

e2i Mini Career Fair @ [Learning Neighbourhood] [1st Nov -3rd Nov 2024] JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

e2i is an 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 McDonald's Singapore

McDonald's provides a world of rewarding career opportunities both in and beyond the restaurant. Here, we believe every crew can become a leader, a manager and even a business consultant. Whether you are a full-time or part-time employee, we have an established series of training programmes to help you gain the necessary skills and knowledge to realize your potential and climb the career ladder.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service crew (PT)	<ul style="list-style-type: none"> Be a part of a friendly service team Greet and serve customers in a fast and friendly manner Learning about food preparation and customer service Ensure that the restaurant is clean 	<ul style="list-style-type: none"> Be part of a friendly service team Greeting and serving customers in a fast and friendly manner Learning about food preparation and customer service Ensure that the restaurant is clean 	<ul style="list-style-type: none"> Part Time is based on Operation needs Working Hours: Part Time is based on Operation needs Employment Type: Part Time Job Type: Permanent Location: Various Location
Service crew (FT)	<ul style="list-style-type: none"> Be a part of a friendly service team Greet and serve customers in a fast and friendly manner Learning about food preparation and customer service Ensure that the restaurant is clean 	<ul style="list-style-type: none"> Be a part of a friendly service team Greet and serve customers in a fast and friendly manner Learning about food preparation and customer service Ensure that the restaurant is clean 	<ul style="list-style-type: none"> 6 Working Days Working Hours: Based on Operation needs Employment Type: Full Time Job Type: Permanent Location: Various Location
Guest Experience Leader	<ul style="list-style-type: none"> Serve as the Hospitality Expert/Lead in the restaurant Deliver exceptional in-store Feel Good experience at all times Implement and execute Service Centric and Family Marketing initiatives and programmes Exceed guest expectations by creating Feel Good Moments and turning them into lasting memories 	<ul style="list-style-type: none"> Serve as the Hospitality Expert/Lead in the restaurant Deliver exceptional in-store Feel Good experience at all times Implement and execute Service Centric and Family Marketing initiatives and programmes Exceed guest expectations by creating Feel Good Moments and turning them into lasting memories 	<ul style="list-style-type: none"> 6 Working Days Working Hours: Rotation Shifts Employment Type: Full Time Job Type: Permanent Location: Various Location
Management Trainee	<ul style="list-style-type: none"> Shape the future of McDonald's 	<ul style="list-style-type: none"> Shape the future of McDonald's 	<ul style="list-style-type: none"> 5 Working Days Working Hours: Rotation Shifts

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Master million-dollar budgeting, cost management, and inventory planning • Plan and execute sales building activities • Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations • Supervise store operations, cash control, and shift management • Manage a high-performance team and develop their talents • Drive recruitment, training, and marketing campaigns 	<ul style="list-style-type: none"> • Master million-dollar budgeting, cost management, and inventory planning • Plan and execute sales building activities • Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations • Supervise store operations, cash control, and shift management • Manage a high-performance team and develop their talents • Drive recruitment, training, and marketing campaigns 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Various Location
<p>Family Ambassador (PT)</p>	<ul style="list-style-type: none"> • Be part of a friendly service team • Creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities 	<ul style="list-style-type: none"> • Be part of a friendly service team • Creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities 	<ul style="list-style-type: none"> • Part Time is based on Operation needs • Working Hours: Part Time is based on Operation needs • Employment Type: Part Time • Job Type: Permanent • Location: Various Location
<p>Family Ambassador (FT)</p>	<ul style="list-style-type: none"> • Be part of a friendly service team • Creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities 	<ul style="list-style-type: none"> • Be part of a friendly service team • Creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities 	<ul style="list-style-type: none"> • 6 Working Days • Working Hours: Based on Operation needs • Employment Type: Full Time • Job Type: Permanent • Location: Various Location

