

e2i Skills & Career Fair @ Sembawang

24 January 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 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

Content Page

Pages [Click on the specific role to view more details]

#1 Amara Hotels & Resort	8
• Sales Mgr./Snr Sales Mgr. (Events/Corporate)	8
• Sales Executive (Events/Corporate/Weddings)	8
• Purchasing Executive	8
• Guest Service Manager	8
• Assistant Restaurant Manager	8
• Guest Service Executive	8
• Senior/.....	8
• Security Officer	8
• M&E Technician	8
• Revenue Manager	9
• Duty Engineer	9
• Assistant Housekeeper	9
• Senior Security Officer	10
• Waitress	10
• Sales Manager	10
• Financial Controller	10
• Senior Accountant	10
• Revenue Manager	10
#2 Ascott International Management	11
• Technician	11
• Manager, Engineering	12
• Officer, Reservation	13
• Duty Manager	14
• Executive, Finance (AP)	16
• Chef De Partie	17
• Assistant Executive Housekeeper	18
• Housekeeping Attendant	20
• Bartender	21
• Guest Service	21
• Lyf Guard	22

• (Guest Service)	22
• Technician	23
#3 AvePoint Singapore	25
• Business Analyst	25
• Support Engineer	26
#4 BAXTER HEALTHCARE SA.....	27
• TECHNICIANS.....	27
• ASSISTANT SUPERVISORS	27
• OPERATORS.....	28
#5 BigFoot Logistics	28
• Prime Mover Driver.....	28
• Class 3 Lorry Driver	29
#6 Bioskin Holdings	29
• Tele sales	29
• Personal Assistant	29
• Beauty Therapist	29
• Scalp Therapist.....	29
• Branch Manager.....	29
• Beauty Sales Consultant.....	30
• Sales Manager	30
#7 DFI Retail Group	30
• Retail Assistant / Supervisor (Full-Time)	30
• Retail Assistant / Supervisor	30
• Retail Executive.....	31
• Admin Clerk (Distribution Centre).....	31
• Delivery Driver (Distribution Centre)	31
• Logistics Assistant	32
• Cashier (Full-Time)	32
• Cashier.....	32
• Sales Assistant (Full-Time).....	33
• Sales Assistant.....	33
• Sales Assistant (Deli) (Full-Time)	33
• Sales Assistant (Deli)	33
• Cashier (Full-Time)	34

• Cashier.....	34
• Sales Assistant (Full-Time).....	34
• Sales Assistant.....	34
• E-commerce Shopper (Full-Time).....	35
• E-commerce Shopper.....	35
• Sales Associate (Full-Time).....	35
• Sales Associate (Part-Time).....	36
• Trainee Store Manager/ Store Manager.....	36
• Department Manager.....	37
#8 Educare Human Capital.....	37
• Sales Associate.....	37
• Social Worker.....	37
• Care Worker.....	38
• Business Development Manager.....	39
• Special Needs Teacher (Early Childhood).....	39
#9 Emerson Asia Pacific.....	40
• Application Engineer, Corrosion and Erosion Solutions.....	40
• Customer Care and Billing Administrator.....	42
• Manufacturing Engineer.....	43
• Senior / Electronics Engineer.....	44
• Senior / Sales and Operations Planning Analyst.....	45
• Senior / System Engineer.....	46
• Shipping Executive.....	47
• Store Assistant.....	48
• Store Assistant.....	48
#10 Firstcom Academy.....	49
• Business Development Executive.....	49
• Student Services Executive.....	50
#11 GE AEROSPACE.....	50
• Component Repair Technician (NDT).....	50
• Component Repair Technician (Heat Treatment).....	51
• Component Repair Technician (V&D Inspector).....	52
• Component Repair Technician (Welding).....	53
• Component Repair Technician (Machining).....	53

• Automation & Robotic Engineer (Mechanical Engineering)	54
• Production Quality Manager	55
#12 Global Training Services	56
• Training and Sales Administrators	57
• Driver cum Technician	58
#13 Great Solutions	58
• KITCHEN ASSISTANT	58
• DISHWASHER	59
• F&B COORDINATOR	59
• OPERATIONS EXECUTIVE	59
#14 Maersk Singapore	60
• Supervisor - Operations	60
• Warehouse Team Lead	61
• Logistics Coordinator	62
• Maintenance Technician / Engineer	63
• Warehouse Assistant	63
#15 McDonald's Singapore	64
• Service crew (PT)	64
• Service crew (FT)	64
• Guest Experience Leader	65
• Management Trainee	65
• Family Ambassador (PT)	65
• Family Ambassador (FT)	66
#16 MCI Career Services	66
• Recruitment Specialist	66
• Patient Service Associate	67
• Logistics Assistant	67
• CNC Technician	67
• Aerospace Junior Technician	68
• Event Assistant	68
• Service Crew	68
#17 Kopitiam & Foodfare	68
• Service Supervisor	68

• Cooks	69
• Chef De Partie	69
• Junior Sous Chef	70
• Assistant Sous Chef	70
• Kitchen Assistant - Chill Cook Freeze	71
• Kitchen Assistant - Bakery	71
• Kitchen Assistant - Sauce & Paste	72
• Service Crew (Heavenly Wang)	72
• Service Crew (Culinary)	72
• Service Crew (Kopitiam)	72
• F&B Executive	73
• Service Supervisor	73
• Operation Executive	74
• Operation Manager (Kopitiam)	75
#18 Sin Chew Woodpaq	76
• Class 4/5 Driver	76
• Sales Manager	77
• Engineer	78
• Packer and Mover	79
# 19 SMRT Buses	79
• Deputy Manager/ Manager, Bus Workshop	80
• Bus Captain	80
• Bus Captain (Part-Time)	80
• Strides Bus Driver	81
# 20 Woodlands Health	81
• Dental Assistant	81
• Senior Triage	83
• Assistant Supervisor / Supervisor	83
• (Bed Management Unit)	83
• Senior / Patient Service Associate	85
• (Bed Management Unit)	85
• Position Senior / Patient Service Associate (Operating Theatre)	86
• Position Senior / Patient Service Associate (Diagnostic Radiology)	87
• Senior/ Patient Service Associate (Inpatient Wards)	88

• Senior / Patient Service Associate (ED / Urgent Care Centre)	88
• Senior / Patient Service Associate (Pharmacy)	88
• Senior / Patient Service Associate (Contact Centre)	89
• Senior/ Financial Analyst, Finance	90
• Senior / Executive (Data Science and Evaluative Analytics), Strategic Ops Research & Analytics	91
• Executive, Infection Prevention & Controller	92
• Senior/Executive (Medical Affairs), Clinical Services	94
• Senior / Engineer, Facilities Management (2 Years Contract)	95
• Senior / Engineer (Plumbing & Sanitary), Facilities Management	95
• (3 Years Contract).....	95
• Senior/ Executive (Housekeeping), Operations Support Services.....	97
• (2 Years Contract).....	97
• Senior / Engineering Assistant, Biomedical Engineering.....	99
• (3 Years Contract).....	99
• Healthcare Assistant	100
• CSSD Assistant.....	100
• Operating Theatre Assistant	100

#1 Amara Hotels & Resort

Our flagship, Amara Singapore Hotel, is conveniently located in Singapore's thriving Central Business District, next to the Tanjong Pagar MRT Station. This business hotel in Singapore is easily accessible by major transportation modes and within walking distance to the fascinating Chinatown, the Tanjong Pagar Conservation District, key office buildings, foreign and local banks, post offices, shops, as well as dining and entertainment establishments. Amara Sanctuary Resort Sentosa is a 140-room boutique resort in Singapore nestled within 3.5 hectares of secluded tropical gardens on the hillside of Sentosa's popular Palawan Beach.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Sales Mgr./Snr Sales Mgr. (Events/Corporate)	- Professional Certification - 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 or 9am to 6.45pm 165 Tanjong Pagar Road Singapore 088539
Sales Executive (Events/Corporate/Weddings)	- Diploma - Willing to work on weekends & public holidays	Maximize sales revenue for corporate events, wedding events, solemnizations, and anniversaries.	8.30am to 6.15pm or 9am to 6.45pm 165 Tanjong Pagar Road Singapore 088539
Purchasing Executive	- Diploma - Minimum 2 years of experience	Source for the highest quality and lowest possible cost food and non-food purchases for the Hotel.	8.30am to 6.15pm or 9am to 6.45pm 165 Tanjong Pagar Road Singapore 088539
Guest Service Manager	- Diploma - 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 hotel guests ensuring pleasant and enjoyable experiences	- Rotating shifts 165 Tanjong Pagar Road Singapore 088539
Assistant Restaurant Manager	- Diploma - Good communications and interpersonal skills	Greet guests warmly and perform registration procedures.	- Rotating shifts 165 Tanjong Pagar Road Singapore 088539
Guest Service Executive	- GCE N levels - Experience in customer service preferred	Greet guests warmly and perform registration procedures.	- Rotating shifts 165 Tanjong Pagar Road Singapore 088539
Senior/Security Officer	- Security Licensed - Minimum 1 year of experience	Ensure security policies and procedures are carried out.	- Rotating shifts 165 Tanjong Pagar Road Singapore 088539
M&E Technician	ITE	Perform preventive maintenance program on hotel M&E equipment, including	Rotating shifts

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Skilled and knowledgeable in M&E maintenance and is able to troubleshoot M&E.	plumbing/sanitary system to standard.	• 165 Tanjong Pagar Road Singapore 088539
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. • 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.	• Larkhill Road, Sentosa Island Singapore 099394
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.	• Larkhill Road, Sentosa Island Singapore 099394
Assistant Housekeeper	• Secondary • Guest oriented and detailed focused.	• Assist housekeeping in overseeing daily housekeeping operations.	• Larkhill Road, Sentosa Island Singapore 099394

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Able to work on shifts, weekends, and public holidays.		
Senior Security Officer	- Secondary - Experience as a security in hotel. - Able to work on shifts, weekends, and public holidays.	- Ensure the safety and security of hotel guests & staff. - Conduct regular patrolling & investigations.	Larkhill Road, Sentosa Island Singapore 099394
Waitress	- Secondary - 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.	
Sales Manager	- Diploma - Working knowledge of MS office & hotel systems.	Maximize sales revenue for the meeting rooms, event space and room sales revenue for the resort.	Larkhill Road, Sentosa Island Singapore 099394
Financial Controller	- Bachelors Accountancy (Hons) - 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.	Larkhill Road, Sentosa Island Singapore 099394
Senior Accountant	- Bachelors Accountancy (Hons) - Proficiency in MS Excel & hotel system.	Prepare full set of accounts such as Balance sheet, P&L, Audit schedule.	Larkhill Road, Sentosa Island Singapore 099394
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.	Larkhill Road, Sentosa Island Singapore 099394

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.	

