

PLQ Career Marketplace: Prepare | Pivot | Progress

18-19 June 2025

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.

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(Participating for 4 days, 18-21 June)

#1 Griffin HR Consultancy



Griffin HR Consultancy offers a comprehensive range of human resources services, including Permanent, Temporary, Head Hunting, and Contract Staffing. In addition to these core offerings, we specialize in Recruitment Process Outsourcing (RPO), Business Process Outsourcing (BPO), and Payroll Services.

Our goal is to provide businesses with strategic, end-to-end workforce solutions that are specifically tailored to meet their unique needs.

With a commitment to excellence and a focus on flexibility, we take the time to understand both our clients' goals and candidates' career goals. This allows us to deliver custom solutions that enhance productivity, drive business growth, and ensure the right fit for every position.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Outlet Manager 	<ul style="list-style-type: none"> Has working experience in Retail/ F&B Sales environment. Has minimally 1-2 years' experience in a managerial role. Able to work on weekends/ public holidays and rotating shifts. Knowledge in bakery operations and food safety standards is a plus. 	<ul style="list-style-type: none"> Assist in bakery operations such as inventory management, staff rostering, etc. Train new staff and provide support to them to ensure performance and productivity. Address and resolve customers' complaints as well as monitor customers' feedback and implement improvements. Manage opening and closing of POS and cash flow. Maintain outlet cleanliness and workplace safety. 	10 hours 37 Chin Bee Crescent, (S)619903
Business Development Executive 	<ul style="list-style-type: none"> Minimum 1 year of relevant experience in sales or business development. Strong Communicator that is comfortable with cold-calling. Applicants with no experience are welcome to apply as training will be provided. 	<ul style="list-style-type: none"> Identify and pursue potential business opportunities through market research, networking and cold-calling. Promote recruitment solutions to corporate clients and handle negotiations whenever need to. Foster and sustain strong connections with both new and existing clients by understanding their hiring needs. Collaborate with recruitment team to ensure service quality and placement success. Deliver consistent updates to management on sales performance, pipeline development, client insights, and revenue targets. 	8 hours 1 North Bridge Road, (S)179094

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Factory Manager 	<ul style="list-style-type: none"> • Minimum 2 years of experience in factory or production management. • Minimum Diploma in Engineering, Manufacturing or relevant. • Has knowledge of health, safety and compliance standards. • Familiar with production machinery and processes. • Strong leadership and problem-solving skills. 	<ul style="list-style-type: none"> • Oversee daily factory operations and meet production targets. • Lead and manage supervisors, technicians, and operators. • Plan and monitor production schedules for maximum efficiency. • Ensure quality standards and safety protocols are followed. • Coordinate with logistics, procurement, and quality assurance teams. • Schedule and supervise machinery maintenance. • Monitor stock levels of materials and finished goods. • Identify and implement process improvements. • Prepare reports on performance, output, and costs. • Lead and manage supervisors, technicians, and operators. 	<p>8 hours</p> <p>20 Cecil Street, (S)049705</p>
Maintenance Technician	<ul style="list-style-type: none"> • Minimum Nitec in Electronic/ Mechanical Engineering or relevant. • Possess Class 2 License and has access to a Motorbike for travelling. • Able to perform manual tasks. • Has basic knowledge in electrical/ mechanical/ building systems maintenance. • Prior experience in preventive maintenance/ lift industry is a plus. 	<ul style="list-style-type: none"> • Perform preventive maintenance according to schedule. • Maintain proper use of maintenance tools and ensure compliance with safety procedures and policies. • Maintain accurate records of all work performed for audit purposes. • Assist in investigation on damages and accidents and follow up on quality defects. • Maintain professional conduct and report to superiors accordingly. 	<p>8 hours</p> <p>10 Toh Guan Road, (S)608597</p>
Maintenance Support Officer 	<ul style="list-style-type: none"> • Minimum Diploma in Electrical/ Mechanical Engineering or relevant. • Has good communication and interpersonal skills. • Basic knowledge of preventive and corrective maintenance practices is a plus. • Awareness of safety regulations and 	<ul style="list-style-type: none"> • Provide technical assistance and coordinate preventive maintenance activities. • Maintain accurate reports on maintenance activities. • Liaise with equipment owners and other inter-company departments on maintenance issues. • Prepare and monitor work procedures, technical check-sheets and quotations for parts and works. 	<p>8 hours</p> <p>10 Toh Guan Road, (S)608597</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	environmental policies is a plus.	<ul style="list-style-type: none"> Supervise technicians and ensure compliance with environmental policies and safety standards. 	
Project & Logistics Assistant 	<ul style="list-style-type: none"> Minimum Diploma in Electrical/ Mechanical Engineering or Supply Chain Management. Familiar with SAP HANA, Oracle ERP and data tools (e.g. Power BI and Tableau) is a plus. Possess strong knowledge of supply chain, projects. 1 year contract role. 	<ul style="list-style-type: none"> Plan, track and report monthly project delivery schedules for assigned markets. Coordinate and liaise with internal teams for project specifications, approvals and to monitor parts delivery, resolve shortages and manage local inventory/ CKD part. Provide input to design schedules and document projects. Participate in quality and environmental audits, ensuring compliance with ISO 9001:2015 and ISO 14000 standards. Provide support on improvement in operations and project deliveries. 	8 hours 10 Toh Guan Road, (S)608597
QA Service Technician	<ul style="list-style-type: none"> Minimum Nitec in Electronic/ Mechanical Engineering or relevant. Possess Class 2 License and has access to a Motorbike for travelling. Prior experience in lift/ building maintenance is a plus. Triple-E Certification is a plus. 	<ul style="list-style-type: none"> Assist superior on technical and departmental matters. Conduct inspections on all equipment under maintenance contracts. Respond to breakdowns and investigate technical failures. Plan and implement performance improvement measures. Perform and document calibration duties. 	8 hours
Recruitment Consultant	<ul style="list-style-type: none"> Minimum 1-year relevant experience in hiring practices. Self-driven to overachieve targets/ deadlines. Possess CEI certification will be highly advantageous Applicants with no experience are welcome to apply as training will be provided. 	<ul style="list-style-type: none"> Collaborate with account managers to understand job requirements and ideal candidate profiles. Perform candidate pre-screenings to evaluate candidates's suitability against job requirements and alignment with client needs. Evaluate effectiveness of recruitment process and continuously refine strategies to increase fulfillment rates. Ensure all recruitment processes comply with applicable employment laws, regulations, and internal company policies. 	8 hours 1 North Bridge Road, (S)179094
Revenue Recovery Executive 	<ul style="list-style-type: none"> Minimum Diploma or relevant. Proficient in Microsoft Word, Power Point and Excel is a plus. 	<ul style="list-style-type: none"> Follow up with customers on outstanding payments and escalate issues with letters when needed. Compile monthly reports, prepare meeting minutes and maintain records of all payment documents 	8 hours 10 Toh Guan Road, (S)608597


