

e2i Skills & Career Fair @ Sembawang

17th & 18 AUG 2024

JOB LISTING BOOKLET



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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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#1 ALPS

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive/ Senior Executive (Procurement)	- Degree, preferably in business related discipline - Good verbal and written communication skills - Proficient in MS office and Excel - Advanced analytical and negotiation skills - Familiarization with SAP would be an added advantage - Positive working attitude, willingness to learn and thrives in a team environment	- Plan, strategize, analyse and implement sourcing strategy in category sourcing and supplier initiatives and be accountable for the outcomes - Ensure the entire procurement cycle processes are in compliance with ALPS' procurement policies - Partner internal users to procure goods and/or services in a timely, effective and compliant manner - Manage vendors to ensure quality, pricing and delivery objectives are met - Add value through proper negotiation, product standardization and/or innovative ways of sourcing - Monitor and establish contract on time to ensure continuous supply of products and/or services - Actively solicit internal users' feedback, address issues and seek continuous improvement - Partake in any process improvement project as assigned by supervisor - Any other duties assigned by supervisor	8.30am to 6pm (Mon-Thurs) 8.30am to 5.30pm (Fri)
Executive/ Senior Executive (Strategic Procurement)	- Degree, preferably in business related discipline - Good verbal and written communication skills - Proficient in MS office and Excel - Advanced analytical and negotiation skills - Familiarization with SAP would be an added advantage	- Experience in procurement activities either for Medical Equipment, Medical Supplies, Non-Medical - Supplies and Facility Services, Manpower Services Contracts and Service Level Agreements - Source, evaluate, negotiate and manage contract and services while ensuring proper governance of the entire procurement process	8.30am to 6pm (Mon-Thus) 8.30am to 5.30pm (Fri)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Positive working attitude, willingness to learn and thrives in a team environment	- Perform Data Analytics, management reporting on indirect sourcing events - Manage vendors to ensure quality, pricing and delivery objectives are met - Contain and reduce costs through proper negotiation, product standardizing or innovative ways of sourcing - Establish and renew contracts on time to ensure continuous supply of products and services - Form committees to evaluate goods and services after RFP, RFQ and tender - Actively solicit customer's feedback, address issues and seek continuous improvement - Manage issues between stakeholders, analyse the situation, arbitrate and provide solutions to the problem(s)	
Pharmacist	- Degree/Post Graduate in Pharmacy - A registered pharmacist with the Singapore Pharmacy Council - Meticulous and adaptable - Possess good interpersonal and communication skills - Familiarization with SAP, WMS and NBS will be an added advantage	- Source, evaluate, negotiate and manage contracts for pharmaceutical and non-pharmaceuticals items to reduce cost and optimize value. - Ensure continuous supply of pharmaceuticals and timely delivery to minimize out of stock situations and meet users' needs. - Conduct pricing revision and implementation to relevant system. - Manage all Controlled Drug (CD) related matters (i.e. ordering, checking, storage and supply) in hospital and liaison with HSA for CD related issues/ audits. - Ensure drug supply chain is operationally ready for emergencies including civil emergencies and pandemic outbreak. - Assist in reviewing of procurement and logistics policies and procedures to improve workflow and enhance efficiency.	8.30am to 6pm (Mon-Thus) 8.30am to 5.30pm (Fri)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Practice professional responsibility and train pre-registration pharmacists, as needed. - Support the setup of medication in the procurement and inventory system to support the need in dispensing and prescribing system. - Communicate with WH stakeholders for procurement and logistic related queries.	
Supply Chain Associate Executive/ Senior Associate Executive (Storekeeper)	- Degree or Diploma with minimum 3-5 years of relevant experience in a fast-paced environment - Excellent interpersonal and written oral communication skill - Knowledge of medication and conflict resolution techniques is preferable - Advanced knowledge in Microsoft office Excel, Office 365 - Hands on experience in SAP MM/WM or SD module will be a plus - Ability to adapt quickly to changing circumstances and manage challenging situations - Prior experience in Warehouse Operations, Material planning and Inventory management will be an added advantage	- Work in a team to support the receiving of deliveries, putting away to storage supplies, picking of supplies for distribution and processing of condemn return items from users - Ensure supplies are fulfilled in hospital and perform daily housekeeping for the inventories - Generate reports for inventory related information - Monitor and review trends, participate in inventory management for the department /hospital - Perform accurate count during cycle count and stock take - Assist in administrative and operational needs for day to day running of store activities	8.30am to 6pm (Mon-Thus) 8.30am to 5.30pm (Fri)
Executive / Senior Executive (Customer Service & Order Fulfillment)	- Degree in Supply Chain/Logistics with minimum 3-5 years of relevant experience - Prior experience in Demand forecasting, Material Planning and Inventory Management	- Manage orders from general practitioners (GP) through Order Management System (OMS) - Ensure timely and accurate processing of orders received as per departmental service level - Support GPs: successful enrolment, order and after-sales follow up from supplies	8.30am to 6pm (Mon-Thus) 8.30am to 5.30pm (Fri)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Strong analytical skills and ability to make data-drive decisions - Advanced knowledge in Microsoft Office Excel, Access, Office 365 - Hands on experience in SAP MM/SD/WM module or similar MRP System - Good interpersonal skills - Good understanding of inventory management and procurement techniques	fulfillment out from Central Warehouse. - Provide guidance to GPs: advice on registration and ordering processes for supplies fulfillment, handle product queries, and troubleshoot ordering portal issues, redirecting as needed. - Handled customer inquiries: manage hotline and mailbox, promptly update the incident tracker, and ensure timely closure of enquiries. - Ensure efficient operations: adhere to escalation procedures, close cases promptly, follow up with warehouse operations for order resolutions, manage incident reporting and escalations, monitor KPIs, conduct root cause analysis and process refunds and credit notes promptly. - Lead and support User Acceptance Testing (UAT) - Any other tasks may be assigned by reporting officer	
Executive/Senior Executive (Inventory Planner)	- Degree in Supply Chain/Logistics with minimum 3-5 years of relevant experience - Prior experience in Demand forecasting, Material Planning and Inventory Management - Strong analytical skills and ability to make data-drive decisions - Advanced knowledge in Microsoft Office Excel, Access, Office 365 - Hands on experience in SAP MM/SD/WM module or similar MRP System - Good interpersonal skills	- Analyze customer demands, past consumption trends and current inventory balances to make recommendations for inventory levels. - Ensure PO are timely placed to vendors following stipulated lead times stated in supply contracts. Where applicable, pursue bulk purchases to enjoy discounts and rebates. - Monitor inventory levels to ensure that they remain within set parameters at all times, and make adjustments to plans accordingly to prevent supply shortage as well as obsolescence from expiries. - Develop tools and techniques to achieve reliable forecast trends for forward planning and	8.30am to 6pm (Mon-Thus) 8.30am to 5.30pm (Fri)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Good understanding of inventory management and procurement techniques	optimal Re-ordering Points (ROP). - Work closely with Strategic Procurement Team on demand projections, contract start, utilization and transition to ensure uninterrupted supplies. - Connect with customer service operations to timely communicate to users on consumption balances to reduce exposure to expiries, early notification of supply disruptions, product and pricing change, and effective supply start dates. - Evaluate performance of vendors in terms of delivery timeliness and supply reliability and ensure they meet contract requirements. - As a SAP Key User for MM, ensure consistency in new part number creation, ensuring all required parameters are correctly maintained and extended. - Work closely with vendors to recover product damages, exchanges and shelf-life monitoring as per contract requirements.	
Executive (Warehouse Operations)	- Degree or Diploma with minimum 3-5 years of relevant experience in a fast-paced environment - Analytical and meticulous with an eye for details and numbers - Strong communication skills across all levels and customers - Advanced knowledge in Microsoft office Excel, Office 365 - Hands on experience in SAP MM/MM or SD module will be a plus	- Work with different stakeholders to onboard clients for Central Warehouse Operations and manage order fulfillment through Order Management System (OMS), Warehouse Management System (WMS) and Transport Management System (TMS). - Cycle count coordination: Coordinate and reconcile all cycle count activities conducted by service providers, ensuring accuracy and compliance with standards. - Auditing and disposal oversight: Perform inbound, outbound, and cycle count audits and	8.30am to 6pm (Mon-Thus) 8.30am to 5.30pm (Fri)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Prior experience in Warehouse Operations, Material planning and Inventory management will be an added advantage - Ability to formulate performance measurement and inventory - Exposure to GMP guidelines is a plus	supervise disposal activities in adherence to SOPs. - Inventory and incident management: Ensure accurate accounting of return goods, product recalls, and damaged stocks in SAP. Manage incident reporting and escalations, monitor key performance indicators, and conduct root cause analysis. - Billing and Analysis: Support operations with monthly billing validation and inventory analysis - Act as appointed representative to check and authorize batch release for Secondary Packaging Order. - Perform system UAT as key tester for Ops system enhancements and change requests. - Any other tasks may be assigned by reporting officer	

