

e2i Skills and Career Fair @ Tekka Place 25 Sep 2026

JOB LISTING BOOKLET



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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

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#1 Abiraame Popular Jewellers

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Sales Executive	• Previous retail or jewellery sales experience preferred. • Excellent communication and customer service skills. • Confident, friendly, and well-presented. • Strong product knowledge, sales ability, and negotiation skills. • Target-oriented, honest, responsible, and willing to work weekends and public holidays.	• Responsible for assisting customers, understanding their jewellery preferences, and recommending suitable products. • Handle sales transactions, achieve monthly sales targets, maintain product displays, manage stock, and ensure accurate pricing. • Provide excellent customer service, explain product features and promotions, build customer relationships, and maintain a professional shop environment. • Prior jewellery or retail sales experience is preferred.	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Location: 85 Serangoon Road (S)217990
Social Media Marketing	• Manage social media accounts to promote jewellery products, offers, and brand campaigns. • Create engaging posts, reels, stories, and videos, and coordinate product photoshoots. • Plan content calendars, respond to customer messages and comments, monitor trends, and grow online engagement. • Track social media performance, generate reports, and support sales through effective digital marketing.	• We are seeking a creative Social Media Executive to manage social media platforms, create engaging jewellery content, plan campaigns, increase followers and engagement, respond to customers, and monitor trends. • Candidates should have strong communication, creativity, basic graphic/video editing skills, social media knowledge, and experience in retail, fashion, or jewellery marketing.	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Location: 85 Serangoon Road (S)217990

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#2 Ascott International

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Attendant, Housekeeping	• 1 year of experience in Housekeeping / Rooms preferred • Minimum secondary school certificate • Able to converse in basic English • Service and results-oriented	The Attendant, Housekeeping performs daily cleaning and inspecting check-in, occupied and check-out apartments accordingly to policies and procedures. • Responsible for cleaning and inspecting an allocated number of apartments set by the supervisor according to working procedures. • Responsible for overall performance and discipline of assigned outsource room attendant. • Check apartment inventories with residents upon check in or check out • Daily cleaning & inspecting of apartments e.g. rearranging furniture, changing of linens, polishes metalwork and vacuuming. • Ensure that cleanliness standards and proper amenities and literature placement have been met. • Responsible for training outsourced Room Attendants in all housekeeping procedures and standards • Replenish supplies, such as drinking glasses, writing supplies, and bathroom items. • Assist in monthly linen inventory in his/her area. • Report maintenance defects to engineering departments • Ensure all cleaning equipment and electrical equipment are in good working condition. • Report to supervisor for any loss and damage to linen,	• Working Hours: 5 days / week (Rotating shift) • Employment Type: Full Time • Location: 3 Clarke Quay (S)178883

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		furniture, fixtures and equipment • Update status of rooms. • Deliver items such as ironing boards and rollaway beds as requested by guests. • Perform any other duties as required by the supervisor or Management.	
Executive, Guest Service 	• A dynamic and self-motivated with strong presentation, verbal and written communication skills • A passionate individual with a passion for entrepreneurial, tech, creative, and collaborative communities • One with knowledge of current trends and happenings • A people-person and a do-er: be ready to get all hands-on! • Someone with attention to detail and possess the ability to anticipate and react to the needs of guests' demands • Tech savvy, able to pick up and use new systems and technology solutions easily • One with an exciting skill/talent (lyf skill) such as coffee making, bartending, singing, computer geek (plus point!!!) • Willing to do 5-day work week shifts, including night shifts	• Assist residents with check-in and check-out procedures • Ensure all residents are attended to at the Front Desk • Issue apartment access key cards • Attend to and anticipate all residents' queries and needs • Provide recommendations on nearby amenities, places of interest and assist residents in making travel, tours and restaurant reservation arrangements • Manage residents' accounts, information and apartment availability in the system • Perform simple bookkeeping • Make and confirm reservations • Assist with the onboarding process for new employees • Respond to all queries through walk-ins, emails and calls and assist with requests • Handle and record resident feedback and complaints, referring them to supervisors and managers • Receive and convey messages to residents promptly • Handle the safekeeping of cash and residents' valuables and belongings • Perform related tasks as assigned	• Working Hours: 5 days / week • Employment Type: Full Time • Location: Across Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Manager, Cluster Revenue 	• A minimum GCE 'A' level/Diploma in International Trade in Import & Export would be an advantage. • 4 to 6 years of experience in an Agri-Business/Trading Company (ideally dealing with soft commodities). • Strong communication skills. • Good working knowledge of MS Word & Excel. • Knowledge of GAFTA and FOSFA will be an advantage. • Intensive experience in ICC rules for Letters of Credit is compulsory. • Knowledge of Incoterms and International trade. • Good understanding of commodity trading. • Strong attention to detail, organized, analytical mind, independent thinker	• The Manager, Cluster Revenue Management, Singapore is responsible for maximizing the revenue of a defined cluster of Ascott serviced residences and hotels in Singapore. By analyzing trends like market demand and the booking pace, he or she shall implement revenue-optimizing strategies and grow the property's market share through effective pricing, business mixes and sales channel management. He or she will report to the Country Director, Revenue Management and Area Manager, lyf. • Yield optimum revenue and RevPAR with a regular business review of managed properties, including assessing rates, inventory, sales strategies, competitor set performance and booking pace. • Provide regular analysis of market trends and market positioning to identify opportunities and implement initiatives to ensure optimal revenue generation and market share growth, which eventually contributes to increased profit margins. • Actively manage and evaluate decisions from the IDEaS revenue management system for selected properties. • Improve the property's direct booking performance. • Manage and oversee the online distribution strategy for all online sales channels.	• Working Hours: 5 days / week • Employment Type: Full Time • Location: Singapore 218793