#2 Ascott International Management

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Technician	• An Engineering Degree or at least a Technical Diploma • At least 8 years relevant work experience, with a minimum of 3 years in the hospitality industry in a supervisor position. • Good written and verbal communication in the English Language • Ability to maintain and repair relevant machinery	• The Technician, Facilities & Safety is responsible for the general maintenance and/or minor repairs of equipment, facilities in the Hotel, and to perform repairs etc., as required. Close co-operation with various departments including Housekeeping and Guest Service always ensures the smooth stay of our guests. The job responsibilities include the following but are not limited to. • Maintain the physical condition of the building and ensure that the building has adequate heating, lighting, and ventilation	• 9.5 hours and rotating shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		etc. and that they are in good working condition. • General maintenance and repair work such as, painting, patching walls, plumbing facilities, aircon servicing, and electrical switches and other fixtures and equipment to ensure smooth operations. • Perform routine preventive maintenance programmed. • Check and inspect the building's machinery and equipment. • Respond and prioritize maintenance requisitions (MWO) and guests' requests to ensure our guests receive quality service and furnishings	
Manager, Engineering	• An Engineering Degree or at least a Technical Diploma • At least 8 years relevant work experience, with a minimum of 3 years in the hospitality industry in a supervisor position. • Good written and verbal communication in the English Language • Ability to maintain and repair relevant machinery.	• The Assistant Manager, Engineering and Security is responsible for monitoring the overall efficiency of the entire Hotel in the implementation of procedures for services, such as maintenance of the property operations, M&E operations etc. He/she also manages the day-to-day security operations and controls the overall performance of the security team, to ensure adequate supervision and surveillance in accordance with all security aspects. • Manage the daily activities of the department, plan and organize work, communicate goals, and schedule employees to ensure proper coverage. • Ensure all staff is properly trained and have tools and equipment needed to effectively carry out their respective job duties. • Educate and train employees on current safety issues to ensure compliance with all federal state and local laws and safety regulations. • Promote teamwork and quality service through daily communication and	• 9.5 hours and weekdays 8.30am-6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		coordination with other departments. May assist with other duties as assigned and may serve as “manager on duty” as required.	
Officer, Reservation	Higher Nitec	- Answer all incoming calls within the service level, and in a professional, helpful, and engaging way. - All emails enquiries are to be responded to within the service level and complies with the company’s procedures. - Ensure all reservation details are entered timely and accurately into the system. - Maintain a positive selling approach to maximize yield in both occupancies and rates. - Ensure external and internal customer expectations are being met and guest needs are satisfied. - Other reservation or sales support related tasks: - Assist with group bookings and coordinate with various departments with regards to the requirements and billing instructions - Ensure departmental documentations and filing are in proper order (E.g.: security deposit waivers and credit facility applications) - Preparation of commission letters for property agents and follow-up with the Finance Department. - Liaise with corporate bookers on in-house guest extension of stay and to coordinate with the respective properties. - Create and maintain company profiles in the relevant software (i.e., Sabre, Salesforce, and RMS - the Property Management System). - The Company may assign duties in addition to those listed/described above and/or	9.5 hours and weekdays 8.30am-6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		vary the scope of work according to business requirements.	
Duty Manager	• At least 3 years of relevant work experience, preferably in the hospitality industry and in a Supervisory role • Attained at least a Degree, Diploma or Higher NITEC in Hospitality, Hotel Management, or an equivalent qualification. • Service-oriented • Supervisory skills • Passion for coaching and guiding. • Passion in learning a variety of tasks, including handling paperwork and managing a team. • Willingness to perform shifts	• Supervises overall activities in the department. • Supervises and delegates duties to supervisors and prepares work schedule for them. • Develops weekly schedules, monitors team attendance, and puts up the leave calendar. • Supervises all sections and improvements in operation where she/he finds opportunities to develop service standards. • Plans and organizes departmental periodical training sessions for staff of courtesy, efficiency, and job knowledge (especially for new staff). • Keeps knowledge/information of any change in resort policy and procedure and enforces them. • Ensures good communication and cooperation between front office department and other departments. • Performs all duties applicable to the night shift ensuring all reports, system checks as well as run of the day (date system change) are performed according to standards and hotel requirements. • Controls expenses of front office department. • Maintains a personalized service standard of the reception by constant training and motivation of the team members. • Liaise closely with Housekeeping to ensure that the optimum number of rooms / suites are available and all incoming guests' requirements are met. • Actively take part in Sales Activity within the hotel	• 9.5 hours and rotating shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		including referral of lead to the Sales office • Reads all reservation correspondence prior to the guest arrival to understand the needs and wants of the guests, updates, and corrects information in Opera accordingly. • Conducts daily briefings. • Blocks special room. Requests and personally checks them prior to the arrival of guests. • Personally, welcomes guests and allocate rooms and coordinate with supervisor for proper follow up. • Makes sure that the service of the front office team is always prompt and attentive. • Personally, resolves any problem a guest may face during his stay in the hotel or endeavors to provide the maximum service possible always with a margin for flexibility. • Conducts regular inspections of areas directly under his responsibility. • Meets regularly with supervisors in order to convey all necessary information concerning events taking place in the hotel, memoranda received, transfers and training procedures or instruction from higher management. • Meets monthly basis with all team members in the department in order to convey information and to discuss technical queries and to solve any problems employees may encounter. • Communicate to management concerned, movement of guests and guest comments. • Coordinates with the training department to implement training plans.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Maintain an organized and comprehensive filing system with documentation of purchases, vouchering, schedules, forecast, reports and tracking logs - Conforms to the company's Policies & Procedures. - Performs Duty Manager responsibilities on rotating shifts. - Perform any other duties as assigned by the Management	
Executive, Finance (AP)	- Have at least 1 year experience in hotel industry. - Good Knowledge in Microsoft Excel and Oracle is an added advantage. - Possess good communication and problem- solving skills.	- Report to Finance Manager and is responsible in the efficient and effective function in Accounts Payable. - To ensure the creditor aging balance is accurate and reconciled with vendor statement. - To ensure that the payment process is initiated on a timely basis. - To collect and review all documents necessary for preparation of the payment run (purchase request, purchase order, receiving record, invoice, etc.). Ensure the mathematical accuracy and completeness of the transaction before filing them by supplier name, awaiting payment. - To prepare Payable Vouchers and initiate the payment process in a timely manner. - To perform all Accounts Payable sub-ledger postings and to verify that Accounts Payable subledger and General Ledger balances agree. - To maintain the filing system for creditors' and ensure that on-hand outstanding invoices match with A/P ageing report as per the system. - To perform monthly reconciliations between AP sub ledger accounts and supplier statements. To print a system	9.5 hours and weekdays 8.30am-6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		generated payment summary and ensure the prompt payment of all invoices selected. • Stamping all documents “paid” once the payment approval process is completed, to prevent the risk of double payment in the future. • To properly monitor the issuance of payment and liaise with vendor on discrepancies. • To pay and disburse petty cash to both internal and external staff members. • Liaise with inter-related departments for accrual on end of month and year end closing.	
Chef De Partie	• Candidate must possess at least Professional Certificate/Nitec in Food & Beverage Services Management or equivalent. • At least 1 Year(s) of working experience in the related field is required for this position. • Required Skill(s): Culinary • Preferably Junior Executive specialized in Food/Beverage/Restaurant Service or equivalent.	• In charge of specific station in the kitchen and responsible for all dishes that are prepared in this section • Coordinate food production, stock, and quality in the relevant station that the Chef de Partie is assigned to. • Check all set-ups for restaurant and events and coordinate food display and timing. • Supervise demi chef and cooks to make sure duties assigned are completed as per standards. • Ensure the station is organized, meals go out on time and the work area is clean and orderly. • Rotates between different stations whenever needed to learn more. • Constantly check the quality of food prepared with regards to taste and temperature as per standard • Maintain uniform presentation and garnish of all dishes as per set standards. • Monitor and fully implement the portion control established with the recipes to reduce spoilage and wastage. • Ensure smooth and effective communication between various kitchen stations.	• 9.5 hours and rotating shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Supervision of receiving stocks to make sure stocks are received correctly. - Ensure proper and timely maintenance of machinery and equipment, liaising with kitchen in charge if required. - Oversee that cleanliness standards are met for equipment, workstations, and environment. - Adheres to rules and regulations set by the Management. - Willing to work shifts.	
Assistant Executive Housekeeper	- Diploma or equivalent - Minimum 6 years of experience with at least 2 years in a similar capacity in Hotel Housekeeping, preferably in a 5-star hotel. - Strong in Technical & Operational knowledge - Proactive, meticulous, and able to perform strenuous activities and handle heavy load	- Manage the logistics and cleaning of linens and uniforms of the hotel. - Financially responsible for all costs of the department - Initiate and maintain effective communication between the housekeeping department and all other departments. - Maintain staffing, training, supervision, grooming and conduct standards. - Supervise, guide, schedule, discipline and evaluate all associates in the housekeeping department. - Implement and administer all aspects of linen management, guest room and public areas maintenance programs. - Ensure that all security policies and procedures are observed in the department. - Prepare and submit the annual budget and capex for capital improvements with justifications for approval. - Review and re-evaluate all housekeeping equipment and supplies periodically and select appropriate products for purchase. - Supervises, manages employees and day-to-day housekeeping operations. - Directs Housekeeping staff and contracting vendors such as	9.5 hours and weekdays 8.30am-6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		public area, pest control, landscape, and laundry in the fulfilment of providing housekeeping functions, maintenance and cleanliness within budget, with quality and on schedule. • Maintains the care and use of supplies, equipment, etc. and the appearance of housekeeping areas, and performs regular inspections of residents and common areas for sanitation, order, safety, and proper performance of assigned duties. • Inspects storage rooms, utility, and janitorial closet, etc., for upkeep and supply control. Conducts rounds within the properties twice a day to ensure the upkeep of the building and public areas. • Prepares and plans the Housekeeping's budget and submits it to Hotel Manager/Room Division Manager for review and approval during budget. • Reviews and plans continuing education opportunities for personal and team growth and development. • Plans and reviews daily to ensure sufficient support and manning to meet occupancy demands and sudden surge in occupancy during peak seasons. • Seeks out new methods and principles and incorporates them into existing housekeeping practices for the betterment of business and operational efficiency. • Enhances Housekeeping CEI score by making good faith effort to recruit, select, develop, and retain employees to deliver excellent services to our guests. • Performs other job duties and projects as directed.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Housekeeping Attendant	• 2 years of experience in Housekeeping / Rooms preferred. • Minimum secondary school certificate • Able to converse in basic English. • Service and results-oriented	• The Room Attendant performs daily cleaning and inspecting of check. • in, occupied and checked out apartments according to policies and procedures. • Responsible for cleaning and inspecting an allocated number of apartments set by the supervisor/Junior Housekeeper according to working procedures. • Responsible for overall performance and discipline of assigned outsource room attendant. • Check apartment's inventories with residents upon check in or check out. • Daily cleaning & inspecting of apartments e.g. Arrange furniture, changing of linens, polishes metalwork and vacuuming. • Ensure that cleanliness standards and proper amenity and literature placement has been met. • Responsible for training outsourced Room Attendants in all housekeeping procedures and standards • Replenish supplies, such as drinking glasses, writing supplies, and bathroom items. • Assist in monthly linen inventory in his/her area. • Report maintenance defects to engineering departments. • Ensure all cleaning equipment and electrical equipment are in good working condition. • Report to supervisor/ junior housekeeper for any loss and damage to linen, furniture, fixtures, and equipment • Update status of rooms. • Deliver items such as ironing boards and rollaway beds as requested by guests.	• 9.5 hours and rotating shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Perform any other duties as required by the supervisor or Management.	
Bartender	- At least 1 year of experience in a similar capacity. - Excellent knowledge of in mixing, garnishing, and serving drinks - Positive attitude and excellent communication skills - Ability to keep the bar organized, stocked and clean. - Passionate in bar tendering	- Ensure that alcoholic drinks are served in accordance with the state and local laws, ordinance, rules, and regulations. - Know how to use bar equipment efficiently and safely. - Help control wastage and costs by ensuring that daily bar inventory is kept. - Maintain bar sanitation. - Prepare drinks promptly. - Accommodate taste preferences of individual guests. - Keep control of the cash (if any), alcohol storerooms and other limited access areas. - Demonstrate suggestive selling and up-selling. - Keep proper inventory and requisition of bar stock. - Make entries in the Bar Logbook. - Always maintain professional confidentiality. - Make sure that all products served are accounted for on the final bill before presenting it. - Clears tables throughout the guest's experience in accordance with the hotel's standard operating procedure. - Adjusts service to suit guests' requests and personalized any interaction with them. - Supports review simulation processes and update evaluation criteria for a smooth operation.	9.5 hours and rotating shift
Guest Service	2 years of relevant work experience preferably in the hospitality industry - Entry level candidates who have attained a degree or Diploma in Hospitality, Hotel Management, or an	- Executive, Guest Service - You will support the daily guest service operations in our Serviced Residence. You will also create a pleasant and lasting atmosphere that enables residents' satisfaction and provide a sense of home away from home. You will report directly to the Manager or	9.5 hours and rotating shift - Across Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	equivalent qualification are welcome to apply. • Service-oriented • Passion in learning a variety of tasks, including handling paperwork. • Willingness to perform shifts	Assistant Manager, Guest Service. • Assist residents with check-in and check-out procedures. • Ensure all residents are attended to at the Front Desk • Issue apartment access key cards. • Attend to and anticipate all residents' queries and needs. • Provide recommendations on nearby amenities, places of interest and assist residents in making travel, tours and restaurant reservation arrangements. • Manage residents' accounts, information, and apartment availability in the system. • Perform simple bookkeeping. • Make and confirm reservations. • Assist with the onboarding process for new employees. • Respond to all queries through walk-ins, emails and calls and assist with requests. • Handle and record resident feedback and complaints, referring them to supervisors and managers. • Receive and convey messages to residents promptly. • Handle the safekeeping of cash and residents' valuables and belongings. • Perform related tasks as assigned	
Lyf Guard (Guest Service)	• A dynamic and self-motivated with strong presentation, verbal, and written communication skills • A passionate individual with a passion for entrepreneurial, tech, creative, and collaborative communities • One with knowledge of current trends and happenings	• Look after the well-being of all guests from arrival until departure by • Assisting lyf residents with their check-in (via mobile app or kiosk) • Encouraging members to download the Discover ASR app to explore and interact with the lyf community. • Explore the various functions of the app with residents.	• 9.5 hours and rotating shift • Across Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• A people person and a do-er: be ready to get all hands-on! • Someone with an attention to detail and possess the ability to anticipate and react to the needs of guests' demands. • Tech savvy, able to pick up and use new systems and technology solutions easily. • One with an exciting skill/talent (lyf skill) such as coffee making, bartending, singing, computer geek (plus point!!!) • Willing to do 5-day work week shifts, including night shifts	• Mobile key, how to message lyf Guards, make ancillary purchases (if available) • Handling guest queries • Facilitating communication and requests. • Ensure operational efficiency by: • Monitoring record of room availability using the hotel's property management system (PMS) • Ensuring that processes carried out adhere to corporate guidelines. • Performing book-keeping activities whenever necessary • Assisting the housekeeping department with regular rounds to ensure the cleanliness of the property – especially the social spaces. • Handling walk-ins, emails, and phone inquiries • Executing light housekeeping/engineering duties and liaising with relevant outsourced contractors for cleaning and maintenance when required. • Create an inclusive and collaborative community by • Noticing guest preferences and managing their profiles • Assisting the Ambassador of Buzz (partnerships and events manager) in curating an event calendar for in-house guests and executing community initiatives • Proactively interacting with guests to obtain constructive recommendations that will enhance their stay experience	
Technician	• At least 2 years of relevant work experience preferred. • Attained at least a NITEC in Electrical, Mechanical, Aircon Maintenance, or an equivalent vocational qualification.	• You will oversee the general maintenance and minor repairs of equipment and facilities in our Serviced Residence. You will have close collaborations with colleagues from the different departments including Guest Service and Housekeeping to provide a smooth and pleasant	• 9.5 hours and rotating shift • Across Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Knowledge of building mechanical and electrical (M&E) maintenance related technical skills. • Willingness to perform shifts	stay for all our residents. You will report directly to the Manager or Assistant Manager, Engineering. • Maintain the good physical condition of the building and ensure that its heating, lighting and ventilation are of good working condition. • Conduct general maintenance works such as painting, patching of walls, plumbing facilities, air-conditioning servicing, electrical switches and other fixtures and equipment to ensure smooth operations. • Perform routine preventive maintenance programmed. • Check and inspect the building's machinery and equipment. • Respond and prioritize maintenance requisitions (MWO) and residents' requests to ensure they receive quality service and furnishings. • To take on additional specific security duties such as: • Conducting patrols in property • Note and report security and asset irregularities. • Follow emergency response plans and relevant safety procedures. • Assist in evacuation in the event of emergencies. • Perform related tasks as assigned	

#3 AvePoint Singapore

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Analyst	- Background/experiences in relevant fields (Computer Science, Engineering, etc. preferred). - Professional experience with analyzing and documenting complex business processes, software development requirements, and taxonomies. - Professional experience with requirements gathering and analysis. - Experience producing and analyzing As-Is and To-Be documentation. - Strong analytical and project management skills, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements. - Excellent communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts. - Familiarity with MS Office Suite (Word, Excel, PowerPoint). - Ability to successfully engage in multiple initiatives simultaneously. - Understanding of Microsoft	- Elicit requirements for software development. - Document, analyze and evaluation requirements gathered. Work out deliverables such as Functional requirements (Business Requirements Document), Use Cases, GUI, Screen, and Interface designs. - Translate technical information into business language to ensure understanding of the requirements by both technical and non-technical audiences. - Proactively communicate and collaborate with external and internal stakeholders to analyze information needs and functional requirements. - Collaborate with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs. - Support the project manager and other team members in planning deliverables, scope, schedule, and other aspects of the project.	Galaxis, 1 Fusionopolis Place #05-20/23 Singapore 138522

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	SharePoint/Dynamics CRM architecture, components, and configuration preferred. • Understanding of Internet, Intranet, Extranet and client/server architectures preferred. • Experience supervising junior associates preferred.		
Support Engineer	• Min Diploma in Information Technology/Computer Science/ Computer Engineering • Preferably > 1 year experience in IT Industry managing large-scale applications support. • Pro-active, customer-focused, and comfortable dealing with clients/vendors directly. • Excellent communication skills and the ability to interact professionally with a diverse group, executives, managers, and subject matter experts. • Highly energetic, motivated team player, able to work under tight timelines and pressure to participate in digital transformation journey. • Good interpersonal skills, resourceful, take ownership. • Organized, meticulous, and able to work independently.	• Being a representative for project-specific customer inquiries and issues that you will take ownership and bring resolution. • Ensure customer satisfaction in Project Support and Maintenance • Collect information and perform deep-dive analysis, diagnosis, and troubleshoot. • Commit to SLA for response and resolution, troubleshoot and perform root cause analysis of technical issues. • Communicate efficiently with the customer and the Internal R&D team on the bug fixes needed. • Manages the status of issues raised and ensures they are resolved effectively in a timely manner. • Continually evaluate existing processes to streamline and enhance customer support activities. • Manage and keep tracks of change requests, bug fixes status and system updates deployments documentations. • Prepare weekly statistical reports and able to present professionally in the weekly progress meetings with clients. • Prepare and keep track of user manuals documentation and	• Galaxis, 1 Fusionopolis Place #05-20/23 Singapore 138522

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Strong analytical and troubleshooting skills. - Delivered B2B services effectively and efficiently, aware of service management preferred. - Preference given to vendor-based software delivery experiences. - Experience in Software Development and Microsoft SQL Server will be an advantage. - Able to converse with mandarin speaking clients.	- versions as well as release notes for upcoming enhancement releases. - Conduct training / hand-holding sessions with users and to guide them to troubleshoot the system to resolve software issues or problems.	