#2 Amara Hotels & Resorts

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Sales Mgr/Snr Sales Mgr (Events/ Corporate)	Working knowledge of MS office & hotel systems.	maximize sales revenue for the meeting rooms, event space and room sales revenue for the resort.	5 days per week 8.30am to 6.15pm 9.00am to 6.45pm
Sales Executive (Events/ Corporate/ Weddings)	Willing to work on weekends & public holidays	Maximize sales revenue for corporate events, wedding events, solemnizations and anniversaries.	5 days per week 8.30am to 6.15pm 9.00am to 6.45pm
Purchasing Executive	Minimum 2 years of experience	Source for the highest quality and lowest possible cost food and non-food purchases for the Hotel	5 days per week 8.30am to 6.15pm 9.00am to 6.45pm
Guest Service Manager	Minimum 3 years of experience in similar capacity	Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to	Rotating shifts

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		hotel guests ensuring pleasant and enjoyable experiences	
Assistant Restaurant Manager	• Good communications and interpersonal skills	• Ensure smooth daily operations in the restaurant & bar	• Rotating shifts
Guest Service Executive	• Experience in customer service preferred	• Greet guests warmly and perform registration procedures.	• Rotating shifts
Senior/Security Officer	• Minimum 1 year of experience	• Ensure security policies and procedures are carried out.	• Rotating shifts
M&E Technician	• Skilled and knowledgeable in M&E maintenance and is able to troubleshoot M&E	• Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard	• Rotating shifts
Waitress	• At least 1 Year(s) of working experience in the related field is required for this position. • Able to work on shifts, weekends and public holidays.	• Provide friendly, excellent and professional service to all guests. • Responsible for handling food and beverage orders and serving guests. • Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests. • Possess knowledge to upsell, well-versed in all aspects of the menu.	• Rotating shifts
Revenue Manager	• Minimum Diploma or Bachelor's Degree in Hotel Management or related field. • Proficiency in MS Office applications and Hotel systems (HMS). • Excellent interpersonal and analytical skills.	• Oversee revenue management and distribution strategy of the hotel and manage day-to-day yield operations. • Conduct daily pick up analysis, strategy adjustments and reporting. • Perform competitive benchmark studies and follow market trends. • Create and maintain 13-month rolling demand calendar.	• 8.30am to 6.15pm • 9.00am to 6.45pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Create and develop pricing strategies in conjunction with the individuality of each hotel. • Provide weekly dynamic forecast of expected results, variances and budget comparisons. • Manage and oversee strategy for all 3rd party distribution, maintaining rate parity across all channels. • Work in liaison with sales and reservations departments as a team. • Regularly check the input and the quality of data (segmentation, denials tracking) points. • Conduct monthly property performance review and develop strategic and tactical action plan. • Work to maximize room yield through inventory control.	
Duty Engineer	• Minimum a Higher NITEC in Mechanical or Electrical Engineering. • Able to work on shifts, weekends and public holidays.	• Supervise and assign daily tasks to a team of technicians to carry out the daily operations. • Implement and follow-up on the preventive maintenance programs for Resort equipment and building	• Working at least 8 hour per day
Chef De Partie	• Minimum 1 year experience	• Ensure that all menu dishes of highest quality are prepared	• rotating shifts
Assistant Housekeeper	• Guest oriented and detailed focused. • Able to work on shifts, weekends and public holidays.	• Assist housekeeping in overseeing daily housekeeping operations.	• Rotating Shifts
Duty Engineer	• Minimum a Higher NITEC in Mechanical or Electrical Engineering. • Able to work on shifts, weekends and public holidays.	• Supervise and assign daily tasks to a team of technicians to carry out the daily operations. • Implement and follow-up on the preventive maintenance programs for Resort equipment and building	• Rotating Shifts

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Security Officer	- Experience as a security in hotel. - Able to work on shifts, weekends and public holidays.	- Ensure safety and security of hotel guests & staff. - Conduct regular patrolling & investigations.	Rotating Shifts
Waitress	- At least 1 Year(s) of working experience in the related field is required for this position. - Able to work on shifts, weekends and public holidays.	- Provide friendly, excellent and professional service to all guests. - Responsible for handling food and beverage orders and serving guests. - Assist to perform preparation and setting up in the restaurants for service. - Check that all amenities and utensils are properly stocked and inspected. - Assist guests on their respective requests. - Possess knowledge to upsell, well-versed in all aspects of the menu.	Rotating Shifts
Sales Manager	Working knowledge of MS office & hotel systems.	Maximize sales revenue for the meeting rooms, event space and room sales revenue for the resort.	8.30am to 6.15pm 9.00am to 6.45pm
Financial Controller	Proficiency in MS Excel & hotel system.	Manage a team of Finance staff to ensure smooth running of full spectrum of financial accounting, management reporting, tax compliance, cashflow management, annual budget.	8.30am to 6.15pm 9.00am to 6.45pm
Senior Accountant	Proficiency in MS Excel & hotel system.	Prepare full set of accounts such as Balance sheet, P&L, Audit schedule.	8.30am to 6.15pm 9.00am to 6.45pm
Revenue Manager	- Minimum Diploma or Bachelor's Degree in Hotel Management or related field. - Proficiency in MS Office applications and Hotel systems (HMS). - Excellent interpersonal and analytical skills.	- Oversee revenue management and distribution strategy of the hotel and manage day-to-day yield operations. - Conduct daily pick up analysis, strategy adjustments and reporting. - Perform competitive benchmark studies and follow market trends.	8.30am to 6.15pm 9.00am to 6.45pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Create and maintain 13-month rolling demand calendar. - Create and develop pricing strategies in conjunction with the individuality of each hotel. - Provide weekly dynamic forecast of expected results, variances and budget comparisons. - Manage and oversee strategy for all 3rd party distribution, maintaining rate parity across all channels. - Work in liaison with sales and reservations departments as a team. - Regularly check the input and the quality of data (segmentation, denials tracking) points. - Conduct monthly property performance review and develop strategic and tactical action plan. - Work to maximize room yield through inventory control.	
Banquet Operations Executive	Minimum 2 year of experience	Support Banquet Manager and ensure guests requirements are met at all times.	Rotating Shifts