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Provide and update monthly revenue forecasts for managed properties. • Participate in annual budget and rate rationalization exercises. • Provide timely advice to the Sales Team on sales quotations. • Ensure property's rate parity and rate competitiveness. • Prepare and chair the Revenue Meeting for each property (e.g. Frequency of meetings will be dependent on each property's needs). • Liaise and meet up quarterly with partners to keep abreast of market changes and developments within the industry. • Participate in pre-opening processes to ensure activation of distribution channels before a property's opening. • Contribute to the growth of the Revenue Management culture within the organization. • Closely communicate with related departments, such as Sales, Marketing, Reservations, and Operations on specific tasks.	
Supervisor, Guest Service 	• At least 3 years of relevant work experience, preferably in the hospitality industry and in a Supervisory role • Attained at least a Degree, Diploma or Higher NITEC in Hospitality, Hotel Management, or an equivalent qualification	• You will assist the Manager or Assistant Manager, Guest Service, in overseeing the daily guest service operations in our Serviced Residence. You will also create a pleasant and lasting atmosphere that enables residents' satisfaction and provides a sense of home away from home. You will report directly to the Manager or Assistant	• Working Hours: 5 days / week • Employment Type: Full Time • Location: 3 Clarke Quay (S)178883

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Service-oriented • Supervisory skills • Passion for coaching and guiding • Passion in learning a variety of tasks, including handling paperwork and managing a team • Willingness to perform shifts	Manager, Guest Service. Responsibilities You will: • Assist to review standards according to operating procedures and provide support in preparing operational reports to the Management • Promote teamwork and quality service within the team and coordination with the other departments • Assist in managing the smooth operations of the department, such as delegating work, communicating goals and scheduling employees to ensure full coverage on the ground • Assist residents with check-in and check-out procedures • Ensure all residents are attended to at the Front Desk • Issue apartment access key cards • Attend to and anticipate all residents' queries and needs • Provide recommendations on nearby amenities, places of interest and assist residents in making travel, tours and restaurant reservation arrangements • Manage residents' accounts, information and apartment availability in the system • Perform simple bookkeeping • Make and confirm reservations • Assist with the onboarding process for new employees • Respond to walk-ins, emails, calls and assist with queries and requests	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Handle and record resident feedback and complaints, and refer them to managers - Perform related tasks as assigned	
Supervisor, Housekeeping 	- At least a Professional Certificate/NITEC in Electrical / Mechanical / Aircon Maintenance or an equivalent - Preferably 1 year of related working experience in the hospitality industry - Ability to communicate in English - Ability to work well in teams and independently - Responsible and self-motivated - Ability to perform rotating shift duties	- The Housekeeping Supervisor Assistant Manager/Manager in managing the Housekeeping Department within our Serviced Residences. The incumbent must assume the responsibilities of the Assistant Manager/Manager during her absence. He/she must ensure that the respective sections maintain an excellent standard of customer satisfaction. He/she must liaise with contractors on daily operations promptly and efficiently. He/she must assist in formulating training programs for the Housekeeping Department. He/she will also be continuously involved in reviewing service standards according to policies and guidelines and provides support in operational reports to the Management. - Assist the Assistant Housekeeping Manager / Manager in daily operation. - Supervise room attendants, linen attendants and contractors - Assist in formulating training program and training and train new room attendants. - Inspect apartments and public areas assigned to room attendants for maintenance and cleanliness.	Working Hours: 5 days / week Employment Type: Full Time Location: 3 Clarke Quay (S)178883