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Prior experience in customer service or sales support role is a plus. 	<ul style="list-style-type: none"> Submit invoices and other required documents upon request to facilitate timely payments Liaise with internal departments to resolve issues and ensure smooth collection process Perform general administrative duties and ensure confidentiality 	
Sales Consultant (Fashion & Tailoring)	<ul style="list-style-type: none"> Minimum 6 months experience in sales or related industry (bridal/menswear). Proficient in English and Mandarin to effectively communicate with Chinese-speaking clients. Able to commit to work on Saturdays (half day). Good sense of fashion style is a plus. 	<ul style="list-style-type: none"> Engage with walk-in customers and build rapport to sell services and products. Stay up to date on sales trends to master product offerings. Update and follow up on customers/orders and ensure timely fulfillment to maintain client satisfaction. Achieve sales targets and perform basic housekeeping duties. 	9.5 hours 20 Cecil Street, (S)049705


#2 MCI Career Services

With over 19 years in the industry, MCI is a leading recruitment and outsourcing provider in Singapore. Our team of 100+ professionals leverages an extensive network to recruit top talent across diverse sectors. We have successfully placed over 30,000 candidates and served more than 1,000 clients. At MCI, we don't just fill positions – we elevate businesses by connecting them with the right individuals. We promise to deliver only the best services, as we are not here just to help but to make companies interesting!



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Clinic Manager 	<ul style="list-style-type: none"> Minimum 2 years' experience in operation of a GP clinic in leadership role. Ability to lead a team of full-time and part-time clinic assistants. Strong communication skills and positive attitude. Willingness to travel between clinics. Able to adapt quickly to dynamic and fluid 	<ul style="list-style-type: none"> Lead a team of Clinic Executives to ensure efficient and proper operations at our GP clinic. Ensure excellent service for our patients through leadership by example. Regularly train and ensure service proficiency amongst the Clinic Executive team. Ensure consistency of protocols including registration of patients, queue management, dispensing of medications, invoicing and collection of payment, submission of claims, 	2 shifts, 6 days, 44 hours Location: East


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>situations and environment.</p> <ul style="list-style-type: none"> Familiarity with claims and/or usage of Plato CMS an advantage. 	<p>management of drug inventory and general housekeeping.</p> <ul style="list-style-type: none"> Perform duties of regular clinic assistants, including registration, dispensing, collection of payment, claim submission, chaperone, clinical procedures. Manage medication, consumables and equipment including ordering, stock taking, and general housekeeping. Manage rosters for Clinic Executives and Doctors. Ensure compliance with MOH and PHMC guidelines. Oversee performance of clinic in consultation with senior management. Perform and support in any other duties as assigned. 	
Customer Relations Manager 	<ul style="list-style-type: none"> Minimum 1 year of customer service experience, preferably in the sustainability or agriculture industry. Strong communication and interpersonal skills, ability to build connections and partnerships to deliver results. Ability to thrive in a fast-paced and ambiguous start-up environment. Ability to work independently and in a team environment. Proficient in Microsoft Office. Read and write in English and Mandarin to communicate with customers. Experience in project management is a plus. Diploma in Business Administration or related field. 	<p>Singrass builds sustainable, green, and ecological indoor spaces to improve mental and physical well-being. We are committed to providing green and innovative technological solutions to construct a harmonious urban ecosystem and contribute towards the SG Green Plan 2030 and Singapore's "30 by 30" vision for food production.</p> <ul style="list-style-type: none"> Will be responsible for the acquisition of new clients, developing and maintaining relationships with customers. Ensuring customer satisfaction and resolving customer complaints. Will be required to act as a representative of Singrass at industry trade shows, conferences and events, and be required to speak at such events when required. Will also be responsible for managing customer data and coordinating with other departments to provide optimal customer service. 	<p>Office hours</p> <p>Location: East</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Essential Service Technician	<ul style="list-style-type: none"> Nitec 	<ul style="list-style-type: none"> Manage Main Stock, check and update stock list. Sending / Collecting tools within plant. Engine Receiving for input, unload engine, unzip bag, transfer engine, arrange bag and send for inspection and park engine stand. Moving Engine stand to external warehouse storage. Sending and collecting serviceable parts and new parts for build. Maintain and update location plan of all chemical cabinets location. Maintain and update inventory list for chemical cabinets. Maintain Engine Yard 5S to operating rules. 	Shift: 6.30am-4.15pm. 4pm-1.45am. Location: East
HR & Admin Coordinator 	<ul style="list-style-type: none"> Working knowledge of the English Language, both in the written and oral aspect. Good numerical skills. Well-groomed with a pleasant disposition. A team player with a good attitude and interpersonal skills. Excellent communication skills and able to provide good customer service. Proficient in Microsoft Office especially Power Point, Excel, Word and IT savvy. 	Receptionist Duties: <ul style="list-style-type: none"> Answer phone calls and direct calls to appropriate parties. Be the first line of contact for external visitors and determine the type of access for the visitors, including directing visitors to the respective Satair employees. Sort, distribute and open all non-confidential mails for the respective departments. Record all outgoing mails, parcels, documents. Read and analyze incoming mails, faxes and reports to determine their significance and plan their distribution. Sort and email invoices to customers. Order and post calendars, greeting cards, name cards etc. Manage door access cards for the facility, including issuance and collection and photo taking of new employees. Conduct periodic inspection of office facility and submit quarterly reports including on the spot reports of repair/maintenance needs to respective vendor and relevant process owners. Visitor screening. Office Administrative Duties	Office hours Location: East