#3 Fairmont

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Food & Beverage Guest Services Officer/Executive	1 year F&B management experience - Experience in similar size/style of 5* hotel - Diploma in Hospitality Management - Evidence of Leadership / People management - Good interpersonal and communication skills	- Assist the outlet manager on daily Front of the House and Heart of the House operations - Monitor the reservation status and communicate with culinary team - Plan and arrange manning to meet business needs - Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10	5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		minutes of the commence of each meal period Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by.	
Bartender	- No F&B service experience is required - Completion of formal Secondary/O level education - Technical service skills - Interpersonal skills – communicates easily/openly - Communication skills in English spoken/written - Reliable and consistent - Personal presentation & grooming, clean/tidy - Comes across as enthusiastic, energetic - Can work as part of a team	- Setup bar counter and prepare mise-en-plus as per workstation assigned prior to start of operation hour - Handle stock requisition, collection, replenishment and disposal of used stock - Handle all beverage production in accordance with the outlet standards and recipes, with highest quality and freshness - Operate and use POS - Conduct stock inventory on daily basic - Handle with the general cleaning of the outlet bar equipment's and furniture	5 days
Reservation Co-Ordinator/ Executive	- Minimum of 3 years of relevant experience in the reservations sales - Strong working knowledge of CRS, PMS, RESAWeb or distribution systems - Details Orientated - External and internal environment understanding - Ability to work effectively and contribute in a team	- Support the reservations sales team and operations teams to ensure all key KPIs are met and maintained including conversion, abandoned call rate and quality assurance. - Ensure travel agency commissions, reservations sales conditions, profile tracking and guest recognition is checked, completed and updated accordingly. - Maintain accuracy of arrivals including billing, VIP status and other guest preferences. - Maintain high level of performance within the reservations guest experience, including the support for the reservations and operations team. - Ensure that a "RevPRO culture" is spread in the hotel, through regular liaison with operational and call centre teams.	5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
RCCC Guest Services Officer/Executive, Banquet	• O-Level and above, or same level of education • Minimum 2 years banquet experience in 5 star Hotel • Friendly personality with positive attitude • Good communication skills and guest relations. • Fluent spoken English and basic written English • The ability to work well with a large group of people in a team environment • Must be able to work well in stressful, high-pressure situations • Ability to work a flexible schedule including nights, days, weekends and Public holidays	• Perform the tasks of function room setup, dining table setting, buffet counter and refreshment setting base on each BEO's requirement, instruction and departmental standards • Prepare, maintain or check the preparation of service mise-en-place according to each event and are ready/sufficient for operation needs • Check the appearance, orderliness, cleanliness and proper set-up of the function room/refreshment area and all its related areas with the function checklist, and be ready before 30 minutes of the commence of each event/coffee break • Maintain and ensure all function rooms appearance, orderliness and cleanliness are at satisfied condition after the end of each event • Handle event billing accordingly to BEO's instruction and complete post function report when event ended	• 5 days
Commis Cook	• Minimum of 1 year in basic culinary position • Knowledge of different culinary techniques • Certificate in Culinary, preferred	• Maintain daily mis-en-place and prepare ingredients • Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices • Ensure the highest standards and consistent quality in the daily preparation • Keep up to date with the new products, recipes and preparation techniques • Have full knowledge of all menu items, daily highlights and promotions	• 5 days
Chef De Partie	• Minimum of 4 years in basic culinary position • Knowledge of different culinary techniques	• Maintain daily mis-en-place and prepare ingredients • Inspect and clean food preparation areas, to ensure	• 5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Certificate in Culinary, preferred	safe and sanitary food-handling practices - Ensure the highest standards and consistent quality in the daily preparation - Keep up to date with the new products, recipes and preparation techniques - Have full knowledge of all menu items, daily highlights and promotions	
Doorman	- Minimum Secondary education - Able to read and write English. A second language is preferred - Some working experience preferred - A valid class 2/3 motor licence is preferred - Must be physically able to carry out duties of Bell Person	- To assist guests with taxi requests and assist them with their belongings into the taxi - Co-ordinate with arriving coaches/passengers vans/Taxi & Uber/Grab to their waiting area - To assist arriving and departing guests and ensure that all belongings are being retrieved or placed in taxi upon arrival or departure respectively - To co-ordinate on parking lots for VIP guests and ensure they are duly received - Co-ordinate parking for drivers for pick-up guests	5 days
Guest Relations Officer	- Minimum O level education - Minimum 2 years hotel front office experience - Computer Knowledge, i.e. well versed with windows, internet explorer and word, either POS or PMS system - Knowledge of Opera will be an advantage - Read, write, speak English fluently	- Assist guests with check in and checkout, and other cashiering duties - Efficient in assisting guests throughout their stay with any requirements, handling guest feedback, provide direction and give suggestions - Handle guests' mails, messages, and answering phone calls - Maximizing room revenue by up-selling to a higher rate category and selling the highest possible rates for walk-in guests - Provide guidance and assistance to Guest Relations Assistant	5 days
Laundry Co-ordinator	- Fluent in spoken and written English - Minimum O level education or equivalent	Print laundry log sheet from Knowcross system and monitor that Housekeeping Runner brings down all recorded room	5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Relevant Housekeeping/Laundry experience preferred • Good interpersonal and communication skills to deal with guests and colleagues • Able to work in a team	number parcel to laundry department. • Notify housekeeping for recorded parcels not brought down to ensure timely collection of laundry parcels from guest rooms. • Communicate with guest to highlight discrepancies and minor defects by leaving voicemail to seek verification. If guest is not in to verify, item with major defect is to be return undone with a letter of explanation and consent for cleaning. • Billing and proper keeping of daily bills. • Administer on hold parcel record, stain letter, rejected item, daily guest works assembly report, buddy parcel and others.	
Bellman	• Minimum Secondary education • Able to read and write English. A second language is preferred • Experience not required as training will be provided • Must be physically able to carry out duties of Bell Person • Guest focused with good communications skill	• Ensure timely delivery of guest luggage and guest items in a friendly and approachable manner to meet and exceed guest expectations. • Orient guests on the room facilities to facilitate guest use and comfort. • Attend to all other guest requests as directed by Leaders, Captains and Communications Agents • Acknowledge and communicate with Bell Captains via Mobitalk upon completion of assignments • Respond to all other requests in a timely manner • Ensure all job assignments are properly logged in respective logbooks	• 5 days
Housekeeping Co-ordinator	• Minimum GCE 'O' level Education • Able to read, write, and communicate in English, other languages is an added advantage	• Ensure efficient and effective clear communication within the Housekeeping Department, Front Office, Engineering, Royal Service and all other departments	• 5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Computer skills including Microsoft Office will be an advantage - Use/knowledge of PMS e.g. OPERA - Technical skills for Housekeeping including use of the iPhone for e-Housekeeping	- Answer all telephone calls and do all necessary follow up, with usage of correct telephone verbiage as set by the Hotel - Record all telephone calls and its details in the housekeeping coordinator's logbook or input into Royal Service to ensure proper follow up - Be familiar with the computer systems such as OPERA and Swiss/Royal Service - Keep proper records of guest loan items (e.g. Extra chairs, foam pillows), and update traces in OPERA to track items movement and usage	
