="list-style-type: none"> • Location: NA
Senior / Guest Service Executive	<ul style="list-style-type: none"> • Minimum Diploma in Hospitality, Tourism, or related field. 	<ul style="list-style-type: none"> • Work closely with the Assistant Manager and provide courteous services to guests. 	<ul style="list-style-type: none"> • Working Hours: 5 days/shift,


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prior experience in Front Office or Guest Services preferred. • Strong communication and problem-solving skills to handle guest enquiries and feedback effectively. • Leadership qualities with the ability to guide and support team members. • Well-groomed and professional in appearance and conduct. • Willing to work rotating shifts, weekends, and public holidays. 	<ul style="list-style-type: none"> • Respond efficiently and tactfully to guests' complaints, requests and inquiries. • Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. • Ensure all telephone calls are promptly handled within three rings. • Handle cashiering functions and adhere to the residence's Standard Policies & Procedure. • Maintain good guest relations with in-house guests at all times, projecting a courteous and hospitable attitude. • Be familiar with all room types and rates in the hotel, as well as their availability status and upsell whenever possible. • Take ownership of problems and promptly handle guest complaints according to established procedures. • Report to the supervisor for further follow-up when necessary and submit glitch reports as necessary. • Ensure guest room security, emergency, and fire procedures are followed, and encourage the use of Safe Deposit boxes (EI-Safe) while adhering to related policies & procedures. • Acquire knowledge of hotel facilities, functions, major city attractions, and events to provide accurate information to guests upon request. • Maintain a professional, courteous working relationship, and ensure effective communication with all hotel personnel. 	<p>44 hrs/ shift,</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: NA


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Maintain a well-groomed appearance and a tidy work area, upholding the highest standard of personal grooming. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally. 	

#8 Fei Siong Group


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Executive 	<ul style="list-style-type: none"> • Minimum a Diploma in Accounting/ Business / Finance or equivalent combination of education and experience. • Meticulous, numerically inclined, analytical, detailed-oriented with excellent interpersonal and communication skills. • Ability to work under minimum supervision and dependable in meeting tight deadlines. • A strong team player with good organisational and problem-solving skills • Proficient in ERP (Microsoft Dynamics 365 Business Central) and Microsoft Office applications, especially Excel is an advantage. • Experience in F&B industry is an advantage. 	<ul style="list-style-type: none"> • Perform daily accounting data entries, journal postings, and finance administrative support. • Manage the full spectrum of Accounts Payable, including invoice verification, payment processing, staff claims, and supplier reconciliations. • Handle Accounts Receivable, including sales reconciliation, cash balancing, and outlet collection reviews. • Review invoices, GRNs, and supporting documents to ensure completeness, approval, and accurate 2-way matching. • Verify transactions to ensure compliance with financial policies and internal controls. • Liaise with procurement and operations teams to resolve invoice and PO discrepancies. • Ensure timely posting of payments, journals, and month-end schedules into the ERP system. • Support the Accountant with ad-hoc finance tasks, reporting, and audit documentation. 	<ul style="list-style-type: none"> • Working Hours: Mon-Fri: 9am to 6pm • Location: 11 Enterprise Road (S)629823
Chauffeur	<ul style="list-style-type: none"> • Prior experience as Chauffeur or similar experience • No demerit points or traffic offences in the last 3 years 	<ul style="list-style-type: none"> • Provide safe, punctual, and professional chauffeuring services to the CEO 	<ul style="list-style-type: none"> • Working Hours: Flexi Timing • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good knowledge of local roads and traffic conditions • Well-groomed, courteous, and professional in conduct • Trustworthy, punctual, and able to maintain strict confidentiality • Non-smoker 	<ul style="list-style-type: none"> • Plan routes in advance, taking into account traffic and time-sensitive schedules • Maintain cleanliness, upkeep, and roadworthiness of assigned vehicles • Ensure confidentiality and discretion at all times • Assist with ad-hoc driving assignments as required • Comply strictly with road safety regulations and company policies 	
<p>Digital Marketing Executive </p>	<ul style="list-style-type: none"> • Diploma or Degree in Marketing, Communications, Business, or related field. • Fresh graduates are welcome to apply. • Strong interest in digital marketing, social media, and online content creation. • Basic knowledge of social media platforms and digital marketing tools. • Creative mindset with good writing and communication skills. • Proficient in Microsoft Office applications. • Ability to work independently as well as collaboratively in a team environment. 	<ul style="list-style-type: none"> • Support the planning and execution of digital marketing campaigns across social media platforms, websites, and digital channels. • Create engaging content including social media posts, visuals, and promotional materials to enhance brand visibility. • Manage and update social media platforms such as Facebook, Instagram, TikTok, and other digital channels. • Monitor digital campaign performance and prepare reports on engagement, reach, and campaign effectiveness. • Assist in managing online promotions and digital advertisements. • Coordinate with internal teams and external vendors to support marketing campaigns and brand initiatives. • Ensure brand consistency across all digital platforms. • Support marketing events, product launches, and promotional activities when required. 	<ul style="list-style-type: none"> • Working Hours: Mon – Fri: 9am to 6pm • Location: 11 Enterprise Road (S)629823

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
[EAT] Stall Assistant (FT/PT)	<ul style="list-style-type: none"> • 5 Day / 6 Day Work Week Packages Available! • With or without experience are welcome (training will be provided) • Need to work on weekends / Public Holidays / Shift Work 	<ul style="list-style-type: none"> • Prepare and cook food according to company standards • Ensure consistency in food quality and taste • Assist with food preparation and daily kitchen operations • Maintain cleanliness and hygiene of the kitchen • Support team operations during peak hours 	<ul style="list-style-type: none"> • Working Hours: Flex Timing • Location: NA
[Encik Tan] Senior Barista	<ul style="list-style-type: none"> • 5 Day / 6 Day Work Week Packages Available (Full-Timers)! • At least 2 year experience as barista • Need to work on weekends / Public Holidays / Shift Work 	<ul style="list-style-type: none"> • Prepare and serve a variety of beverages (e.g., coffee, milk tea, juices, etc.) • Ensure consistency in drink quality and taste • Maintain cleanliness and hygiene of the bar/counter area • Assist with ingredient preparation and inventory management • Provide friendly customer service and ensure customer satisfaction • Support team operations during peak hours 	<ul style="list-style-type: none"> • Working Hours: Flexi Timing • Location: NA
[Encik Tan] Senior Cook	<ul style="list-style-type: none"> • 5 Day / 6 Day Work Week Packages Available (Full-Timers)! • At least 2 year cook experience in Noodle or Curry • Need to work on weekends / Public Holidays / Shift Work 	<ul style="list-style-type: none"> • Prepare and cook food according to company standards • Ensure consistency in food quality and taste • Assist with food preparation and daily kitchen operations • Maintain cleanliness and hygiene of the kitchen • Support team operations during peak hours 	<ul style="list-style-type: none"> • Working Hours: Flexi Timing • Location: NA
[Encik Tan] Services Crew cum Cashier	<ul style="list-style-type: none"> • 5 Day / 6 Day Work Week Packages Available (Full-Timers)! • At least 2 year experience as barista • Need to work on weekends / Public Holidays / Shift Work 	<ul style="list-style-type: none"> • Assist with cashier duties, including taking orders and handling customer payments. • Prepare coffee and beverages according to standard procedures. • Assist with basic kitchen tasks, including food preparation and maintaining cleanliness 	<ul style="list-style-type: none"> • Working Hours: Flexi Timing • Location: NA


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Maintain proper hygiene and cleanliness at the stall and food preparation areas. • Work collaboratively with team members to ensure smooth daily operations. • Rotate across different stations over time as part of training and operational needs. 	
[Malaysia Boleh] Cook		<ul style="list-style-type: none"> • Prepare and cook food according to company standards • Ensure consistency in food quality and taste • Assist with food preparation and daily kitchen operations • Maintain cleanliness and hygiene of the kitchen • Support team operations during peak hours 	<ul style="list-style-type: none"> • Working Hours: Flexi Timing • Location: NA
[Malaysia Boleh] Dishwasher	<ul style="list-style-type: none"> • Hardworking • Physically fit to stand for long hours 	<ul style="list-style-type: none"> • Wash the dishes, pots, glassware, utensils and other cutleries properly • Maintain the work areas, equipment, or utensils in clean and orderly condition • Use proper measurements of detergent and sanitizer • Remove all defects items and inform the managers in-charged for restock • Dispose all garbage 	<ul style="list-style-type: none"> • Working Hours: Flexi Timing • Location: 53 Ang Mo Kio Avenue 3 (S)569933
[Nam Kee Pau] Area Manager 	<ul style="list-style-type: none"> • At least 2 years relevant working experience • Need to work on weekends / Public Holidays / Shift Work 	<ul style="list-style-type: none"> • Manage the daily operations of Nam Kee Pau outlets, ensuring efficiency and profitability • Drive and achieve monthly sales targets while tracking performance across assigned outlets • Supervise maintenance works and minor refurbishment projects for designated outlets • Oversee staff performance, product quality, customer service standards, and implementation of marketing and promotional activities 	<ul style="list-style-type: none"> • Working Hours: Flexi Timing • Location: NA