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensure an adequate supply of office materials including stationery and office supplies according to the general procurement process. Billing and Invoicing: Prepare and issue Purchase order, process payments, and maintain accurate financial records for all HR & Admin related items. HR Coordination Duties. Provide travel advisories. Any other administrative duties as and when assigned. 	
Logistics Officer	<ul style="list-style-type: none"> 1-3 years' experience Higher Nitec/ Diploma 	<ul style="list-style-type: none"> Manage and coordinate the entire shipment process for customers. Attend to customers' enquiries/ complaints. Ensure Export / Import operations run smoothly. 	8.75 hours Location: East
Manufacturing Operator	<ul style="list-style-type: none"> Minimum Primary education. Experience in manufacturing preferred. Able to follow basic job instructions. Good eyesight. Able to stand for long hours. Fit to work and carry heavy weight. Basic understanding of English preferred. Minimum commitment period: 3 months and above (possibility extendable). 	<ul style="list-style-type: none"> Check assembles of electronic components/parts. Picking & Packing. Sort/test of components/parts. Assemble according to instructions given. Housekeep work stations. Report any problem to the line leader supervisor. Any other ad-hoc duties as assigned by superior. <p>Remark: During PI (stocktake), likely in June no work assigned. Early release is given during fasting period however the pay will be still paying full day shift till 5.50pm.</p>	Day Shift: Monday to Friday from 8.20am to 5.50pm Night Shift: Monday to Thursday from 5.50pm to 5.50am. Location: East
Production Planner 	<ul style="list-style-type: none"> Minimum 2 years of relevant work experience in electronics manufacturing industry. Able to communicate and work closely with internal customers, buyer and sub-contractors. Experience with ERP system. 	<ul style="list-style-type: none"> Plan materials requirement according to production schedule and to ensure optimal inventory levels. Monitor production schedule to meet delivery requirements. Work closely with Testing team and arrange production staff to work according to schedule. 	Office hours Location: North- East

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Diploma in Manufacturing/ Production/ Electronics Engineering. 		
Senior Cell Leader 	<ul style="list-style-type: none"> At least 5 to 7 years of production/ operations experience in a manufacturing environment. At least 3 years' experience in a supervisory capacity managing a team of technicians. Strong leadership skills and ability to communicate effectively with support groups and other departments. 	<ul style="list-style-type: none"> Lead and motivate production team engaged in machining/assembly of precision and complex parts to meet schedules for the various operations supporting customer requirements. Lead and support employee development through selection/talent acquisition, performance management, training/development and coaching/mentoring of cell associates in alignment with business goals and objectives. Recognizes and rewards employees for their efforts to drive results. Maintain a safe, organised and clean work environment by setting and driving 6S standard. Manage daily production, capacity planning and machine optimisation. Support and participate in Lean/Kaizen initiatives. Communicate, coordinate and interface with other cells for parts process flow & resolving problems in timely manner. Proper and accurate updating of ERP system (Syteline). Responsible for respective consumable spending, delivery metrics, capacity planning, risk assessment, Total Productive Maintenance (TPM), and Overall Equipment Efficiency (OEE). Conduct routine cell and toolbox meetings with effectively. Responsible for maintaining a motivated and disciplined workforce and promote a positive working environment to improve employee morale. Provide direction and guidance to cell associates and their activities for assigned area/shift. Coordinate with cross functional teams in resolution of any issue that may impact production/quality. 	Office hours Location: East



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Identify opportunities for production efficiency improvement and reduction in waste. Build partnership and work collaboratively with others to meet shared goals and objectives. Build strong-identity teams that apply their diverse skills and perspectives to achieve common goals, for example clear, concise and professional in communication, listening with interest with what others have to say. Responsible for management and resolution of Cell associates' grievances and disciplinary issues in a timely, fair and consistent manner. Manage attendance, leave schedule, overtime and conduct annual performance review for cell associates. Organize and schedule overtime to ensure that it is within the statutory limit. Perform related duties as assigned. 	
Site Supervisor 	<ul style="list-style-type: none"> Higher NITEC or equivalent is required. Minimum 3 years of relevant experience in a similar field. Valid LEW certification is preferred. Basic knowledge relating to Electrical and Instrument equipment is required. Good reading, writing and verbal communication skills are required. Technical report writing techniques. Able to read the schematic diagrams. Willing to work at island wide customer sites. 	<ul style="list-style-type: none"> Create solutions to complex technical problems in a variety of Industries. Do field / bench Calibration and collect data. Calculate calibration range, mA, required output and accuracy before doing calibration and record the result during calibration. Inspect products and process for flaws and identify areas of improvement. Arrange to calibrate Master test equipment in due time. Analyze and compile technical and statistical information and prepare report. 	Office hours Location: East
Stamping Process Engineer 	<ul style="list-style-type: none"> Possess a Diploma in Mechanical / Production or NTC II in tool and die making. 	<ul style="list-style-type: none"> Analyze, troubleshoot and resolve stamping related problems systematically to achieve productivity, quality and cost targets. 	Office hours Location: East

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> For diploma holders: Minimum of 5 years' experience in high-speed stamping environment. For NTC II holders: Minimum of 15 years' experience in die maintenance and stamping. Taking initiative and contributing innovative ideas are advantageous to this position. Good analytical skills and time management capability. Able to read and interpret die and part drawing. Possess good knowledge in metal forming and die making / die maintenance. Able to work under tight schedule. Able to plan work systematically. Able to analyze problem for solution with minimum effort and time. Experience in running mass production of precision parts is advantageous. Good interpersonal and communication ability. Pleasant personality and a team player Leadership. 	<ul style="list-style-type: none"> Assist in stamping tool design reviews for new product development. Work closely with the Production Team to achieve set goals and targets. Establish process capability, optimum parameter setting, mill cost, Bill of Material (BOM) and work instruction for dies and processes. Identify / propose cost reduction program / upgrading to achieve quality and competitive cost to meet present and future stamping requirements. Provide technical guidance / training to Toolmakers / Production Technicians to ensure effective operations of the area. Train and lead a team of Toolmakers and Production Technicians. Work to comply with safety requirements and maintain safe working habits. 	
Storekeeper	<ul style="list-style-type: none"> 1-3 years' experience 	<ul style="list-style-type: none"> General warehouse duties 	8.5 hours Location: East
Test Engineer 	<ul style="list-style-type: none"> Nitec & above qualification in engineering with at 	<ul style="list-style-type: none"> Assist engineer to carry out all the Test related activities, to support & 	12hrs shift (rotating between

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	least 1-3 years of working experience in testing and debug environment. <ul style="list-style-type: none"> • Good team player. • Ability to work with Peers, engineers, and superiors. • Able to multi-task & work under pressure. • Perform shift work. • Good understanding of test methods and concepts. • Knowledge of programming and debugging skills. 	implement different product configuration setup. <ul style="list-style-type: none"> • To test, analyze and perform troubleshooting on product failures and work closely with process and test engineers on yield improvement. • Participate in the Kaizen activities. • To update test tracking records. • To prepare and update. • To provide training over W/I to New Hiring. • To support the NPI Process and production runs. • Participate in ISO activities (implementation & maintain). 	afternoon & night) Location: East
Trainee Technician	<ul style="list-style-type: none"> • Nitec/ Higher Nitec/ Diploma holders. 	<ul style="list-style-type: none"> • Perform troubleshooting, repair, and overhaul of aircraft engines. • Dismantle aircraft engines. • Testing and maintenance of engine equipment. • Perform simple operational checks on aircraft system. 	Shift: 6.30am-4.15pm. 4pm-1.45am Location: East
Warehouse Assistant	<ul style="list-style-type: none"> • Minimum secondary level. • At least 1 year working experience in related field. • Able to read, write, speak basic English and possess basic Mathematical skill. • Basic computer literacy is advantageous. • Able to handle 10 to 20kgs of load. • Physically fit. • Minimum commitment period: 3 months and above (possibility extendable). 	<ul style="list-style-type: none"> • Facilitate the daily operation of the warehouse. • Issue and collect production materials timely. • Perform daily check and count for stock accuracy. • Ensure well maintenance and good housekeeping within the warehouse. • Stock up and label all goods correctly. • Receive goods and pack accordingly. • Report immediately of any parts/stock defects or discrepancy in quantity. • Observe all safety rules and compliance with all procedures. • Any general ad-hoc duties as assigned by superior. <p>Remark: During PI (stocktake), likely in June no work assigned. Early release is given during fasting period however the pay will be still paying full day shift till 5.50pm.</p>	Day Shift: Monday to Friday from 8.20am to 5.50pm. Night Shift: Monday to Thursday from 5.50pm to 5.50am. Location: East