Restaurant Assistant Manager	- Minimum 2 years in F&B restaurant management position - Experience in similar size/style of 5* hotel - Diploma in Hospitality Management - Leadership / People management - Good interpersonal and communication skills	- Manage and coordinate daily Front of the House and Heart of the House operations with right delegation - Monitor the reservation status and communicate with culinary team - Plan and control manning to meet business needs and according to budget - Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period - Control outsources labor supply, casual labor and overtime	5 days
Laundry Operator	- Minimum Primary 6 Education - Experience preferred but not necessary - Able to communicate in basic English - Able to read and write and recognize numbers. - Interpersonal skills; good rapport with colleagues.	- Daily checking of roster to ensure that sufficient manpower is available to operate the various types of pressing equipment. - Coordinate the various pressing activities to meet the production requirements. - Perform the role as an Acting Supervisor in the absence of the superiors. - Prepares pressing machine for operation by checking that potable units of ion are in proper work condition and	5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		steam supply is adequate for all pressing machine and safety device is in work condition. Assess material types and press different categories of garments using the pressing equipment best suit to the garment categories.	
Security Executive	- Minimum GCE 'O' level - At least 4 years hotel's security experience in a 4/5-star hotel - Former Law Enforcement Officer at Supervisory level is preferred - Previous administration of persons in lifesaving or property protection situations - Experienced in CPR, First aid, firefighting and crowd control	- Report for duty as per schedule in roster and be in attendance for the daily 15 minutes pre and post shift briefing - Don essential company issued equipment such as Mobitalk, Bluetooth device, torchlight and pocket mask during duty - Be in-charge of the Hotel Security Control Room as well as for the day to day operations - Ensure all official security documents are handled accurately in accordance to SOP - Manage access points as assigned to ensure all entries are authorized	5 days
Security Supervisor	- Minimum GCE 'N' level - At least 4 years relevant experience in hotels or private security law enforcement at a supervisory level - Minimum Officer Certification required by local authorities for Senior / Security Supervisor - Company Emergency Response Team (CERT) Certificate - Possess occupational CPR and AED	- Report for duty as per schedule in roster and be in attendance for the daily 15 minutes pre and post shift briefing - Don essential company issued equipment such as Mobitalk, Bluetooth device, torchlight and pocket mask during duty - Be in-charge of the Hotel Security Control Room as well as for the day-to-day operations - Ensure all official security documents are handled accurately in accordance to SOP - Manage access points as assigned to ensure all entries are authorized - Manager and collaborate to raise maintenance reports	5 days
Assistant Security Manager	- Minimum GCE 'O' level - At least 5 years of similar experience in hotels	- Go through daily analyze sheet and deployment sheet - Ensure all security personnel are fully briefed on major events of	5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Possess relevant security licence • Experienced in first aid, fire fighting and crowd control • Company Emergency Response Team (CERT) Certificate	the hotel and formulate the SOPs • Collate reports (HIR), record statements, interview eyewitnesses and perform onsite investigation and involve the Authorities, if necessary • Prevent situations that could jeopardize the reputation of the hotel • Oversee critical and sensitive functions until completion and give command & control the operations during an emergency	
Spa Experience Coordinator	• GCE 'O' Levels • At least 1 year of experience in customer service, preferably in 5-star luxury hotels • Fluent spoken and written English • People-oriented and a team player • Able to work under pressure and independently • Personal presentation, clean/tidy	• Greet guests/members in a friendly and courteous manner • Answer telephone & e-mail enquiries promptly and professionally; and channel to appropriate person for assistance • Efficient in assisting guests/members with treatment recommendations and appointment scheduling, facility use enquiries, handling guest feedback and providing directions • Maximize the appointment book by allocating the right treatment to the right therapist at the right time and at the right rate, through up-selling of treatments • Maintain up-to-date knowledge about current promotions and packages, be proficient in all aspects of treatments and facility	• 5 days
Restaurant Host/Hostess	• 1 year Hospitality industry experience • Completion of formal Secondary/O level education • Technical service skills • Interpersonal skills – communicates easily/openly • Excellent communication skills in spoken/written English	• Setup hostess station and complete mise-en-plus prior to the start of operation hour for each meal period • Operate and use POS and dining reservation system • Take and enter reservations/cancellations in reservation system in accordance with departmental standards.	• 5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Reliable and consistent - Personal presentation & grooming, clean/tidy - Can work as part of a team	- Reconfirm reservation through telephone or email on daily basis for each meal period and highlight to superior on high business volume day/meal period - Check email in-box and reply all enquiries within 24 hours	
Butler	- Minimum GCE 'O' level or equivalent - Outstanding guest interaction, interpersonal and communication skills - Good decision-making skills - Read, write and speak English fluently - Must have a friendly and engaging service attitude - Possess good guest relations skills	- Organize with kitchen, get ready to pick up food and set up for Breakfast and Happy Hour. - Ensure that the buffet spread is set up as per the standard requirement. Check on the food quality and food display. - Replenish food and drinks, serving guests and clearing the tables - Practice proper hygiene standards based on HACCP recommendations. - Maintain the cleanliness of the lounge.	5 days
Receiving Executive	- Minimum 'N' level or higher - Preferably 2 years' experience in similar size/style of luxury hotel, resort/business - Knowledge of spreadsheets and software - Any relevant certificates - Able to work weekends	- To support the team in all functions at Receiving eg; checking on items received – temperature, quality, quantity regardless food or non-food. - To monitor the delivery on ordered items and inform Procurement Department, End User if items are not delivered as per delivery date. - To ensure item received is correct (quantity, sizes, brands, packing, description, pricing, etc) and inform Procurement Department/Culinary/End User if there is any discrepancy. - Verifies all items stated in the Invoice / Delivery Order against Purchase Order in term of item description, branding, unit of measurement, quantity and pricing. Also to make sure items are deliver to the correct destination/place at the correct designated temporary holding area.	5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Ensure all posting of Invoices, GRN, Credit Memo via MC. Maintain an accurate posting at all times.	
Senior Procurement Executive	- Candidate must possess at least Diploma/Degree or equivalent - Minimum of 2 years of relevant experience in the hotel industry - Strong working knowledge on Negotiation and Procurement Policies - Proficiency in Microsoft Office Suite and experience with procurement software or ERP systems. (Futurelog) - Ability to multitask and prioritize tasks in a fast-paced environment.	- Assist in identifying and evaluating potential suppliers - Negotiate terms and pricing agreements with suppliers to ensure cost-effectiveness and quality. - Maintain relationships with existing suppliers and continuously seek opportunities for improvement. - Monitor supplier performance and address any issues or concerns promptly. - Ensure all Accor requirements for vendor onboarding is in place.	5 days