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Ensure smooth resident check-in and check-out • Check apartment inventories with residents upon check in or check out • Immediate reporting of any damage and defects to furniture, fittings and equipment to Engineering Department. • Attend to residents' complaints and needs • Provide special attention to VIP apartments and residents. • Carry out monthly stock-taking of linens/uniforms, cleaning/guest supplies, kitchen wares and breakfast items • Schedule and carry out periodical cleaning programs. • Supervise linen attendants in daily operation of linen, staff uniforms and resident laundry • Daily checks to ensure no linen or equipment abuse. • Attend staff meetings to discuss company policies and patrons' complaints. • Provide OJT training for new & current staff • Perform cleaning duties in cases of emergency or staff shortage.	
Technician, Engineering 	• At least a Professional Certificate/NITEC in Electrical / Mechanical / Aircon Maintenance or an equivalent • Preferably 1 year of related working experience in the hospitality industry • Ability to communicate in English	• The Technician, Engineering is responsible for the general maintenance and/or minor repairs of equipment, facilities in the Serviced Residence, and to perform repairs etc, as required. Close co-operation with various departments, including Housekeeping and Guest	• Working Hours: 5 days / week • Employment Type: Full Time • Location: 3 Clarke Quay (S)178883

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Ability to work well in teams and independently - Responsible and self-motivated - Ability to perform rotating shift duties	Service, always ensures the smooth stay of our guests. The job responsibilities include the following but are not limited to: - Maintaining the physical condition of the building and ensure that the building has adequate heating, lighting and ventilation etc. and that they are in good working condition - General maintenance and repair work such as, painting, patching walls, plumbing facilities, aircon servicing, and electrical switches and other fixtures and equipment to ensure smooth operations - Perform routine preventive maintenance program - Check and inspect the building's machinery and equipment - Respond and prioritize maintenance requisitions (MWO) and guests' requests to ensure our guests receive quality service and furnishings	

#3 Catering Solutions

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Chinese Cuisine Cook	1–2 years of relevant culinary experience is preferred. - Experience in Chinese cuisine is an advantage.	- Prepare and cook Chinese dishes according to recipes, menus, and company standards. - Prepare ingredients such as meat, seafood, vegetables,	Working Hours: 5 days / week Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work well as a team. • Able to work in a fast-paced environment and handle challenging situations professionally. • Responsible, hardworking, and willing to learn.	sauces, marinades, and stocks. • Maintain consistent food quality, taste, presentation, and portion sizes. • Ensure food is prepared on time for daily operations, catering orders, or meal service. • Monitor ingredient freshness and assist with proper food storage. • Maintain cleanliness and hygiene of the kitchen, cooking equipment, and work area. • Follow Singapore food safety, hygiene, and workplace safety requirements. • Control food wastage and use ingredients efficiently. • Assist with stock checking and inform supervisors when ingredients need replenishment. • Coordinate with other kitchen staff to ensure smooth kitchen operations. • Carry out other kitchen duties assigned by the Head Chef or management.	• Location: 168 Kallang Way S(349253)
Class 4 Driver	• Possess a valid Class 4 driving license in Singapore. • 1–2 years of relevant driving experience is preferred, particularly in commercial or heavy vehicles. • Familiar with Singapore roads and traffic regulations. • Good driving record with a strong commitment to road safety.	• Drive company vehicles safely and responsibly. • Deliver cooked food to designated locations on time. • Transport company staff to and from assigned work locations. • Ensure food and catering items are handled carefully during transportation. • Maintain cleanliness and basic upkeep of the assigned vehicle.	• Working Hours: 6 days / week • Employment Type: Full Time • Location: Tuas Boulevard Yard (S)637051