#4 BAXTER HEALTHCARE SA

Baxter touches the lives of millions of people around the world every day. Our products and therapies can be found throughout hospitals and clinics – from the ER to the OR, from the pharmacy to the ICU – as well as advancing patients' care in their homes.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
TECHNICIANS	- MIN NITEC / - Mechanical Engineering	- Supporting daily production activity to reach target production output and quality level. - Responsible for machine operation - Performing machine troubleshooting, maintenance, and repairs. - Following SOP while ensuring the highest-level quality of work - Any other ad-hoc duties as required.	12 HOUR SHIFT - Woodlands Industrial Park D St 2, Singapore 737778
ASSISTANT SUPERVISORS	- MIN NITEC / - Mechanical Engineering	- Prepare, coordinate, and monitor work schedule to achieve shift production target. - Manage shift manpower deployment such as line balancing, leave management and overtime scheduling. - Conduct daily shift briefing to line operators on production matters.	12 HOUR SHIFT - Woodlands Industrial Park D St 2, Singapore 737778

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Review shift labor efficiency and scrap data to drive improvement. - Conduct training to line operators on process SOP update. - Manage inventory on raw material, product WIP and daily scrap to ensure shift to shift inventory accuracy in system. - Review work order accuracy, amend work order information, perform work order closure in all manufacturing systems. - Troubleshoot and solve the manufacturing systems errors to minimize the impact to production. - Drive Kaizen submission to meet the department target. - Provide support for Safety, Quality, and regulatory audits.	
OPERATORS	Secondary 2	NA	12 Hour shift - Woodlands Industrial Park D St 2, Singapore 737778

#5 BigFoot Logistics

We continually strive for service excellence through our people, our well-designed processes and our professionalism in delivering solutions, PEOPLE are our most important assets and key to our success. Continuous upgrading and refreshing their skills and competencies is part of our total commitment to further add valued and create new dimensions to our services to customers, PROCESS consistency is a hallmark of quality. Subjecting our process to regular view for continual improvement is our quality objective, PROFESSIONALISM is our service principle to secure lasting win-win partnerships with our customers. Delivery of value for money knowledge-based solutions is our commitment. We are creating key resources centres with a view to generate synergies from the various expertise so as to arrive at creative solutions for all our partners.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Prime Mover Driver	- Only Singaporeans and SPR may apply. - With relevant working experience - Minimum Class 3 is a MUST	To operate Prime Movers to transport containers from Wharf to Yard (Vice-versa) in PSA Container terminal.	12 hours rotating shift. 8 Joo Koon Road Singapore 628972

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Minimum PSLE or SECONDARY education (With English Passed)		
Class 3 Lorry Driver	- Only Singaporeans and SPR may apply. - With relevant working experience - Minimum Class 3 is a MUST - Minimum PSLE or SECONDARY education (With English Passed)	- Providing delivery services. - Delivery of goods to outlets, commercial, residential, and industrial areas (Clustered). - Pick and Pack of goods onto pallets. - Loading and unloading. - Ensure safe handling of goods. - Practice safe driving. - Observe Safe Work Procedures while delivering goods to Customers. - Comply to Traffic rules and regulations. - Familiar with Singapore roads is an added advantage. - Ensure Vehicle is taken care of in terms of cleanliness, Maintenance, and condition.	8 Joo Koon Road Singapore 628972

#6 Bioskin Holdings

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Tele sales	Secondary	Telemarketing	- Retail hours 176 Orchard Rd, #02-22 – #02-25, Singapore 238843
Personal Assistant	Secondary	Secretary	- Office Hours 176 Orchard Rd, #02-22 – #02-25, Singapore 238843
Beauty Therapist	NA	Therapist	- Retail hours 176 Orchard Rd, #02-22 – #02-25, Singapore 238843
Scalp Therapist	NA	Therapist	- Retail hours 176 Orchard Rd, #02-22 – #02-25, Singapore 238843
Branch Manager	Secondary	Manager	Retail hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			176 Orchard Rd, #02-22 – #02-25, Singapore 238843
Beauty Sales Consultant	Secondary	Sales	- Retail hours 176 Orchard Rd, #02-22 – #02-25, Singapore 238843
Sales Manager	Secondary	Manager	- Retail hours 176 Orchard Rd, #02-22 – #02-25, Singapore 238843

#7 DFI Retail Group

DFI Retail Group (“Group”) is a leading pan-Asian retailer. On 30th June 2021, the Group and its associates and joint ventures operated over 10,000 outlets and employed some 230,000 team members. The Group had total annual sales in 2020 exceeding US\$28 billion. The Group provides quality and value to Asian consumers by offering leading brands, a compelling retail experience and great service; all delivered through a strong store network supported by efficient supply chains. The Group (including associates and joint ventures) operates under a number of well-known brands across food, health and beauty, home furnishings, restaurants, and other retailing. DFI Retail Group is a member of the Jardine Matheson Group.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Assistant / Supervisor (Full-Time)	- Pleasant disposition - Customer service oriented - Ability to work rotating shifts including weekends & public holidays. - comfortable with cashiering	- Promote and provide excellent customer service at all times. - Maximize sales and profitability through professional handling of promotional sales transactions. - Maintain and monitor optimum and accurate inventory level. - Ensure effective and efficient day-to-day work SOP of store. - Any other ad hoc duties as per assigned.	21 Tampines North Drive 2, Singapore 528765
Retail Assistant / Supervisor	- Pleasant disposition - Customer service oriented - Ability to work rotating shifts including weekends & public holidays. - Comfortable with cashiering	- Promote and provide excellent customer service at all times. - Maximize sales and profitability through professional handling of promotional sales transactions. - Maintain and monitor optimum and accurate inventory level. - Ensure effective and efficient day-to-day work SOP of store. - Any other ad hoc duties as per assigned.	21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Executive	• Diploma • Positive attitude and willingness to learn	• Kept informed on daily sales trend of the store & formulate action plans to counter competition and threats. • Boost budget sales & profitability of store under his/her charge through optimum operational control & providing excellent customer services. • Facilitate in store operations in terms of house-keeping, merchandising, stock ordering and management, security and costs incurred to ensure assigned stores operate at optimal performance level • Ensure manpower needs of the stores and developmental needs are met so that stores can operate efficiently. • Mentor and motivate team members to achieve targets. • Any other adhoc duties as per assigned	• 21 Tampines North Drive 2, Singapore 528765
Admin Clerk (Distribution Centre)	• GCE O, N level or equivalent • Minimum 2 years of relevant experience • A pro-active team player with hands-on approach and positive mindset • Experience in using IT tools, e.g. Microsoft excel, words, etc.	• To complete assigned reports, KPI collation promptly within the stipulated time • To accurately perform data entry • To support administration matters such as leave submission, issue of uniforms, etc. • Attend to hotline calls from stores. • Maintain/update records	• 21 Tampines North Drive 2, Singapore 528765
Delivery Driver (Distribution Centre)	• Possess a valid Class driving license. • Minimum 1-2 years' driving class 4 in Singapore. • A pro-active team player with a hands-on approach and positive mindset. • Experience in using warehousing management system, RF, Voice-Pick devices preferred.	• Report defects, accidents, or violations • Ensure trucks are in working condition. • Comply with workplace safety and health requirements. • Comply to operating procedures during delivery. • Wear Safety personal protection equipment (PPE). • Ensure on time delivery to stores. • Handle stocks & equipment with care.	• 6 Fishery Port Road Singapore 619747

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Any ad-hoc tasks that may be assigned as and when require	
Logistics Assistant	- Certificate or equivalent in Logistics or related fields. - Minimum 1-2 years' experience in warehousing, logistics environment preferred. - A pro-active team player with a hands-on approach and positive mindset. - Experience in using warehousing management system, RF, Voice-Pick devices preferred. - Possess forklift license preferred. - Candidates without relevant work experience or forklift license are welcome to apply. - Please note that successful applicants are required to work 5.5 days per week.	- To assist and support team leader (where applicable), supervisor, operation executive and management in their daily work activities. - Perform all duties assigned by the supervisor or operation executive and complete within timeline with 100% efficiency & accuracy. - Perform warehousing, logistics functions such as Receiving, Put-away, Storage, Picking, Marshalling. - Perform housekeeping tasks. - Conduct physical counts. - Practice safe work procedures, identify potential hazards. - Handle stocks & equipment with care.	6 Fishery Port Road Singapore 619747 and 21 Tampines North Drive 2, Singapore 528765
Cashier (Full-Time)	- Customer service and process oriented - Comfortable with cashiering - Good communication	- Provide a positive customer experience with friendly and courteous service. - Maintain high standard of hygiene and perform stock replenishment according to company's SOP. - Operate the Checkout and Self-checkout counters. - Perform opening and closing duties, including setting up the checkout counter and process end of day settlements. - Any other ad hoc duties as assigned	21 Tampines North Drive 2, Singapore 528765
Cashier	- Customer service and process oriented - Comfortable with cashiering - Good communication	- Provide a positive customer experience with friendly and courteous service. - Maintain high standard of hygiene and perform stock replenishment according to company's SOP.	21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Operate the Checkout and Self-checkout counters. - Perform opening and closing duties, including setting up the checkout counter and process end of day settlements. - Any other ad hoc duties as assigned.	
Sales Assistant (Full-Time)	- Customer service and process oriented - Good communication.	- Provide a positive customer experience with friendly and courteous service. - Check quality and maintain freshness of products, ensure good display of products and minimize product wastage. - Assist customers in preparation and selection of products. - Maximize sales and profitability of the department. - Any other ad hoc duties as assigned.	21 Tampines North Drive 2, Singapore 528765
Sales Assistant	- Customer service and process oriented - Good communication.	- Provide a positive customer experience with friendly and courteous service. - Check quality and maintain freshness of products, ensure good display of products and minimize product wastage. - Assist customers in preparation and selection of products. - Maximize sales and profitability of the department. - Any other ad hoc duties as assigned.	21 Tampines North Drive 2, Singapore 528765
Sales Assistant (Deli) (Full-Time)	- Customer service and process oriented - Good communication	- Prepare Delicatessen products. - Assist customers in selection when required and maintain excellent customer service at all times. - Prepare products for display according to the fresh merchandising standard. - Check quality, maintain freshness of products and ensure high level of hygiene and housekeeping standards. - Any other duties as assigned	21 Tampines North Drive 2, Singapore 528765
Sales Assistant (Deli)	- Customer service and process oriented - Good communication.	- Prepare Delicatessen products. - Assist customers in selection when required and maintain	21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		excellent customer service at all times. • Prepare products for display according to the fresh merchandising standard. • Check quality, maintain freshness of products and ensure high level of hygiene and housekeeping standards. • Any other duties as assigned	
Cashier (Full-Time)	• Customer service and process oriented • Comfortable with cashiering • Good communication.	• Provide a positive customer experience with friendly and courteous service. • Maintain high standard of hygiene and perform stock replenishment according to company's SOP	• 21 Tampines North Drive 2, Singapore 528765
Cashier	• Customer service and process oriented • Comfortable with cashiering • Good communication	• Provide a positive customer experience with friendly and courteous service. • Maintain high standard of hygiene and perform stock replenishment according to company's SOP. • Operate the Checkout and Self-checkout counters. • Perform opening and closing duties, including setting up the checkout counter and process end of day settlements. • Any other ad hoc duties as assigned.	• 21 Tampines North Drive 2, Singapore 528765
Sales Assistant (Full-Time)	• Customer service and process oriented • Good communication.	• Provide a positive customer experience with friendly and courteous service. • Check quality and maintain freshness of products, ensure good display of products, and minimize product wastage. • Assist customers in preparation and selection of products. • Maximize sales and profitability of the department. • Any other ad hoc duties as assigned	• 21 Tampines North Drive 2, Singapore 528765
Sales Assistant	• Customer service and process oriented • Good communication	• Provide a positive customer experience with friendly and courteous service. • Check quality and maintain freshness of products, ensure	• 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		good display of products and minimize product wastage. - Assist customers in preparation and selection of products. - Maximize sales and profitability of the department. - Any other ad hoc duties as assigned	
E-commerce Shopper (Full-Time)	- Customer service and process oriented - Good communication	- Pick, prepare and pack products ordered by Online Customers in a timely and accurately manner. - Perform quality checks on picked products. - Dispatch orders accurately to logistic partners - Perform housekeeping around the workstation. - Replenish products in the warehouse. - Perform interbranch transfers of stocks. - Any ad-hoc tasks that may be assigned as and when require	21 Tampines North Drive 2, Singapore 528765
E-commerce Shopper	- Customer service and process oriented - Good communication	- Pick, prepare and pack products ordered by Online Customers in a timely and accurate manner. - Perform quality checks on picked products. - Dispatch orders accurately to logistic partners - Perform housekeeping around the workstation. - Replenish products in the warehouse. - Perform interbranch transfers of stocks. - Any ad-hoc tasks that may be assigned as and when require	21 Tampines North Drive 2, Singapore 528765
Sales Associate (Full-Time)	- Customer service and process oriented - Comfortable with cashiering - Good communication	- Provide excellent customer service at all times. - Perform cashier duties and other payment services such as bill payment, cash withdrawal, etc. - Maximize sales and profitability of the store, upsell products. - Ensure store cleanliness with an organized appearance at all times. - Replenish and arrange products according to store planogram.	21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Any other duties as assigned	
Sales Associate (Part-Time)	- Customer service and process oriented - Comfortable with cashiering - Good communication	- Provide excellent customer service at all times. - Perform cashier duties and other payment services such as bill payment, cash withdrawal, etc. - Maximize sales and profitability of the store, upsell products. - Ensure store cleanliness with an organized appearance at all times. - Replenish and arrange products according to store planogram. - Any other duties as assigned	21 Tampines North Drive 2, Singapore 528765
Trainee Store Manager/ Store Manager	1 year of experience in retail or has a diploma qualification in relevant field.	- Manage and oversee the end-to-end operations of the assigned store. - Responsible for leading team members to achieve sales objectives, service excellence, and operational compliance. - Promote teamwork and coach team members in daily work performance and career development. - Collaborate closely with Field Consultant / Area Manager to achieve business goals. - Plan shift roster and allocate team member duties in accordance with operational requirements. - Engage in the recruitment of team members and manpower planning for the store. - Implement and facilitate store operations, merchandising, and marketing campaigns. - Manage customer feedback and enquiries to ensure customer satisfaction. - Responsible for ordering, receiving, inventory, and cash control of the store. - Analyze stores' financials from sales reports and recommend areas of improvement. - Ensure store cleanliness, food hygiene, and equipment maintenance according to	21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		quality assurance and food safety guidelines. • Ensure store and team member compliance with prevailing Company and government regulations.	
Department Manager	• Diploma • Customer service and process oriented • Good communication.	• Provide excellent customer service at all times. • Perform cashier duties and other payment services such as bill payment, cash withdrawal, etc. • Maximize sales and profitability of the store, upsell products. • Ensure store cleanliness with an organized appearance at all times. • Replenish and arrange products according to store planogram. • Any other duties as assigned	• 21 Tampines North Drive 2, Singapore 528765

#8 Educare Human Capital

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Sales Associate	• Experience in education, training products will be an advantage (optional) • Excellent communication and relationship building skills. • Excellent customer service and sales oriented. • Strong people skills – approachable, a good listener and empathetic.	• Conduct sales pitch, convince prospects to purchase our services & products. • Provide product introduction, recommendations on courses and suitable to client. • Develop customer relationships and provide excellent customer service. • Achieving sales target set by manager.	• Varies (Depends on requirements)
Social Worker	• Grad Diploma/ Degree in Social Work registered Social Worker preferred. • Minimum 1-3 years of related work experience	• Daily tasks • Renders professional social work services and advice to students and their families • Perform all administrative duties pertaining to work such as report writing, minutes and correspondence.	• Varies (Depends on requirements)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Ability to work both independently and within a multi-disciplinary team. • Hardworking, meticulous, and responsible. • Relevant work experience in the special needs sector would be an advantage	• Work closely with other professionals to achieve and maintain a high standard of social work services to students. • Serving clients with appropriate professional skill • Maintaining integrity and professionalism by upholding values and ethics like client's confidentiality • Being respectful and sensitive to client's cultural background • Maintaining accurate data and sharing information to ensure accountability to clients; and • Developing own professional competency • Weekly tasks • Identifies, plans, initiates, and monitors existing and new programs and activities to enhance the standard of social work services in the preschool. • Keeps updated records of students' case files and participates in case consultation. • Monthly task • Ensure compliance of practices (SSR, QA, PES) aligns with NCSS/MSF requirements. • Ad-hoc tasks • Advises and conducts training sessions for teachers and assistant teachers, parents, and volunteers from a social aspect. • Conduct mean testing, prepared social report including home visit. • Conduct enrollment and discharge interview • Prepared student discharge plan referring to school with parent. • Organize Parent support group. • Volunteer management support • Any other duties as assigned by management	
Care Worker	• Person Care Workers	• The Therapeutic Care Worker (Youth Mentor) is responsible for providing trauma-informed care,	• Varies (Depends on requirements)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• supervision and management to female adolescents who have experienced abuse or neglect. With an • aim to promote wellness and quality of life, the Therapeutic Care Worker (Youth Mentor) ensures that. • basic personal, physical, emotional, spiritual, mental, educational, and social needs of residents are. • met.	
Business Development Manager	• Min bachelor's degree in business management or human resources • Possesses at least 2 years of project tendering experience in large- scale projects in Government/Commercial projects. • Demonstrates strong technical competence and excellent time management skills. • Good leadership skill, Problem solving, Good conversational & writing skills, strong business acumen, self-driven, negotiation skill. • Confident individual with excellent interpersonal skills	• Crafting tender and setting pricing strategies to meet company's goal. • Ensure tender submission within tight dateline. • Prepare and formulate business proposals and solutions. • Manage cost competitiveness during tender for higher profit margins. • Plan and execute with tender team to achieve KPI. • Explore new potential customers and maintain good relationships with existing customers.	• 9 Little Road Singapore 536985
Special Needs Teacher (Early Childhood)	• Minimum Diploma in Early Childhood Care and Education or equivalent is preferable. • Relevant work experience in the Preschool setting is advantageous. • Able to work both independently and within a multi-disciplinary team.	• To develop, prepare, implement Preschool programs & curriculums. • Ensure a safe, healthy, and conducive learning environment for students. • Maintain student records. • Assess progress of learning and teaching programs of the Preschool • Implement Individualized Education Plan (IEP) • Organize activities/outings for students.	• Varies (Depends on requirements)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Hardworking, meticulous, and responsible - Interest in working with children with special needs.	- Assisting in On-Job-Training (OJT) for new staff and interns - Comply and adhere To ISO standards. - Adherence To NCSS/MSF requirements - Perform other ad-hoc duties as assigned by Management.	