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Handle manpower planning, including recruitment and staff scheduling, to maximise productivity • Lead, coach, and motivate team members to meet sales goals and deliver excellent customer service • Review operational processes and recommend improvements for greater efficiency • Monitor inventory levels and ensure proper stock management across outlets • Support the Operations Manager in developing new products • Conduct regular reviews to enhance cleanliness, food safety, and hygiene standards • Manage and resolve operational matters and undertake additional projects as assigned 	
[Nam Kee Pau] Stall Assistant		<ul style="list-style-type: none"> • Prepare and cook food according to company standards • Ensure consistency in food quality and taste • Assist with food preparation and daily kitchen operations • Maintain cleanliness and hygiene of the kitchen • Support team operations during peak hours 	<ul style="list-style-type: none"> • Working Hours: Flexi Timing • Location: NA
Operations Administrator	<ul style="list-style-type: none"> • Candidates without relevant experience are welcome to apply; training will be provided. • Experience in a similar role within the F&B industry will be an advantage. • Strong communication, negotiation, and interpersonal skills. • Passion for the F&B industry with an interest in customer experience and operations. 	<ul style="list-style-type: none"> • Support smooth and efficient daily operations within the centre. • Uphold and enforce Company Rules & Regulations, ensuring compliance with relevant government regulations. • Conduct regular audits to ensure adherence to company standards, policies, and regulatory requirements. • Provide guidance and operational support to foster a positive 	<ul style="list-style-type: none"> • Working Hours: 6 days/week (8am-5pm / 2pm-10pm) • Location: 201C Woodleigh Link (S)363201

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work effectively in a fast-paced and dynamic environment. 	working environment and employee engagement. <ul style="list-style-type: none"> • Support the delivery of consistent customer service and food quality standards. • Monitor customer feedback and reviews, and take proactive actions to address issues and improve satisfaction. • Maintain positive working relationships with stakeholders, suppliers, and customers. • Study industry trends, market competition, and customer preferences, and provide recommendations for continuous improvement. 	
[Popeyes] Commis Chef / Crew (FT/PT)	<ul style="list-style-type: none"> • 5 Day / 6 Day Work Week Packages Available (Full-Timers)! • With or without experience are welcome (training will be provided) • Need to work on weekends / Public Holidays / Shift Work • AM/PM/Overnight shift available 	<ul style="list-style-type: none"> • Prepare Sauces, Ingredients & Sandwiches. • Ensure products are prepared and cooked according to SOP to ensure the highest standards • Receive and arrange food ingredients into the Chiller/Freezer/Cold room/Freezer room/Storeroom using FEFO method • Prepare food according to Standard Operating Procedures (SOP), ensuring the highest standards • Ensure best quality of food • Ensure no expired products are present in the kitchen at all times • Ensure tiptop food hygiene standards • Ensure cleanliness of the kitchen area • Ensure that chicken & food are of the best quality to deliver the best guest experience • Adhere to brand operations standards 	<ul style="list-style-type: none"> • Working Hours: Flexi Timing • Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>[Popeyes] Guest Relationship Crew / Manager (FT/PT) </p>	<ul style="list-style-type: none"> • 5 Day / 6 Day Work Week Packages Available (Full-Timers)! • With or without experience are welcome (training will be provided) • Need to work on weekends / Public Holidays / Shift Work • AM/PM/Overnight shift available 	<ul style="list-style-type: none"> • Guest Engagement to ensure best guest experience • Assist at the counter which includes Cashiering, Release of Orders to guests & delivery riders, and assisting with queries • Ensure order accuracy • Ensure cleanliness of lobby and counter areas at all times • Ensure Food safety, Hygiene and Guest Experience Standard Operating Procedures (SOPs) are adhered to the highest standards • Ensure that Self-Ordering Kiosks (SOKs) are functioning during restaurant operating hours • Assist with restaurant operational trackers and to gather guest feedback • Assist with the disposal of lobby rubbish • Adhere to brand operations standards • Guest Experience Manager to manage the above tasks and to lead the guest experience crew(s) within the restaurant 	<ul style="list-style-type: none"> • Working Hours: Flexi Timing • Location: NA

#9 Luminary Service

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Cleaner</p>	<ul style="list-style-type: none"> • Prior experience in professional cleaning, preferably in residential or hospitality settings • Physical stamina to perform cleaning tasks throughout the day • Ability to follow instructions and work independently with minimal supervision • Basic English communication skills to interact with residents and supervisors 	<ul style="list-style-type: none"> • Perform comprehensive cleaning of common areas, including lobbies, lifts, corridors, and recreational facilities • Conduct regular deep cleaning, ensuring all surfaces are spotless and sanitized • Operate cleaning equipment and use appropriate cleaning agents safely and effectively • Report maintenance issues and safety hazards to the property management team promptly 	<ul style="list-style-type: none"> • Working Hours: 44hrs/ week, 7am or 8am till 4pm or 5pm • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> •Willingness to work flexible hours, including weekends and public holidays as needed 		
Assistant Cleaning Supervisor	<ul style="list-style-type: none"> •Minimum 3 years of experience in a supervisory role within the cleaning or housekeeping industry •Strong leadership and communication skills, with the ability to manage diverse teams •Proficiency in English; knowledge of other languages commonly spoken in Singapore is an advantage •Familiarity with cleaning techniques, equipment, and health and safety regulations 	<ul style="list-style-type: none"> •Supervise and coordinate cleaning staff, assigning tasks and creating work schedules •Conduct regular inspections to ensure adherence to cleanliness standards and safety protocols •Manage inventory of cleaning supplies and equipment, placing orders as needed •Train new team members and provide ongoing guidance to improve efficiency and quality of work 	<ul style="list-style-type: none"> • Working Hours: 44hrs/ week, 7am or 8am till 4pm or 5pm • Employment Type: Full Time • Job Type: Permanent
F&B Service Crew	<ul style="list-style-type: none"> •Previous experience in food service or hospitality preferred •Excellent communication and interpersonal skills •Ability to work in a fast-paced environment and multitask effectively •Flexibility to work evenings, weekends, and holidays as needed 	<ul style="list-style-type: none"> •Set up banquet rooms, including tables, chairs, linens, and place settings •Serve food and beverages to guests in a timely and professional manner •Maintain cleanliness and organization of the banquet area •Assist with post-event cleanup and breakdown of equipment 	<ul style="list-style-type: none"> • Working Hours: 44hrs/ week, Subject to requirement • Employment Type: Full Time • Job Type: Permanent
Human Resource Executive 	<ul style="list-style-type: none"> •Minimum 2 years of experience in HR roles, preferably in corporate sales or business development sectors •Strong knowledge of Singapore employment laws and TAFEP guidelines •Excellent interpersonal and communication skills, with the ability to work effectively in a multicultural environment 	<ul style="list-style-type: none"> •Manage full-cycle recruitment process, including job postings, candidate screening, and interview coordination •Assist in developing and implementing HR policies and procedures aligned with company goals and TAFEP guidelines •Coordinate employee onboarding, training, and development programmes •Support performance management processes and 	<ul style="list-style-type: none"> • Working Hours: 44hrs/ week, 8am till 5pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficiency in HRIS and MS Office applications 	maintain accurate employee records	

#10 MAERSK


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
ASRS Engineer 	<ul style="list-style-type: none"> • High school diploma or equivalent; additional technical training or certification in warehouse operations, material handling, or ASRS operation is a plus. • Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred. • Basic understanding of warehouse operations, inventory management principles, and supply chain logistics. • Ability to operate computerized systems and software applications for data entry, inventory tracking, and system monitoring. • Strong attention to detail, accuracy, and reliability in performing tasks and recording inventory transactions. • Excellent communication skills, both verbal and written, with the ability to follow instructions and collaborate with team members. • Physical stamina and dexterity to perform manual tasks, including 	<ul style="list-style-type: none"> • Operate ASRS equipment, including automated cranes, conveyors, and control systems, to perform material handling tasks such as loading, unloading, and storing goods in designated locations. • Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on ASRS equipment. • Diagnose and troubleshoot mechanical, electrical, and software issues affecting ASRS equipment performance, using diagnostic tools, schematics, and technical manuals. • Conduct repairs and replacements of defective components or parts, such as motors, sensors, actuators, bearings, and PLC modules, to restore equipment functionality. • Coordinate with equipment vendors or service providers for technical support, spare parts procurement, and warranty/contract repairs as needed. • Assist Maintenance Team in implement software updates, firmware upgrades, and system modifications to enhance ASRS performance, reliability, and safety. • Monitor system operation through computerized interfaces or control panels, and respond 	<ul style="list-style-type: none"> • Working Hours: • Shift 1- 08:00am- 05:30pm • Employment Type: Full Time • Job Type: Permanent •