#2 Popular Book Company (Pte) Ltd

Retail of Books, Stationery and Gadgets & IT.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Assistant	<ul style="list-style-type: none"> • Minimum GCE 'N' Level • 1 year retail/ cashier experience preferred • Pleasant disposition and customer-service oriented • Required to work retail hours, weekends and public holidays 	<ul style="list-style-type: none"> • Attend to customers' enquiries • Optimize sales opportunities • Display merchandise and replenish stocks • Assist in stock take, ordering and receiving stocks • Perform general housekeeping duties • Perform any other work duties as and when assigned by superior. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 10.45am to 9.45pm • Employment Type: Full Time • Job Type: Permanent • Various Location
Cashier	<ul style="list-style-type: none"> • Minimum GCE 'N' Level • 1 year retail/ cashier experience preferred • Pleasant disposition and customer-service oriented • Required to work retail hours, weekends and public holidays 	<ul style="list-style-type: none"> • Attend to customer's enquiries • Process sales transactions • Assist customers in the process of membership cards • Assist in the snack merchandises display • Perform general housekeeping duties 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 10.45am to 9.45pm • Employment Type: Full Time • Job Type: Permanent • Various Location
Assistant Retail Supervisor	<ul style="list-style-type: none"> • Diploma holders or those with 2 years of retail supervisory experience may apply • Pleasant disposition and customer service oriented • Good working attitude and strong interpersonal skills • A team player who is independent and able to work under pressure • Required to work retail hours, weekends and public holidays 	<ul style="list-style-type: none"> • Customer engagement and support • Optimize sales opportunities • Monitoring and replenishment of stocks/inventory • Analyze the sales performance within the department • Handle the administrative functions of the department • Perform any other work duties as and when assigned by superior 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 10.45am to 9.45pm • Employment Type: Full Time • Job Type: Permanent • Various Location
Retail Administrative Assistant	<ul style="list-style-type: none"> • Minimum GCE 'N' Level with 1 year of relevant experience • Proficient with MS Office 	<ul style="list-style-type: none"> • Perform administrative function of the store. • Process SAP related documents such as invoice verification, goods receipts, data entry, filling of document, etc. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 10.45am to 8.30pm • Employment Type: Full Time • Job Type: Permanent • Various Location

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possess good communications and Interpersonal skills • Ability to work in a fast-paced environment 	<ul style="list-style-type: none"> • Handle incoming phone calls, replenish office housekeeping products. • Assist in stocktaking. • Perform any other duties assigned by the Retail Manager. 	