#9 Emerson Asia Pacific

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Application Engineer, Corrosion and Erosion Solutions	- Minimum 2 years of proven experience in Process Control / Instrumentation / Corrosion Management / Asset Integrity Management with people management experience - Good analytical and problem-solving skills. - Strong collaboration and effective communication skills. - Able to support site activities such as site visit, installation supervision, commissioning, troubleshooting etc. - Knowledge of system integration, communication protocols, computer languages will be an added advantage. - Preferred Qualifications that Set You Apart - Degree or equivalent in Engineering or any related field - Proficient in MS office with good presentation skills is a plus.	- Application & Technical Support - Drive improvement in technical excellence with product & solution differentiation, competition analysis, Frequently Ask Questions (FAQ) and Key Selling Point (KSP) documents. - Support spec-in activities by developing and continuously improving product & system specification documentation. - Manage and drive data analytics capabilities and reporting. - Support data integration requirement / activities and perform beta testing whenever required. - Manage and conduct product and solution training to country sales, service team, Local Business Partners) and external customers. - Takes initiative to improve full CES portfolio proposal and quote to order process. - Drive lesson-learned and knowledge sharing across countries and with overseas team. - Project Execution & Management - Takes ownership of site deployment / activities and guide country service teams (including Local Business	8:30 - 5:30 PM 1 Pandan Crescent 128461

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Able to travel whenever required, including offshore. • Confidence in working at height and in industrial environment.	Partner) to complete installation & commissioning on time. • Ensure accountability on site activity completion with review of commissioning, Site Acceptance Test report and database backup. • Supports additional tasks and assignment given from time to time, including site visit, site survey and customer follow up with zero complaint. • Collaborate closely with multicultural team and factory to have regular review on upcoming and current project execution status. • Ensure project deliverables meet customer request date as per contract. • Drive continuous improvement on project execution process and management. • Connected Services • Manage technical support and data analyst team to lead discussions with customers and ensure communication of detailed analysis with reports on a quarterly basis. • Audits delivery of reports in time and completion of service agreement. • Manage and ensure timely Connected Services deliverables and renewals. • Drive Connected Services growth initiatives, target new potential installed base and initiate valuable programs and improvement. • Drive WT100 / old system upgrade by providing technical study, replacement / upgrade roadmap and proposal to customer. • Manage and improvise the standard warranty / Return Merchandise Authorization (RMA) process, as well as the	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Connected Services warranty process. Investigate and support approval process for sensor claimed under warranty.	
Customer Care and Billing Administrator	- Minimum 2 years of experience in Customer Service or Order Management function. - Can work under pressure in a fast-paced environment, customer-focused, and detailed. - Thinks systematically and is able to prioritize tasks to work efficiently and effectively. - Preferred Qualifications that Set You Apart - Diploma or any equivalent in Business Administration or any related course. - Sound knowledge on International Shipping practice and basic understanding on Finance's terminology. - Solid understanding of business management systems like Oracle or JDE and Microsoft Excel.	- Handle order-related queries from customer, interface and coordinate with plant operations and logistics team to ensure seamless and timely order fulfilment. - Responsible for shipping & billing processing using Oracle, Trax & other business tools. - Ensure commercial documentations are proper, complete and align with sales recognition policy and organize shipment release on timely basis. - Able to work with various functions Order Management, Accounts Receivable, Trade Compliance, Plants Operations teams to ensure timely release of shipment & billing through system. - Review commercial clauses, handle type of bonds with bank, Letter of Credit negotiation with bank, issue chambered origin etc. - Ensure all related billing issuance are issued accurately, provide complete supporting billing documents to customer, meet the customer's contract/payment terms and ensure each set of payment collection should be reasonably assured. - Liaise with internal A/R Collections team and customer to resolve any variances whenever queries arise. - Able to communicate well with all the partners to ensure smooth execution of shipment & billing according to established guidelines.	8:30 - 5:30 PM 1 Pandan Crescent 128461

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Ensure all documents are filed according to Record Retention Policy.	
Manufacturing Engineer	- You take action quickly and critically in constantly fast paced and unexpected situations. You are an active learner who uses both success and failure as learning opportunities. You build partnerships and collaborative work to meet the target objectives set by the team. - For This Role, You Will Need - Degree in Mechanical / Electrical / Mechatronics / Manufacturing Engineering with at least 3 years of experience in manufacturing automation environment. - Sound knowledge of mechanical and electro-pneumatics components used for manufacturing. - Experience in parts manufacturing industry such as injection molding, precision metal fabrication or tooling development. - Acquire structured problem-solving and analytical skills. - Able to hand-on in equipment maintenance, engineering evaluation and experiments. - Action oriented, self-motivated learner, able to communicate effectively and	- If you are looking for an opportunity in manufacturing engineering, Emerson has this exciting role for you! The Manufacturing Engineering role will be responsible for sustaining production equipment and automated manufacturing processes as well as providing technical support to production team in generation of products for sale shipment. The role will also drive manufacturing improvement initiatives in productivity, quality, efficiency and cost as required by the business unit. - In This Role, Your Responsibilities Will Be - Provides production support that oversees & resolves daily manufacturing issues related to process yield, productivity, and uptime availability of automated assembly & testing machinery, and robotics pick-and-place. - Troubleshooting electrical, pneumatic, and mechanical components of the product, manufacturing tooling and equipment to ensure production continuity. - Identify and implement continuous improvement projects in manufacturing efficiency, yield, productivity, quality & safety, and reliability, that translated into cost reduction. - Identify and implement optimization to improve automation machine OEE through machine performance tracking and analysis, and preventive maintenance program. - Conducts engineering evaluation and pilot run, apply statistical process analysis, and provide	8:30 - 5:30 PM 1 Pandan Crescent 128461

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	collaborate with others. • Preferred Qualifications that Set You Apart • Knowledge in using statistical and CAD tool is an advantage.	results for process improvement and changes validation. • Develops method, machines / equipment, jig & fixtures, and work instructions as required in manufacturing process. • Participate or even lead new / transferred product manufacturing development. • Performing tasks in compliance with Environmental, Safety and Health requirements, participating and contributing to organization drive toward safety & health continuous improvement. • Maintains manufacturing engineering documents in compliance to ISO QMS. • Review, approve and implement engineering change notice related to products and processes.	
Senior / Electronics Engineer	• Degree in Electronic or Electrical Engineering with experience in analog circuit design. Fresh graduates are welcome to apply. • Knowledge to analyze a variety of data to develop schematics, designs, specifications, part lists, and make recommendations regarding these items. • Experience in using schematic capture and board layout software such as Altium or Cadence. • Commanding knowledge of electronic test equipment including scopes, meters, signal generators, etc. • Ability to work reliably with through-hole and fine pitch surface mount electronic components.	• Develop the implementation and test strategies for volume manufacturing for new product/improvement/sustaining projects. • Collaborate with other functional engineering teams locally and globally to meet the overall product requirements. • Research new technology and its suitable implementation in the product line. • Interact optimally and provide technical support to local and overseas manufacturing facilities, procurement teams, and sales & marketing organizations. • Put in place systems, processes, tools and resource capability in local EE team and lab to ensure project objectives are met within agreed timeline, budget, and appropriate standards that aligns with the business goals. • Ensures compliance of workplace safety rules, including but not limited to wearing	• 8:30 - 5:30 PM • 1 Pandan Crescent 128461

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- The ability to understand mechanical and pneumatic systems is an advantage. - Familiarity to standards: EMC, hazardous location, functional safety, as well as ISO9001 - Good spoken and written English communication skills. - Effective technical communication and documentation. - Solid understanding of PC applications including Microsoft Word and Excel. - Strong analytical, problem solving and decision-making skills. - Planning and organizing skills. - Contributing in a team environment	required personal protective equipment while working, avoiding any unsafe or negligent act that may endanger peers or oneself, reporting unsafe work conditions, and providing suggestions to improve safety/health at work.	
Senior / Sales and Operations Planning Analyst	- Minimally 3 years of working experience with a relevant Degree. - Any equivalent / level in Business, Operations Management, Supply Chain, or any related field. - Strong understanding of master scheduling process, policies, techniques, and tools, preferably APICS CPIM certify. - Familiarity with Lean manufacturing concepts. - Strong communication skills, both verbally and through written reports.	- Trade Sales - Leads the Analysis of Trade booking trends by entity. - Handles Analysis of sales risk/upside by entity; proposes for Asia Pacific total on risk assessment. - Responsible for Backlog profile analysis by entity and Asia Pacific as total and analysis on lead-time by Key of Business (KOB), entity, and dollars. - Coordinates with sites on the reporting to ensure the report is timely and complete prior to the meeting. - Coordinates and schedules meetings and work on the template change. - Handles Final reporting and summary with MoM. - In charge of all reports and presentation updates on trade sales-related - Asia Pacific S&OP	8:30 - 5:30 PM 1 Pandan Crescent 128461

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Supports the S&OP manager in preparation of slide deck. • Coordinates with each owner on slide submission and compilation. • Follows up with individual owners on the actions monthly. • Coordinates with other teams in scheduling meetings and taking meeting minutes. • Worldwide S&OP • Updates the worldwide S&OP template to generate AP Charts / Tables to support the group. • Coordinates with all owners regarding slide submission and report compilation. • AP Operations Meeting • Works and coordinates with site owners to update plant SOP data. • Supports organizer on taking meeting minutes. • AP Operations Report • Supports several Operations reporting (PPR, Plant metrics, SVC / Parts Metrics / Perfect Execution) • Handles ad hoc work based on request.	
Senior / System Engineer	• Proficient in advanced Excel and handling large data sets, understanding of data integration issues (validation and cleaning) familiarity with complex data and structures. • Knowledge of new IT technology, such as UFT, Power BI, Power Apps, Automated Flow, RPA, etc. • Experience in Microsoft SQL, Post SQL, stored procedures, SSRS, SSIS Job package, Python, etc. • Able to work with minimal direction.	• Lead and implement Digital Transformation projects for process improvement. • Collate manufacturing data resources, and use visual and analytical tools to access, extract, and analyze data sets to improve manufacturing operations performance and efficiency. • Engage and collaborate with operations functional teams on process mapping, opportunity identification, requirement gathering, and alignment of various processes' current/future value streams. • Perform Development, testing, deployment, and lead digital or automation projects to improve operations.	• 8:30 - 5:30 PM • 1 Pandan Crescent 128461

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Strong analytical and problem-solving skills. - Fast learner and able to engage in multiple initiatives simultaneously. - Preferred Qualifications that Set You Apart - Degree or Master's or any equivalent in Engineering (Electronic/IT/Computer Science) with at least 3 years of proven experience. - Open to fresh graduates - Experience in Digital and Automation Transformation and good interpersonal and communication skills (verbal and written) in project management is a plus.	- Supervise solution and process performance, and propose corrective actions as required. - Benchmark, explore within or outside Emerson, and implement relevant technology and best practices guidelines that meet industry standards. - Apply change management processes to manage collaborators' and users' expectations throughout the lifecycle of projects. - Support ad-hoc assignments as required.	
Shipping Executive	- Minimum 3 years of working experience in Shipping or Logistics functions with experience in handling shipping documentation. - Prior experience as a team lead is essential. - Customer Service oriented and able to multi-task in a fast-paced environment. - Possess good communication and interpersonal skills. - Preferred Qualifications that Set You Apart - Diploma/NITEC or any equivalent in Logistics Management or any related field. - Proficient in Microsoft Office Applications.	- Responsible for outbound shipment processing using Oracle, Trax, and other systems. - Ensure all shipments are timely and the delivery schedule is met by working closely with internal functional teams and external teams (such as forwarders). - To perform pre-shipment ship to address/end user screening in accordance with Trade Compliance requirement. - Prepare all shipping instructions and documentation. - Timely and accurate submission of GST documents to Finance in compliance to IRAS guidelines. - To perform timely invoice dispatching to customers and e-filling for record retention. - Assist the manager to lead a team of Shipping Administrators in the day-to-day operations. - Participate actively in continuous improvement	8:30 - 5:30 PM 9 Gul Road #01-03 Singapore 629361

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Knowledge in Oracle will be an added advantage.	- initiatives that helps achieve key performance indicator goals, for example digital innovation initiative. - Other duties as assigned by the manager.	
Store Assistant	- Possess forklift license. - Possess computer skills to work with computerized inventory system and data entry skills to update the inventory control system. - Physically and medically fit to operate forklift or any MHE. - Preferred Qualifications that Set You Apart - Secondary Education. - With 1 to 2 years' experience in store function preferred. - Strong communication skills preferred.	- Receiving - Perform on receiving activities and ensure transactions duly done on time into business system. - Maintain receiving records on shipping/delivery documents for incoming material. - Material Issuing - Perform material replenishment top up to production. - Shipment Packing and Release - Perform shipment packing for Finished Goods and release to forwarders. - Perform loading/unloading of goods. - Physical Inventory Counts - Support for inventory cycle count and stock take activities. - Environmental, Safety and Health - Maintain 5S and awareness of workplace safety by abiding to safety rules, report to supervisors for any risk / potential risk on warehouse / safety issues. - Others - Perform other assignments as and when assigned by store leader/supervisor.	7am -3.30pm 1 Pandan Crescent 128461
Store Assistant	- Secondary / Form 5 Education with 1 year experience in a manufacturing environment. - Must be able to work 8-hour shifts (7am to 3.30pm). - Able to work as a team with production staff. - Preferred Qualifications that Set You Apart	- Responsible for issuing production materials for work orders. - Replenish production floor inventory. - Pick and pack finished goods. - Always ensure proper storage of production materials and finish goods - Ensure good housekeeping and 5S of production line.	7am – 3.30pm 9 Gul Road #01-03 Singapore 629361

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Effective verbal and written communication in English will be an advantage.	- Maintain accurate records and filing of all documents and transactions. - Participate in physical inventory count. - Perform any other related tasks as assigned by immediate supervisor.	

#10 Firstcom Academy

Firstcom Academy is an approved training provider, offering short and effective WSQ courses with a proven track record in enabling individuals and SME businesses after course completion.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Development Executive	- Diploma / Degree or equivalent practical experience. - At least 2 years of experience in sales or client engagement. - Hunter mentality and a “no fear” approach to prospecting clients. - Passion in promoting lifelong learning and employability. - Ability to communicate efficiently and possess strong presentation skills. - A strong work ethic, positive attitude, and genuine desire to learn. - Highly disciplined and good time management. - Able to converse in Mandarin in order to liaise and communicate effectively with Mandarin speaking clients	- Be responsible for direct sales to professionals and corporate customers. - Identify, build and manage sales pipeline and business relationships. - Drive the entire sales cycle – from leads generation, initial customer engagement, qualifying, consultation to closure. - Participate in prospecting activities to build a strong pipeline for the company. - Consult with prospects and pursue sales opportunities to close the deals effectively. - Engage professionals to advance opportunities by sharing on the benefits of our curriculum. - and understanding their learning aspirations. - Engage corporate customers to advance opportunities by carrying out activities such as using relevant marketing tools and platforms such as Google Analytics to understand clients’ digital marketing performance and propose training solutions for business digital marketing transformation.	9am-6pm 11 Eunos Rd 8, #08-04 Lifelong Learning Institute. Singapore 408601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Student Services Executive	• Able to commit on weekend classes (5 days work week) • Candidate must possess at least "O" Level or equivalent. • Minimum 1 year of relevant experience in an Administrative or Customer Service role • Good follow up and coordination skills • Proficient with Microsoft Office	• Liaise with learners, trainers, and related departments & organizations to ensure programmes run smoothly. • Provide support for learners and companies through telephone, emails and walk-ins • Ensure smooth daily operational activities. • Assist in classroom facilitation. • Preparation of course materials • Administrative work (Attendance, Evaluation, Document Filing, etc.) • Monitor and schedule all training to ensure compliance. • Assist in the company's continuous improvements and training related areas	• 8.30am-6pm • 11 Eunos Rd 8, #08-04 Lifelong Learning Institute. Singapore 408601/ • 6 Woodlands Square, #07-01 Woods Square Tower 2, Singapore 737737

#11 GE AEROSPACE

Providing our aviation customers with the most technologically advanced and productive engines, systems, and services for their success. Singapore has two repair facilities located in Loyang Industrial Park and one new make facility located in Seletar Aerospace Park. With over 2,000 employees working in our three facilities, we repair, refurbish, and manufacture high and low-pressure components for more than 100 aircraft engine customers around the world with excellent turnaround time and quality.