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>lifting, bending, and standing for extended periods.</p> <ul style="list-style-type: none"> • Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required. 	<p>promptly to alarms, error messages, or abnormal conditions.</p> <ul style="list-style-type: none"> • Ensure smooth operation with the aid of warehouse control system (WCS) and Humane Machine Interface (HMI). • Ensure compliance with safety regulations and company policies by following proper lockout/tagout procedures, wearing appropriate personal protective equipment (PPE), and adhering to safety protocols during maintenance activities. • Document maintenance activities, repair logs, equipment histories, and spare parts inventory using computerized maintenance management systems (CMMS) or other digital record-keeping tools. • Provide training and technical support to operators and maintenance personnel on ASRS operation, troubleshooting techniques, and safety procedures. • Participate in cross-functional teams for system upgrades, capacity expansion projects, or process improvements related to ASRS operations. • Shift schedule planning, arrangement, and execution. • Managing inventory accuracy, stock replenishment, and space utilization within the warehouse or distribution center environment. This role involves coordinating with various teams to ensure timely inventory transactions, cycle counts, and adjustments to maintain optimal inventory levels. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Billing Assistant</p>	<ul style="list-style-type: none"> • ‘A’ Level/Diploma in Business Administration or equivalent • Fair Knowledge of Accounting & Finance will be an added advantage • Must be able to work as part of a team in a fast paced and pressured environment, can support overtime when required, intermedia in MS Office, Excel & Outlook • Good written and verbal communication skill • Meticulous and detail oriented • Positive Attitude and Good Team Player 	<ul style="list-style-type: none"> • Provide support and liaise with various parties (Customs Brokerage / Haulage / Operations Teams) on billing matters. • Ensure timely submission of job charge sheet or billing report from Customs Brokerage / Haulage / Operations Teams for daily billing • Responsible for daily billing duties, ensuring all bills / job charge sheet are verified and sent out on a timely basis • Generate invoice in Oracle JD Edwards Accounting System & update into Keyfields system • Prepare billing template • Attend to customers queries on billing disputes and seek clarification on correct billing information & respond to customer promptly • Maintain proper filing system (invoices/documents) for audit purposes • Arrange delivery of original tax invoices and required documents via email, dispatch, courier or mailing. • Handle any other duties assigned by the Supervisor & Manager from time to time. 	<ul style="list-style-type: none"> • Working Hours: • 8.30am - 6.00pm • Employment Type: • Full Time • Job Type: • Permanent •
<p>Facility Technician </p>	<ul style="list-style-type: none"> • Minimum Secondary Levels / ITE with Facility Management experiences and M&E exposures. • Proficiency in MS Office. • Physically fit; this job may requires to carry heavy item. • Hands-on experience in maintenance, troubleshooting and repair of M&E systems and MHE. 	<ul style="list-style-type: none"> • Conduct routine checks to ensure smooth operation of facility equipment and systems (ACMV, electrical, fire protection, plumbing, sanitary, BMS, etc.). • Perform scheduled and unscheduled maintenance, inspection, troubleshooting and repairs on material handling equipment (MHE), machinery, equipment and all associated to building services. 	<ul style="list-style-type: none"> • Working Hours: • 8.30am - 6.00pm • Employment Type: • Full Time • Job Type: • Permanent •


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Maintain safety, health and operational quality standards • Willingness to work in an oil and grease environment. • Wiling to work overtime whenever required • Good attendance and attitude • Teamwork orientated, committed and ethical behavior personality. • Strong communication and coordination skills • Possess with forklift license and Fire Safety relevant experiences will be an added advantage • Ability to read and interpret technical diagrams and site plans an added advantage. 	<ul style="list-style-type: none"> • Conduct general building facility repairs, including electrical, plumbing, painting, and landscaping. • Supervise and coordinate with vendors, external service providers for services maintenance and repairs. • Support other departments with facility-related needs and maintenance services. • Maintain a good communication, work with team members and supervisors in coordinating facilities maintenance operations. Providing updates and following up on outstanding repairs and maintenance tasks. • Maintain accurate records of services maintenance activities, reports, and inventory. • Respond to emergency repairs and breakdowns, including after-hours support. • Perform any other ad-hoc tasks as assigned by supervisor and management. 	
<p>Logistics Coordinator </p>	<ul style="list-style-type: none"> • Minimum Secondary Levels / ITE with Facility Management experiences and M&E exposures. • Proficiency in MS Office. • Physically fit; this job may requires to carry heavy item. • Hands-on experience in maintenance, troubleshooting and repair of M&E systems and MHE. • Maintain safety, health and operational quality standards • Willingness to work in an oil and grease environment. 	<ul style="list-style-type: none"> • Liaise closely with customers and operations team on order fulfillment, inventory & shipment related activities • Working closely with operations team to provide information/ feedback to customers on operational issues and coordinate with customers to resolve all issues • Generate KPIs and transactional reports to internal and external customers on a timely basis • Verify vendor invoices and liaise with vendors for any discrepancies 	<ul style="list-style-type: none"> • Working Hours: • 8.30am - 6.00pm • Employment Type: • Full Time • Job Type: • Permanent •

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Wiling to work overtime whenever required • Good attendance and attitude • Teamwork orientated, committed and ethical behavior personality. • Strong communication and coordination skills • Possess with forklift license and Fire Safety relevant experiences will be an added advantage • Ability to read and interpret technical diagrams and site plans an added advantage. 	<ul style="list-style-type: none"> • Monitor the usage of warehouse supplies and raise POs for replenishment • Coordinate the urgent order fulfillment with customer, operations and transporter • Ensure the accuracy and timely update of system transactions • Perform other required duties or tasks when assigned • Maintain compliance with all company policies and procedures 	
Prime Mover Driver	<ul style="list-style-type: none"> • MUST possess Class 4 Driving License • At least 1 year of delivery experience • Detailed and task oriented • Hardworking, Polite, Good attitude and committed to work • Familiar with Singapore roads / PSA • 	<ul style="list-style-type: none"> • Collection, delivery, shifting of containers • To ensure that containers are loaded in a safe and secure manner on the trailer • Retrieve shipments from clearance agents at port, conduct custom clearance of shipments, scan and send shipments back to distribution centres • Compliance to all regulations or company procedures strictly. • Carry out daily checks to ensure vehicle's road worthiness before use and maintain vehicle and report any faults immediately to the supervisor for rectifications. • Other duties as assigned by Transport Supervisor/Manager 	<ul style="list-style-type: none"> • Working Hours: • 8.30am - 6.00pm • Employment Type: • Full Time • Job Type: • Permanent •
Shipping Assistant	<ul style="list-style-type: none"> • GCE 'O' level, GCE 'A' level, Diploma/Advanced/Higher/ Graduate Diploma in Business studies/ Administration management, Logistics/Transportation or equivalent. 	<ul style="list-style-type: none"> • Processing of import and export customs permits for warehouse goods • Processing of the duty payment permit for local domestic sale • Liaise with customs officer for the shipment arrivals and departure 	<ul style="list-style-type: none"> • Working Hours: • 8.30am - 6.00pm • Employment Type: • Full Time • Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • At least 1 year of relevant working experience in the logistics industry preferred • Ability to work in a dynamic and fast pace environment while maintaining a positive attitude and providing exemplary customers services • Possess strong admin and communication skills • Able to perform overtime when required • Proficiency in MS office, Excel and Warehouse Management System (WMS)/Exceed system • Added advantage if possess Certificate of Customs Competency Test for Declarants by Singapore Customs 	<ul style="list-style-type: none"> • Ensure accuracy of the information applied in the customs permit • Responsible for updating the customers on the status of shipment arrival and departure • Arrange for the cheque requisition to shipping carrier with Finance division • Arrange for prompt customs clearance with third party service providers • Liaise with internal customers for goods and receipt and release 	<ul style="list-style-type: none"> • Permanent
Transport Operations Coordinator	<ul style="list-style-type: none"> • ITE/ A Level / O Level / Diploma with min 1-3 years of relevant experience in industry • Min 1 year of experience in related working experience. • Familiar with LTA and other local authorities' rules and regulations. • Good interpersonal skills, a self-driven individual and has ability to work collaboratively with both internal and external stakeholders. • Proficient in the use of MS Office i.e. Excel and Power Point. • Able to work in a fast-paced environment. 	<ul style="list-style-type: none"> • Assist in the preparation and closure of data in the Transport Management System (TMS) to facilitate transport route planning. • Create and manage jobs within the system to ensure seamless daily operations. • Prepare job charge sheets and collaborate with the Finance team for accurate billing. • Maintain organized records of important documents, including depot-related receipts and driver reimbursements. • Support the Transport Manager in planning and scheduling daily routes to achieve optimal efficiency. • Maintain and report on key transport KPIs. • Implement and ensure adherence to SOPs within the transport department. 	<ul style="list-style-type: none"> • Working Hours: • 8.30am - 6.00pm • Employment Type: • Full Time • Job Type: • Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Conduct investigations into delivery discrepancies, accidents, and customer complaints, and propose corrective and preventive actions. • Foster positive relationships with internal and external stakeholders. • Participate in continuous improvement initiatives to enhance operational efficiency. • Perform any other ad-hoc duties as assigned by the superior. 	
<p>Transport Supervisor (Haulage) </p>	<ul style="list-style-type: none"> • Degree/Diploma in Supply Chain Management/Logistics or equivalent. • Min 3 years of experience in related working experience. • Familiar with LTA and other authorities' rules and regulations. • Strong leadership, planning and inventory management skills. • Good interpersonal skills, self-driven individual and can work collaboratively with internal and external stakeholders. 	<ul style="list-style-type: none"> • Managing a team of staff and drivers, the role will be responsible for managing the execution, direction, and coordination of all transportation matters within the organization, which includes managing budgets, organizing schedules & routes, ensuring that vehicles are safe and meet legal requirements, and making sure that drivers are aware of their duties. • Achieve and maintain consistent key performance indicators and manage daily operations. • Plan and schedule daily routes to ensure that the optimum number of vehicles is working at all times to meet customer needs. • Allocate and record resources and movements on the transport planning system. Keep organized records of vehicles, schedules and completed orders • Ensure operational efficiency, identifying potential cost savings opportunities and 	<ul style="list-style-type: none"> • Working Hours: • 8.30am - 6.00pm • Employment Type: • Full Time • Job Type: • Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		carrying out periodic reviews to identify gaps and improve on existing operations <ul style="list-style-type: none"> • Track, monitor, report and control transportation costs • Maintain vehicles in peak operating conditions in order to keep deliveries and distributions on schedule and within their established budget, and minimize costs by maximizing fuel efficiency and minimizing unexpected repairs. • Ensure sub-contractors deliver within agreed terms. • Effective liaison, support and assistance with internal and external customers. • Promote safe work activities by conducting safety audits, attending company safety meetings, and meeting with individual staff members. 	
Warehouse Assistant (with or without forklift)	<ul style="list-style-type: none"> • Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> • Perform pick and pack of goods • Loading and unloading from container and loose shipment. • Segregation of stock base on item and put away • Pick the order by using RDT scanner and scan pack through WMS system • Report any product damages, take photos and document, move to designated stocking location • To support general warehouse operations • Practice good handling and usage of all Material-handling equipment (MHE) for warehouse • Any other ad-hoc duties as assigned by superior from time to time 	<ul style="list-style-type: none"> • Working Hours: • 8.30am - 6.00pm • Employment Type: Full Time • Job Type: Permanent •