#3 Shake Shack Singapore

At Shake Shack, our mission is to Stand For Something Good in all that we do. You'll learn lifelong skills and be empowered to make a positive impact—on our business, restaurants, and communities, as one of the fastest-growing hospitality brands in the world. From our teams to our neighborhoods, we're committed to always doing the right thing.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Culinary Manager	<ul style="list-style-type: none"> • Degree / Diploma in culinary arts or equivalent • Minimum 3 years of relevant experience in culinary and R&D • Excellent written and verbal communication skills, with the ability to effectively communicate information to diverse audiences 	<ul style="list-style-type: none"> • Support all brands in multiple countries in culinary aspects • Leverages culinary skills and scientific knowledge to drive commercially viable concept development • Creates innovative culinary solutions to establish competitive advantage with a focus on improvement • Conduct R&D of new dishes and limited-time-offer (LTO) items to enhance menu offerings and drive sales. • Monitor the execution of new items to ensure consistency and quality across • Work with different stakeholders to ensure alignment of training programs and quality assurance initiatives with organizational goals and objectives • Provide insight and feedback on culinary trends and ingredients availability for menu development • Keep abreast about local / global food trends and be aware of ingredients in the market 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • 51 Cuppage Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior HR Executive	<ul style="list-style-type: none"> Degree / Diploma in HR or its equivalent Minimum 2 years of HR Admin in F&B or retail industry Good knowledge of Singapore HR practices and employment laws Meticulous, good time management and ability to handle high volume and fast-paced environment 	<ul style="list-style-type: none"> Handle the full spectrum of HR administration Preparation of contracts and HR letters Administer employee benefits and leaves Submission of Workmen Injury Compensation (WICA) report and liaise with insurance for settlement of claims Work closely with payroll vendors on timely update of employee data and records to ensure accuracy Manage all work passes application, renewal and cancellation Assist in employee on / off boarding process Registration and tracking of courses for employees Purchasing of uniforms and stationery items Compute and submit monthly HR expenses for payment Maintain inventory records and reports Support in recruitment activities Participation in HR projects and initiatives Other ad-hoc HR duties assigned 	<ul style="list-style-type: none"> 5 Working Days Working Hours: 9am to 6pm Employment Type: Full Time Job Type: Permanent 51 Cuppage Road
Marketing Executive	<ul style="list-style-type: none"> Degree / Diploma in HR or its equivalent Minimum 2 years of HR Admin in F&B or retail industry Good knowledge of Singapore HR practices and employment laws Meticulous, good time management and ability to handle high volume and fast-paced environment 	<ul style="list-style-type: none"> Provide support to conceptualize, develop and execute integrated marketing communications plan, promotional-related activities to help achieve business objectives Assist in updating and creation of content to increase brand outreach and consumer awareness through internal and external channels. Identify and collaborate with KOLs / partnerships that drive brand awareness and conversions Assist in executing membership marketing (CRM) activities for growth and retention Assist in adaptation, production and updating of in-store and 	<ul style="list-style-type: none"> 5 Working Days Working Hours: 9am to 6pm Employment Type: Full Time Job Type: Permanent 51 Cuppage Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		digital marketing and branding assets. Video-taking/editing and photography experience is a plus. <ul style="list-style-type: none"> • Work and coordinate with internal stakeholders and external agencies for campaigns and promotions and getting strategic alignment with departments when required 	