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	• Role Summary/Purpose • You will perform Non-Destructive Testing and its related duties in accordance with the written instructions and specific calibration requirements. • Essential Responsibilities: - Perform specific calibrations, NDT and specific evaluations for acceptance or rejection of parts. - Correct interpretation and understand the inspection operation sheets and work instruction.	• 1st shift- 7.30 am – 4.20 pm. • 2nd shift: 4.00 pm – 12.50 am. • Permanent 3rd Shift: 12.30 Am – 7.50 am. • Rotation of 1st and 2nd Shift is required. • Shift patterns may change due to social distancing measures. • 23 Loyang Way Singapore 508726

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Organize, sort, and prepare the parts for NDT inspection. - Load, unload and operate either the real-time XR, UT or auto FPI line effectively. - Perform either X-Ray Inspection, Ultrasonic Inspection, Fluorescent Penetrant Inspection, Eddy Current Inspection, Magnetic Particles Inspection in accordance with the inspection operation sheets. - Ensure the equipment operation readiness always. - Assist the Engineer for any inspection evaluation and reporting. - Upkeep of process system and testing equipment to ensure its continuous operations in compliance to approved documents. - Prepare and clean parts before and/or after inspection. - Conduct audits in NDT area to ensure continuous system compliance to meet regulatory agencies requirements. - Perform scheduled maintenance & housekeeping tasks.	• 91 Loyang Way, Loyang East Singapore 508773
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	• Role Summary/Purpose • 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	• 1st shift- 7.30 am – 4.20 pm. • 2nd shift: 4.00 pm – 12.50 am. • Permanent 3rd Shift: 12.30 Am – 7.50 am. • Rotation of 1st and 2nd Shift is required. • Shift patterns may change due to social distancing measures. • 23 Loyang Way Singapore 508726

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and ensure that they conform to written parameters. - Monitor process cycles for heat-treatment, brazing, stress relieve, diffusion, ADH, bright anneal, and coating cycles on all types of materials and hardware. - Maintain tooling and fixtures, instruments, and furnaces in good operating conditions. - Understanding of High-Risk Operation (HRO) and able to exercise emergency procedures during power failure and HF leak - Required to perform 12-hours rotating shift. - Maintain pertinent records per Quality plan. - Operate hoist for loading/unloading of parts. - Perform scheduled maintenance & housekeeping tasks	• 62 Loyang Way Singapore 508770
Component Repair Technician (V&D Inspector)	• Diploma in Mechanical/Precision/Manufacturing Engineering • Basic command of written and spoken English.	• Role Summary/Purpose • You will perform visual and dimensional inspection to written quality plans on incoming in-process and finished engine components. • Essential Responsibilities - 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	• 1st shift- 7.30 am – 4.20 pm. • 2nd shift: 4.00 pm – 12.50 am. • Permanent 3rd Shift: 12.30 Am – 7.50 am. • Rotation of 1st and 2nd Shift is required. • Shift patterns may change due to social distancing measures. • 23 Loyang Way Singapore 508726 • 62 Loyang Way Singapore 508770

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and Quality System Engineers - Perform visual & dimensional inspections and set area management of the parts. - Perform scheduled maintenance & housekeeping tasks	
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 - Basic command of written and spoken English	- Role Summary/Purpose - You will set up and weld high temperature alloys in the repair and repair development of turbine engine components; using Tungsten Inert Gas (TIG) in full compliance to repair manual requirements. You will need to perform simple to complex welding. The job requires the candidate to consistently sit and pass periodic welder's proficiency test by the 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 welding of all products with different weld configurations. - Identify and replace basic fixture/tooling due to wear and tear. - Simple refining of welding parameters - Perform scheduled maintenance & housekeeping tasks.	1st shift- 7.30 am – 4.20 pm. 2nd shift: 4.00 pm – 12.50 am. - Permanent 3rd Shift: 12.30 Am – 7.50 am. - Rotation of 1st and 2nd Shift is required. - Shift patterns may change due to social distancing measures. 23 Loyang Way Singapore 508726 62 Loyang Way Singapore 508770
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/	- Role Summary/Purpose - 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. - Essential Responsibilities.	1st shift- 7.30 am – 4.20 pm. 2nd shift: 4.00 pm – 12.50 am. - Permanent 3rd Shift: 12.30 Am – 7.50 am. - Rotation of 1st and 2nd Shift is required.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Manufacturing Engineering • Basic command of written and spoken English	- 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. - Maintain pertinent records work according to technical drawings and instructions. - Perform scheduled maintenance & housekeeping tasks.	• Shift patterns may change due to social distancing measures. • 23 Loyang Way Singapore 508726 • 62 Loyang Way Singapore 508770
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. • A track record of prototyping, delivering new and custom design automated equipment in production environment. • In-depth knowledge and experience of customized automated machine design. • Good knowledge experience using 3D	• The role of the Engineer – 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. • Essential Responsibilities: - 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	• 9am - 6pm • 23 Loyang Way Singapore 508726

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	modeling software such as SolidWorks, Creo or NX • Experience in mechanical drafting practices and a working knowledge of terms, rules, and applications of Geometric Dimensioning and Tolerancing (GD&T) • Good understanding of material selections, machined part fabrication and processes • Good and strong knowledge in designing and troubleshooting pneumatic circuits is a must. • Must have strong knowledge in handling different phases of project management in Automation Equipment Design. • Strong attention to detail with excellent analytical skills • Prior experience in leading a team. • Able to perform work in a relatively stressful environment. • Knowledge of industrial robots' applications would be an advantage. • Experience in machine programming (control and/or vision) is a plus.	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 - Work closely with cross-functional teams and customers to develop work plan, deliverables, required resources, monitor project activities, budget, and timing for new initiatives - Generate and outline project schedule to keep all stakeholders up-to-date promptly. - Work with external vendors and system integrators to deliver Automated and Robotic equipment.	
Production Quality Manager	• This role requires significant experience in 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.	• 9am - 6pm • 23 Loyang Way Singapore 508726

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- 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. - Has in-depth knowledge of best practices and how own area integrated with others; has working knowledge of competition and the factors that differentiate them in the market - Uses judgment to make decisions or solve moderately complex tasks or problems in areas of operational/product management, manufacturing, technology, or engineering. Takes new perspective on existing solutions. Uses technical experience and expertise for data analysis to support recommendations. Uses multiple internal and limited external sources outside of own function to arrive at decisions. - Acts as a resource for colleagues with less experience. May lead small projects with moderate risks and resource requirements. Explains difficult or sensitive information; works to build consensus. Developing persuasion skills required to influence others on topics within field.	

#12 Global Training Services

Global Training Services Pte Ltd is founded by a team of experienced and passionate trainers. We are an accredited training provider providing training to ensure that the Safety and Skilled are taken well of for the industries such as construction, marine, oil, and gas. We provide various accredited Safety and Skilled Courses for Industries such as Work-At-Height, Occupational First Aid, Metal Scaffold, Suspended Scaffold, Formwork, Specialized Safety and Technical Skills Training Courses.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Training and Sales Administrators	Perform & responsible for all Training and Sales Administrators function. Participating in creating and implementing training programs. Booking and setting up classrooms and training venues. General administrative duties including answer phone calls and attend to email enquiries. Good telephone etiquette skills. Have good communication skills and is customer oriented. Able to handle customers on registration for courses. Coordinate training activities and carrying out administrative tasks. Prepare training materials and maintain training records. Handle data entry on training system or website portal with accuracy. Cheerful and good attitude in work and customer orientated. Prepare monthly entire training records and archive. Able to work independently to complete given tasks on time. Positive work attitude and team player. Job training will be provided. Ability to multi-task, communicate effectively and maintain strict confidentiality of information. Other relevant duties are assigned by the management. Be	Training and Sales Administrators assist trainers, students, and course administrators in running, recording, and improving academic and professional courses. They also must provide day-to-day administrative support for course leaders and head of department.	- Duty Rooster Work - Shift 1 - 7am - 3pm (Shift 2- 2:30pm - 10:30pm) - Woodlands Bizhub Woodlands Industrial Park E5 Singapore 757309

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	responsible for all correspondence, filing, photocopying, recording, documentation.		
Driver cum Technician	- Primary - Must have at least a Class 3 Driving License. Good driving skills. Responsible and safe Deliver training materials and equipment's to branches in a safe manner and punctuality. Able to check and ensure training materials are in order. Maintain facilities at branches such as classroom, toilets, whiteboard, computer, projector, speaker, network, and furniture's are in good working condition. Driver. The company vehicle PA Bus provided. Perform ad hoc duties when required. Ensure completion daily of jobs assigned by Manager. Provide good communication skills.	Deliver training materials and equipment's to branches in a safe manner and punctuality. Able to check and ensure training materials are in order. Maintain facilities at branches such as classroom, toilets, whiteboard, computer, projector, speaker, network, and furniture's are in good working conditions.	7:30am - 5pm - Woodlands Bizhub Woodlands Industrial Park E5 Singapore 757309

#13 Great Solutions

Great Solutions is a cleaning company that provides off-site automated dish-washing (back-end washing) and one-stop cleaning services (front-end dish collection and site cleaning services to name a few) to food courts, coffee shops, restaurants island-wide. We pride ourselves to be the premier off-site automated dish-washing Company in Singapore. We are an innovative, environment-friendly solutions provider targeting to accomplish continual productivity, efficiency, and scalability.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
KITCHEN ASSISTANT	Minimum one year of cooking experience with strong teamwork skills.	Assisting in food ordering, washing all cooking appliances, supporting the Cook in the preparation of meal ingredients	8 Loyang Way 4 507604

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Demonstrating the ability to multitask and collaborate effectively as a team player. Need to wear safety boots.	(which involves washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat), packing chopped products, aiding in cooking in the absence of the head chef, and maintaining cleanliness in the designated areas.	
DISHWASHER	Able to commit shift work, carry heavy load 20 Kg, need to wear safety boots.	Washing plates and utensils, ensuring the cleanliness and hygiene of equipment through cleaning and wiping, conducting the wiping clean and drying of all washed products, performing area cleaning, assisting in carrying and arranging boxes, and contributing to the prevention of damaged products during the cleaning and washing processes.	8 Loyang Way 4 507604
F&B COORDINATOR	Able to commit shift work, communicate well with patients.	Adhere to company operating hours, assigned shifts, and duty rosters, while maintaining compliance with hygiene standards and safety regulations. Complete all duties promptly and in accordance with company cleanliness standards. Utilize EMOS to compile meal orders, ensure food warmers are heated, verify correct plating against diet chits, and offer ad-hoc butler service to paying class patients. Handle meal orders, serve meals, collect patient feedback weekly, and ensure timely and accurate delivery of food orders. Responsible for event cleanup and maintenance of beverage machines, including cleaning, topping up beverage powder, basic troubleshooting, and coordinating with vendors. Perform any additional duties assigned by the F&B Manager or Senior Production Chef.	8 Loyang Way 4 507604
OPERATIONS EXECUTIVE	Commitment to weekend work and a capacity for a fast-paced environment,	In this role, responsibilities include understanding and enhancing operational SOPs, submitting regular reports to	8 Loyang Way 4 507604

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	demonstrating strong team player qualities, possessing 2 years of relevant supervisory experience in the production/operation sector, and exhibiting excellent communication, leadership, and team management skills.	management, inspecting the work environment and staff KPIs, conducting daily QC checks, ensuring workplace safety and hygiene, providing feedback on staff behavior and performance, actively participating in problem-solving and client/customer interactions, assisting with staff attendance and scheduling, overseeing training, and ensuring safe work procedures are implemented to control risks. Additionally, the position involves the responsibility of ensuring all staff meet their job expectations.	

#14 Maersk Singapore

LF Logistics is part of A.P. Moller – Maersk, an integrated container logistics company working to connect and simplify its customers' supply chains. As the logistics partner of choice for major local and multinational companies, LF Logistics offers a suite of integrated logistics and supply chain management services in the Fast-Moving Consumer Goods, Food & Beverage, Footwear & Apparel and Retail sectors. Through its comprehensive distribution network in Asia, LF Logistics collaborates closely with over 400 brand owners and retailers to provide tailor-made warehousing and transport management solutions. Through its global freight forwarding presence, LF Logistics connects origins and destinations with flexibility, timeliness, and responsiveness. Today, with the increasing importance of e-commerce and cross border trades, LF Logistics provides a total omnichannel-fulfilment solution and operates major regional hubs and consolidation centers to optimize inventory flow and ensure quick response.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Supervisor - Operations	- Degree/Diploma preferably in Logistics and Supply Chain Management and/or Industrial Engineering - Minimum 2 years of relevant experience in warehouse and logistics - Strong supervisory and interpersonal skills - Self-motivated and results-oriented	- Responsible for daily warehouse and administration operations - Lead a team of warehouse operators and supervise all movements of cargo in/out of the warehouse. - Oversee all aspects of inventory control efforts including daily cycle count Ensure export shipment and local orders, including documentation are delivered accurately and timely - Liaise with customers for all documentation and other operational matters.	8.30am-6pm 10 Bulim Ave, Singapore 648165

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Good knowledge of SAP or WMS system • Proficient in MS Office • Candidates with more years of experience can be considered for the Senior Supervisor role	• Monitor warehouse productivity, identify areas of improvement and drive cost control initiatives. • Maintain cleanliness and orderliness in the warehouse	
Warehouse Team Lead	• Knowledge and experience in Warehouse operations • Basic Supervisory skills • Knowledge of SAP system. • Safety and Security awareness • Good knowledge on Controls	• Assists the Warehouse Supervisor in the day-to-day operations of the Warehouse functions/services. • Supervises the Warehousemen, Material Handler, Material Handling Equipment Operator • Supports Warehousemen to perform Issuing/Receiving into SAP • Observes Warehouse personnel safety and safe operations. • Performs periodic checks on Warehouse security, safety, and housekeeping. • Complies with all control items, monitors, and reports on deviations. • Provides training on SAP and guidance on Warehouse operations and safety to new personnel. • Liaises with Users to provide warehousing support. • Detailed Work Activities • Ensures goods receipts are processed expeditiously to avoid delays to Users and holding up the processing of payment by AP to vendor. • Ensures items specified with PMI requirements by Users are inspected before issuing. • Ensures correct and accurate data entry into the system. • Maintains high standard of documentation and filing system. • Processes receiving reports promptly and correctly for payment purposes. • Ensures Pick Lists and Return documents are properly and promptly processed, and items	• 8.30am - 6pm • 10 Bulim Ave, Singapore 648165

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		are correctly issued and returned. - Ensures timely delivery of goods to Users. - Ensures correct expiry dates are marked on chemicals/catalysts which need shelf-life monitoring. - Monitors free issues for replenishment & maintains good housekeeping in the main warehouse. - Reduces inventory discrepancies through close monitoring of transaction errors created by Users, especially during off-hours. - Required to perform Purchase requisition and service confirmation (entering service entry sheets, if needed). (SES)) on behalf of Company for services performed by other 3rd party contractors. - Might be required to support inventory reconciliation of reports provided by 3rd party offsite warehouse suppliers & support Warehouse supervisor in generating regular material management reports. - Other duties assigned by the Warehouse Supervisor	
Logistics Coordinator	- Diploma/Degree in Business Studies/Administration /Management, Logistics/Transportation or equivalent - At least 2 years of relevant working experience in the logistics industry - Computer proficiency (MS Office – Word, Excel and Outlook) & Warehouse Management System (WMS) - Good verbal and written communication	- Liaise closely with customers and operations team on order fulfillment, inventory & shipment related activities. - Working closely with operations team to provide information/feedback to customers on operational issues and coordinate with customers to resolve all issues. - Generate KPIs and transactional reports to internal and external customers on a timely basis. - Verify vendor invoices and liaise with vendors for any discrepancies.	8.30am-6pm - Tuas Road Singapore 637288

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- skills, including ability to effectively communicate with internal and external customers. • Must be able to work as part of a team in a fast-paced and pressured environment. • Positive Attitude and Good Team Player	• Monitor the usage of warehouse supplies and raise POs for replenishment. • Coordinate urgent order fulfillment with customer, operations, and transporter. • Ensure the accuracy and timely update of system transactions. • Perform other required duties or tasks when assigned. • Maintain compliance with all company policies and procedures.	
Maintenance Technician / Engineer	• Diploma / ITE with Facility Management experience and M&E exposures. • Possessing with forklift license and Fire Safety relevant experience will be an added advantage. Proficiency in MS Office. • Knowledge in OSHA and ISO requirements. • Teamwork orientated, committed and ethical behaviour personality.	• Perform M&E repair and maintenance associated with building services. • Carry out routine checks to ensure the smooth operation of facilities, equipment, and maintenance. • Liaise and supervise the vendors/service providers on the repair or maintenance of facility-related issues. • Provide facilities support and services to other departments. • With hands-on experience required and willingness to work in an oil and grease working environment. • Assist Senior Engineer, Coordinate and facilitate external service providers and internal customers. • Complete all documentation for work performed, promptly.	• 8.30am - 6pm • 10 Bulim Ave, Singapore 648165 •
Warehouse Assistant	• Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time. • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude	• Perform pick and pack of goods. • Loading and unloading from container and loose shipment. • Segregation of stock base on item and put away. • Pick the order by using RDT scanner and scan pack through WMS system. • Report any product damages, take photos and document, move to designated stocking location. • To support general warehouse operations	• Day: 8.30am - 6pm or • Night: 8.30pm - 6am. • 10 Bulim Ave, Singapore 648165 •

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Practice good handling and usage of all Material-handling equipment (MHE) for warehouse - Any other ad-hoc duties as assigned by superior from time to time.	