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to perform basic vehicle checks and identify potential mechanical issues. • Responsible for the safe loading, transportation, and unloading of goods or equipment. • Physically fit and able to handle loading/unloading duties when required. • Able to work independently and follow assigned schedules and delivery routes. • Good communication and interpersonal skills. • Punctual, reliable, and responsible. • Willing to work overtime, weekends, or public holidays when required.	• Conduct daily vehicle checks and report any defects or maintenance issues. • Follow traffic regulations, company safety procedures, and delivery schedules. • Assist with other delivery, transport, or operational duties assigned by the supervisor or management. • Able to drive 14ft lorry with tailgate and 24-seater minibus.	
Cleaner	• Previous cleaning experience is preferred but not required. • Physically fit and able to perform cleaning duties for extended periods. • Responsible for maintaining cleanliness and hygiene of assigned areas. • Able to use basic cleaning equipment and cleaning products safely. • Good understanding of workplace hygiene and safety practices. • Reliable, punctual, and responsible.	• Clean and maintain assigned areas, including floors, tables, washrooms, common areas, and workspaces. • Sweep, mop, vacuum, wipe, and sanitize surfaces as required. • Empty rubbish bins and dispose of waste properly. • Clean and replenish washroom supplies. • Maintain cleanliness of kitchen, dining, and operational areas when assigned. • Use cleaning equipment and chemicals safely and correctly. • Report any damage, defects, or maintenance issues to the supervisor.	• Working Hours: 6 days / week • Employment Type: Full Time • Location: Tuas Boulevard Yard (S)637051

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work independently with minimal supervision. • Good attention to detail and maintains a high standard of cleanliness. • Willing to work shifts, weekends, or public holidays when required.	• Follow hygiene, safety, and company cleaning procedures. • Ensure cleaning supplies are properly stored and replenished. • Perform other cleaning duties assigned by the supervisor or management.	
Coffee Maker	• Experience in coffee or beverage preparation is preferred • Basic knowledge of coffee-making equipment • Able to work in a fast-paced environment • Good hygiene and cleanliness standards • Responsible, punctual and hardworking • Able to work well independently and as part of a team.	• Prepare and serve coffee, tea, and other beverages according to customer orders. • Operate coffee machines and beverage equipment safely. • Ensure consistent taste, quality, and presentation of drinks. • Take customer orders and provide friendly service. • Maintain cleanliness and hygiene of the counter, equipment, and work area. • Replenish coffee beans, milk, cups, and other supplies. • Monitor stock levels and inform the supervisor when replenishment is required. • Handle cashier duties and payments when required. • Follow food safety and hygiene procedures. • Perform other duties assigned by the supervisor or management.	• Working Hours: 5 days / week • Employment Type: Full Time Location: 168 Kallang Way S(349253)
Dishwasher	• No prior experience required; training will be provided. • Physically fit and able to perform washing and cleaning duties. • Able to work in a fast-paced environment. • Responsible for maintaining cleanliness and hygiene in the kitchen.	• Wash and clean plates, bowls, utensils, trays, pots, pans, and kitchen equipment. • Operate dishwashing machines safely and correctly. • Ensure all washed items are properly cleaned, sanitized, dried, and stored. • Maintain cleanliness of the dishwashing area, sinks, floors, and work surfaces.	• Working Hours: 5 days / week • Employment Type: Full Time Location: 168 Kallang Way (S)349253