#4 GE AEROSPACE

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Component Repair Technician (NDT)	- NDT Level 2 in Penetrant Testing (PT) and/or Radiography Testing (RT); or - Minimum GCE 'O' level with 2 years' of NDT experience; or - Diploma holders in Aircraft Maintenance/Aerospace Engineering; or - Preferably CAAS Approval in NDT certification - Basic command of written and spoken English	You will perform Non-Destructive Testing and its related duties in accordance with the written instructions and specific calibration requirements.	1st shift: 7.30am–4.20pm 2nd shift: 4.00pm–12.50am 3rd Shift: 12.30am–7.50am (Permanent) - Rotation of 1st and 2nd Shift is required - Shift pattern may change due to social distancing measure.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Component Repair Technician (Heat Treatment)	- Minimum NITEC/Higher NITEC in Mechanical/Precision Engineering or equivalent; or - Diploma in Mechanical/Precision Engineering - Basic command of written and spoken English	- You will be responsible for vacuum and atmospheric furnace operations to complete all heat treatment cycles correctly and safely to meet production schedules. - Essential Responsibilities - Set-up and perform alkaline clean, pre-inspection of furnace, load & unload a variety of manual, semi-automatic & automatic furnaces - Responsible for the daily Heat Treat cycles performed and ensure that they conform to written parameters	1st shift: 7.30 am – 4.20 pm 2nd shift: 4.00 pm – 12.50 am OR 12 hours shift: 7.30 am – 7.30 pm / 7.30 pm – 7.30 am Rotation of 1st and 2nd Shift is required Shift pattern may change due to social distancing measure.
Component Repair Technician (Welding)	- Diploma in Mechanical/Precision/Manufacturing Engineering - Basic command of written and spoken English	- Ensure quality of parts meet specification requirements - Ensure proper work clearance, correctness and completeness - Prevent non-conforming parts from proceeding to the next workstation - Provide support to Manufacturing Engineers and Quality System Engineers for evaluations, audits related activities - Collect data, feedback on the quality of parts inspected to the Manufacturing Engineers and Quality System Engineers	1st shift: 7.30am–4.20pm 2nd shift: 4.00pm–12.50am 3rd Shift: 12.30am–7.50am (Permanent) - Rotation of 1st and 2nd Shift is required - Shift pattern may change due to social distancing measure.
Component Repair Technician (Welding)	- Minimum GCE 'O' level with 3 years of relevant experience - Preferably NITEC/Higher NITEC in welding - Relevant TIG certificates; or - Preferably CAAS approval in TIG Welding/General Welding or equivalent	You will set up and weld high temperature alloys in the repair and repair development of turbine engine component, using Tungsten Inert Gas (TIG) in full compliance to repair manual requirements. You will need to perform simple to complex welding. The job requires candidate to consistently sit and pass periodic welder's proficiency test by the	1st shift: 7.30am–4.20pm 2nd shift: 4.00pm–12.50am 3rd Shift: 12.30am–7.50am - Rotation of 1st and 2nd Shift is required - Shift pattern may change due to social distancing measure.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Basic command of written and spoken English	company's internally and external CAAS test. - Essential Responsibilities - Apply necessary gas back-up and chilled bars as required to perform efficient weld repair - Perform manual and laser weld of all products with different weld configurations	
Component Repair Technician (Machining)	- Minimum GCE 'O' level with 3 years of relevant experience - Preferably NITEC/Higher NITEC in Mechanical/Precision Engineering or equivalent; or - Diploma in Mechanical/Precision/Manufacturing Engineering - Basic command of written and spoken English"	- You will be responsible to set up and operate machines such as CNC machines in Milling, Grinding and Lathe; Electrical Discharge Machine (EDM); Surface Grinding; VT Lathe and various conventional machines and specialized equipment to perform machining operations. - Set up and operate all types of conventional or CNC machines such as electrical discharge machine, laser machine, lathe, radial grinder, reciprocal grinder, milling machine, drilling machine and specialized equipment to perform machining operation of the most complicated nature in the making of jigs, fixtures, tools, dies, gauges, test equipment and product parts, and their rework or modifications - May follow a particular product through the machine shop using a variety of machine tools to complete the finished product - Use all types of standard and special gauges, various hand tools	1st shift: 7.30am-4.20 pm 2nd shift: 4.00pm-12.50am 3rd Shift: 12.30am-7.50am (Permanent) - Rotation of 1st and 2nd Shift is required - Shift pattern may change due to social distancing measure.
Automation & Robotic Engineer (Mechanical Engineering)	- Bachelor's or higher degree in Mechanical Engineering or related discipline - At least 5 years' experience in mechanical design of customized automated systems.	Robotics & Automation is to design and develop various automation & robotics system to help increase the labor productivity of the GE MRO Shop and eliminate high labor content non-value work. The candidate will work in the Singapore Automation and Robotics Centre of Excellence.	9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- A track record of prototyping, delivering new and custom design automated equipment in production environment. - In-depth knowledge experience of customized automated machine design. - Good knowledge experience using 3D modeling software such as Solidworks, Creo or NX	- Work with end-users and analyze user needs to develop concept, design, test, implementation, debug and commission customized semi and fully automatic machines to improve labor productivity, improve process efficiency, reduce quality defects, improve safety & overcoming repair technical challenges in fast-paced production shops. - Develop new ideas and concept to enhance company's performance and competitiveness in the field of industrial automation and robotics - Perform prototype design, assembly, testing and troubleshooting. - Support troubleshooting, investigation and implement improvement solutions of production process equipment, systems related to quality and safety issues	
Production Quality Manager	- This role requires significant experience in the Manufacturing & Production Quality. - Degree in Engineering with 10-12 years of relevant experience	- Ownership includes both quality assurance and quality control. Includes quality assurance of products, services, manufacturing processes. Includes conformance in manufacturing, incoming goods control, product inspection, witness points, etc. - Typically, a 1st line manager of professionals or a 2nd line manager of a professional department. Developing specialized knowledge in their discipline. Serves as best practice/quality resource. Has awareness of latest technical developments in own area. Contributes towards strategy and policy development and ensure delivery within area of responsibility.	9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Has in-depth knowledge of best practices and how own area integrate with others; has working knowledge of competition and the factors that differentiate them in the market	

#5 KATOEN NATIE SINGAPORE (JURONG) PTE LTD

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Towhead Driver	- NITEC holders are welcome to apply - Able to perform under hot and humid environment - Comfortable to climb up and down the vehicle several times during work	- Shifting products from location - Handling packaging and warehouse operations	8am to 8pm 8pm to 8am
Forklift Driver	- NITEC holders are welcome to apply - Able to handle products of 25kgs - Possess a valid forklift license - To commit 12-hours rotating shift work - Perform work under hot and humid environment	- Able to operate a forklift independently - Assist in the warehouse and packaging operations - Handling different products with different product characteristics - Observing safety and achieving productivity target - Ensures all orders handled promptly and accurately	- Working location is at Jurong Island (Company transportation is provided) 8am to 8pm 8pm to 8am
Dispatch Coordinator	- GCE 'N' Level and/ or above, or equivalent - Computer literate - Knowledge in Microsoft Office - To commit 12-hours rotating shift work	- Ensures that all containers are dispatch correctly and the orders processed properly - Liaise with transportation company on container arrival - Ensure that all vehicles are weighed accordingly - Sending job order to open yard via VMT system	- Working location is at Jurong Island (Company transportation is provided) 8am to 8pm 8pm to 8am
Technician / Senior Technician	Possess Diploma, NITEC, NTC-2 or ITC Mechatronic Engineering is preferred	Carry out preventive maintenance and corrective repair works on packaging and conveying equipment	8am to 8pm 8pm to 8am

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- General knowledge on ac drives and electrical motors, pneumatic cylinders and roller/chain conveyors - Basic knowledge of PLC and electrical system - Must be prepared to work on a 12-hour rotating shift	- Carry out and rectify facilities related matter. - Troubleshoot and rectify electrical, mechanical, pneumatic and hydraulic system faults on equipment - Attend to breakdown repair and recovery of operational equipment - Reduce equipment downtime and enhance equipment performance through quality maintenance works - Proper recording of works carried out on equipment	