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Warehouse Assistant</p>	<ul style="list-style-type: none"> • Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> • Perform pick and pack of goods • Loading and unloading from container and loose shipment. • Segregation of stock base on item and put away • Pick the order by using RDT scanner and scan pack through WMS system • Report any product damages, take photos and document, move to designated stocking location • To support general warehouse operations • Practice good handling and usage of all Material-handling equipment (MHE) for warehouse • Any other ad-hoc duties as assigned by superior from time to time 	<ul style="list-style-type: none"> • Working Hours: • 8.30am - 6.00pm • Employment Type: • Full Time • Job Type: • Permanent
<p>Transport Operations Coordinator (Contract)</p>	<ul style="list-style-type: none"> • ITE/ A Level / O Level / Diploma with min 1-3 years of relevant experience industry • Min 1 year of experience in related working experience. • Familiar with LTA and other local authorities' rules and regulations. • Good interpersonal skills, a self-driven individual and has ability to work collaboratively with both internal and external stakeholders. • Proficient in the use of MS Office i.e. Excel and Power Point. • Able to work in a fast-paced environment. 	<ul style="list-style-type: none"> • Assist in the preparation and closure of data in the Transport Management System (TMS) to facilitate transport route planning. • Create and manage jobs within the system to ensure seamless daily operations. • Prepare job charge sheets and collaborate with the Finance team for accurate billing. • Maintain organized records of important documents, including depot-related receipts and driver reimbursements. • Support the Transport Manager in planning and scheduling daily routes to achieve optimal efficiency. • Maintain and report on key transport KPIs. • Implement and ensure adherence to SOPs within the transport department. 	<ul style="list-style-type: none"> • Working Hours: • 8.30am - 6.00pm • Employment Type: • Full Time • Job Type: • Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Conduct investigations into delivery discrepancies, accidents, and customer complaints, and propose corrective and preventive actions. • Foster positive relationships with internal and external stakeholders. • Participate in continuous improvement initiatives to enhance operational efficiency. • Perform any other ad-hoc duties as assigned by the superior. 	

#11 Mr Bean

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Area Manager 	<ul style="list-style-type: none"> • Operations Management, People Skills, Financial Analysis, Marketing Strategies, Reports Presentations, Communication Skills 	<ul style="list-style-type: none"> • Oversee at least 5 to 8 stores • Operational Oversight • Financial & Staff Management • Customer Experience & Quality Assurance • Strategic Planning & Development • Reporting & Communication • Compliance & Risk Management • Network Building 	<ul style="list-style-type: none"> • Working Hours: 44hrs/ week, • Employment Type: Full Time • Job Type: Permanent
Assistant Store Manager 	<ul style="list-style-type: none"> • Store Management, People Skills, Data Analysis, Manpower Planning, Marketing Strategies, Reports Presentations, Communication Skills 	<ul style="list-style-type: none"> • Oversee at least 1 store • Operational Support • Problem-Solving & Crisis Management • Staff Supervision & Development • Customer Experience • Inventory & Stock Control • Health & Safety Compliance • Reporting & Administrative Duties 	<ul style="list-style-type: none"> • Working Hours: 44hrs/ week, • Employment Type: Full Time • Job Type: Permanent
Service Crew (FT/PT)	<ul style="list-style-type: none"> • Valid food safety & hygiene certificate • Positive work attitude • Able to work on weekends & public holidays • Excellent customer service 	<ul style="list-style-type: none"> • Customer Service • Order Management • Cashiering & Payment Processing • Upselling & Suggesting Items • Team Collaboration • Healthy & Safety Compliance • Opening & Closing Shift Duties • Maintaining Stock & Supplies 	<ul style="list-style-type: none"> • Working Hours: 44hrs/week(FT) 24hrs/week (PT) • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Attentive to details • IT savvy 		
Store Manager 	<ul style="list-style-type: none"> • Store Management, People Skills, Data Analysis, Marketing Strategies, Reports Presentations, Communication Skills 	<ul style="list-style-type: none"> • Oversee 1 to 3 stores • Operational Management • Financial & Budget Management • Staff Management & Development • Problem-Solving & Crisis Management • Customer Service & Satisfaction • Vendor & Supplier Relations • Administrative Reports & Documentation 	<ul style="list-style-type: none"> • Working Hours: 44hrs/ week, • Employment Type: Full Time • Job Type: Permanent
Supervisor 	<ul style="list-style-type: none"> • Store Management, People Skills, Data Analysis, Manpower Planning, Marketing Strategies, Reports Presentations, Communication Skills 	<ul style="list-style-type: none"> • Operational Training & Development • Staff Management & Supervision • Customer Service & Interaction • Inventory & Supply Chain Management • Financial & Project Management • Leadership Development • Marketing & Promotion • Reporting & Administration 	

#12 NannyPro

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Nannies (FT/PT)	<ul style="list-style-type: none"> • Min. language proficiency : Written and Spoken English and/or one of mother tongue. • Enjoy learning and be part of community • All races welcome 	<ul style="list-style-type: none"> • Create a stimulating, nurturing, and safe environment for the child • Establish the routine of the child • Plan and prepare meals and bottles for, and feed, the child • Prepare child for naps and bedtime • Bathe the child and dress up. • Change diapers, potty training when necessary. • Plan and lead educational activities, including reading, with the child • Administer medicine to child when necessary. 	<ul style="list-style-type: none"> • Working Hours: 44hrs/ week, Monday - Friday 8am - 7pm • Employment Type: Full Time/Part Time • Job Type: Contract

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Perform housework related to child-minding, including washing the children’s clothes, cleaning up after meals, tidying play areas, and washing bottle • Light household chores if required – eg. Ironing, mop the floor, etc. 	
Childminders (FT/PT)	<ul style="list-style-type: none"> • Written and Spoken English and/or one of mother tongue. • Enjoy learning and be part of community • All races welcome 	<ul style="list-style-type: none"> • Create a stimulating, nurturing, and safe environment for the child • Establish the routine of the child • Plan and prepare meals and bottles for, and feed, the child • Prepare child for naps and bedtime • Bathe the child and dress up. • Change diapers, potty training when necessary. • Administer medicine to child when necessary. 	<ul style="list-style-type: none"> • Working Hours: 44hrs/ week, Monday - Friday 8am - 7pm • Employment Type: Full Time/Part Time • Job Type: Contract