Maintenance Executive	<ul style="list-style-type: none"> • Min.2 years of experience in maintenance or facilities management in relevant industry • Possess valid Electrician License (Grade 7 or higher) • Own transport preferred • Strong mechanical and technical skills • Ability to diagnose and troubleshoot equipment problems • Knowledge of building codes and safety regulations • Excellent time management and organizational skills • Physical ability to perform tasks such as lifting, carrying, and standing for extended periods • Ability to work independently and as part of a team 	<ul style="list-style-type: none"> • Preventive Maintenance: • Conduct regular inspections of restaurant equipment, including kitchen appliances, HACCP system, plumbing, and electrical systems • Perform routine maintenance tasks such as cleaning, lubricating, and adjusting equipment • Develop and implement a preventive maintenance schedule • Repair and Maintenance: • Report daily task list to the Area Coach and plan out work schedule • Diagnose and repair equipment malfunctions promptly • Coordinate with Area Coach & BD team for complex repairs or installations • Maintain inventory of necessary repair parts and supplies • Ensure compliance with all safety regulations and building codes • Facility Upkeep: • Perform general maintenance tasks such as plumbing repairs, electrical troubleshooting, and carpentry work • Assist with facility improvements and renovations as needed • Maintain cleanliness and orderliness of the maintenance area and equipment • Adhere to Shake Shack Brand Standard Evaluation and aid Shack GM 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • 51 Cuppage Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Emergency Response: • Respond to emergencies such as equipment breakdowns, plumbing issues, electrical power trip or facility damage (Ability to work flexible hours, including weekends and public holidays) • Coordinate with emergency services as needed • Documentation: • Maintain accurate records of maintenance activities, repairs, and inspections • Maintain and track repair spendings, reports weekly to the Area Coach • Prepare reports on equipment condition and maintenance needs 	
<p>Restaurant Manager</p>	<ul style="list-style-type: none"> • Min. 3 years of experience in similar capacity in the F&B industry • Positive individual with strong communication, interpersonal and leadership skills 	<ul style="list-style-type: none"> • Lead the day-to-day operational and financial excellence by exercising great leadership and decision-making that supports operational standards and the culture • Assumes full responsibility for the restaurant P&L management by following cash control/security procedures, maintaining inventory, managing labor, and applying financial report analysis to enhance restaurant results • Manage the assigned Shack operational and manpower planning • Oversee employees related matters including performance management, training and development, compensation and disciplinary matters • Provides coaching and feedback to team on stations, products, processes and policies • Enforces compliance with government regulations, food safety, operations and company's policies and procedures across shifts 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: Shift Work • Employment Type: Full Time • Job Type: Permanent • 51 Cuppage Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure overall brand image is maintained and well represented • Identifies and implements strategies to market the restaurant and promote restaurant involvement in the community • - Work closely with the management team to identify and to solve various operational issues for growth sustainability • - Work closely with all other departments to maximize experience and profitability of Shake Shack 	
Manager-in-Training	<ul style="list-style-type: none"> • Relevant experience in F&B or qualification in F&B, Culinary, Retail or Hospitality • Passion for the F&B and service industry • Positive attitude and a team player 	<ul style="list-style-type: none"> • Manager-in-Training will go through 3 months' structured training in both Front & Back of House before being certified as a Manager. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: Shift Work • Employment Type: Full Time • Job Type: Permanent • 51 Cuppage Road
Team Member (Full Time / Part Time)	<ul style="list-style-type: none"> • No experience required as training will be provided • Passion for the F&B and hospitality industry • Positive attitude and a team player 	<ul style="list-style-type: none"> • Preparation of food in compliance with health and safety standards • General cleaning and maintenance of kitchen equipment • Ensuring smooth daily operations • Assist in inventory management 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: Shift Work • Employment Type: Full Time/Part Time • Job Type: Permanent • 51 Cuppage Road