#6 MCI Career Services Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Recruitment Specialist	NA	- Actively source for suitable candidates through internal database, applications, referrals, networking, job portals and social media platforms. - Screen and interview candidates through the telephone and face-to-face. - Prepare candidates for interview and follow up closely at every stage of the selection and recruitment process. - Develop an understanding of each role and job requirements before presenting suitable candidates to clients. - Conduct reference checks; manage the interview process and salary negotiation between clients and candidates. Perform leads generation and cold calling to acquire new clients.	5 days per week 8.30am – 6pm
Operations Executive	NA	Manage purchase requisition requests and source for quotations.	5 days per week 7.30am to 5.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Prepare purchase orders. Liaise with suppliers on pricing and product related issues. • Issue Delivery Orders, Proforma Invoices, Return of Rental & Packing list. • Coordinate with workshop and arranging delivery for equipment rental. Maintain and update purchasing documents / records	
Warehouse Assistant (Night Shift)	• NA	• Packing and unpacking (10-20kg) • Picking and sorting • Labelling and stock-taking • Adhoc duties assigned	• 4 days per week • 8.30pm to 8.30pm
Security Officer	• NA	• Maintain security by ensuring a safe and secure environment for guests and team members at MBS. • Present a professional image and deal with incidents in a discreet and confident manner. • Ensure optimum guest service through the delivery of excellent customer service. • Respond to first aid incidents and apply effective first aid skills for customers and team members. Perform security functions at assigned posts and areas within the property. • Observe and monitor persons and property to maintain security and safety.	• 4 days per week • Rotating shifts
Automotive Technician	• NA	• Perform maintenance, repair, overhaul and servicing (Mechanical). • Perform lubricant replacement, greasing and flushing for system (Hydraulic). • Perform wiring replacing, re-routing of harnesses, cabling repair and system testing (Electrical). • Machinery usage involved overhead crane, buffering machine, hydraulic press, drilling machine & STE etc. Working at	• 7.30am to 5.30pm • Work 5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		height (climbing up and down of vehicles). Maintain 5S/ housekeeping (Include, sweeping, clearing, and throwing rubbish, washing of parts & vehicles). Must be able to carry heavy loads	
Class 3/4 Driver	NA	- Transporting of goods island wide in a timely manner. - Ensure goods that are delivered tallies with the orders placed by customers. Any other duties as assigned	9am to 6pm - Work 5.5 days
Auxiliary Police Officer	NA	- Infrastructure protection. Escort of persons and goods. - Training and consultancy. Event and asset security management	5 days of working - Rotating Shift
Customer Service Agent	NA	- Checking-in, greeting passengers upon their arrival and ensuring a smooth departure process. - Assist passengers with special needs or provide customer service in exclusive premier lounges at Changi Airport. - Handle meet/greet services at the reception area and perform basic computerized transactions	6 days of working - Rotating Shift
Senior / Staff Nurse (Inpatient)	- At least a Diploma in Nursing from the local Polytechnic and registered with Singapore Nursing Board. - Post-registration experience in a hospital or hospice setting preferred. - Knowledge in IT and systems. - Passion to serve and provide excellent customer service to various stakeholders. - Meticulous and accurate. - Good interpersonal and communication skills.	- Ensure nursing care services rendered are safe, competent and individualized. Uphold nursing standards in documentation, treatment, patient monitoring and infection control. - Allocate equipment as necessary to assure adequacy of resources to meet care requirements. - Communicate and build rapport with patients and their families or caregivers. - Coordinate the care of patient through an advising physician, provide direct patient care, evaluate patients' conditions, and serve as the liaison between families and physicians.	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Willing to contribute as an effective team-player. - Able to perform under pressure.	Facilitate and participate in Multidisciplinary Team meeting to provide smooth delivery of patient care and services.	
Senior / Patient Service Associate (SOC)	- Diploma/GCE 'A'/'O' Level/Higher NITEC/NITEC in relevant field. - Ability to multitask in a fast-paced environment. - Strong team player with excellent communication skills. - Prior frontline customer service experience preferred.	- Provide compassionate and professional service to patients, demonstrating care and empathy at all times. - Handle patient registration, appointment scheduling, and payment collection with accuracy and efficiency. - Offer financial counseling to patients, assisting them with understanding their healthcare expenses. - Maintain and update patient records accurately and confidentially. - Assist doctors with patient medical reviews in consultation rooms as needed.	Mon - Fri + 1 Sat
Kitchen Attendant	NA	- Oversee Kitchen assistants in their area of work - Check daily mise-en-place and food supplies - Prepare beverages and food items for each meal service and/or tea breaks - Prepare sufficient crockery and cutlery for inpatients before each meal - Assist in the plating of meals in the Kitchen as required - Ensure the food served to patients is accurate as stated in their diet sheets - Assist with catering of meals for staff and events - Clean used utensils, cooking equipment and work areas when required	- Mon-Sun (Any 6 days, 42 hours per week) 5am - 1pm, 7am - 3pm, 9am - 5pm
Logistic Assistant	At least 1 year of relevant working experience	Co-ordinate and liaise with customers/ transporter on day-to-day issues	- Working 5 days per week 8.30am - 6.15pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Order planning to meet customer's shipment delivery / collection requirements - Prepare data collection and submit accurate reports when required - Perform cycle count administration - Ensure all incoming (including exchange and returns) and outgoing shipments are completed in a timely and orderly manner	
Management Trainee (F&B)	NA	- Learn and be competent in both service and kitchen staff duties - Serve the guests efficiently and accurately upon their special requests - Have a strong sense of cooperation and safety awareness and always multi-task your errands - Maintain consistent best-in-class service and good hygiene standards - Maintain good work performance and professional grooming standards	- Retail Hours 5.5 day per week
Clinical Assistant	NA	- Attend to customers phone enquiries according to corporate salutation & SOP. - Schedule & confirm appointments on Plato (Clinic Software). - Direct customer to clinic locations via phone/SMS/App. - Triage the customer for safety on arrival, exclude potential hazards before the scan. - Perform screening & check-in for scans professionally	5.5 day per week - Office Hours
Admin Assistant		Tracks dashboards/slides/minutes of meeting for timely updates, Manage and execute all procurement/invoicing transactions related to bulk gas business.	- Working 5 day per week - Working hours is from 8am to 5.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Supports all relevant pass applications and permits for related transactions, supports all relevant general administrative task (Make bookings, raise tickets, etc) - Tracks the progress of project milestones, Manages all the efficiency and EJO (CAPEX) account, gatekeeping the timelines and budge	
Assistant Cook / Chef (Healthcare)	Possess valid basic food hygiene certificate, Comfortable working in a fast-paced environment	- Assist the Head Cook in preparing and cook meals according to planned menu or special diets whenever required, - Ensure ingredients for meals are properly cooked and kept in a most hygienic condition, - Collaborate with other kitchen staff to ensure smooth and efficient workflow, Responsible for the ordering of all ingredients and dry goods for cooking	Office Hours
Building Technician	- Nitec certification in Mechanical/Electrical or a related field, - Candidates with at least 2 years of experience in Facilities - Management will be given preference, - Entry-level candidates are welcome to apply, as on-the-job training will be provided, - Possess a positive attitude, excellent interpersonal skills, and a customer-centric approach.	- Address daily operational tasks, including promptly responding to customer inquiries, needs, and complaints - Execute preventive and corrective maintenance for mechanical and electrical systems, plumbing and sanitary services, air conditioning units, ACMV systems, chillers, and electrical controls - Conduct technical troubleshooting to resolve mechanical and electrical issues efficiently and effectively.	Working hours is from 8am to 6pm
Sales Associate	NA	- Support Sales Executive and coordinate sale activities, - work with logistics for seamless delivery - inform customers of delays and arrange alternatives, Deal with product or technical queries and	- Working 5 day per week 8:30am - 6:00pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		prepare reports for weekly sale tracking, KPI AND EXCO	
Quality Assurance Executive	Diploma, 5 years' experience in petrochemical industry	- Responsible for the development, implementation, and promotion of QA activities. - Manage all internal systems and plan to conduct management reviews, follow up on HSEQ reports, and monthly reports and Knowledge of IATF16949 is preferred.	Working 5 day per week
Project Engineer	Bachelor's degree in engineering-related field, experience as a project engineer, knowledge of marine vessel systems, proficiency in engineering software like AutoCAD, SolidWorks, etc	- Conduct feasibility studies, evaluate technical requirements, conduct risk assessments, review and interpret technical drawings, - Monitor project progress and budgets, ensure timely delivery of materials, conduct regular sit inspections and deliver project progress reports and presentations	- Working 5 day per week 8:30am - 6:00pm