#13 Ng Teng Fong General Hospital


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Basic Care Assistant	<ul style="list-style-type: none"> • No prior patient care experience is required • Minimum qualifications: PSLE or WPLN • Good communication and interpersonal skills • On-the-job training will be provided • Able to work 3 rotating shifts, including weekends and public holidays 	<ul style="list-style-type: none"> • Attend to hygiene needs of patients who require assistance or are bedbound • Oral feed patients who require assistance with oral feeding • Assist with lifting, moving and transporting of patients • Ensure patients safety and facilitate social-emotional support through suitable activities • Maintain a clean, well-organised and pleasant environment for all patients • Comply with infection control practices when attending to patients 	<ul style="list-style-type: none"> • Working Hours: 40hrs/ week, 3 rotating shift • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East Street 21 (S)609606

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Performs other duties assigned by nurse manager 	
Care Support Associate	<ul style="list-style-type: none"> • Minimum GCE 'N' Level or equivalent or • WSQ Higher Certificate in Healthcare Support (Nursing) • Service-oriented, pleasant and possess good communication skills • Able to work 3 rotating shifts, including weekends and public holidays 	<ul style="list-style-type: none"> • Attend to hygiene needs of patients who require assistance or are bedbound • Oral feed patients who require assistance with oral feeding • Monitor patients' vital signs • Collect body fluid samples for investigations from stable patients • Perform oro-pharyngeal suctioning • Perform 12-lead ECG • Perform capillary blood glucose monitoring • Assist nurses in resuscitative situations • Deliver care to patients with tubes, catheters and restraints • Comply with infection control practices when attending to patients • Transport discharged patients on wheelchair to the taxi stand or to designated transport as assigned • Fetch 'stable' ambulant patients or patients on wheelchair to other departments or for tests and investigations • Maintain tidiness of ward, drug fridge, clean utility, disposal room, equipment and trolleys at all times or assigned 	<ul style="list-style-type: none"> • Working Hours: 40hrs/ week, 3 rotating shift • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East Street 21 (S)609606
F&B Assistant	<ul style="list-style-type: none"> • Minimum Diploma in culinary skills or equivalent • Possess certification in Basic Food Hygiene • Good knowledge in Electronic Meal Ordering System 	<ul style="list-style-type: none"> • Oversee Dishing and Assembly Operations • Ensure that dishing activities are carried out in accordance to the standard operating procedures • Ensure that all special requests are properly arranged and catered to meet patients' needs • Adhere to food hygiene and MUIS standard • Working Hours: 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East Street 21 (S)609606

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		42hrs/ week, Earliest start time of shift: 5am End Time of Latest Shift: 9pm • Off days: Rotating, No fixed day. Need to work on Weekend and PH	
Kitchen Assistant	<ul style="list-style-type: none"> • Minimum Primary School qualification • Possess certification in Basic Food Hygiene • Able to work in cold room environment • Good knowledge in food production and preparation 	<ul style="list-style-type: none"> • Ensure that dishing activities are carried out in accordance to the standard operating procedures • Ensure that all special requests are properly arranged and catered to meet patients' needs • Adhere to food hygiene and HACCP standard • Working Hours: 6 days/week, 42hrs/ week, Earliest start time of shift: 5.30am End Time of Latest shift: 7.pm (5.30am to 1.30pm 7.30am to 3.30pm 11amm to 7pm) Off days: Rotating, no fixed day Work on Weekend & PH 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East Street 21 (S)609606
Patient Service Associate (Inpatient Operations - Ward) 	<ul style="list-style-type: none"> • Minimum GCE N Levels with 1 year of working experience in customer service • Excellent interpersonal and communication skills, able to work with all levels of staff • Strong passion to serve patients • Willing to work 2 rotating shifts (9am to 6pm / 11am to 8pm), including weekends and public holidays with 2 days off per week 	<ul style="list-style-type: none"> • Assist in the collection of payment for discharging patients • Conduct financial counselling for inpatient stay/charges • Perform discharging procedures for patients • Obtain follow up appointments for inpatients • Help in additional responsibilities as assigned by supervisors • Working Hours: 40hrs/ week, 2 shifts 9am to 6pm / 11am to 8pm 1 weekday off and 1 weekend off. Weekends and OH: 9am to 6pm 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Contract • Location: 1 Jurong East Street 21 (S)609606
Patient Service Associate	<ul style="list-style-type: none"> • Minimum GCE N Levels with 1 year of working experience in customer service 	<ul style="list-style-type: none"> • Register patients via phone and upfront enquiries • Collect paayment/deposits and provide Financial Counselling for admissions and discharges 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
(Emergency Department) 	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, able to work with all levels and staff • Strong passion to serve patients • Willing to work morning, afternoon and overnight shifts, including weekends and public holidays. • Extend excellent customer service to patients and their relatives 	<ul style="list-style-type: none"> • Liaise closely with Bed Management Unit for acquisition of beds for Emergency Medicine Department's (EMD) patients • Sort documents in preparation for dispatch to Medical Records Office (MRO) • Replenish inventory when stock is low • Working Hours: 40hrs/ week, 3 shifts; 8am to 4.15pm / 1pm to 9.15pm/ 9pm to 8.15am. 2 AM; 1PM; 1 rest day; 1 PM: 2 nights shifts 	<ul style="list-style-type: none"> • Location: 1 Jurong East Street 21 (S)609606
Patient Service Associate (Specialist Outpatient Clinics) 	<ul style="list-style-type: none"> • Minimum GCE O Level • Preferably 1-year experience in customer-related / front desk service • Entry level candidates are welcome to apply • Working knowledge on computers • Good interpersonal and communication skills, able to work with all levels of staff • Strong organizational skills • Strong passion to serve patients 	<ul style="list-style-type: none"> • Register patients for visits to Specialist Outpatient Clinic • Schedule appointments and assist patients to coordinate multiple appointments Perform billing processes, including payment collection, manage cash float and encourage patients to sign up for cashless payment • Provide financial counselling, explain charges and assist patient with various finance schemes available • Assist doctor during consultation i.e. chaperone, translation, et cetera • Prepare patients for physical examination and take patient's height and weight • Support doctors in teleconsultation i.e. equipment setup, coordinate with patients, etc. 	<ul style="list-style-type: none"> • Working Hours: 42hrs/ week, Staggered clinic hours. Earliest start time 7.30am, latest end time 7.30pm. 1 or 2 half Saturdays per month • Employment Type: Full Time • Job Type: Contract • Location: 1 Jurong East Street 21 (S)609606
Radiography Assistant(PT) 	<ul style="list-style-type: none"> • Minimum N Level • WSQ Certificate in Healthcare Support (Nursing Care) or its equivalent is preferred • Computer literate 	<ul style="list-style-type: none"> • Perform basic Patient Care activities e.g. providing instruction and assisting patients with general hygiene and personal care activities e.g. changing of patient's clothing 	<ul style="list-style-type: none"> • Working Hours: 21hrs/ week, non-shift • Employment Type:


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Team player with good interpersonal and communication skill 	<ul style="list-style-type: none"> • Assist doctors or radiographers in examination rooms e.g transferring patient onto examination couch, act as chaperon, preparing patient for radiological procedures. • Assist the radiographer in data entry into Worklist, Radiology Information System • Perform the daily Equipment Preventive Maintenance (PM) for General X-Ray machine • Comfortable with interacting with patients • Administration duties • Data collection • Maintain the storage of request forms and assist in retrieving request forms from storage/ system 	<ul style="list-style-type: none"> • Part Time • Job Type: Contract • Location: 1 Jurong East Street 21 (S)609606
Security Officer	<ul style="list-style-type: none"> • Minimum GCE 'N' Level with at least 3 years' relevant experience • Willing to work on 2 and 3 rotating shifts including weekends and public holidays • Possess valid security license registered with Police Licensing & Regulatory Department (PLRD) 	<ul style="list-style-type: none"> • Check on all security-related equipment before and after shift, and during regular patrol and assist to incident location immediately and render assistance to staff • Investigate any case brought to attention and interview relevant parties and alert any fire safety hazards and flag up any hazards immediately • Facilitate with mortuary transfer procedures within the hospital • Ad-hoc duties assigned by the Reporting Officer 	<ul style="list-style-type: none"> • Working Hours: 40hrs/ week, 12 hours shift, including weekends and PH. 8am to 8pm, 8pm to 8am 2 days work, 2 days off • Employment Type: Full Time • Job Type: Contract • Location: 1 Jurong East Street 21 (S)609606
Ward Service Associate 	<ul style="list-style-type: none"> • Has a passion for healthcare • Min GCE N level or its equivalent 	<ul style="list-style-type: none"> • Provide excellent customer service to the patients • Serving of food and drinks to patients and clearing it once 	<ul style="list-style-type: none"> • Working Hours: 40hrs/ week, 7am to 4:30pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in Food & Beverages will be an advantage. • Candidates who do not have the relevant experience but have a passion for the healthcare industry are welcome to apply • Possess excellent customer service with a can-do attitude • Self-motivated, independent, proactive and ability to work cohesively with fellow team members as part of a team • Basic computer literacy • from 10.30am – 8.00pm • Able to work on public holidays 	<ul style="list-style-type: none"> • patients have finished their meals • Checking food served against patient meal orders • Assist in inventory management • Maintain a high standard of cleanliness in and around workstation and strictly abide with health/sanitation regulations • Assist nurses to meet patient's nutritional needs • Maintains levels of confidentiality and discretion of the patients. • Any other ad-hoc duties as assigned by Manager • Able to work on staggered working hours with rotational weekends, which includes one Saturday or Sunday a week to meet operational needs • from 7am – 4.30pm 	<ul style="list-style-type: none"> • 10:30am to 8pm • Employment Type: Full Time • Job Type: Contract • Location: 1 Jurong East Street 21 (S)609606