#15 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 realise your potential and climb the career ladder.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service crew (PT)	- Be part of a friendly service team Greet and serve customers in a fast and friendly manner. - Learn about food preparation and customer service. - Ensure that the restaurant is clean	- Be part of a friendly service team - Greet and serve customers in a fast and friendly manner. - Learn about food preparation and customer service. - Ensure that the restaurant is clean	- Part Time is based on Operation needs. 10 Kallang Avenue, #04-10 Apeira Tower 2, Singapore 339510
Service crew (FT)	- Be part of a friendly service team Greet and serve customers in a fast and friendly manner. - Learn about food preparation and customer service. - Ensure that the restaurant is clean	- Be part of a friendly service team - Greet and serve customers in a fast and friendly manner. - Learn about food preparation and customer service. - Ensure that the restaurant is clean	- Based on Operation needs. 10 Kallang Avenue, #04-10 Apeira Tower 2, Singapore 339510

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Guest Experience Leader	- Have at least 1-2 years of relevant customer service experience - 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 to lasting memories	- 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 programs. - Exceed guest expectations by creating Feel Good Moments and turning them to lasting memories	- Based on Operation needs. 10 Kallang Avenue, #04-10 Apeira Tower 2, Singapore 339510
Management Trainee	- A Degree, Diploma, Higher Nitec or Nitec in any discipline - Shape the future of McDonald's 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.	- Shape the future of McDonald's. - 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	- Rotation Shift 10 Kallang Avenue, #04-10 Apeira Tower 2, Singapore 339510
Family Ambassador (PT)	Be Part of a friendly service team creating a fun atmosphere for families and children by planning and executing	- Be part of a friendly service team - Creating a fun atmosphere for families and children by	- Part Time is Based on Operation needs. 10 Kallang Avenue, #04-10

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	in-store Family togetherness activities.	planning and executing in-store Family togetherness activities	Apeira Tower 2, Singapore 339510
Family Ambassador (FT)	Be Part of a friendly service team creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities.	- Be part of a friendly service team - Creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities	- Based on Operation needs. 10 Kallang Avenue, #04-10 Apeira Tower 2, Singapore 339510

#16 MCI Career Services

MCI Career Services is a workforce solutions provider with the key aim of conducting value-based recruitment activities to our business partners in forms of regular and flexible staffing. We aim to deliver long-term sustainable results through our vast knowledge and experience of being within the industry for over a decade. Our main priority is our stakeholders; be it our partners, candidates, or employees, we are committed in making the future work for everybody.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Recruitment Specialist	Diploma	- Perform leads generation and cold calling to acquire new clients. - Gather information to understand client companies and their industries in order to better cater to recruitment needs. - Actively source for suitable candidates through internal database, applications, referrals, networking, job portals and social media platforms. - Craft job advertisements effectively and appropriately to attract the right talent. - Screen and interview candidates through the telephone, face-to-face interviews to ascertain information on skills and experience while assessing suitability to the role. - 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	80 Jurong East Street 21, #04-02, #04-03A, #05-02 Devan Nair Institute, Singapore 609607

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		before presenting suitable candidates to clients. • Conduct reference checks; manage the interview process and salary negotiation between clients and candidates. • Establish and maintain strong and positive relationships with new and existing clients as well as candidates.	
Patient Service Associate	• Diploma	• Stable career progressions • Comprehensive Remuneration Package • AWS + Performance bonuses + Yearly salary increment • Reputative Hospital • Responsibilities: • Assisting with clinical duties. • Promoting positive mental / physical / nutritional health with patients. • Personal care including infection prevention and control, serving food, maintaining personal hygiene, and overall reassurance, comfort, and safety. • Observing, monitoring, and recording patients' conditions by taking temperatures, pulse, respiration and weight and general nursing duties. • Communicate with patient's family	• Central
Logistics Assistant	• Secondary	• Receiving, unloading, counting, and stocking physical inventory • Pick and pack items according to the Order form • Inspect items to ensure they're not damaged or faulty and adjust inventory. • Ship and fulfil customer orders in Inventory system, inputting appropriate tracking numbers and links. • Maintain safe and clean work environment by workstations neat and clean	• 27 Greenwich Avenue • Transport picks up point: West side. Kovan, Paya Lebar – pick up is 730am
CNC Technician	• Secondary	• Inspection of testing • Interpret and review drawings. • Parts inspection	• Joo Koon

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Ensure the quality of the products meets the company's quality standard. - Perform duties as assigned by Superior	
Aerospace Junior Technician	Diploma	- Test, troubleshoot and repair instruments, components, and assemblies with tools such as circuit testers, oscilloscopes, or voltmeters. - Install, inspect, test, adjust, or repair avionics equipment like radar, radio, navigation, and missile control systems in aircraft. - Ensure proper functioning of electrical equipment or systems through testing and troubleshooting. - Complete all tasks within company and FAA quality standards and allotted time frame. - Promote safety by monitoring and adhering to safety manual guidelines, communicating with others, and coordinating repairs.	Changi
Event Assistant	Secondary	- Ensure checklist can be done accurately. - Ensure queues are in order. - Provide guidance and relevant information to individuals - Attend to queries and manage individual when is necessary	Flexi
Service Crew	Primary	- Assist housekeeping before/ after outlet operations – swiping. - and moping floor - Maintain cleanliness of dining area only (no kitchen and washroom)	Flexi

#17 Kopitiam & Foodfare

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Supervisor	Able to start work 5am	Ensure items are packed promptly, correctly and to	5am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	1 year experience in F&B	ensure smooth operations (E.g. handing over from Kitchen - Driver - Client)	10 Senoko Way, Singapore 758031
Cooks	- Minimum 1 year working experience. - Attained food hygiene certificate	- Conduct pre-cooking checks on raw materials. - Prepare raw materials for the next meal Ensure all the ingredients are in accordance with approved recipe and cooking of meals according to recipes. - Conduct sensory and evaluation. - Recording of cooked food temperatures in the 7 in 1 file Hot & Cold equipment's - Provide quality service while serving Collect food sample. - Wash the Kwali Ensure the kitchen surrounding areas are cleaned properly.	8am - 6pm / 10am - 8pm - Tekong Camp - Selarang Camp
Chef De Partie	- More than 2 years of cook experience and ability to manage team members. - Possess excellent communication skills, knowledge of HACCP and inventory management. - Able to carry heavy load when required.	- All preparation and cooking based on daily production schedule. - Bulk cooking in central kitchen environment. - To ensure all packing room activities are as planned and follow. - To ensure quality of preparations, cooking and packing meet the standard and maintain proper consistency in food quality set by management. - To ensure required workplace safety, food handling and hygiene standards are followed. - To ensure all cook/operator in all production area work are efficiency and productivity. - Maintain a clean and organized production area. - Check that quantity and quality of finish goods are properly planned and done based on production schedule. - Check that quantity and quality of raw material ordered are received and stored in proper condition.	5am - 1pm 10 Senoko Way, Singapore 758031

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Junior Sous Chef	- Minimum 2-3 years' experience in local foods. - Catering / buffet / banquet experiences - Pro-active and able to execute job tasks independently.	- Responsible & maintains day-to-day operations of housekeeping & highest food safety standard, cleanliness, and hygiene. - Ensures daily operations is aligned to all company policies, procedures, and maximum standards. - Provides on job training & guidance to team in kitchen operations in accordance with Hazard Analysis and Critical Control Points (HACCP) & Camp Cook House's (CCH) Standard Operating Procedures (SOP) - Monitors all equipment, Mechanical & Electrical (M&E) works & reports any defects to Maintenance Department and ensures maintenance works are carried out accordingly. - Maintains good working relationships with key stakeholders to foster a positive working environment. - Performs regular checks during mealtimes to ensure our staff provides high food quality & service excellence to SAF army personnel.	8am - 6pm / 10am - 8pm - Tekong Camp - Selangor Camp - Food fare HQ (10 Senoko Way, Singapore 758031).
Assistant Sous Chef	- Minimum 3-4 years' experience in local foods - Catering / buffet / banquet experiences - Pro-active and able to execute job tasks independently. - Experience in food costing / menu planning.	- Prepares monthly profit & loss summary report and ensures individual kitchen costs are accurately accounted accurately. - Provides explanations of changes in monthly summary report. - Monitors and recommends measures to control raw material cost and ensures KPI are met. - Overall Responsible & maintains day-to-day operations of kitchen's food quality, proper housekeeping & highest food safety standard, cleanliness, and hygiene. - Ensures daily operations is aligned to all company policies,	8am - 6pm / 10am - 8pm - Tekong Camp

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		procedures, and maximum standards. - Provides on job training & guidance to team in kitchen operations in accordance with Hazard Analysis and Critical Control Points (HACCP) & Camp Cook House's (CCH) Standard Operating Procedures (SOP) - Monitors all equipment's, Mechanical & Electrical (M&E) works & reports any defects to Maintenance Department and ensures maintenance works are carried out accordingly. - Performs regular checks during mealtimes to ensure our staff provides high food quality & service excellence to SAF army personnel. - Conducts routine checks on various kitchens (during peak periods) to ensure operations are managed well by each individual kitchen team to meet company's expectations. - Ensures all staff are well groomed and shows professionalism while at work to maintain Food fare's image. - Ensure survey is above 90% Food Products - Conducts quality checks for all food products purchased from suppliers upon receiving of goods.	
Kitchen Assistant - Chill Cook Freeze	1 year experience in Kitchen - Willing to learn. - Attained FHC.	- Set up the food preparation area/sanitizing before operation. - Understand basic labelling sorting & packing. - Portioning/ ensemble of cooked/processed food - Assist preparation of cutting/washing/SOP	(Mon - Sat) 12 - 8pm 10 Senoko Way, Singapore 758031.
Kitchen Assistant - Bakery	1 year experience in Kitchen - Willing to learn. - Attained FHC.	- Responsible for the daily production of bread, buns, cakes, puffs, pie, pizza, and muffins. - Prepare dough for the bakery production.	6-day work week (rotate), 8am - 5.30pm. 10 Senoko Way, Singapore 758031

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Cook fillings and prepare ganache. - Ensure that the kitchen and workstations adhere to all company policies, procedures, and standards. - Any other job duties as assigned by the superior.	
Kitchen Assistant - Sauce & Paste	1 year experience in Kitchen - Willing to learn. - Attained FHC	- Processing of raw materials (washing, cutting, blending etc.) - Weighing of raw materials according to the recipe given - Cooking of products (sauce and paste, puree etc.) - Lifting of heavy raw materials - Setting up packing machine and assist in packing of finished product. - Proper maintenance of equipment's and machines - Cleaning and maintaining cleanliness.	5 day work week (rotate), 7am to 4.30pm, 8am to 5.30pm, 10am to 7.30pm 10 Senoko Way, Singapore 758031.
Service Crew (Heavenly Wang)	- Able to stand long hours. - Able to work rotating shifts.	- Process customers' orders and cashiering duties. - Food preparation and Coffee Making. - Clear plates and tables after customers have consumed the food. - Wash up the dishes and cups that were used by customers. - Able to stand long hours. - Able to work rotating shifts.	6am/630am/7am-2pm/230pm/3pm ; 2pm/3pm-10pm/11pm 6 days 'work week - Simei Changi General Hospital-IB- 529898.
Service Crew (Culinary)	- Able to stand long hours. - Able to work rotating shifts.	- Process customers' orders and cashiering duties - Food preparation and Coffee Making - Clear plates and tables after customers have consumed the food. - Wash up the dishes and cups that were used by customers. - Able to stand long hours. - Able to work rotating shifts.	6am/630am/7am-2pm/230pm/3pm ; 2pm/3pm-10pm/11pm 6 days 'work week - Island-wide (HQ- Joo Koon, 629117)
Service Crew (Kopitiam)	- Secondary - Able to stand long hours. - Able to work rotating shifts.	- Process customers' orders and cashiering duties - Food preparation and Coffee Making - Clear plates and tables after customers have consumed the food.	6am/630am/7am-2pm/230pm/3pm ; 2pm/3pm-10pm/11pm 6 days 'work week - Island-wide (HQ- Joo Koon, 629117)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Wash up the dishes and cups that were used by customers. - Able to stand long hours. - Able to work rotating shifts.	
F&B Executive	- Diploma - Handle cashiering duties, customers' complaints, and operational issues. - Other work scope as required by business needs. - Qualifications & Requirements - Preferably someone with Diploma in F&B, supply chain or related courses - Tech Savvy, hands-on with good problem-solving skills relating to food court operations and customer issues. - Ability to foster positive working relationships.	- F&B (subject to coffeeshop outlets). - Direct and manage retail stalls according to company SOPs and regulatory requirements. - Mentor and supervise service staff on food handling, service conduct, and compliance to standards. - Required to prepare meals such as toast making, and hot foods based on the company's SOPs. - Preparation of hot and cold beverages from scratch and premix. - Advice on operational needs and service consistency. - Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain. - Profitability. - Monitor sales and provide monthly sales reports with recommendations for business reviews with - Management. - Handle cashiering duties, customers' complaints, and operational issues. - Other work scope as required by business needs. - Qualifications & Requirements - Preferably someone with Diploma in F&B, supply chain or related courses. - Tech Savvy, hands-on with good problem-solving skills relating to food court operations and customer issues. - Ability to foster positive working relationships.	6am/630am/7am-2pm/230pm/3pm ; 2pm/3pm-10pm/11pm 6 days 'work week - Island-wide (HQ- Joo Koon, 629117)
Service Supervisor	Possess strong product knowledge and model excellent customer service Put in continuous effort to	Responsible for all Counter Sales Assistant duties and all operations matters	6am/630am/7am-2pm/230pm/3pm ; 2pm/3pm-10pm/11pm 6 days 'work week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	motivate the team to deliver great service to customers and meet revenue target Prepare periodic stock take such as month-end stock take and stock ordering Appointed key holder role during store opening and closing and the duty supervisor on shift Manage and maintain the housekeeping for working station & area/storeroom Other administrative duties when assigned.	• Monitor staff performance and upholds disciplinary standards within the team. • Conduct on-the-job training for new joiners. • Participate and provide input for staff performance appraisals. • Provide support in team planning- scheduling and rostering.	• Island-wide (HQ- Joo Koon, 629117)
Operation Executive	• Diploma • Preferably someone with Diploma in F&B, supply chain or related courses • Tech Savvy, hands-on with good problem-solving skills relating to food court operations and customer issues. • Ability to foster positive working relationships.	• Reporting to the Outlet Manager, your responsibilities include but are not limited to. • Operations, providing support to Outlet Manager in ensuring the operations team work according to company. • SOPs and operational workflows. • Supervise and provide guidance to licensees and cleaning contractors in achieving hygiene and • housekeeping excellence according to NEA requirements. • Be attentive to the maintenance and cleanliness of common areas. • Perform daily visual checks on surroundings for any irregularities, non-compliances, issues that need. • to be rectified/ resolved. • Actively perform checks on stalls to ensure there is no unauthorized increase of food prices within the • outlet. • Conduct irregular float checks on stalls' cash registers against readings from Point of Sales (POS).	• 6am/630am/7am-2pm/230pm/3pm ; 2pm/3pm-10pm/11pm • 6 days 'work week • Island-wide (HQ- Joo Koon, 629117)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Perform customer recovery pertaining to customers' / public's comments and feedback. - Effectively communicate customers' / public's comments, feedback, and incidents to relevant departments within duly shift hours. - Perform daily headcount check on contract cleaners according to the contract agreements. - Provide administrative support to Outlet Manager in reports writing. - Responsible for ensuring licensees' daily sales received, are correct and being bank in. - Ensure cash handling procedures are compiled to at all times.	
Operation Manager (Kopitiam)	- Preferably with Diploma in F&B, supply chain or related courses - Preferably with at least 3 years' supervisory role in F&B sector - Possess good knowledge of WSHA, HACCP & MUIS regulations. - Hands-on with good problem-solving skills relating to food court operations and customer issues - Ability to foster positive working relationships	- Reporting to the Area Manager, your responsibilities include but are not limited to: - Manage and ensure smooth operation of the food court (aircon/ non-aircon). - Ability to lead and set directions as well as provide guidelines to the operation team according to company SOPs and operational workflows. - Provide development plans to team members in accordance with the company's KPI. - Identify relevant courses for the team members. - Monitor the outlet's Profit and Loss and provide solutions to improve the bottom line. - Propose activities according to market needs. - Provide yearly sales budget proposals for the outlet. - Maintain good working relationships with landlords, relevant authorities/ agencies, licensees. - and sub-contractors.	6am/630am/7am-2pm/230pm/3pm ; 2pm/3pm-10pm/11pm 6 days 'work week - Island-wide (HQ- Joo Koon, 629117) DFI