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Responsible, punctual, and reliable. - Able to work well as part of a team. - Willing to learn and follow instructions.	- Assist with cleaning kitchen equipment and work areas when required. - Follow food hygiene, sanitation, and workplace safety procedures. - Perform other cleaning or kitchen support duties assigned by the supervisor or management.	
Drinks Stall Assistant	1–2 years of relevant food and beverage experience is preferred. - Basic knowledge of beverage preparation is an advantage. - Good communication and customer service skills. - Able to work well as a team. - Able to work in a fast-paced environment. - Responsible, punctual, and willing to learn.	- Prepare and serve hot and cold beverages according to customer orders. - Take customer orders accurately and provide friendly service. - Handle cashier duties and process cash, card, or digital payments. - Replenish drinks, ingredients, cups, straws, and other supplies. - Maintain cleanliness and hygiene of the drinks stall, equipment, and work area. - Wash and clean utensils, containers, and beverage equipment. - Monitor stock levels and inform the supervisor when replenishment is required. - Follow food safety, hygiene, and workplace safety procedures. - Perform other duties assigned by the supervisor or management.	Working Hours: 6 days / week Employment Type: Full Time / Part-Time Location: 500 Old Chua Chu Kang Road (S)698924
Junior Business 	- Diploma or Degree in Business, Marketing, Sales, or a related field. - Previous experience in business development, sales, or customer service is an advantage. - Good communication and interpersonal skills.	- Assist in identifying new business opportunities and potential clients. - Support the preparation of quotations, proposals, and presentations. - Contact prospective customers and follow up on business enquiries.	Working Hours: 5 days / week Employment Type: Full Time Location: 122 Race

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Confident and comfortable communicating with clients. • Strong negotiation and presentation skills. • Proactive, self-motivated, and target oriented. • Good organizational and time management skills. • Able to work independently and as part of a team. • Proficient in Microsoft Office. • Willing to travel for client meetings when required.	• Maintain and update customer and sales records. • Assist in coordinating meetings, site visits, and client appointments. • Support existing client accounts and help maintain good customer relationships. • Conduct basic market and competitor research. • Coordinate with internal departments to support customer requirements. • Follow up on leads, quotations, and pending business opportunities. • Prepare simple sales reports and business development updates. • Perform other duties assigned by the Business Development Manager or management.	Course Road (S)218583
Kitchen Assistant cum Cashier	• 1–2 years of relevant kitchen or food service experience is preferred. • Basic knowledge of food preparation and kitchen operations. • Able to handle cashiering duties accurately and responsibly. • Good communication and customer service skills. • Able to work well as a team. • Able to work in a fast-paced environment. • Responsible, punctual, and willing to learn.	• Assist with basic food preparation, portioning, packing, and serving of meals. • Maintain cleanliness and hygiene of the kitchen, counter, dining, and work areas. • Wash utensils, equipment, and kitchen tools when required. • Handle cashier duties, including processing cash, card, and other payment transactions. • Take customer orders accurately and provide friendly customer service. • Replenish food items, beverages, packaging materials, and other supplies. • Ensure proper food handling, storage, and hygiene procedures are followed.	• Working Hours: 5 days / week • Employment Type: Full Time • Location: Tuas Boulevard Yard (S)637051

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist with opening and closing duties of the outlet. - Support stock checking and inform the supervisor of low-stock items. - Perform other operational duties assigned by the supervisor or management.	
Stall Assistant	- Minimum Primary/Secondary School education or equivalent. - No prior experience required; training will be provided. - Basic communication and customer service skills. - Able to work well as a team. - Responsible, punctual, and willing to learn. - Able to work in a fast-paced environment.	- Assist with food preparation, portioning, packing, and serving. - Take customer orders and provide friendly service. - Handle cashier duties and process payments when required. - Replenish food items, condiments, utensils, and packaging materials. - Maintain cleanliness and hygiene of the stall, counter, and work area. - Wash utensils, equipment, and containers when required. - Monitor stock levels and inform the supervisor when replenishment is needed. - Follow food safety, hygiene, and workplace safety procedures. - Perform other duties assigned by the supervisor or management.	Working Hours: 6 days / week Employment Type: Full Time Location: Tuas Boulevard Yard (S)637051

#4 Gayatri Restaurant

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Bartender	- Excellent interpersonal and communication skills. - Ability to work under pressure and multitask.	Prepare and serve alcoholic and non-alcoholic beverages according to standard recipes and customer preferences.	Working Hours: 48 hours / week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Friendly, approachable, and professional attitude	- Take customer orders and provide friendly, efficient and professional service. - Maintain cleanliness and hygiene of the bar counter, equipment, glassware and work areas. - Check and maintain adequate stock of beverages, garnishes, ice and other bar supplies. - Prepare cocktails, mocktails, spirits, wines, beers and other beverages accurately and consistently. - Monitor customer consumption and comply with responsible alcohol service requirements. - Assist with stock counting, inventory control and reporting of damaged or missing items. - Follow all company policies, food safety, hygiene and workplace safety procedures. - Support the restaurant team with other operational duties and maintain a professional appearance and high standard of customer service.	Employment Type: Full Time Job Type: Permanent Location: 723 East Coast Road (S)459071
Waiter	- Excellent interpersonal and communication skills. - Ability to work under pressure and multitask. - Friendly, approachable, and professional attitude	- Greet and seat customers promptly and courteously. - Present menus and explain daily specials or menu changes. - Take accurate food and beverage orders and relay them to kitchen/bar staff. - Serve food and drinks in a timely and professional manner. - Check on guests to ensure satisfaction and address any concerns. - Clear and reset tables efficiently.	Working Hours: 48 hours / week Employment Type: Full Time Job Type: Permanent Location: 723 East Coast Road (S)459071