#14 Singapore One Rail


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Engineer, Asset Performance & Management - JRL 	<ul style="list-style-type: none"> • Preferably 1 years of experience in Railway industry • Experience in implementing or supporting an ERP software would be an advantage • Strong communication and interpersonal skills • Good planning, organizing and analytical skills 	<ul style="list-style-type: none"> • The role supports compliance with Authority regulations and ensures smooth operations of the Maintenance Management System (MMS). • Key duties include overseeing MMS maintenance, coordinating data extraction and reporting, and supporting analytics work with internal teams and vendors. • The position assists in managing system reliability and availability submissions, aligning asset information, and maintaining failure management and emergency response procedures. • It also involves providing frontline user support, implementing engineering and performance processes, and 	<ul style="list-style-type: none"> • Working Hours: Rotating shift • Employment Type: Full Time • Job Type: Permanent • Location: 770 Jurong Road (S)649695

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>collaborating with the SBST Rail MMS team to meet stakeholder needs.</p> <ul style="list-style-type: none"> • The role includes secretariat duties for internal or external meetings. 	
Assistant Engineer, Engineering Management - JRL 	<ul style="list-style-type: none"> • Minimum 2 years of Railway experiences is preferred. • Knowledge of computer hardware or/and software applications. • Strong problem-solving skills. • Passion for data analytics and condition monitoring systems. • Able to work with own initiative and independent. • Strong planning, organisation, interpersonal and communication skills. • Resourceful, self-motivated and results oriented. • Must not have colour blindness. 	<ul style="list-style-type: none"> • The role supports the Chief Controller in monitoring and managing mainline and depot fault occurrences, as well as engineering activities. • It involves dispatching O&M staff to attend to operational or safety-related faults and providing coverage for the Maintenance Engineering Centre when required. • The position develops procedures for normal operations, incident management, and post-investigation work, alongside preparing routine reliability and performance reports for OCC. • The role responds to incidents when activated by Engineering or Rail Engineering & Performance leaders, performs 24/7 shift duties, and handles any other tasks assigned by supervisors. 	<ul style="list-style-type: none"> • Working Hours: Rotating shift • Employment Type: Full Time • Job Type: Permanent • Location: 770 Jurong Road (S)649695
Assistant Engineer, Permanent Way - JRL 	<ul style="list-style-type: none"> • Min 1 year railway experience • Good leadership skills, positive attitude & good communication skills. • A team player, flexible and co-operative. • Self-motivated and resourceful. Responsible and dependable. • Able to perform night shift work. 	<ul style="list-style-type: none"> • The role leads and supervises rail maintenance activities to ensure the permanent way and 3rd rail systems meet operational standards. • Key duties include overseeing rail replacement operations, maintenance of buffer stops and insulated rail joints, and cleaning of tracks and tunnels. • The position monitors rail-related tests and repairs, conducts inspections and data analysis, and leads emergency response for track and 3rd rail incidents. 	<ul style="list-style-type: none"> • Working Hours: Rotating shift • Employment Type: Full Time • Job Type: Permanent • Location: 770 Jurong Road (S)649695


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Responsibilities also include shunting and driving engineering trains, supporting failure management and emergency procedures, ensuring ISO 14000 compliance, managing logistics and spare parts procurement, coordinating track access requests, and performing other duties assigned by supervisors. 	
<p>Assistant Engineer, Power - JRL </p>	<ul style="list-style-type: none"> Preferably with relevant working experience in maintenance of HV, LV and DC traction power equipment Fresh graduates are welcome to apply Electrical Power System background Ability to perform 3 rotating shift 	<ul style="list-style-type: none"> The role is responsible for monitoring and controlling power systems in the Operations Control Center, including HV, DC traction, LV equipment, and station ECS systems such as air-conditioning and mechanical ventilation. The position coordinates closely with Traffic and frontline maintenance teams to ensure rapid fault response and efficient repair work. Responsibilities include implementing safety plans, developing and updating work instructions and procedures, and managing electrical Permit-to-Work processes. The role also conducts system training to maintain staff competency and supports engineering tasks or assignments as directed by supervisors. 	<ul style="list-style-type: none"> Working Hours: Rotating shift Employment Type: Full Time Job Type: Permanent Location: 770 Jurong Road (S)649695
<p>Assistant Engineer, Signalling - JRL </p>	<ul style="list-style-type: none"> Minimum 1 year relevant experience in railway sector. Experience in the field of Railway Signalling, as well as knowledge of networking and configuring or troubleshooting operating systems, will be a plus. 	<ul style="list-style-type: none"> The role involves planning, organizing, and leading scheduled and corrective maintenance activities for signalling and platform screen door systems, ensuring work is carried out safely, efficiently, and in accordance with maintenance schedules and standards. It includes overseeing fault diagnosis and rectification, coordinating prompt responses 	<ul style="list-style-type: none"> Working Hours: Rotating shift Employment Type: Full Time Job Type: Permanent Location: 770 Jurong Road (S)649695

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good interpersonal, management and communication skills. 	<p>to system failures, reviewing and approving maintenance documentation, and managing maintenance logistics.</p> <ul style="list-style-type: none"> • The position also requires conducting safety inspections, audits, and housekeeping checks, maintaining up-to-date technical documentation, delivering in-house training to build team competency, and enforcing cybersecurity practices. • Strong leadership and mentorship are essential to promote compliance, safety, and accountability, with additional responsibilities such as driving company vehicles and undertaking other duties as required. 	
<p>Engineer, Rail Communications - JRL </p>	<ul style="list-style-type: none"> • Minimum 1 year relevant experience in railway sector. • Experience in the field of Railway Signalling, as well as knowledge of networking and configuring or troubleshooting operating systems, will be a plus. • Good interpersonal, management and communication skills. 	<ul style="list-style-type: none"> • The role entails leading and supervising maintenance teams to ensure effective execution of maintenance and fault rectification activities for ISCS/COMMS/AFC systems, in full compliance with safety, operational, and cybersecurity requirements. • It involves managing maintenance schedules, logistics, spare parts, and system performance to meet reliability targets, as well as responding promptly to major failures and overseeing timely rectification. • Key responsibilities include analyzing fault trends, conducting root cause analyses, maintaining accurate technical and cybersecurity documentation, and developing, reviewing, and delivering training programs and work instructions aligned with current standards and best practices. 	<ul style="list-style-type: none"> • Working Hours: Mon-Thu: 830am-6pm Fri: 830am-530pm • Employment Type: Full Time • Job Type: Permanent • Location: 770 Jurong Road (S)649695

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> The position also plays a critical role in safeguarding system cybersecurity, overseeing incident response and recovery, promoting cybersecurity awareness, and supporting ISO certification initiatives through audits and continuous process improvement. 	
<p>Engineer, Rolling Stock - JRL </p>	<ul style="list-style-type: none"> Preferably at least 3 years of post-graduate working experience with 2 years of relevant working experience in a railway environment. Fresh graduates may apply Good knowledge in electrical, electronic, air-conditioning, mechanical and pneumatic systems of electric trains. Good interpersonal, management and communication skills. 	<ul style="list-style-type: none"> The role leads teams of Assistant Engineers and Technicians to perform preventive and corrective maintenance on electric trains, engineering vehicles, components, and equipment to meet daily production requirements. Key duties include planning and coordinating maintenance activities, ensuring compliance with work instructions, safety procedures, and quality standards, and overseeing staff qualifications, authorization, and training. The position is responsible for team safety, discipline, welfare, equipment upkeep, resource planning, and prudent expenditure. It handles workplace housekeeping, staff engagement, and adherence to HR and operational guidelines. The role also develops and manages the section budget, supports duty rosters, conducts investigations for train-related safety incidents, and performs additional tasks assigned by supervisors. 	<ul style="list-style-type: none"> Working Hours: Rotating shift Employment Type: Full Time Job Type: Permanent Location: 770 Jurong Road (S)649695
<p>Operations Associate - JRL</p>	<ul style="list-style-type: none"> Minimum 5 credits GCE 'O' Levels. 	<ul style="list-style-type: none"> The role supports safe, efficient station and train operations by assisting the Operations Specialist in daily operational 	<ul style="list-style-type: none"> Working Hours: Rotating shift