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Assist inspectors of relevant authorities/ agencies such as NEA, MUIS, and Civil Defense - during outlet inspection and follow-up actions. - Liaise with landlords on building matters, joint promotions, and events. - In-charge for lease renewal agreement, negotiate and follow-up on terms of lease with licensees. - Responsible for sourcing and recommending suitable food types to fill up vacant stalls. - Conduct regular checks on food quality and provide feedback to licensees. - Ensure selling prices of stalls according to licensee agreements. - Assess and provide evaluation of subcontractors & performance. - Supervise and provide guidance to licensees and cleaning contractors to provide high quality. - of service and achieve housekeeping excellence. - To plan and carry out M&E works according to schedule.	

#18 Sin Chew Woodpaq

With over 50 years of experience, Sin chew Woodpaq has grown from strength to strength into a one - stop and leading logistics provider in Singapore with key competencies in customized wooden crating, design and engineering, sensitive and heavy machinery moving and packing, heavy lifting, jacking, and skidding, transportation, warehousing, and material treatment. We have worked with companies across a wide range of industries, including aerospace, marine and offshore, semiconductor, medical and pharmaceutical, manufacturing and infrastructure.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Class 4/5 Driver	- Singaporeans Only - Must possess a valid Singapore Class 4 driving license.	- Timely delivery of cargo to/fro, various locations. - Correctly load cargo at various locations, adhering to the policies and procedures of each loading location.	2 Tuas Basin Lane Singapore 637066

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- At least 3 year of driving experience in Class 4 vehicle - Good driving records required. - Responsible, with good work attitude - High safety awareness	- Correctly and safety securing cargo before moving vehicle. - Manage driving routes so that deliveries and collections can proceed in an efficient and safe manner. - Ensure trailer is in good condition prior to mounting the containers. - Safe handling of trailer for mounting and offloading of containers. - Conduct daily inspections of the vehicle at the end of the day and report any problems or damage to the company immediately. - Perform pre/post trip vehicle inspection in accordance with company's safety procedures. - Maintain assigned vehicle in good working condition and cleanliness of vehicle. - Comply with all road safety rules and regulations and safe work practices, procedures, and policies always. - Participate in safety meetings and training as directed by the company. - Ensure proper documentation of all delivery and collection orders. - Assist in packing work at job sites if necessary. - Any other roles and responsibilities as assigned by Management.	
Sales Manager	- Singaporeans Only - Diploma or degree in any field - Minimally 5 years of sales management experience in petrochemical industry - Strong business sense - Self-motivated, independent, and able to work in a dynamic environment.	- Develop and service a new customer base. - Build and maintain long-term business relationships with new customers. - Design and implement a sales plan that expands and develops the company's customer base and ensures its strong presence. - Work closely with operations and production department to deliver optimal solutions to the client's interests.	2 Tuas Basin Lane Singapore 637066

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Exceptional interpersonal, communication skills • Able to work independently and in a team. • Able to work with short notice	• Find creative/ innovative ways to address business and customer needs. • Conduct negotiations on delivery, payment, and other necessary conditions with the clients • Involved in company's marketing efforts. • Handle tough or complex customer issues by analyzing said problem and suggest effective solutions in addressing customer complaints/feedback. • Review and suggest improvements to sales policies and procedures for the sales department and its subsequent implementation. • Assist to resolve sales operational problems and make recommendations on operational matters. • Bimonthly reporting of sales development, sales volume, and invoicing, gross margin and forecast figures. • Provide business development and strategic insight on market segments. • Analyze customer data to obtain results useful in making key business decisions. • Gather competitor intelligence and take appropriate market actions in consultation with management.	
Engineer	• Singaporeans Only • Min Diploma in Mechanical Engineering • At least 2 to 3 years relevant working experiences • Meticulous and detailed • Able to work in a team as well as individually. • Good communication skills	• Prepare production drawing for wooden crates and associated parts, tools, test-jig, etc. using 3D CAD, SolidWorks • To create, revise or update existing drawings and engineering/operations documents • Map manufacturing processes and create work instructions. • Perform detailed engineering and produce bill of materials.	• 2 Tuas Basin Lane Singapore 637066

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Able to travel to Malaysia branch occasionally.	- Perform mechanical structural calculations and/or finite element analysis. - Prepare documentation and cutting list. - Work closely with purchaser in the sourcing of key parts required for the fabrication. - To perform structural calculations and/or analysis - Communicate engineering changes with Production supervisors. - To conduct training for operators - To work with consultant/ external party on future automation projects - To provide technical assistance on the procurement/fabrication of parts.	
Packer and Mover	- The candidate must be physically fit, as the job requires physical handling of cargo. - Willing to learn. - Team player.	- Operate simple tools and equipment to pack, wrap, assemble/dismantle, move wide range of cargoes on & off site. - Moving of machines and wooden carting - Assist to keep track of inventory and cargo movements. - Assist to load/unload items onto and off trucks. - Work as a team to complete assigned jobs each day. - Deliver professional packing and moving service while complying with safety requirements. - Assist in ad-hoc and routine tasks.	2 Tuas Basin Lane Singapore 637066

19 SMRT Buses

SMRT Buses Ltd. is one of Singapore's major public bus operators. With commuters at the heart of our operations, we aim to deliver the best in class service through our people as a key differentiator. We embrace innovative solutions in our operations, maintenance and service to better meet future public transport needs. We have set our core values to be Respect, Integrity, Safety and Service, and Excellence. SMRT Buses is committed to provide a safe, reliable and comfortable service for our commuters.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Deputy Manager/ Manager, Bus Workshop	• Candidate must possess at least a bachelor's degree, Post Graduate Diploma or Professional Degree in Engineering (Mechanical), Engineering (Mechatronic/Electromechanical), Engineering (Electrical/Electronic) or equivalent. • Fresh graduates or inexperience with the right attitude will also be considered. Preferably Managers specializing in Engineering - Mechanical/Automotive or equivalent. Job role in Mechanical Engineer or equivalent.	• Monitor the productivity, utilization and efficiency of the workshop technical officers. • Oversee and optimise workshop processes to ensure high staff productivity, utilization and efficiency in bus maintenance. • Prepare monthly operational reports for management reporting and information. • Ensure Key Performance Indicators of bus fleet are met: • Bus breakdown on service (ensure QoS 1.3 target is achieved) • Ensure smooth implementation and timely completion of projects for buses. • Ensure effective utilization and maintenance of tools and equipment. • Ensure Technical Officers replace parts in accordance to maintenance requirements. • Monitor, review and upgrade technical competencies of Technical Officers. • Ensure consistent engagement and communications between the Management and the Technical Officers. • Ensure training hours target is met for the financial year.	• 8.30am to 6pm • Woodlands Depot (SMRT) 60 Woodlands Industrial Park E4 Singapore 757705
Bus Captain	• At least 1 year driving experience. • Class 3/3A/4/5 holders are welcome to join us. • Safe driving track record.	• Provide a safe, smooth, and comfortable bus journey for all our passengers. • Adhere to allocated driving schedule and timing. • Ensure compliance with the company's stipulated operational standards and procedures. • Perform any other bus driving and related duties that may be assigned from time to time.	• Woodlands Depot (SMRT) 60 Woodlands Industrial Park E4 Singapore 757705
Bus Captain (Part-Time)	• At least 1 year driving experience. • Class 3/3A/4/5 holders are welcome to join us. • Safe driving track record.	• Provide a safe, smooth, and comfortable bus journey for all our passengers. • Adhere to allocated driving schedule and timing.	• Woodlands Depot (SMRT) 60 Woodlands Industrial Park E4 Singapore 757705

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Ensure compliance with the company's stipulated operational standards and procedures. - Perform any other bus driving and related duties that may be assigned from time to time.	
Strides Bus Driver	- At least 1 year driving experience, experience in private shuttle bus services preferred. - Possesses Singapore Driving License 4/5 holders. - Holder of Bus Driver Vocational License (BDVL) preferred. - Safe driving track record	- As a Strides Bus Driver, you are required to provide a safe, smooth, and pleasant bus journey for our passengers. - Successful candidates will be offered a 1-Year contract. - Provide a safe, smooth and pleasant bus journey for passengers. - Adhere to allocated driving schedule and timing. - Ensure compliance to Company's stipulated operational standards and procedures. - Perform any other bus driving and related duties that may be assigned from time to time	7am - 7pm (with breaks in between) - Woodlands Depot (SMRT) 60 Woodlands Industrial Park E4 Singapore 757705

20 Woodlands Health

Woodlands Health (WH) provides care for the north-western population in Singapore. We will operate a purpose-built integrated Campus set to open progressively from 2023. The Campus will include a fully integrated acute and community hospital, specialist outpatient clinics, intermediate and long-term care facilities, and green healing spaces. We will offer a comprehensive range of acute, sub-acute, rehabilitative, and transitional care services, working closely with partners to deliver seamless care within and beyond our Campus. Since 2016, WH has started serving and empowering residents in their health journey through our Community Nurse Posts and outreach efforts. In September 2020, WH introduced the GPFirst Programme in the North and opened the first community-based Urgent Care Centre at Kampung Admiralty making urgent care more accessible to residents living nearby.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Dental Assistant	- GCE 'N' or 'O' Level or equivalent - Dental surgery assistant certification (if any)	Prepare patient for treatment and help patients feel comfortable before, during and after dental treatment. Advise patient on dental hygiene issues when necessary.	Staggered working hours between 8.00am-6.00pm for Monday to Friday with alternate Saturday.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Experience in hospital or clinic setting is an advantage. • Able to work independently with minimal supervision, as staff may be deployed between clinics, subject to service needs.	• To assist dentists in the provision of dental care and dental treatment for patients • Prepare patient for treatment and helping patients feel comfortable before, during and after dental treatment. Advise patients on dental hygiene issues when necessary. • Assist in taking and developing dental x-rays. • Perform sterilization of instruments and equipment, preparing instruments and materials before each dental procedure. • Work alongside dentist during dental procedures, providing proper instruments and assistance to facilitate patient care. • Maintain patient medical and treatment records and dentists' appointment listing to ensure smooth flow of patients. • Assist in communication with patients for appointment reminders, appointment re-scheduling and related patient care issues. • Assist in clinic operations, such as appointment booking, answering telephone calls, billing and ordering of supplies. • Maintain good clinical, service and grooming standards as required by the hospital. • To see to tidiness and cleanliness of the department, ensuring good filing system and see ot clinic administrative work. • Assist to coordinate clinic operations between dental clinics (in KTPH and other hospitals, such as deployment of staff, top-up of supplies, equipment maintenance, licenses, etc.)	• 17 Woodlands Drive 17, Singapore 737628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- To participate actively in hospital QC projects and other corporate activities. - To perform any other duties as assigned by Supervisor or HOD	
Senior Triage	- At least 1 to 3 years of experience in healthcare and/or community setting - Customer-oriented with strong interpersonal and communication skills - Experience in Emergency department, Ambulatory care, Care Co-ordination or previous telephone consultation is an advantage. - Converse in English and Mother Tongue language fluently - Proficient in computer navigation and administrative skills.	- Handle general enquiries and appointment related matters for all clinical disciplines and services. - Perform administrative tasks to ensure optimal operational efficiency and customer satisfaction in the provision of Contact Centre Services. - Determine appropriate avenue of care and provide health advice according to established guidelines and protocols by obtaining history, gathering triage information, assessing and evaluating patient health concerns made via phone, fax, email or other modes of communication. - Communicates complex triage case with the relevant clinician. - Streamline the triage process and shorten the waiting time for patients requiring Emergent care or Specialist consult. - Attend regular meetings with relevant stakeholders to discuss and provide feedback on triage services. - Provide point of contact (Subject Matter Specialist role) for Contact Centre Staff on clinical enquiries - Collates data for outcome tracking, trending and reporting. - Analyzes data to establish health priorities and interventions. - Maintains and safeguards confidentiality of patient health information.	- Staggered working hours between 8.00am-11.00pm for Monday to Friday with alternate Saturday. 17 Woodlands Drive 17, Singapore 737628
Assistant Supervisor / Supervisor (Bed Management Unit)	Possess at least a GCE 'N' or 'O' level, Professional Certificate/NITEC with at least 8 years of relevant experience.	- Ensure smooth operations of inpatient wards together with BMU executive/manager. - Plan and manage staff deployment, rostering, handling staff disputes, identifying their	- Day shift: 7.30am-7.30pm / 8.00am-8.00pm - Night shift: 7.30pm –

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Experience in frontline customer service preferred. • Experience in Healthcare preferred	training needs, conducting onboarding/orientation, appraisal and audits. • Escalate cases in a timely and appropriate manner. • Handle feedback and complaints, difficult situations, drafting of replies, as required. • Manage Department email and execute the necessary follow up. • Be a role model and ensure staff compliance for service and grooming standards. • Ensure staff's compliance to department's workflow and processes. • Support BMU executive/Manager to conduct rollcalls to inform PSAs of new or updated workflows/policies. • Manage a team of Patient Service Associates and lead the team to work towards achieving department KPIs. • Responsible for providing all bed allocation requests and services on a timely manner via bed booking system. • Perform bed allocation duties, complying to a set of rules and priorities levels as established by the hospital, and assignment of beds to patients shall be in accordance to patients' needs and choice where possible. • Able to identify potential bed tight situations and activate bed tight measures. • Coordinate patient movement with wards and other departments based on bed status if required. • Answer phone calls on bed enquires and respond to or follow up on bed/transfer requests and ambulance arrangement. • Assist in preparation of management reports and provide statistics as and when required.	7.30am / 8.00pm-8.00am • Required to work on weekends and public holidays. • 5 Lower Kent Ridge Road Singapore 119074