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Handle payments and provide accurate billing. - Maintain cleanliness and organization of the dining area. - Follow all health and safety regulations.	
Restaurant Manager 	- Excellent interpersonal and communication skills. - Ability to work under pressure and multitask. - Friendly, approachable, and professional attitude	- Oversee the daily operations of the restaurant and ensure smooth and efficient service. - Manage, supervise and motivate restaurant staff to maintain high standards of performance and customer service. - Ensure food quality, service standards, cleanliness and hygiene requirements are consistently maintained. - Handle customer feedback, complaints and service issues professionally and ensure timely resolution. - Monitor restaurant sales, expenses, inventory and operational costs to support business profitability. - Prepare staff schedules and coordinate manpower requirements according to business needs. - Ensure compliance with company policies, food safety regulations, workplace safety requirements and other applicable standards. - Conduct staff training and provide guidance to improve service quality, product knowledge and operational efficiency. - Monitor stock levels, coordinate with suppliers and ensure proper storage and handling of food, beverages and supplies.	Working Hours: 48 hours / week Employment Type: Full Time Job Type: Permanent Location: 1 Claymore Drive (S)229594

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Prepare operational reports and work closely with management to implement improvements and achieve business targets.	

#5 Robotics & AI / G Bell Mobiles

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Customer Service Manager 	- Good customer service and communication skills. - Strong problem-solving skills. - Experience in handling customer enquiries and complaints. - Ability to supervise and manage staff.	Manage customer enquiries, resolve complaints, supervise customer service staff, and ensure high-quality service in the mobile shop.	Working Hours: 5 days / week 11am- 7pm Employment Type: Full Time Location: 192 Serangoon Road (S)218066
Senior Advanced Software Engineer 	- Minimum 2 years of relevant software development or technical experience. - Knowledge of mobile devices, software systems and troubleshooting. - Experience in developing, maintaining and troubleshooting software applications. - Familiarity with Android/iOS platforms and mobile technologies. - Strong problem-solving and analytical skills. - Able to provide technical support for sales, inventory and mobile retail systems.	Develop and maintain software solutions for mobile retail operations, troubleshoot technical issues, manage mobile device systems, and provide technical support for sales, inventory and customer service operations.	Working Hours: 5 days / week 11am- 7pm Employment Type: Full Time Location: 192 Serangoon Road (S)218066

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Good communication skills and ability to work independently.		
Shop Sales Manager 	- Minimum 1 year of experience in mobile phone retail or sales management. - Strong knowledge of mobile phones, accessories and related products. - Experience in supervising and motivating sales staff. - Able to achieve sales targets and implement effective sales strategies. - Good customer service, communication and negotiation skills. - Able to manage daily shop operations and inventory. - Strong leadership and problem-solving skills.	Manage daily mobile shop sales operations, supervise sales staff, achieve sales targets, handle customer enquiries, monitor inventory, and ensure excellent customer service. Develop sales strategies and support the team in promoting mobile phones, accessories and related products.	Working Hours: 5 days / week 11am- 7pm Employment Type: Full Time Location: 192 Serangoon Road (S)218066
Technical Manager 	- Minimum 3 years of experience in mobile phone repair and technical operations. - Strong knowledge of mobile phone hardware and software troubleshooting. - Experience in diagnosing and repairing smartphones and electronic devices. - Good technical problem-solving and communication skills. - Ability to supervise and manage technical staff. - Knowledge of mobile phone testing,	- Manage and supervise technical operations of mobile phones and electronic devices. - Diagnosing and troubleshoot hardware and software issues. - Oversee mobile phone repair, testing and maintenance activities. - Provide technical support to customers and staff. - Manage technical inventory, tools and equipment. - Ensure quality and timely completion of repair and technical services.	Working Hours: 5 days / week 11am- 7pm Employment Type: Full Time Location: 192 Serangoon Road (S)218066

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	maintenance and repair procedures.		