#3 Ya Kun Kaya Toast

From its humble beginnings as a modest coffee stall in the 1940s, the name of Ya Kun has become synonymous with unparalleled kaya toast and irresistibly fragrant coffee and tea, enjoyed amidst a cosy atmosphere.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Area Manager 	<ul style="list-style-type: none"> Proven experience managing multiple F&B outlets with strong operational knowledge. Excellent leadership and team management skills. Willingness to travel between outlets and work flexible hours, including weekends. 	<ul style="list-style-type: none"> Oversee daily operations of multiple F&B outlets to ensure quality, efficiency, and compliance with hygiene standards. Lead and train staff to achieve service excellence and meet sales targets. Manage customer complaints and feedback to ensure prompt resolution and satisfaction. Monitor budgets and implement strategies to optimize cost control and profitability. Collaborate with management and provide performance reports to support business goals. 	6 Day work week (44 hours) Islandwide
Junior Graphic Designer 	<ul style="list-style-type: none"> Collaborate with Marketing to create engaging campaign and event content. Proofread to ensure accuracy and quality. Assist in producing company materials and campaign photoshoots. Ensure designs align with corporate identity consistently. Maintain and organize records of all design work. Manage multiple projects efficiently in a fast-paced environment. Perform additional tasks as assigned. 	<ul style="list-style-type: none"> Collaborate with Marketing to create engaging campaign and event content. Proofread to ensure accuracy and quality. Assist in producing company materials and campaign photoshoots. Ensure designs align with corporate identity consistently. Maintain and organize records of all design work. Manage multiple projects efficiently in a fast-paced environment. Perform additional tasks as assigned. 	Mon - Fri Office Hours The Alexcier -237 Alexandra Road, (S)159929
Outlet Trainee Manager	<ul style="list-style-type: none"> No experience required – training provided. Willing to handle hot food/equipment and rotate across all stations. Team player with a positive attitude and good customer service mindset. Able to work 6 Days work week. 	<ul style="list-style-type: none"> Operate POS system, handle payments, and prepare eggs/beverages/toasts per SOP. Prepare food and desserts according to SOP, ensuring quality, hygiene, and food safety. Greet and serve customers, handle feedback positively, and maintain cleanliness. 	6 Day work week (44 hours) Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Manage inventory, and assist in all outlet duties. Support team members and perform other ad-hoc tasks as needed. Supervise staff, manage outlet operations, stock, and scheduling. 	
Pastry Cook	<ul style="list-style-type: none"> At least 1 year' experience in pastry production or similar capacity and relevant experience preferred. Physical fit. Heavy items to carry daily. Able to work in a fast-paced environment and multitask. Must be able to communicate in Mandarin as need to work with mandarin speaking only colleagues/ suppliers. Highly motivated and able to work independently and a good team player. Product knowledge on baking and pastry making in fundamental technique. 	<ul style="list-style-type: none"> Assist daily production to meet outlet orders. Ensure strict adherence to AVA food hygiene and safety regulations. Check item quality, store properly, and minimize wastage. Control inventory and report stock levels, mise-en-place schedule, and maintenance issues to Pastry Chef. Collaborate with colleagues for smooth operations. 	6 Day work week (44 hours) 8A Admiralty Street, (S)757437
Procurement Manager 	<ul style="list-style-type: none"> A minimum of a Degree in a relevant field. Prior experience in procurement, inventory, logistics and vendor management is preferred. Possess strong negotiation, communication and interpersonal skills. Analytical with attention to details and problem-solving ability. Able to multitask, work under pressure and meet deadlines. Proficient in Microsoft Office. 5 days' work in office. 	<ul style="list-style-type: none"> Negotiate favorable terms for materials, supplies, and services from local and international suppliers. Maintain strong relationships with key suppliers and ensure smooth delivery and service levels. Evaluate and select suppliers based on performance, quality, pricing, timelines, and support. Collaborate with departments to manage inventory and maintain optimal stock levels. Oversee retail product development and sales across B2B and B2B2C channels. Coordinate with internal teams to address operational challenges and improve processes. Support management with ad hoc tasks, special projects, reports, and new initiatives. 	Mon - Fri Office Hours The Alexcier -237 Alexandra Road, (S)159929


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Production General Worker	<ul style="list-style-type: none"> Physical stamina Attention to detail Teamwork and adaptability to operate machinery Ensure quality and safety in a fast-paced environment problem-solving Multitasking Machine operation Inventory management 	<ul style="list-style-type: none"> Handling production equipment (e.g. operation, maintenance). Assembling and inspecting machinery parts. Monitoring product shipment. 	<p>Compressed work schedule</p> <p>8A Admiralty Street, (S)757437</p>
Senior Executive, Business Development (Leasing) 	<ul style="list-style-type: none"> Sales and Negotiation Skills Market Research and Analysis Strategic Planning Relationship Building and Networking Project Management 	<ul style="list-style-type: none"> Conduct market research on new product developments, trends, differentiation, and competition to support innovation. Assist in product sourcing for testing and feedback. Collaborate with stakeholders on product roadmap, strategy, and implementation. Support product reviews, marketing initiatives, and campaign inputs. Ensure KPI achievement and resolve implementation challenges. 	<p>Mon - Fri Office Hours</p> <p>The Alexcier -237 Alexandra Road, (S)159929</p>
Service Crew (Full-time/ Part-time)	<ul style="list-style-type: none"> Physically fit. No experience is required but must have positive attitude and be prepared to work hard. Customer-centric, service-oriented and a team player. Able to commence work at short notice will be an advantage. 	<ul style="list-style-type: none"> Operate outlet stations & prepare food/beverages. Toasting, brewing, cooking, cashier duties & general cleaning. Ensure compliance with NEA safety & hygiene standards. Deliver great customer service & maintain product quality. Support the team with other tasks as assigned. 	<p>Full-time: Rotating Shift - 6 Day work week (44 hours)</p> <p>Part-time: Flexible Schedule</p> <p>Islandwide</p>

(Participating for 2 days, 18-19 June)

#1 Beijing 101 Hair Consultants

Beijing 101 Hair Consultants, being Singapore's No. 1 Preferred Hair Treatment Centre, is dedicated to provide the best hair care experience for our customers.