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to reach the height of 207cm with both hands. • Able to identify colours. • Willing to perform shift work, including weekends and Public Holidays. • Preferably with minimum 2 years' working experience in the service or retail industry. • Required to manually operate station and trainborne equipment. • Good interpersonal skills with a passion to work with people. 	<p>control, incident handling, and the delivery of quality customer service.</p> <ul style="list-style-type: none"> • Responsibilities include managing passenger flow and crowd control, enforcing RTS regulations, protecting revenue, resolving ticketing issues, and manning the Passenger Service Centre. • The position involves conducting security patrols, coordinating with Transit Guards, setting routes manually when required, and supporting training for trainees. • On board trains, duties include providing passenger assistance and travel information, assisting passengers with special needs, monitoring train performance, responding to equipment failures and incidents, communicating with the OCC, and managing train defects and emergencies in accordance with established procedures. • The role also requires operating passenger trains and performing Emergency Train Operator duties, while maintaining required certifications and carrying out other tasks as directed. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 770 Jurong Road (S)649695
<p>Traffic Controllers - JRL</p>	<ul style="list-style-type: none"> • Minimum 3 years' working experience preferably with relevant experience in railway operation either in train operation, station operation or in the operations Control Centre. • Willing to perform shift work, including night 	<ul style="list-style-type: none"> • The role is responsible for ensuring safe, punctual, and efficient train operations across mainline and depot activities by managing train movements in accordance with working timetables and traffic bulletins, while making timely service adjustments to minimize delays and disruptions. • It involves assessing and responding to incidents and 	<ul style="list-style-type: none"> • Working Hours: Rotating shift • Employment Type: Full Time • Job Type: Permanent • Location: 770 Jurong Road (S)649695



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	shift, weekends and Public Holidays. <ul style="list-style-type: none"> • Able to operate computer-based control systems. • Ability to identify colors. 	failures, safeguarding passenger and staff safety, coordinating engineering and operations teams for rapid recovery, and maintaining effective communication with passengers and stakeholders through OCC systems. <ul style="list-style-type: none"> • Key duties include monitoring train and passenger conditions via surveillance systems, managing track access and depot movements, authorizing maintenance access, preparing operational reports and service improvement recommendations, and escalating safety or security matters when required. • The position also oversees documentation, procedure development, risk assessments, staff deployment, equipment fault reporting, housekeeping standards, and the mentoring and training of staff, while maintaining operational competency across all traffic control functions. 	

#15 St Luke’s Hospital


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Occupational Therapist 	<ul style="list-style-type: none"> • Degree or Diploma in Occupational Therapy (recognised by Allied Health Professions Council) • Effective Client Communication • Good decision making ability • Good problem-solving skills • Able to work in a team • Comfortable with high patient caseload 	<ul style="list-style-type: none"> • Conduct client assessment and planned treatment • Set appropriate treatment goals for client • Carry out occupational therapy treatment • Conduct caregiver training • Carry out discharge planning • Develop and maintain the individual staff training plan • Assist in quality improvement projects • Working Hours: 42 hrs/ week, 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Bukit Batok

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Monday to Thursday: 8.30am – 5.45pm Friday: 8.30am – 5.30pm Saturday: 8.30am – 12.30pm (one Saturday a month)	
Outpatient Services Associate 	<ul style="list-style-type: none"> • Minimum GCE “O” level or equivalent and above • At least 2 years of working experience in customer service and/or health care services • A team player with good interpersonal communication skills • Able to multi-task and work in a fast-paced and dynamic environment • Experience with healthcare IT systems (e.g. SAP, EPIC and Clinic Assist) will be an advantage 	<ul style="list-style-type: none"> • Manage service counters for patient registration, appointment scheduling and payment • Manage hospital general and outpatient services appointment lines • Undertake general administrative duties and frontline initiatives • Provide administrative support such as filing, data entry and claims submission • Manage email and calls inquiries promptly • Assist clinicians in general administrative duties <ul style="list-style-type: none"> • Working Hours: 5 days/ week Monday to Thursday: 8.30am – 5.45pm Friday: 8.30am – 5.30pm • Saturday: 8.30am – 12.30pm (one Saturday a month) 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 2Bukit Batok
Therapy Assistant 	<ul style="list-style-type: none"> • WSQ Higher Certificate in Healthcare Support (Therapy Support) • Preferably with 1 to 2 years relevant experience in a healthcare setting would be an added advantage • Outgoing, confident and friendly • Able to work in a fast paced environment • Passionate about working with the elderly 	<ul style="list-style-type: none"> • Assist the Therapists in providing appropriate therapy treatments (includes lifting, transferring and transporting patients) in both inpatient and outpatient setting • Responsible for the housekeeping of the Rehabilitation equipment and perform other adhoc duties assigned by the Therapists • Support department administration and operations <ul style="list-style-type: none"> • Working Hours: Monday to Thursday: 8.30am – 5.45pm 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Bukit Batok

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Friday: 8.30am – 5.30pm • Saturday: 8.30am – 12.30pm (one Saturday a month)	

#16 Tee Yih Jia Food Manufacturing

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaner	<ul style="list-style-type: none"> Willing to work 5.5 days / week 	<ul style="list-style-type: none"> Clean vertical surfaces, glass and ceiling Dust, clean and polish all items within the premises Empty waste bins. Keep drains clean. Maintain cleanliness of assigned areas 	<ul style="list-style-type: none"> Working Hours: 8am - 5pm week days / 8am - 12pm weekend Employment Type: Full Time Job Type: Permanent Location: Senoko Road
Facility Technician 	<ul style="list-style-type: none"> At least 3 years' relevant experience in manufacturing industry Hands-on and strong technical competencies in equipment maintenance 	<ul style="list-style-type: none"> Carry out in-house preventive maintenance and corrective maintenance for all facilities, building and services system (ACMV, Plumbing & Sanitary, BMS, Electrical, ELV, Fire Protection System, Waste Water Treatment System and ASRS system). 	<ul style="list-style-type: none"> Working Hours: • 8am - 6pm or 8pm - 6am Employment Type: Full Time Job Type: Permanent Location: Senoko Road
Security Officer	<ul style="list-style-type: none"> Willing to work 12hours shift OT will be payable beyond 44 hours per week. 	<ul style="list-style-type: none"> Safeguard the premises and personnel; and the harmony of earth and people Perform security checks and access control responsibilities Handle any security related matters Take action of unusual occurrences Report in detail any suspicious incidents Patrol randomly or regularly building and perimeter 	<ul style="list-style-type: none"> Working Hours: • 7am - 7pm or 7pm - 7am Employment Type: Full Time Job Type: Permanent Location: Senoko Road

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Warehouse Assistant	<ul style="list-style-type: none"> • Willing to work in coldroom setting and shift work 	<ul style="list-style-type: none"> • Loading and unloading of goods daily. • Operate forklift and handle equipment in automated warehouse • Ensure items are placed in right and proper location and retrieving them properly • Observe safety at all times and looking out for each other as well as ensuring all stored items are kept in good condition. • Able to attend to resolving warehouse or storage issues when required. • Ensure proper stocks recording for in/out and any required admin paperwork are completed 	<ul style="list-style-type: none"> • Working Hours: • Morning - 8am to 5pm (M-F) 8am to 12pm (Sat or Sun) Mid - 12pm to 9pm (M-F) 12pm to 4pm (Sat or Sun) Night - 9pm to 7am (M-S) • Employment Type: Full Time • Job Type: Permanent • Location: Senoko Road

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#16 The Fullerton Hotels & Resorts