#7 REN CI HOSPITAL

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Community Care Associate	- GCE 'N' or 'O' level. - Preferably possess experience in household management and / or eldercare. - Must have patience and love working with seniors. - Required to perform 2 or 3 rotating shift hours and work on weekends / public holidays.	- Provide companionship by actively listening to the residents' wishes and concerns and ensuring that measures are taken to keep them comfortable. - Facilitate and support all aspects of the residents' daily lives, taking into consideration individual preferences. Part of a self-managed team, he/she is responsible for creating an environment that enhances residents' quality of life. - Provide basic care and services to residents in basic activities of daily living, including assistance with personal hygiene, toileting, diaper changing and showering.	3-Rotating Shift 5 / 6 days' work week - Morning Shift 7am - 3.30pm - Afternoon shift 1pm - 9.30pm - Night Shift 9pm - 8.00am 2-Rotating Shift 5 days' work week - Morning Shift 7am - 4.30pm - Afternoon shift 12pm - 9.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Monitor health status and vital signs. - Perform tube feeding / Nasogastric tube (NGT) feeding for residents. - Assist to apply prescribed topical medication. - Perform and monitor individualized therapy intervention. - Any other duties assigned by supervisor.	
Driver	- Possess class 3 driving license. - Able to communicate and read in simple English.	- Provide ambulance and transport support. - Internal and external housekeeping of passenger van. - Send in-house patients for routine medical appointments or for A&E cases. - Transfer patients to and fro for day rehabilitation sessions. - Perform duties as assigned by Reporting Officer.	- Between 7am to 6pm (Depending on centre posting) - Working 5 day per week

#8 SINGAPORE SAIZERIYA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew(Part Time)	Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items.	- Serving customer's orders - Clearing of plates - Preparation of cutleries - Preparation of dessert orders - Dishwashing	No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day.
Kitchen Assistant(Part Time)	- Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" station. - In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of	- Preparing customer orders - Overall cleanliness of kitchen - Preparation of ingredients - Receiving and storage of ingredients - Dishwashing	No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	invoice and receiving of goods are included.		
Service Crew (Full Time)	Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items.	- Serving customer's orders - Clearing of plates - Preparation of cutleries - Preparation of dessert orders - Dishwashing	44 hrs/6 working days. Any additional hours committed will be considered under OT (1.5x multiplier). Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfil all attendance requirements.
Kitchen Assistant (Full Time)	Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included.	- Preparing customer orders - Overall cleanliness of kitchen - Preparation of ingredients - Receiving and storage of ingredients - Dishwashing	44 hrs/6 working days. Any additional hours committed will be considered under OT (1.5x multiplier). Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfil all attendance requirements.
Management Trainee	- Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items. - Opening and closing duties, schedule planning, complain management, cash banking services, employee training, staff feedback and orientation are included as well.	- Perform opening/closing procedures - Perform full operation cycle of service and kitchen - Guest complaint management - Dishwashing and other ad-hoc tasks when needed	44 hrs/6 working days. Any additional hours committed will be considered under OT (1.5x multiplier). Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfil all attendance requirements.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location

#9 SPACIO

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Sales Consultant (Outdoor)	Comfortable with doing roadshows and events	Promoting of massage / facial / moxibustion / teeth whitening / underarm hair removal and etc services	- Working 5 days per week - Minimum working 44hours per week (FULL TIME)
Sales Consultant (Outdoor)	Comfortable with doing roadshows and events	Promoting of massage / facial / moxibustion / teeth whitening / underarm hair removal and etc services	- Working 3 days per week 35hours per week (Part-Time)