At Beijing 101 Hair Consultants, we have a prescribed range of hair care products to treat different types of hair conditions, including hair loss. Developed by accomplished TCM Physicians, our time-tested hair care programmes use only Premium-grade Chinese herbs. Our professional products are not available off the shelves; they can only be prescribed by our Hair Care Consultants, who will constantly review your progress to ensure that you benefit from the products that are most suited to your individual hair and scalp condition.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Branch Manager 	<ul style="list-style-type: none"> • 5 years relevant working experience with proven KPI achievement in a similar industry. • Strong communication and interpersonal skills. • Bilingual and able to converse with Chinese speaking clients. • Able to deliver results under pressure and in a dynamic working environment. 	<p>This role reports to Operations Manager/ Group Manager and is responsible to achieve outlet KPI and outlet management.</p> <ul style="list-style-type: none"> • Lead the Outlet Team in achieving Outlet KPIs. • Achieve PERSONAL and OUTLET Targeted KPIs. • Evaluate progress against KPI, identify and implement the solutions. • Responsible for daily outlet operations such as handling of customer complaints, motivate staff morale, provide guidance & coaching to staff, outlet paper works, etc. • Responsible in managing Outlet Personnel Duties and Responsibilities. • Manage Outlet Human Resources responsibilities (inclusive Annual Leaves, Shifts). • Train, mentor and coach outlet staff to develop and maximize their performance. • Leading the outlet staff in philosophy learning and application so as to enhance team efficiency. • Any other duties that may be assigned to the Employee from time to time. 	11am to 9pm, retail hours

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Officer	<ul style="list-style-type: none"> • Able to work retail hours including weekends and PHs. • Basic knowledge of Microsoft Excel. • Good interpersonal and communication skills. • Customer service oriented. • Team Player with Positive Attitude. • Preferably with experience. • No Experience are welcome as training will be provided. 	<ul style="list-style-type: none"> • Attend to all customers' call in/walk in enquiries • Fixing, rescheduling and reminders on customer appointments • Perform invoicing and cashiering duties (payment/daily settlement) • Reports data entry & consolidation for submission 	11am to 9pm, retail hours
Hair Specialist	<ul style="list-style-type: none"> • Able to work retail hours including weekends and PHs • Sales experience preferably in beauty industry • Great communication skills • Willing to learn 	<ul style="list-style-type: none"> • Provide professional consultation on hair and scalp • Advise customers on the possible treatments and solutions after analysis • Perform full hands-on treatment • Perform General duties including answering phone calls, handle point of sales system when needed. • Provide after treatment follow up with customers 	11am to 9pm, retail hours
Roadshow Consultant	<ul style="list-style-type: none"> • Able to work retail hours including weekends and PHs • Willing to learn • Interpersonal skills • Enjoy communicating with people 	<ul style="list-style-type: none"> • Achieve personal and group Targeted KPIs in number of vouchers sold • Achieve personal turn up consult rate • Perform Roadshow's site set up • Participate in daily review meeting (DRM) to follow up on individual progress • Compliance with daily / weekly documentation (ie daily sales report, monthly duty roster, equipment checklist, etc.) • Housekeep the Roadshow venue 	11am to 9pm, retail hours
Therapist	<ul style="list-style-type: none"> • Able to work retail hours including weekends and PHs • Willing to learn • Interpersonal skills • Customer service oriented • Team Player with Positive Attitude • All are welcome Preferably with experience. No Experience are welcome as training will be provided. 	<ul style="list-style-type: none"> • Conduct full treatment services (head massages, treatments, wash & blow styling). • Provide quality customer services and maintain high standard of professionalism. 	11am to 9pm, retail hours

#2 Cleaning Concept

Cleaning Concept Pte. Ltd. is a wholly-owned subsidiary of the FairPrice Group, established in October 2019 and headquartered at FairPrice Hub, Joo Koon. The company specializes in integrated commercial and industrial cleaning services, offering general cleaning, and dishwashing services across sectors like food & beverage (hawker centres, coffee shops), retail (FairPrice supermarkets), office spaces, and warehouses.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Dishwasher	<ul style="list-style-type: none"> Physically Fit 	<ul style="list-style-type: none"> Wash, rinse, and sanitize dishes, utensils, trays, and cookware used by food stalls. Operate commercial dishwashing equipment or hand-wash items when necessary. Sort and return cleaned items to the appropriate stalls or storage areas. Ensure dishwashing area is kept clean, dry, and free of hazards. Dispose of food waste and follow hygiene protocols for waste management. Assist with basic cleaning tasks in the kitchen or stall area if required. Follow food hygiene and safety regulations set by NEA. Work efficiently during peak hours to support smooth kitchen operations. 	44 hours Islandwide
General Cleaner	<ul style="list-style-type: none"> Physically Fit 	<ul style="list-style-type: none"> Maintain cleanliness of supermarket floors, aisles, entrances, and restrooms. Sweep, mop, and vacuum retail and non-retail areas as per cleaning schedule. Wipe down shopping baskets and trolleys. Empty trash bins and manage waste disposal following hygiene standards. Replenish cleaning supplies and inform supervisor of stock levels or equipment issues. Respond promptly to spills or hazards to ensure customer and staff safety. Follow workplace safety and health guidelines at all times. Assist in general upkeep to ensure a clean and welcoming shopping environment. 	44 hours Islandwide
Indoor Cleaner	<ul style="list-style-type: none"> Physically Fit 	<ul style="list-style-type: none"> Perform daily cleaning of residents' rooms, hallways, restrooms, and common areas. Sanitize high-touch surfaces such as handrails, doorknobs, and lift buttons to prevent infection. Empty trash bins and handle waste disposal in accordance with healthcare hygiene standards. Clean and disinfect bathrooms and ensure they are stocked with supplies. Refill soap dispensers, paper towels, and other cleaning materials as needed. 	44 hours Islandwide