#4 Singapore Marriott Tang Plaza Hotel

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

Begin. Belong. Become. Be a part of something bigger than yourself, join a team where everyone has a voice. Belong to a community where you are included. Be inspired by what’s possible and discover your own future. Be challenged, grow and achieve your ambition. At Marriott, be yourself.

Begin your purpose, belong to a global community, and become the best version of you – we invite you to search and apply for jobs at Marriott and explore the endless opportunities we have to offer.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Revenue Analyst	<ul style="list-style-type: none"> Minimum Diploma in Business Administration, Finance and Accounting, Economics, Hotel and Restaurant Management, or related courses. At least 2 years of working experience in handling revenue management, sales & marketing, or related professional area. 	<ul style="list-style-type: none"> Assist in the management of rooms inventory to maximize hotel(s) rooms revenue, as well as maintain accuracy of information and enhance automation efforts in revenue management system. Assist in the preparation of competitive analysis and other supporting documents for presentation at market sales strategy meetings. Assist in managing room authorizations, rates, and restrictions, including communicating rate restrictions and strategy to properties. Accurately generate, process and update hotel (s) Revenue Management reports and serve as primary source for majority of reporting and analytical needs of the Revenue Management team. Assist with system maintenance across revenue management systems as well as to distribution channels. Assist in the implementation of hotel sales strategies meeting and admin tasks for team. Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> 5 Working Days Working Hours: 44hours Employment Type: Full Time Job Type: Permanent Location:320 Orchard Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Reservation Sales Officer (Hotel Rooms)	<ul style="list-style-type: none"> • Minimum GCE 'O' levels and/or Diploma in Hotel Management. • At least 1 year of relevant experience in handling Hotel Reservation Room Sales will be an added value. • Good interpersonal, communication & administrative skills. • PC literate. • A great team player. 	<ul style="list-style-type: none"> • Respond quickly and efficiently to all reservations-related requests made by prospective hotel guests, corporate bookers, travel agents and co-workers. • Promotes room sales through phone contacts and maintains a good relationship with business contacts. • Assist the Reservations Manager to ensure the smooth operation of the department. This includes monitoring the department activities and development, recommending changes when necessary to improve quality of work. • Also be responsible for the processing of groups in Marsha and Fidelio. Liaise and communicate effectively with the relevant departments (e.g Sales & Marketing, Catering Sales, Front Office, Food & Beverage) for all group related co-ordination. • Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road
Sales Manager / Assistant Manager / Executive (Proactive)	<ul style="list-style-type: none"> • Minimum Diploma in Hotel Management and/or Sales & Marketing. • At least 3 years of relevant Manager experience or 2 years of relevant Assistant Manager experience in handling Proactive Sales. • At least 1 year of relevant Executive experience in handling Proactive Sales coordination. • Strong overall sales skills with sales system knowledge. • Understanding of the hotel's business mix needs of transient, group and catering business. 	<ul style="list-style-type: none"> • Responsible for managing the Special Corporate segment of the Hotel (i.e. RFP Accounts). • To identify, solicit & prospect new business opportunities with potential revenue for all areas of the Hotel i.e. Guestrooms (Transient & Groups), catering events, F&B outlets, Retail etc. • Build and strengthen relationships with existing and new corporate customers to enable future bookings. • Activities include sales calls, entertainments, sales trips, roadshows, site inspections etc. • To meet and exceed individual and team sales targets. To generate a YOY ADR increase (stipulated %) for the RFP accounts. • To contribute positively to Engagement Survey department 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Self-confidence, energetic & enthusiastic. • Ability to present ideas, expectations and information in a concise, well-organized manner. • Excellent interpersonal conflict management skills. • Software knowledge (i.e. Microsoft Office). • Understanding and achieving team and individual goals. • Effective time management skills. • Understanding of sales strategies and account profitability. • Demonstrated leadership skills, customer development and relationship management skills. 	<p>results by being proactive in all aspects of department and interdepartmental issues. Any other duties may be assigned from time to time.</p>	
<p>Assistant Manager / Executive (Catering)</p>	<ul style="list-style-type: none"> • Minimum Diploma in Hotel Management and/or Sales & Marketing Management. • At least 2 years of Managerial level or 1 year of Executive level in Hotel Conference Sales (Sales Centre) experience. • Strong overall sales skills. • Excellent communication skills. • Proficiency in meeting room set-ups, audio visual and other support services. • Understanding of contract management and legalities. • Understanding of sales strategy and need 	<ul style="list-style-type: none"> • Handles all incoming inquiries for groups and events. • Qualify and convert corporate catering and group sales. • Meet / exceed individual sales target. Work together as a team player within and inter-departments. • Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>times as developed by revenue management.</p> <ul style="list-style-type: none"> • Understanding and achievement of team. • knowledge of Sales systems. • Demonstrates great leadership skills. • Demonstrates customer development and relationship management skills. • Able to start work within a short notice period. 		