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Bellman/ Doorman	<ul style="list-style-type: none"> • Applicants must be willing to work shift duties including weekends and public holidays • Pleasant disposition with good interpersonal skills 	<ul style="list-style-type: none"> • Conducting bell service activities such as luggage service upon guest's arrival and departure, luggage storage, message service fax delivery, parcel and mail hand-over, information service and other related tasks. • Opening door of the car for the guest in a professional manner at the main entrance of the hotel and assisting to unload the luggage if any • Rooming the guest in a professional way, which includes addressing the guest by name, holding the lift for guest and extending hotel introduction to guest, etc. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, Rotating shifts. 44hrs work week • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assisting to arrange for transport for hotel guest 	
Captain (Restaurants/ Bar/Banquet)	<ul style="list-style-type: none"> ITE Certificate in Food Services-related discipline. Min 1 year of F&B service experience. 	<ul style="list-style-type: none"> Assist the day to day running of the Food & Beverage outlets within the overall policies and controls established by the Hotel. 	<ul style="list-style-type: none"> Working Hours: 5 days/week, Rotating shifts. 44hrs work week Employment Type: Full Time Job Type: Permanent Location: NA
Guest Relations Executive (Front Office) 	<ul style="list-style-type: none"> Diploma or ITE in Hospitality- and Tourism-related discipline, preferably with 1 year working experience. 	<ul style="list-style-type: none"> Welcome guests upon arrival and check-in according to establish standards and procedures. To provide courteous and efficient service and if possible to comply with each and every guest request. Check out guests courteously and accurately. 	<ul style="list-style-type: none"> Working Hours: 5 days/week, Rotating shifts. 44hrs work week Employment Type: Full Time Job Type: Permanent Location: NA
Guest Relations Executive (Food & Beverage) 	<ul style="list-style-type: none"> Diploma or ITE Certificate in Hospitality- or Food & Beverage-related discipline, preferably with 1 year working experience. 	<ul style="list-style-type: none"> Responsible in assigning guests to tables, maximizing the utilization of the space to the best advantage. Includes Cashiering duties 	<ul style="list-style-type: none"> Working Hours: 5 days/week, Rotating shifts. 44hrs work week Employment Type: Full Time Job Type: Permanent Location: NA
Housekeeping Supervisor	<ul style="list-style-type: none"> At least 1 year of relevant experience in the relevant field. 	<ul style="list-style-type: none"> Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness. Investigates complaints regarding housekeeping service and 	<ul style="list-style-type: none"> Working Hours: 5.5 days/week, Rotating shifts. 44hrs work week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		equipment, and takes corrective action. <ul style="list-style-type: none"> • Obtains list of rooms / public areas to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments. • Coordinates work activities among departments. • Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate the use and maintenance of equipment. • Inventories stock to ensure adequate supplies. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: NA
<p>Sales Administrator</p>	<ul style="list-style-type: none"> • At least 1 year of relevant experience in the relevant field. 	<ul style="list-style-type: none"> • Key operator for all sales related systems i.e. Amadeus Advance, Opera PMS, Lanyon, Cvent. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 44hrs work week • Employment Type: Full Time • Job Type: Permanent • Location: NA
<p>Technician</p>	<ul style="list-style-type: none"> • At least 1 year of relevant experience in the relevant field. 	<ul style="list-style-type: none"> • Responsible for the smooth operation and overall performance of all buildings' services by running shift duty or daily normal duty. • Carry out daily check and logging of Hotel M & E plant and equipment. • Ensure PPM Schedule and repair works are carried out accordingly. • Carry out daily repair & maintenance works assigned by Technical Officer. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 44hrs work week • Employment Type: Full Time • Job Type: Permanent • Location: NA

#17 Wilson Parking Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Call Centre Officer	<ul style="list-style-type: none"> • Must be able to perform 12 hours shift duties • Basic computer knowledge • Able to multi-tasks and work in an intense environment 	<ul style="list-style-type: none"> • Answering incoming carpark's intercom and general hotline pertaining to customer's inquiry • Identify and escalate any carpark issue. • Provide information to customers for any carparks enquiries like pricing, availability etc • Research, identify and resolve customer complaints by understanding the root of the problem • Monitoring of carpark entrance / exit condition via CCTV cameras • Ad hoc duties assigned by superior and managers 	<ul style="list-style-type: none"> • Working Hours: • 8am-8pm / 8pm-8am • Employment Type: Full Time • Job Type: Permanent
Carpark Attendant	<ul style="list-style-type: none"> • Physically fit 	<ul style="list-style-type: none"> • Maintain smooth traffic flow inside car park • Patrolling of car park assigned • Attend to customer enquiries with appropriate mannerism • Housekeeping of car park equipment and general car park surrounding • Admin function as per directed by the supervisor • Proper stock control of expendables 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 8am - 6pm Sat 8am - 1pm • Employment Type: Full Time • Job Type: Permanent
Patrol Officer	<ul style="list-style-type: none"> • Valid 2B license • Physically fit and alert • Willing to work shifts, weekends, or public holidays 	<ul style="list-style-type: none"> • Routine car park patrol and vehicle checks • Attend to illegal parking cases • Issue summons for parking infringement • Attend to car park service recovery • Proper housekeeping, basic maintenance and updating of defects • Take photo at deployed duties • Any other ad-hoc duties assigned 	<ul style="list-style-type: none"> • Working Hours: 6 days/week, Shift hours • Employment Type: Full Time • Job Type: Permanent
Technician	<ul style="list-style-type: none"> • Possess a valid driving license 	<ul style="list-style-type: none"> • Day-to-day troubleshooting, diagnosing breakdown problems, 	<ul style="list-style-type: none"> • Working Hours: 6 days/week,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in technical troubleshooting, support and maintenance 	<p>enhance servicing on car park systems</p> <ul style="list-style-type: none"> • Upkeep and perform preventive maintenance of parking equipment, replacement of parts and components at car park sites • Co-ordinate and follow-up projects on site • Resolving technical issues with contractors, suppliers, vendors and customers • Involve in start-up works of new car parks and handing over of car parks. Example termination of telephone lines, arrange with contractor to install / remove signs, co-ordinates with contractors to install / dismantle of equipment • Provide technical support and troubleshooting of car park equipment • Documentation of maintenance and repair works, purchases, testing records • Initiate purchase requisition for spare parts, consumable items and works orders 	<p>7am - 3pm / 3pm-11pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent
Valet	<ul style="list-style-type: none"> • Valid Singapore class 3 license • Clean driving record • Prior Valet/Driving experience 	<ul style="list-style-type: none"> • Assist customers to park cars • Assist with traffic control • Check and record all pre-existing damage on the car in the prescribed ticket before taking over the car from customer • Inform customer to remove all valuable items from the car before taking over to park • Practice due diligent during duty and adhere to company procedures at all times • Be courteous to the customers; and • Any other ad-hoc duties assigned 	<ul style="list-style-type: none"> • Working Hours: 6 days/week 8am-4pm • Employment Type: Full Time • Job Type: Permanent

Backend Referral

#1 4Fingers Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Restaurant Manager	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience in F&B (QSR) environment. • Experience in managing F&B store operations, staff scheduling or roster • Able to manage Front of House and Back of House. • Ability to manage peak hour period with speed and accuracy. • Able to work rotating shifts, weekends and Public Holidays. 	<ul style="list-style-type: none"> • Manage the crew which includes rostering, regular coaching, communications with team members. • Manage day to day operations that includes the highest safety and hygiene standards compliant with regulations. • Create positive customer experience that delivers the promise of 4Finger brand. • Manage raw materials, supplies equipment and IT system in the store. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, based on store schedule • Employment Type: Full Time • Job Type: Permanent • Location: 250 North Bridge Road (S)179101
Service Crew	<ul style="list-style-type: none"> • Possess a valid Food Hygiene certificate. • Love interacting with people and creating positive experience for the customers. This include engage them and handling their feedback. • Have energy level and enthusiasm with ability to work in fast paced environment. • Able to handle all stations of Front End and/or Back End. • Ability to manage peak hour periods with speed and accuracy. • Relevant work experience will be an added advantage. • Cooperative and a great team player. • Able to work rotating shifts, weekends and Public Holidays. 	<ul style="list-style-type: none"> • You will be responsible for ensuring customer satisfaction. • Handle customer feedback, resolve complaints and address any questions or comments that customers may have. • He or She is assigned to, but not limited to, take customers' orders, preparation and production of food, assemble the orders, and act as cashier. 	<ul style="list-style-type: none"> • Working Hours: 6 days/week, based on store schedule • Employment Type: Full Time • Job Type: Permanent • Location: 250 North Bridge Road (S)179101

#2 Pico Guards

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Security Officer	<ul style="list-style-type: none"> • PLRD licensed 	<ul style="list-style-type: none"> • Patrolling • Clocking • Man Loading Bay • Man Drop Off Point • Traffic Control where required • Bag Checks (only those trained) • Visitor Management • Main Gate Manning 	<ul style="list-style-type: none"> • Working Hours: 12hrs/ shift • Employment Type: Full Time • Job Type: Permanent • Location: 2 Sims Close (S)387298
Senior Security Officer	<ul style="list-style-type: none"> • PLRD licensed 	<ul style="list-style-type: none"> • Patrolling • Clocking • Man Loading Bay • Man Drop Off Point • Traffic Control where required • Bag Checks (only those trained) • Key Press Management (only SSO) • CCTV Monitoring (only for SSO) • Visitor Management • Main Gate Manning 	<ul style="list-style-type: none"> • Working Hours: 12hrs/ shift • Employment Type: Full Time • Job Type: Permanent • Location: 2 Sims Close (S)387298

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Operating Hours

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 1 Marina Boulevard #B1-03
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