#10 VERTI HUMAN

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Restaurant F&B Kitchen/service crew	- Able to commit certain weekends - Fluent in English - Experience in F&B preferred, those with none are welcomed to apply - Students welcome to apply (central only) - Able to stand long hours (at least 6 hours a day) - Working rights required for this role	- Take order, serving and cashier - Maintain cleanliness of area	9:30am-10:30pm - Working 5 days per week
Restaurant F&B Management Trainee	- Able to commit certain weekends - Fluent in English - Experience in F&B preferred, those with none are welcomed to apply - Students welcome to apply (central only) - Able to stand long hours (at least 6 hours a day)	- Take order, serving and cashier - Maintain cleanliness of area - Train, roster, and supervise premises - Combine Service Crew and Chef	9:30am-10:30pm - Working 5 days per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Working rights required for this role		
Restaurant F&B Chef	- Able to commit certain weekends - Fluent in English - Experience in F&B preferred, those with none are welcomed to apply - Students welcome to apply (central only) - Able to stand long hours (at least 6 hours a day) - Working rights required for this role	- Take order, serving and cashier - Maintain cleanliness of area - Train, roster, and supervise premises	9:30am-10:30pm - Working 5 days per week
Café F&B Cleaner	- Able to commit certain weekends - Fluent in English - Experience in F&B preferred, those with none are welcomed to apply - Students welcome to apply (central only) - Able to stand long hours (at least 6 hours a day) - Working rights required for this role	- Take order, serving and cashier - Maintain cleanliness of area - Train, roster, and supervise premises	10 am – 8pm - Working 5 days per week
Café F&B Crews	- Able to commit certain weekends - Fluent in English - Experience in F&B preferred, those with none are welcomed to apply - Students welcome to apply (central only) - Able to stand long hours (at least 6 hours a day) - Working rights required for this role	- Take order, serving and cashier - Maintain cleanliness of area	44 hours per week - Working 5 days per week
Café F&B Chef	- Able to commit certain weekends - Fluent in English	- Take order, serving and cashier - Maintain cleanliness of area	10 am – 8pm - Working 5 days per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) • - Able to stand long hours (at least 6 hours a day) • Working rights required for this role		
Hawker Kitchen Assistants	• Able to commit certain weekends • Fluent in English, Mandarin • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) • Able to stand long hours (at least 6 hours a day) • Working rights required for this role	• Take order, serving and cashier • Maintain cleanliness of area • Deep frying according to recipe • Change oil where needed	• 10 am – 8pm • Working 5 days per week
Hawker F&B Sellers	• Able to commit certain weekends • Fluent in English, Mandarin • Experience in F&B preferred, those with none are welcomed to apply • Students welcome to apply (central only) • Able to stand long hours (at least 6 hours a day) • Working rights required for this role	• Take order, serving and cashier • Maintain cleanliness of area • Deep frying according to recipe • Change oil where needed	• 10 am – 8pm • Working 5 days per week
Supermarket Promoter	• Able to commit certain weekend • Fluent in English • Experience in F&B preferred, those with none are welcomed to apply	• Promoting Halal organic chicken • Stock count/ take, and reporting	• 10 am – 6pm • Working 5 days per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Students welcome to apply - Working rights required for this role		
Warehouse Assistant	- Positive attitude, accountability, and eagerness to learn. - Physically capable of working in a warehouse setting. - Structured and self-sufficient worker with strong organizational skills. - Having a valid forklift driving license is a plus. - Basic computer literacy is advantageous. - No quota available.	- Manage receiving and inspection of incoming goods - Handle picking, packing, and shipping for local and international orders. - Manage loading and unloading, organising, labelling, and packaging of products. - Coordinate with Customer Service to ensure timely processing of orders. - Enforce warehouse procedures and safety protocols.	8.30am – 12.30pm - Working 5.5 days per week
Information Technology	- At least 1-2 years of IT Experience - Willing to do sales	Selling of IT Services to client	44 hours per week - Working 5 days per week
Design Engineer	- At least 3 years of packaging design - Experience in Project Handling	- Overseeing packaging design projects - Main POC approvals and liaising with team in India	44 hours per week - Working 5 days per week
PT Café F&B Crews	- Able to commit certain weekends - Fluent in English - Experience in F&B preferred, those with none are welcomed to apply - Students welcome to apply (central only) - Able to stand long hours (at least 6 hours a day) - Working rights required for this role	- Take order, serving and cashier - Maintain cleanliness of area	44 hours per week - Working 5 days per week
PT DogSitter	- Experience in dog handling - Able to speak Mandarin - Below age 30	- Cleaning and taking care of dog - Taking dogs on walks and playing with dogs	7am – 3pm - Working 5 days per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
PT DogCare Driver	- At least 2 years driving experience - Experience in dog handling	- Fetching and dropping off dogs - Driving dogs to home	6.45am – 6.15pm - Working 5 days per week
PT Café Service Crew	- Able to climb stairs occasionally - Fluent in English	Take order, serving and cashier	11am – 5pm - Working 5 days per week
Café Service Crew	- Able to climb stairs occasionally - Fluent in English	Take order, serving and cashier	11am – 5pm - Working 5 days per week
PT Café Service Crew	- Experience in F&B - Fluent in Mandarin	- Take order, serving, and cashier - Maintain cleanliness of the area	44 hours per week - Working 3 days per week
PT Chef (Roasted Meat)	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Food Preparation - Cooking according to recipe - Maintain cleanliness of the area - Oversee the operations	- Up to 8hours - Working 5 days per week
Chef (Roasted Meat)	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Food Preparation - Cooking according to recipe - Maintain cleanliness of the area - Oversee the operations	- Up to 8hours - Working 5 days per week
Chef (Economical Rice)	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Food Preparation - Cooking according to recipe - Maintain cleanliness of the area - Oversee the operations	- Up to 8hours - Working 3 days per week
Chef (Economical Rice)	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base.	- Food Preparation - Cooking according to recipe - Maintain cleanliness of the area - Oversee the operations	- Up to 8hours - Working 5 days per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	1 year of experience in F&B.		
PT Chopper (Roasted Meat)	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Food Preparation - Chop ingredients for dishes - Collaborate with kitchen staff - Maintain cleanliness of the area	- Up to 8hours - Working 3 days per week
Chopper (Roasted Meat)	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Food Preparation - Chop ingredients for dishes - Collaborate with kitchen staff - Maintain cleanliness of the area	- Up to 8hours - Working 5 days per week
PT Chopper (Economical Rice)	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Food Preparation - Chop ingredients for dishes - Collaborate with kitchen staff - Maintain cleanliness of the area	- Up to 8hours - Working 3 days per week
Chopper (Economical Rice)	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Food Preparation - Chop ingredients for dishes - Collaborate with kitchen staff - Maintain cleanliness of the area	- Up to 8hours - Working 5 days per week
PT Service Crew/Cashier (Roasted Meat)	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Process customer orders and payments. - Provide friendly and efficient service. - Maintain cleanliness of the area.	- Up to 8hours - Working 3 days per week
Service Crew/Cashier (Roasted Meat)	Able to speak Chinese and English.	Process customer orders and payments.	- Up to 8hours - Working 5 days per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Provide friendly and efficient service. - Maintain cleanliness of the area.	
Service Crew/Cashier (Economical Rice) Part Time	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Process customer orders and payments. - Provide friendly and efficient service. - Maintain cleanliness of the area.	- Up to 8hours - Working 3 days per week
Service Crew/Cashier (Economical Rice) Full-Time	- Able to speak Chinese and English. - Must be able to commit weekends/ PH. - Familiarity with the Chinese customer base. 1 year of experience in F&B.	- Process customer orders and payments. - Provide friendly and efficient service. - Maintain cleanliness of the area.	- Up to 8hours - Working 5 days per week
Café Manager	- Take order, serving and cashier - Maintain cleanliness of area - Train, roster and supervise staff	- Take order, serving and cashier - Maintain cleanliness of area - Train, roster and supervise staff	44 hours per week - Working 5 days per week

#11 WOODLANDS TRANSPORT

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Prime Mover Driver	Class 4 driving licence	- Delivery of construction loads / materials to clients' sites, yards and plants. - Report any defects, accidents or violations to the supervisor. - Maintain cleanliness and upkeep of the vehicle.	6 days per week 7.5 hours per day
Motor Vehicle Mechanic	Technical and diagnosis skills and class 3 driving licence is preferred.	- Perform servicing and repairs on buses and heavy vehicles. - Conduct component overhaul as required.	5.5 days per week 8 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Carry out fault diagnosis to identify and address mechanical issues.	
Bus Driver	Class 4 driving licence with valid BDVL	Drive bus to pick up passengers from point A to point B	6 days per week 8 hours per day
OPERATIONS EXECUTIVE	Manage all elements of planning, organization, coordination, supervision and customer service of the operational aspects of assigned school.	- Previous experience in managing transport or school bus transport business is advantageous. - High level of interpersonal skills. Communicate effectively both verbally and in writing.	5 days per week 8 hours per day
Tour Consultant	- Provide excellent customer service and respond to client inquiries and concerns. - Book tours, flights, cruises, coaches, accommodations, rental cars and other travel arrangements.	- Certification or training in travel planning, familiar with computer reservation system (CRS). - Excellent communication skills	5 days per week 8 hours per day
Travel Operations & Operations Executive	- Oversee and manage the daily operations within the operations team. - You will ensure that all travel-related services are carried out efficiently, effectively, and in line with company standards.	Diploma in travel and tourism or relevant work experience.	5 days per week 8 hours per day

NTUC Job Security Council's Telegram Channels

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Check out our e-Resources for Jobs & Skills

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Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

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

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



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



e2i west

Devan Nair Institute of Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607



Find us at these other locations.



<https://e2i.sg/locjw2?r=qr>

Operating Hours: Monday till Friday: 9am to 5pm
Saturday: 9am to 1pm
Sunday & Public Holiday: Closed