Guest Relations Officer (Front Desk)	<ul style="list-style-type: none"> • At least 2 years of Front Desk working experience & a minimum Nitec in Hospitality Services or Hotel Management. • Great communication & presentation skills. • Proficient in problem-solving & follow-up skills. • Customer-oriented, well organized & outgoing personality. 	<ul style="list-style-type: none"> • Work closely with the Duty Managers (DM) to ensure daily operations in the Front Office are run smoothly. • Ensure all the areas in Front Office are covered by sufficient manpower at all times. • Assist to oversee and train all Front Office associates to ensure consistency of service rendered to all guests. • Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road
Guest Relations Officer (Concierge)	<ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/NITEC, Diploma, Advanced/Higher/Graduate Diploma, bachelor's degree, Post Graduate Diploma, Professional Degree, any field. • At least 2 year(s) of working experience in the related field is required for this position such as handling Concierge, Bell Captain & Bellman experience. • Great communication & presentation skills. 	<ul style="list-style-type: none"> • Responsible for the day-to-day services of Concierge and Bell operations. • Ensuring satisfaction and comfort of all guests, and keeping up of the desk area. T • the Concierge is also responsible for ensuring all Bell associates conduct their work ethically and with integrity. • The Concierge should also be fully aware of and act in accordance to the Hotel's standards and the Brand Standards. • Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Customer-oriented, well organized & outgoing personality. • Rotating shift work basis. • Able to start work immediately or within a short notice period. 		
<p>Senior/ Guest Experience Expert (Front Office, Integrated-Job Program)</p>	<ul style="list-style-type: none"> • At least 1 year of Front Office working experience. Fresh graduates are welcomed too. • Minimum Nitec in Hospitality Services or Hotel Management. • Great communication & presentation skills. • Customer-oriented, well organized & outgoing personality. 	<ul style="list-style-type: none"> • A key position which is instrumental in delivering seamless experience to our external and internal guests. • Our Guest Experience Experts work across departments and take the initiative to deliver a wide range of services that guide guests throughout their entire stay. • They are empowered to move about their space and do what needs to be done in a diverse environment. • Whether processing operational needs, addressing guest requests, completing reports, or sharing the highlights of the local area, the Guest Experience Expert makes transactions feel like part of the experience and critical to ensure smooth operations throughout the entire hotel. • No matter what position you are in, there are a few things that are critical to success – creating a safe workplace, following company policies and procedures, maintaining confidentiality, protecting company assets, upholding quality standards, and ensuring your uniform, personal appearance, and communications are professional. • Doing all these things well (and other reasonable job duties as requested) is critical for Guest Experience Experts – to get it right for our guests and our business each time. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other duties may be assigned from time to time. 	
<p>Doorman (Concierge)</p>	<ul style="list-style-type: none"> At least 1 year of Bell Services working experience. Fresh graduates are welcomed too. Minimum Nitec in Hospitality Services or Hotel Management. Great communication & presentation skills. Customer-oriented, well organized & outgoing personality. 	<ul style="list-style-type: none"> Responsible for the day-to-day services of Concierge and Bell operations. Ensuring satisfaction and comfort of all guests, and also keeping up of the desk area. Always providing service with a smile. Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> 5 Working Days Working Hours: 44hours Employment Type: Full Time Job Type: Permanent Location:320 Orchard Road
<p>Senior / Hotel Cleanliness Expert (Housekeeping, Integrated-Job (i-Job) program)</p>	<ul style="list-style-type: none"> At least 1 year of housekeeping work experience for Senior position. Fresh graduates are welcomed too. Minimum Nitec in Hospitality Services or Hotel Management. Great teamwork skills & well organized. 	<ul style="list-style-type: none"> Our jobs aren't just about giving guests a clean room and a freshly made bed. Instead, we want to build an experience that is memorable and unique. Our Guest Environment Experts are skilled in a wide range of housekeeping functions with responsibility for maintaining the appearance and cleanliness of the whole hotel. They are empowered to move about in their space and do what needs to be done. Whether delivering guest requests, stocking carts, cleaning rooms and public spaces, or other similar responsibilities, the Guest Environment Expert makes sure the spaces in the hotel help create a great guest experience. No matter what position you are in, there are a few things that are critical to success – ensuring a safe workplace, following company policies and procedures, maintaining confidentiality, upholding quality standards, and ensuring your uniform, personal appearance, and communications are professional. Guest Environment Experts will be on their feet and moving around (stand, sit, or walk for an 	<ul style="list-style-type: none"> 5 Working Days Working Hours: 44hours Employment Type: Full Time Job Type: Permanent Location:320 Orchard Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>extended time) and taking a hands-on approach to work (move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance).</p> <ul style="list-style-type: none"> • Doing all these things well (and other reasonable job duties as requested) is critical for Guest Environment Experts – to get it right for our guests and our business each and every time. Any other duties may be assigned from time to time. 	