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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Report maintenance issues, spills, or hazards to the supervisor promptly. Follow infection control protocols and use cleaning agents safely and properly. Show respect and sensitivity when cleaning in occupied rooms or near residents. 	
Supervisor	<ul style="list-style-type: none"> Physically Fit 	<ul style="list-style-type: none"> Supervise and coordinate daily cleaning operations. Assign tasks to cleaners and ensure job completion and quality. Conduct on-site inspections and maintain cleanliness standards. Train new staff and enforce safety and hygiene protocols. Communicate with clients or operation managers regarding requirements or feedback 	44 hours Islandwide
Tabletop Cleaner	<ul style="list-style-type: none"> Physically Fit 	<ul style="list-style-type: none"> Clean and sanitize tables and chairs in dining areas (e.g., food courts, hawker centres). Wipe spills promptly and maintain a tidy eating environment. Dispose of leftover food and used utensils in designated bins. Assist in arranging chairs and maintaining orderly table layouts. Report any safety or hygiene issues to supervisors. 	44 hours Islandwide


#3 DXC Technology Services Singapore

DXC Technology (NYSE: DXC) helps global companies run their mission-critical systems and operations while modernizing IT, optimizing data architectures, and ensuring security and scalability across public, private and hybrid clouds. The world's largest companies and public sector organizations trust DXC to deploy services to drive new levels of performance, competitiveness, and customer experience across their IT estates. Learn more about how we deliver excellence for our customers and colleagues at [DXC.com](https://www.dxc.com).

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Account Manager (Client Partner) 	<ul style="list-style-type: none"> Minimum 4 to 5 years in IT services sales experience. Ideal candidate to possess public sector experience with good networks and connections. Experience in managing accounts with a focus on farming. Account/cluster planning with the ability to come up 	<ul style="list-style-type: none"> Manage client accounts, ensuring that client needs are met, and solutions are delivered effectively. Support the development and execution of account strategies and contribute to profitable growth. Maintain regular client communication, building strong relationships and delivering exceptional customer service. 	9am - 6pm 1 Depot Close, (S)109841

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>with propositions on how to grow the cluster (strategic planning).</p> <ul style="list-style-type: none"> Financial Planning & Forecasting. Bachelor's degree in a relevant field or equivalent combination of education and experience. Demonstrated success in account leadership roles, meeting or exceeding sales and revenue objectives and building client relationships. Leadership and strategic planning capabilities, effective communication skills, and a history of contributing to business growth. A continuous learner that stays abreast with industry knowledge and technology. 	<ul style="list-style-type: none"> Collaborate with cross-functional teams to execute account-related projects successfully. Identify and pursue upsell and cross-sell opportunities to grow the account portfolio. Participate in preparing and delivering client reports and presentations. Actively monitor industry trends and adapt account strategies accordingly. Support and mentor junior account management professionals in their growth. 	
Infrastructure Engineer 	<ul style="list-style-type: none"> Diploma/Degree in Information Technology/ Computer Science/ Computer Engineering or equivalent. Working experience in Linux and Windows system. Strong implementation and administrative skillsets for Linux and Windows. Good knowledge of MS-SQL and open-source solutions such as JBoss, Docker containers and Kubernetes container orchestration. Prior experience providing enterprise-wide on-premises systems support. Possess analytical mindset. Possessed initiative that would improve productivity and efficiency. Must be a Singaporean citizen due to G50 security clearance requirements by the client. 	<ul style="list-style-type: none"> Responsible for the configuration, administration, monitoring and daily maintenance of enterprise-wide application such as Oracle, MS-SQL, Apache HTTPd, Apache Tomcat, JBoss, Websphere Application Servers, Kubernetes, Kafka, IBM-MQ. Interact with Software Development and infrastructure teams to implement application solutions and troubleshoot technical issues. Interact with software, network and infrastructure administrators to seamlessly solve technical issues. Troubleshooting web, middleware and database environments. Identify potential and real performance bottlenecks within web environments. Using troubleshooting methods to differentiate between an infrastructure or environment problem. Constantly update documentation as necessary to reflect system setup and environment. 	<p>12 hours rotating shift</p> <p>1 Depot Close, (S)109841</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To handle escalation seamlessly to avoid any gaps that may arise to meet or exceed SLA. To utilise ITSM process and tool support. 	
Infrastructure Operation Specialist 	<ul style="list-style-type: none"> Diploma/Degree in Information Technology/ Computer Science/ Computer Engineering or equivalent. Working experience in Linux and Windows system. Knowledge or work in environment using Azure or AWS a plus. Strong implementation and administrative skillsets for Linux system especially RedHat. Good knowledge of open source cloud Platform-as-a-Service, Infrastructure-as-a-Service (PaaS and IaaS) , solutions like Red Hat OpenShift Container Platform and related technologies like Docker containers and Kubernetes container orchestration. Prior experience providing enterprise-wide support, including OpenShift, private/public cloud and on-premises and systems support. Possess analytical mindset Possessed initiative that would improve productivity and efficiency. Must be a Singaporean citizen due to G50 security clearance requirements by the client. 	<ul style="list-style-type: none"> Responsible for the installation, configuration, administration, monitoring and daily maintenance of enterprise-wide application such as Apache HTTPd, Apache Tomcat, JBoss , Websphere Application Servers, Kubernetes, Kafka, IBM-MQ. Interact with Software Development and infrastructure teams to define hardware requirements required to implement application solutions and troubleshoot technical issues. Interaction with business units and project managers to solve variety of business - technical issues. Interact with software, network and UNIX infrastructure administrators to seamlessly implement solutions to complex technical issues. Evaluate and select middleware technology based on application design needs proof of concept design studies. Troubleshooting web and middleware environments. Identify potential and real performance bottlenecks within web environments. Using troubleshooting methods to differentiate between an infrastructure or environment problem VS. Administration of Web environments. Advanced Web/Java troubleshooting (analyzing heapdumps, threaddumps). Constantly update documentation as necessary to reflect system setup and environment. To handle escalation seamlessly to avoid any gaps that may arise to meet or exceed SLA. To utilise ITSM process and tool support. 	<p>12 hours rotating shift</p> <p>1 Depot Close, (S)109841</p>
Servicedesk Agent	<ul style="list-style-type: none"> Ability to communicate at all levels, both technically and non-technically. 	<ul style="list-style-type: none"> Answer contacts promptly and professionally. 	12 hours rotating shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Professional & confident. Good time management skills. Excellent communication (written and oral) and listening skills. Ability to perform well as part of a team under direct supervision. Strong customer focus with prior experience in a customer service role. Strong interpersonal skills. Analytical and diagnostic skills. Desire to work in a rapidly changing environment. Demonstrated ability to prioritize tasks and work under pressure. Demonstrated ability to actively participate and work within a team. Demonstrate ability to appropriately deal with difficult clients and situations with the ability to negotiate mutually satisfactory outcomes. Ability to comprehend and uphold DXC Policies and Procedures. Adherence to 24 X 7 roster. 	<ul style="list-style-type: none"> Log/Validate all contacts Call Handling Database. Resolve a high percentage of customer problems using the relevant tools and systems. Manage end to end all calls logged, providing regular updates to customers on call status. Complete follow-on actions as appropriate. Invoke Escalation Procedures within defined time frames. Adhere to account Policies & Procedures. Work to achieve individual and team goals. Protect confidential and sensitive information and materials. Observe strict compliance to licensing, copyright and trademark legislation. Accomplish other duties as required. Adhere to all DXC Policies & Procedures – Including Security and SOBC. 	1 Depot Close, (S)109841
ServiceNow Developer 	<ul style="list-style-type: none"> 5+ years of experience working with the ServiceNow platform, with a focus on ITOM modules. Strong understanding of Discovery, Service Mapping, and Event Management principles and best practices. Experience in Observability a plus. Experience in configuring ServiceNow workflows and forms. Experience with creating and maintaining 	<ul style="list-style-type: none"> Configure the ServiceNow platform to meet the organization's ITOM requirements. Design and implement workflows, forms, and automation scripts to optimize ITOM processes. Configure observability tools to inform on user behavior, system availability, capacity, etc. to ensure that everything is performing optimally. Proven experience as a ServiceNow Developer with at least 5 years software development experience and can demonstrate strong development skills in the areas of ITSM/ITOM. 	9am - 6pm 1 Depot Close, (S)109841