#6 Worldwide Hotels Management

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Duty Manager 	Able to commit on shift basis including weekends and public holidays	- Oversee the lobby operation, ensuring that guests are handled quickly and efficiently in all their needs. - To always provide general management support throughout the hotel by monitoring guest satisfaction, service standard, security, employee activity, physical defects with main focus on front office operation. - Co-ordinates with all operations departments concerned to maintain front office function properly, (defects room, room cleanliness). - Ensure that departmental standards, policies, and procedures are maintained. - Lead a team to respond to guest complaints, special requests and ensure corrective action is taken to achieve complete guest satisfaction. - Update incident report for any critical incident such as staff / guest injury and damage to hotel properties. - Attend to guests' enquiries, problems, and complaints promptly, efficiently, and courteously to the satisfaction of guests and interest of the Hotel. - Check and ensure that the Front Office and public areas are clean, in-order and all	Working Hours: 5 days / week 12 hours a day Employment Type: Full Time Locations: 80 Marine Parade Road (S)449269

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		operating equipment is in good working order. • Conduct and ensures the neat of appearance of all Front Office team. • Participate in company's sustainability effort for the environment and being an inclusive employer.	
Front Office Executive 	• Able to commit on shift basis including weekends and public holidays	• Executes all duties related to the Hotel's front office operations, such as registration of guests during check-in, checking/verifying guests' particulars, updating of room status, departure calls/checks etc. • Cashiering duties (computing and collecting applicable rates from guests) including trial balance and shift closing. • Answering inquiries by guests (email/phone/at the counter) and render reasonable assistance/services within the expectations of keeping with excellent hospitality standards. • Ensure hotels loyalty program is promoted at least during check in and guests are implied to join it. • Maintain the privacy and confidentiality of all guests by ensuring that no details of the guests are disclosed. • Be fully conversant with hotel fire & life safety/emergency procedures. • May be tasked to execute room checks, reservations and public area check etc. as part of the Hotel's effort to offer staffs more holistic training, towards possible promotion.	• Working Hours: 5 days / week 12 hours a day • Employment Type: Full Time • Locations: 80 Marine Parade Road (S)449269

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Execute all reasonable work processes as instructed by the Company / its managers from time to time towards the smooth management / operations of the Hotel. - Experience using AI-powered workplace productivity tools (e.g. Microsoft Copilot, ChatGPT or other approved AI applications) to improve operational efficiency, reporting, communication or process automation will be an added advantage. - Participate in company's sustainability effort for the environment and being an inclusive employer.	
Guest Service Officer (Bellhop)	Able to commit on shift basis including weekends and public holidays	- Welcome guests upon their arrival at the hotel and assist them in handling their luggage and directing them to the front office reception for check-in. - Assist in the loading and unloading of guests' luggage (upon guests' arrival & departure), count the number of pieces of luggage to ensure that no luggage goes missing. - Ensure that the drive-in / driveway is always clear to facilitate loading and off-loading of luggage. - Assist guests on their transportation needs and recommend the use of hotel facilities whenever possible. - Deliver guests' correspondence and packages to rooms or wherever designated. - Ensure the workplace is clean and well always maintained.	Working Hours: 5 days / week 9 hours a day Employment Type: Full Time Locations: 80 Marine Parade Road (S)449269

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Escort guests to their rooms, explaining the facilities of the hotel etc. - Assist in driveway as required. - To report on any loss and found item. - Any other duties within reasonable scope as assigned. - Participate in company's sustainability effort for the environment and being an inclusive employer.	
Hotel Attendant	Able to commit on shift basis including weekends and public holidays	- Clean up hotel public areas including hotel entrance / lobby, washroom, car park & loading bay, staff resting area, guest lift & lift lobby, corridor & staircase, surrounding swimming pool, and gym. - Deliver hotel amenities & supplies to rooms or requested location. - Store hotel amenities & supplies in assigned location after delivered by supplier to hotel. - Receive new linen from Hotel Laundry and store properly. - Place used linen in assigned cage. - Count / Replenish linen in pantry. - Replenish cleaning agent. - Store / Maintain cleaning equipment in good condition. - Anticipate guests' needs, respond promptly and acknowledge all guests, however busy and at any time of day. - Always maintain positive guest relations. - Attend to guests for assistance with room facilities (e.g. air conditioner).	Working Hours: 5 days / week 12 hours a day Employment Type: Full Time Locations: 80 Marine Parade Road (S)449269