Housekeeping Attendant (Runner)	<ul style="list-style-type: none"> • At least 1 year of Housekeeping Runner working experience. Fresh graduates are welcomed too. • Minimum Nitec in Hospitality Services or Hotel Management. • Minimum Nitec in Hospitality Services or Hotel Management. • Great teamwork skills & well organized. 	<ul style="list-style-type: none"> • Welcome and acknowledge all guests according to quality assurance expectations and standards. Anticipate and address guests service needs, thank guest with genuine appreciation. • To provide valuable assistance to the housekeeping team, particularly in managing the timely pick-ups and delivery of guest requests. • To offer support to the pool and fitness centre operations as needed, ensuring smooth functioning and exceptional guest experiences. • Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road
Laundry Operator	<ul style="list-style-type: none"> • Minimum N level education. • At least 1 year of relevant experience in handling laundry operations. • Great multi-tasking & coordination skills. • A team player. • Able to start work within short notice period. 	<ul style="list-style-type: none"> • Carries out all job tasks as assigned by supervisor or manager. Ensuring the correct use of equipment according to recommendation. • Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road
Loss Prevention Officer (Security)	<ul style="list-style-type: none"> • At least 2 years of Security working experience with a valid Security license. • Great investigation & report-writing skills. 	<ul style="list-style-type: none"> • Patrol the hotel as part of an overall security function, checking all areas while continuously maintaining a discreet and diplomatic presence that ensures the 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Great communication skills & teamwork. • Service-oriented, responsible & motivated. 	<p>protection of guests, associates and hotel assets.</p> <ul style="list-style-type: none"> • Control and monitor access to Back of The House areas and associates' entrance. Input data, monitor and operate the CCTV and alarm system, if required. • Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> • Job Type: Permanent • Location:320 Orchard Road
<p>F&B Guest Service Executive (Crossroads Buffet/ Crossroads Cafe)</p>	<p>At least 2 years of Food & Beverage working experience. Minimum Nitec in Hospitality Services / Hotel Management / F&B Services. Great communication & presentation skills. Customer-oriented, well organized & outgoing personality.</p>	<ul style="list-style-type: none"> • Associate will be responsible for supervising, coaching and coordinating activities of the food Servers as well as looking into the comfort and dining experience of guests. • Associate will also handle guests' complaints during the absence of the manager. • Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road
<p>F&B Service Expert (Integrated-Job program)</p>	<ul style="list-style-type: none"> • At least 1 year of Food & Beverage working experience. Fresh graduates are welcomed too. • Minimum Nitec in Hospitality Services / Hotel Management / F&B Services. • Great communication & presentation skills. • Customer-oriented, well organized & outgoing personality. 	<ul style="list-style-type: none"> • Our jobs aren't just about putting food on the table that our guests will enjoy until they ask for their bill. Instead, we want to build an experience that is memorable and unique – with food and drinks on the side. Our Guest Service Experts take the initiative and deliver a wide range of services to make sure that guests enjoy their meal. • Whether setting tables, communicating with the kitchen, interacting and serving guests, or cleaning work areas and supplies, the Guest Service • Expert makes transactions feel like part of the experience. No matter what position you are in, there are a few things that are critical to success – creating a safe workplace, following company policies and procedures, upholding quality standards, and ensuring your uniform, personal appearance, and communications are professional. Guest Service • Experts will be on their feet and moving around (stand, sit, or 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>walk for an extended time; moving over sloping, uneven, or slippery surfaces), managing the menu (read and visually verify information), and taking a hands-on approach to work (move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance and 50 pounds with assistance; reach overhead and below the knees, including bending, twisting, pulling, and stooping).</p> <ul style="list-style-type: none"> • Doing all these things well (and other reasonable job duties as requested) is critical for Guest Service Experts – to get it right for our guests and our business each and every time. • Any other duties as may be assigned from time to time. 	