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>ServiceNow objects like tables, business rules, client scripts, UI actions, UI policies, script includes, workflows etc.</p> <ul style="list-style-type: none"> • Experience with User Management including groups, users, roles, ACLs, etc. • Excellent problem-solving and communication skills. • Relevant certifications in ServiceNow (e.g., ServiceNow Certified Implementation Specialist) is a plus. 	<ul style="list-style-type: none"> • Experience in setting up and managing out of the box applications. • Proven experience of ServiceNow system administration. • Ability to demonstrate experience with determining the best possible solution. • Must be comfortable working independently with minimal oversight as well as comfortable working in a team setting swarming and peer programming. • Excellent problem solving and analytics skills, with proven experience of requirements gathering and translating requirements into technical deliveries. • Demonstrate excellent communication skills and be confident presenting ideas and designs to different stakeholder levels. 	

#4 Genki Sushi Singapore


With over 20 outlets island-wide and more to come. Focusing on Kaiten (revolving) sushi, a concept pioneered by the brand's founder Fumio Saito, Genki Sushi prides itself on offering quality and contemporary Japanese cuisine at an excellent value. We're excited to invite enthusiastic individuals to join our expanding team. We offer a dynamic and rewarding work environment that spans multiple concepts in the food industry.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cook	<ul style="list-style-type: none"> • Secondary school education. • At least 1 year of experience in the kitchen. • Ability to work in a fast-paced environment. 	<ul style="list-style-type: none"> • Handle food and beverage preparation. • Maintain and upkeep kitchen equipment. • Handle cleaning of dining area, kitchen and storage area. • Carry out stewarding duties (in the absence of a dishwasher). • Ensure compliance with food safety, hygiene and sanitation standards according to statutory guidelines. • Ensure that policies and standard operating procedures are strictly adhered to. 	<p>9am - 6pm, 1pm - 10pm</p> <p>Islandwide</p>
Service Crew	<ul style="list-style-type: none"> • Able to work in a fast-paced environment. • No experience required. 	<ul style="list-style-type: none"> • Performing station functions in both front & back of house area • Manage hosting & serving of customers • Handle cleaning of dining & kitchen area • Carry out stewarding duties 	<p>9am - 6pm, 1pm - 10pm</p> <p>Islandwide</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Training will be provided. 	<ul style="list-style-type: none"> Perform cashiering duties Assist to run Shift and to ensure the following practices are carried out in your store. Ensure compliance with food safety, hygiene and sanitation standards. Execute duties as assigned. 	
Supervisor	<ul style="list-style-type: none"> Secondary school education. At least 1 year of working experience in a similar capacity in the food and beverage industry (experience in Japanese cuisine will be an added advantage). Quality-driven and customer-centric. Ability to work in a fast-paced environment. 	<ul style="list-style-type: none"> Handle store operations. Lead and guide a team of Crew. Handle food and beverage preparation and ensure desired quality and standards are achieved. Provide excellent service experience to all customers. Handle all customer queries and feedback in a professional and timely manner. Ensure compliance with food safety, hygiene and sanitation standards according to statutory guidelines. Ensure that policies and standard operating procedures are strictly adhered to. Guide and monitor work performance of all staff. 	9am - 6pm, 1pm - 10pm Islandwide

#5 MOS Burger

Since 1972, MOS Burger has offered a wide variety of unique and original MOS burgers, as well as local specialties. Menu and styles might have changed but the MOS policy and passionate commitment to creating delicious, quality burgers has never changed.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Manager 	<ul style="list-style-type: none"> Minimum GCE N/O Level/ ITE/ Shatec/ Diploma holders. Preferably 1 year experience in F&B. Entry level/ No experience are welcome to apply. Able to perform shift work and work on weekends. 	<ul style="list-style-type: none"> Overall responsible for the smooth operations of the restaurant and efficiently to achieve sales target and enforce on HDC standards. Solicit customer feedback to understand the needs and wants of customers. Consistently monitor product and labor costs to remain within budget. Achieving sales targets and ensuring profitability of the outlet. Conduct stock count and receiving for food & beverage, packaging and all other stocks. Provide training and coaching to staff assess performance. 	8 hours 31 Kaki Bukit Road 3, Techlink #01-03, (S)417818

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Involved in the various station works and the maintenance of the restaurant. 	
Crew Member	<ul style="list-style-type: none"> No experience is required and training is provided. 	<ul style="list-style-type: none"> Perform various stations' work: Cashier, Kitchen duties, Customer Service. 	8 hours 31 Kaki Bukit Road 3, Techlink #01-03, (S)417818
Trainee Manager 	<ul style="list-style-type: none"> Minimum O Level Entry level/No experience are welcome to apply. Able to perform shift work and work on weekends. 	<ul style="list-style-type: none"> Overall responsible for the smooth operations of the restaurant and efficiently to achieve sales target and enforce on HDC standards. Solicit customer feedback to understand the needs and wants of customers. Consistently monitor product and labor costs to remain within budget. Achieving sales targets and ensuring profitability of the outlet. Conduct stock count and receiving for food & beverage, packaging and all other stocks. Provide training and coaching to staff assess performance. Involved in the various station works and the maintenance of the restaurant. 	8 hours 31 Kaki Bukit Road 3, Techlink #01-03, (S)417818

#6 SK Jewellery and MoneyMax

Since its inception in 2003, SK Jewellery has been dedicated to crafting meaningful jewellery that celebrate life's milestones. With a passion for quality and innovation, SK Jewellery makes luxury accessible, offering exquisite designs that reflect individuality and timeless elegance. Every piece is designed to bring joy that shines on, lighting up one's most precious moments beyond the now; pieces that can be cherished and passed down through generations.