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Participate in company's sustainability effort for the environment and being an inclusive employer.	
Housekeeping Team Leader	Able to commit on shift basis including weekends and public holidays	- Train and support a team of attendants, fostering a positive and productive work environment. Provide motivation to ensure high performance and service standards. - Conduct regular inspections of guest rooms and public areas to ensure they meet cleanliness and tidiness standards. - Provide hands-on training for new team members and coaching for the existing team to ensure proper cleaning techniques, safety procedures, and guest service protocols are followed. - Support the superior by helping to organize daily tasks and distribute assignments, ensuring the team's operational needs are met efficiently. - Monitor and manage the inventory of cleaning supplies, linens, and amenities, ensuring the team has the necessary resources to perform their duties. - Respond promptly and professionally to guest requests and complaints, working to resolve issues to ensure a positive guest experience.	Working Hours: 5 days / week 9 hours a day Employment Type: Full Time Locations: 80 Marine Parade Road (S)449269
Maintenance Technician 	Able to commit on shift basis including weekends and public holidays	Perform hands-on repairs & general maintenance work on various systems, including M&E, plumbing & sanitary, air-conditioning,	Working Hours: 5.5 days / week 9 hours a day

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		electrical/lighting, painting, and carpentry. • Troubleshoot issues and implement effective solutions. • Ensure compliance with building and fire safety regulations. • Follow established maintenance strategies and company policies for a safe environment. • Coordinate with other departments for smooth operations. • Communicate effectively with supervisors and colleagues regarding maintenance status and issues. • Perform related ad-hoc tasks as assigned. • Able to provide support for other departments. • Experience using AI-powered workplace productivity tools (e.g. Microsoft Copilot, ChatGPT or other approved AI applications) to improve operational efficiency, reporting, communication or process automation will be an added advantage. • Participate in company's sustainability effort for the environment and being an inclusive employer.	• Employment Type: Full Time • Locations: 80 Marine Parade Road (S)449269
Reservation Officer	• Able to commit office hours	• Making reservations for customers based on their various requirements and budgetary allowances. • Ensure all information pertaining to reservations is properly entered into the system in a timely manner. • Assist in checking on room availability.	• Working Hours: 5 days / week 8 hours a day • Employment Type: Full Time • Locations: 80 Marine Parade Road (S)449269

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Process and monitor advance deposits/prepayment on reservations. • Prepare invoices and send confirmation details to customers. • Help to maximize room sales by up-selling. • Manage group reservation and rooming list. • Other ad hoc duties/projects assigned by the Manager. • Participate in company's sustainability effort for the environment and being an inclusive employer.	
Room Attendant	• Able to commit on shift basis including weekends and public holidays	• Cleans guest bathroom/bedroom. • Replenishes guestroom and bath supplies. • Replenish room amenities according to the operational standards. • Ensure security of guest rooms and privacy of guests. • Perform thorough cleaning duties. • Anticipate guests' needs, respond promptly and acknowledge all guests, however busy and at any time of day. • Always maintain positive guest relations. • Monitor and maintain cleanliness, sanitation and organization of assigned work areas. • Inspect condition of linens and replace soiled/damaged ones. • Responsible for the cleanliness and maintenance of his work area.	• Working Hours: 5 days / week 12 hours a day • Employment Type: Full Time • Locations: 80 Marine Parade Road (S)449269

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Report about any defect in room, any damage & loss of hotel supplies. • Report about any lost & found items left in checked rooms. • Update status of rooms cleaned on assignment sheet, as well as PMS by using room telephone. • Return and restock cart at end of shift. • Always maintain Trolley in good condition. • Attending Housekeeping briefing. • Participate in company's sustainability effort for the environment and being an inclusive employer.	

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Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
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Operating Hours

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Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

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