<p>Junior Sous Chef (Banquet)</p>	<ul style="list-style-type: none"> • Strong in leadership. • Must be able to oversee a kitchen. • Responsible in daily operation. • Good interpersonal and communication skills. • A good team player. 	<ul style="list-style-type: none"> • Maintaining a smooth functioning Main Kitchen in conformance with corporate standard operation procedures. He must effectively control food cost, labour cost, other controllables, and maintenance and energy costs throughout the kitchen. • The service of high-quality food and achievement of budgeted or higher profits are a top priority, accident prevention and energy conservation are considered top priorities and cannot be over emphasized. • Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road
<p>Junior Sous Chef (Crossroad Kitchen - Local Cuisine)</p>	<ul style="list-style-type: none"> • Strong in leadership. • Must be able to oversee a kitchen. • Responsible for daily operation. • Good interpersonal and communication skills. • A good team player. 	<ul style="list-style-type: none"> • Maintaining a smooth functioning Crossroads Kitchen in conformance with corporate standard operation procedures. • Must effectively control food cost, labour cost, other controllables, maintenance and energy costs throughout the kitchen. • The service of high-quality food and achievement of budgeted or higher profits are a top priority, 	<ul style="list-style-type: none"> • 5 Working Days • Working Hours: 44hours • Employment Type: Full Time • Job Type: Permanent • Location:320 Orchard Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>accident prevention and energy conservation are considered top priorities and cannot be over emphasized.</p> <ul style="list-style-type: none"> Any other duties may be assigned from time to time. 	
Chef De Partie (Crossroad Kitchen -Local Cuisine)	<ul style="list-style-type: none"> Minimum Certificate in Culinary Skills. At least 2 years of culinary operation & supervision. Great interpersonal & creative skills. 	<ul style="list-style-type: none"> To assist in the supervision of the Kitchen staff; to ensure food preparation is done according to Marriott standards of food quality, presentation and sanitation. Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> 5 Working Days Working Hours: 44hours Employment Type: Full Time Job Type: Permanent Location:320 Orchard Road
Cook I (Banquet Kitchen)	<ul style="list-style-type: none"> Minimum Certificate in Culinary Skills. At least 1 year of culinary operation. Great interpersonal & creative skills. 	<ul style="list-style-type: none"> Preparing food in accordance with Marriott standards of food quality, presentation and sanitation. Any other duties may be assigned from time to time. 	<ul style="list-style-type: none"> 5 Working Days Working Hours: 44hours Employment Type: Full Time Job Type: Permanent Location:320 Orchard Road
Steamer #1 (Wan Hao Chinese Restaurant)	<ul style="list-style-type: none"> Minimum Certificate in Culinary Skills. At least 5 years of culinary operation & supervision. Great interpersonal & creative skills. 	<ul style="list-style-type: none"> To assist in the day-to-day food production and supervise Cooks and Casuals. Execute production for all items needed in the day-to-day Hotel operation Ensure that systems are in place and followed while maintaining a high degree of associate satisfaction by adhering to all Marriott Standards and Policies and Singapore Marriott Hotel standards of excellence. 	<ul style="list-style-type: none"> 5 Working Days Working Hours: 44hours Employment Type: Full Time Job Type: Permanent Location:320 Orchard Road
Stove #1 (Wan Hao Chinese Restaurant)	<ul style="list-style-type: none"> Minimum Certificate in Culinary Skills. At least 5 years of culinary operation & supervision. Great interpersonal & creative skills. 	<ul style="list-style-type: none"> To assist all cooks to provide consistent quality of food and services to internal and external customers, by adhering to all Marriott Standards and Policies and Singapore Marriott Hotel standards of excellence. 	<ul style="list-style-type: none"> 5 Working Days Working Hours: 44hours Employment Type: Full Time Job Type: Permanent Location:320 Orchard Road
Chef De Partie (Pastry Kitchen)	<ul style="list-style-type: none"> Minimum Certificate in Culinary Skills. 	<ul style="list-style-type: none"> To assist in the supervision of the Kitchen staff; to ensure food preparation is done according to 	<ul style="list-style-type: none"> 5 Working Days Working Hours: 44hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> At least 2 years of culinary operation & supervision. Great interpersonal & creative skills. 	Marriott standards of food quality, presentation and sanitation.	<ul style="list-style-type: none"> Employment Type: Full Time Job Type: Permanent Location: 320 Orchard Road

#5 e2i services

e2i Services

- Career Coaching & Job Matching
- Skills Future Advice

Concerned about your Job Security in this period?

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

Meet an e2i Career Coach

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

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



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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

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NTUC Job Security Council’s Telegram Channels

Be alerted daily to the latest job vacancies from hiring companies.

- Subscribe to **PMET Jobs-Alert**
 (e.g. Analysts, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**
 (e.g. Temporary, part-time jobs, operators, packer roles)
<https://bit.ly/jsc-ja-nonpmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.



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

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