Established by the family behind the SK Jewellery Group, MoneyMax Financial Services Ltd. is a leading financial services provider, retailer and trader of luxury products in Southeast Asia. The Group provides both pawnbroking services as well as secured financing services to its customers. Established in 2008, MoneyMax has grown to become the largest pawnbroking chain in Singapore and Malaysia, with a network of over 100 stores.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Services Executive	<ul style="list-style-type: none"> Entry Level 	<ul style="list-style-type: none"> Prospect and promote jewellery products and our services to walk-in customers. 	10 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			7 Changi Business Park Vis, #01-01, (S)486042
Admin Assistant (Loans/ E-comm/ Job Order)	<ul style="list-style-type: none"> Entry Level 	<ul style="list-style-type: none"> Responsible for all data administration and credit analysis of individual and corporate loans 	8.5 hours 7 Changi Business Park Vis, #01-01, (S)486042

#7 WOK HEY



Inspired by the cornerstone of Cantonese-styled cooking, we seeded an idea to create a modern interpretation of the traditional Asian stir-fry staples.

Hence, WOK HEY sprouted in 2017 as a modern, fast-casual, convenient, take-out only kiosk concept offering tasty, nutritional, value-for-money, customizable fry-to-order wok dishes. As a halal-certified concept, we are able to cater to customers from across all walks of life.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Chef	<ul style="list-style-type: none"> Stir fry experience Able to stand for long hours Open to work in open concept kitchen 	<ul style="list-style-type: none"> Stir fry dishes according to the company's standards. Prepare food at the backend for stir frying. Top up salad bar counter with prepared food. Ensure that all food and sauce portions are according to company's standards. Ensure that kiosk area is clean and hygienic. 	Rotating shifts based on below <ul style="list-style-type: none"> 9.00am to 8.30pm 9.30am to 9.00pm 10.00am to 9.30pm 10.30am to 10.00pm Islandwide
Management Trainee 	<ul style="list-style-type: none"> Stir fry experience Able to stand for long hours Open to work in open concept kitchen 	<ul style="list-style-type: none"> Assist Outlet Manager to manage outlet operations. Order and manage inventory from suppliers. Ensure good customer service in accordance with company's standards. Oversee maintenance requirements of kitchen equipment and store build. Stir fry dishes according to company's standards. Prepare food at the backend for stir frying. Ensure that all food and sauce portions are according to company's standards. Ensure that kiosk area is clean and hygienic. 	Rotating shifts based on below <ul style="list-style-type: none"> 9.00am to 8.30pm 9.30am to 9.00pm 10.00am to 9.30pm 10.30am to 10.00pm Islandwide

#8 Young Women's Christian Association of Singapore

YWCA is a non-profit organisation established in 1875 to serve the community with love and compassion through our quality programmes, facilities and services.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Banquet Executive	<ul style="list-style-type: none"> Minimum GCE 'O' level, Higher Nitec in Hospitality Operations preferred. At least 3 years of working experience in Food & Beverage or Hospitality sector. 	<ul style="list-style-type: none"> Assist and manage the banquet and serving team within the hotel and ensure that the highest standard of service and food is provided at all times. 	7am to 3pm, 2.30pm to 10.30pm 6 Fort Canning Road, (S)179494
F&B Junior Captain	<ul style="list-style-type: none"> Minimum GCE'O' level OR Nitec in Food & Beverage Operations. Minimum 3 years in similar capacity. 	<ul style="list-style-type: none"> Lead a team of service staff in the daily operations of the cafe lodge and banquet services. 	7am to 3pm, 2.30pm to 10.30pm 6 Fort Canning Road, (S)179494
Front Office Officer	<ul style="list-style-type: none"> Minimum 'O' Level or Higher Nitec in Hospitality Operations preferred. Minimum 1 year of experience preferably in the front desk service. Able to perform shift work. Opera System knowledge. 	<ul style="list-style-type: none"> The Front Office Officer is responsible for providing a friendly, welcoming and efficient service to all guests/customers, in line with the Association's vision and values on guests' satisfaction. He/She plays important role in the smooth running of the Front Office Reception administrative and operations. 	7am to 3pm, 3pm to 11pm, 11pm to 7am 6 Fort Canning Road, (S)179494
Security Supervisor 	<ul style="list-style-type: none"> Minimum GCE 'O' or equivalent, possess Security licence and trained in First Aid would be advantageous. Able to perform shift work. 	<ul style="list-style-type: none"> Responsible for overseeing all aspects of security function for YWCA Fort Canning. You will be leading the security team which protects assigned premises, assets and personnel. 	7am to 3pm, 3pm to 11pm, 11pm to 7am 6 Fort Canning Road, (S)179494
Sous Chef 	<ul style="list-style-type: none"> Minimum Diploma in Culinary Arts. Minimum 10 years of relevant working experience with at least 5 years supervisory experience in hospitality sector is preferred. 	<ul style="list-style-type: none"> Assist the Head Chef in ensuring the smooth and efficient operations of the kitchen department in accordance with the Head Chef's specification, guidelines and standard. Mentor, supervise, motivate and develop the Kitchen Team. 	7am to 3pm, 2.30pm to 10.30pm 6 Fort Canning Road, (S)179494
Technician	<ul style="list-style-type: none"> Minimum Nitec or Diploma in Mechanical & Electrical with at least 2 years relevant experience. 	<ul style="list-style-type: none"> Responsible for day-to-day functions and operations of the maintenance department. Maintain the property facilities in optimum operating by performing preventive maintenance and repairs. 	7am to 3pm, 3pm to 11pm, 11pm to 7am 6 Fort Canning Road, (S)179494

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e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Meet an e2i Career Coach

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

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



Discover our Services at a Centre Near You

📍 **e2i Career Centre (DNI)**
Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours

Mondays: 2:30pm to 5pm
Tuesdays to Fridays: 9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

📍 **e2i Career Centre (OMB)**
One Marina Boulevard
1 Marina Boulevard #B1-03
Singapore 018989

📍 **e2i Career Centre (OTH)**
ServiceSG Centre
Our Tampines Hub
1 Tampines Walk #01-21
Singapore 528523

📍 Scan here for our other Jobs and Skills Centres around Singapore.



NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at <https://telegram.org/>

- Subscribe to **PMET Jobs-Alert**
(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
<https://bit.ly/jsc-ja-npmet>



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

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