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Coordinate and liaise with various parties to arrange ambulance transfer and ensure any special requirements are communicated correctly. - Assist in collating statistics of bed requests and ambulance transfers. - Assist in preparation of materials related to bed planning and ambulance services. - Monitor, maintain and manage inventories in BMU office and put up to request to top them up when stocks run low. - Responsible putting up Purchase Requisition requests in SAP MM (or relevant procurement system). Includes, obtaining approvals, follow through with delivery dates, receiving and listing it into BMU inventory.	
Senior / Patient Service Associate (Bed Management Unit)	- At least a GCE 'N' or 'O' levels, Professionals Certificate/NITEC. - Computer literate - Experience in frontline customer service preferred. - Working experience in health care industry preferred. - Able to work independently	- Responsible for providing all bed allocation requests and services on a timely manner via bed booking system. - Perform bed allocation duties, complying to a set of rules and priorities levels as established by the hospital, and assignment of beds to patients shall be in accordance to patients' needs and choice where possible. - To be able to identify potential bed tight situations and activate bed tight measures. - To coordinate patient movement with wards and other departments based on bed status if required. - To answer phone calls on bed enquiries and respond to or follow up on bed/transfer requests and ambulance arrangement. - To assist in preparation of management reports and provide statistics as and when required.	- Day shift: 7.30am-7.30pm / 8.00am-8.00pm - Night shift: 7.30pm – 7.30am / 8.00pm-8.00am - Required to work on weekends and public holidays. 5 Lower Kent Ridge Road Singapore 119074

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- To send out Bed Status report on a timely basis and send out notifications of BRO and bed waiting status to designated recipients if hospital BOR is high. - To coordinate and liaise with various parties to arrange ambulance transfer and ensure any special requirements are communicated correctly. - To assist in collating statistics of bed request and ambulance transfers - Assist on phone, email or fax enquiries. - Assist in preparation of materials related to bed planning and ambulance services. - Provide department administrative support where required. - Involve and engaged in ad-hoc projects. - Conduct testing of applications when necessary	
Position Senior / Patient Service Associate (Operating Theatre)	- Possess at least GCE 'N' or 'O' levels. - Possess the ability to speak two or more languages / dialects will be an advantage (to liaise with dialect speaking patients) - IT literacy and numeracy including conversational, writing and making electronic entries e.g. Record information on forms, charts and checklists. - Possess experience in frontline customer service preferred (Preferably with some months working experience in health care industry)	- Perform required entries in computer systems such as SAP, EMR. Data entry for patient registration, admission, transfer and discharge. - Perform payment and financial counselling duties for surgical procedures and services: Provide support for OT/Endo listing and services: - Print elective listing for Nursing Teams to confirm elective list. - Contact patients on day before the procedure to reinforce time to come to Centre for admission and fast instructions accordingly. - Prioritize and organize patient timings for registration according to the listing. - Perform booking of outpatient appointments for patients and booking of inpatient beds for patients requiring admission.	7am-4pm 8am-5pm 11am-8pm - Required to work on weekends and public holidays. 90 Yishun Central Singapore 768828

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		e. Use the respective Electronic Medical Records system to trace the necessary patient records. f. Liaise with vendors and suppliers for receipt and invoices of supplies. g. E.g. Order and maintain dry rations and other supplies for patients and NOK. • Provide general administrative support to the department: a. Handle incoming and out-going mails, attend to queries from internal and external parties pertaining to the theatre facilities and services. b. Order, maintain and arrange stationaries and other supplies for departmental use. c. Provide support for pantry and catering supplies and locker management. • Collaborates and co-operate with other departments and health-care personnel in smooth delivery of patient care and services. • Co-ordinate operational activities with relevant departments.	
Position Senior / Patient Service Associate (Diagnostic Radiology)	• Possess at least a GCE 'N' or 'O' level. • Patient-oriented and will go the extra mile to enhance patient experience. • Driven, willing to learn and embrace change. • Team players, able to foster strong relationships at all levels and across various departments and institutions. • Experience in frontline customer service preferred	• Register patients for consultation and print out patients' labels, queue, and time chits for appointments. • Attend to queries from both internal and external customers. • To perform simple crowd-control and manage waiting times. • To reduce no-show rates and communicate need for rescheduling to patients or next-of-kin. • To handle all image duplication in DVDs/CDs and/or Radiological Reports in accordance to PDPA Act • Collect payment for services rendered and accountable for payment collected. • Provide financial counselling to patients.	• Staggered working hours between 7.30am-8.00pm for Monday to Friday with alternate Saturday. • Required to work 2-Rotating shift in future. • 17 Woodlands Drive 17, Singapore 737628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Assist with appointment scheduling for patients' follow up. - To maintain the cleanliness and tidiness of the reception areas in terms of stocking of stationery, relevant patient information sheets, presentation, and cleanliness	
Senior / Patient Service Associate (Inpatient Wards)	- Possess at least a GCE 'N' or 'O' level, Professional Certificate/NITEC/Higher NITEC or Diploma - Possess the ability to speak two or more languages /dialects will be an advantage (to liaise with dialects speaking patients) - Experience in frontline customer service preferred	- Register patients for consultation. - Attend to queries from both internal and external customers. - Collect payment for services rendered and accountable for payment collected. - Provide financial counselling to patients. - Assist with appointment scheduling for patients' follow up. - To maintain the cleanliness and tidiness of the wards' counters	8am - 5pm 11pm - 8pm - Required to work on weekends and public holidays. 17 Woodlands Drive 17 Singapore 737628
Senior / Patient Service Associate (ED / Urgent Care Centre)	- Possess at least GCE 'N' or 'O' levels. - Possess the ability to speak two or more languages / dialects will be an advantage (to liaise with dialects speaking patients) - Computer literate - Possess experience in frontline customer service preferred	- Register patients for consultation. - Attend to queries from both internal and external customers. - Render assistance to patients when necessary - Collect payment for services rendered and accountable for payment collected. - Provide financial counselling to patients. - Assist with appointment scheduling for patients' follow up	8am - 5pm 12pm - 9pm 9pm - 8am 90 Yishun Central Singapore 768828 and
Senior / Patient Service Associate (Pharmacy)	- Possess at least GCE 'N' or 'O' levels. - Possess the ability to speak two or more languages / dialects will be an advantage (to liaise with dialects speaking patients) - Computer literate - Possess experience in frontline customer service preferred	- Assist in processing of medication orders for inpatient and outpatient dispensing and supplies. - Perform cashier and billing functions. - To adhere with the policies and procedure pertaining to Good Dispensing Practice - Able to provide advice on the products kept in pharmacy. - Handle telephone and walk-in enquiries from patients and hospital staff.	- Inpatient Pharmacy: - Staggered working hours between 8.00am-8.00pm with alternate Saturday/Sunday. - Required to work 8.00pm-8.00am night shift for 1 month, 2 cycle per year.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Assist in the reception and patient registration in the pharmacy areas. - Assist in providing quality customer service. - Receive, unpack and check stocks against the appropriate documents, to ensure that items supplied are correct and accounted for. - Arrange stocks in FEFO order. - Perform stock receipts and issues/ transfer in the inventory systems. - During stock take, assist in counting the stock. - Assist in monitoring and maintaining inventory of stocks in the areas of work such as replenishing of stock in the pharmacy. - Maintains the cleanliness of the pharmacy work areas and prepare work areas for daily operations. - Support the hospital by participating actively in the various activities organized by the hospital. Activities include QC, community projects, staff welfare and recreational activities etc.	- Outpatient Pharmacy: - Staggered working hours between 8.00am-8.00pm with alternate Saturday/Sunday 17 Woodlands Drive 17 Singapore 737628
Senior / Patient Service Associate (Contact Centre)	- GCE 'O' Level, NITEC, Diploma with at least 1-2 years of Contact Centre or Customer Service experience in a healthcare environment - Strong team player, able to work in a fast paced and dynamic environment. - Strong communication skills and telephone etiquette - Bilingual, with knowledge of various dialects or foreign language will be an advantage	- Responsible for professionally handling customers' queries, appointments, and referral of services, across all touch points [emails, hotlines, live chats, faxes, letters] - Understand the requirements of the caller and provide complete and accurate information, go beyond the call of duty in assisting all enquiries at all times. - Ensure timely follow-up of customers' requests and liaise with appropriate departments to ensure requests are fulfilled within the promised timeline. - Work as a team to deliver contact centre goals which	- Staggered working hours between 8.00am-6.30pm for Monday to Friday with alternate Saturday. 17 Woodlands Drive 17 Singapore 737628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		includes personal productivity as well as department metrics like Service Level, Average Speed of Answer, Abandon Rates etc. • Manage difficult customers and follow up with proper escalation procedures. • Ensure proper documentation and categorization of cases. • Conduct post discharge follow up phone calls to patients or their next of kin. • Maintain high level adherence and compliance towards policies, processes, and procedures to deliver key performance. • Feedback customer's comments or requests to the reporting officer, for service or process improvement • Maintain hospital staff's contact details for emergency activations, activate and recall staff during an emergency and monitor their responses	
Senior/ Financial Analyst, Finance	• University Degree in Business or economics or professional qualification in Accountancy or equivalent preferred. • At least 3 years of relevant work experience for Financial Analyst • At least 5 years of relevant work experience for Senior Financial Analyst • Experience in healthcare industry with management accounting or data analytics will be a bonus. • Good analytical and problem-solving skills • Meticulous, adaptable and comfortable with changes	• Broad Function • Be part of the team to support functions like system setup and financial planning and analysis in Woodlands Health (WH) which will open in Dec 2024. Scope of work includes but is not limited to providing analysis to improve productivity and efficiency, setting of budgets, preparation of management and departmental reports and scenario planning for new services/programs. • Major Duties & Responsibilities: - Analyses and report monthly departmental reports (actual vs budget) and highlight any area of improvement. - To perform feasibility analysis, cost benefit analysis and to build scenarios relating to new/existing projects or strategic initiatives.	• 8.30am-6pm • 17 Woodlands Drive 17 Singapore 737628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Assist in the annual revenue and projection cycles. - Provide insights from data and present results to stakeholders through a combination of reports, dashboards and innovative technologies. - Be a proactive finance representative to the assigned functional department to guide and influence decision-making. - To participate in understanding system relationship, system structure and end-to-end flow. - To assist in system setup including performing UAT. - Any ad hoc projects as assigned.	
Senior / Executive (Data Science and Evaluative Analytics), Strategic Ops Research & Analytics	• Bachelor's degree in mathematics, Statistics, Data Science, Computer Science or related quantitative disciplines. Master's Degree will be an advantage. • 4 to 6 years working experience preferably in healthcare setting overseeing or supporting Machine Learning / Predictive Modelling, Statistical Modelling, Big Data Analysis, Business Intelligence, and other related areas. • Proficient in quantitative analysis with strong knowledge in developing Statistical models, Predictive models, Machine Learning models, and Deep Learning models. • Proficient in Machine Learning frameworks such as pytorch,	• Broad Function: • Support the department in the application of analytical and statistical knowledge in deployment of tools to transform data into insights to facilitate decision making, leading to the achievement of WH's long term vision in providing effective and efficient healthcare services to the population. • Major Duties & Responsibilities: - Work with stakeholders within the organization, external healthcare institutions (within or outside NHG Cluster) and external entities to explore and identify opportunities to leverage data to drive business solutions. - Deliver high quality end to end analytics solutions such as deep dive data analysis, geographical information analysis, and statistical evaluative analysis to facilitate informed decision making, drive optimization	• 8.30am-6pm • 17 Woodlands Drive 17, Singapore 737628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	TensorFlow, sklearn for regression, classification, time series, neural networks, natural language processing etc. • Prior experience in implementation, deployment and maintenance of Machine Learning/Predictive models in an actual user environment. • Strong programming skills and proficient in software such as SPSS Modeler, R, Python, Excel etc.	and improvement of business strategies. - Develop algorithms and deploy Machine Learning/predictive modelling to enhance business decision support and optimise business outcomes. - Collaborate with stakeholders and IT department to operationalize developed Machine Learning/predictive models, monitor performance and refine for improved accuracy over time. - Carry out horizon scanning and research either independently or in collaboration with other stakeholders to identify new and apt areas where data analytics can be applied.	
Executive, Infection Prevention & Controller	• University Degree in Health science • At least 1-2 years of relevant experience. Fresh graduates will be considered for junior positions. • Proficient in Microsoft Office applications (e.g. PowerPoint, Excel, Word, etc.) • Experience in healthcare application/software (e.g. SAP, eLearn LMS, etc.) will be an advantage	• Broad Function: • Support the Infection Prevention & Control (IPC) team in the planning and implementation of IPC programs and provide administrative support in the operations of the IPC Office (IPCO). • Key Responsibilities and Duties: - Work closely with the IPC team to execute work plans to deliver value to patients and staff in WHC. - Support IPC team in the IPC related operation of pre-operation wards/clinics over multiple hospitals/sites as assigned. - Support the implementation of IPC programme which include but not limited to the following: Support the implementation of IPC Programme which include	• 8.30am-6pm • 17 Woodlands Drive 17 Singapore 737628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		but not limited to the following: a. Prepare IPC related reports (e.g. surveillance indicators, incident/outbreak report, programmed update, etc.) in a timely & efficient manner. b. Together with clinical lead, conduct literature review on evidence/guidelines supporting IPC interventions. c. Support IPC related initiatives/projects/research, which includes but not limited to: i. Draft proposal for new initiatives/projects/research with relevant stakeholders, ii. Plan, coordinate & implement initiatives/projects/research, iii. Collaborate with all stakeholders to ensure projects are delivered on time, on budget & with a determined level of quality, iv. Work with the IPCO leads in financial management, e.g. coordinate budgeting and track budget utilization. d. Support IPC related event/audit/training activities, where necessary: i. Plan, coordinate & assist in event/audit/training activities, ii. Design training/education materials (e.g. poster, video, eLearning, etc.) with inputs from IPC team, iii. Manage eLearning program, including uploading, updating, assignment tracking of the eLearning modules. • Provide secretarial support to the IPCO, including but not limited to the following: a. Provide administrative support to IPC team members, e.g. coordinating schedules and appointments/meetings, b. Prepare presentation materials for meeting with inputs from IPC team,	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		c. Record meeting minutes and coordinate on meeting follow-up, d. Inform/Remind IPC team members on important matters and timelines,	
Senior/Executive (Medical Affairs), Clinical Services	• University bachelor's degree • 2-3 years' Experience in related areas (e.g. healthcare, value-drive care, clinical operations, clinical services, clinical coordinator) would be advantageous. • Able to multi-task and with good project management skills • Able to communicate effectively at all levels with good interpersonal skills • Possess a good command of the English language, both written and spoken • Data savvy and proficient with systems thinking	• Broad Function • The role of the Executive, Clinical Services, is to plan, execute and support the functions of the Clinical Services Office. He/She will work closely with the Chairman, Medical Board, Deputy Director, Clinical Services, Clinical Heads, other staff members of Clinical Services, internal and external stakeholders. • Key Roles & Responsibilities - Drive professional matters for medical staff including managing Visiting Consultant appointments, and Service and Quality Component processes, in close collaboration with Human Resources. - Manage the credentialing & privileging (C&P) application and recredentialing process within Woodlands Health, including maintaining the privileging database and support to the C&P committee. - Manage the clinical governance processes and provide guidance on setup and reporting by Clinical Board subcommittees. - Manage doctor-related matters, including secretariat support to the Junior Doctors' Committee, management of call rooms and doctors' events (e.g. Doctors' Night, feedback sessions). • General - Perform any other duties as assigned by the Chairman, Medical Board and/or	• 8.30am-6pm • 17 Woodlands Drive 17 Singapore 737628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Deputy Director, Clinical Services. - Participate in meetings or events run by Clinical Services, including secretariat duties where required.	
Senior / Engineer, Facilities Management (2 Years Contract)	- Degree in Computer Science, Computer/Electrical Engineering, Information Technology or equivalent - At least 3-4 years of relevant working experience, including managerial, data center IT infrastructure, System Design and management experience for Engineer position. - At least 5-6 years of relevant working experience, including managerial, data Centre IT infrastructure, System Design and management experience for Senior Engineer position. - Deep understanding of various infra tools, such as monitoring tool, automation tool, - patching tool, file transfer tool etc. - Experience in VMware, Hyper-V, Storage, and backup	- Broad Function - This individual needs to perform the project delivery, liaise with different teams to make sure the project is delivered on time and in quality. Maintain the solution after it goes live, handle new requests on the infra and response to the change and incident ticket related to the solution. - Key Responsibilities and Duties - Assist BME/FM server setup and ensure project completion in high quality. - Handle the BAU tasks related to solution deployed. - Maintain the solution to make sure it meets the SLA, and response to any production incident or change request. - Deep understanding of how IT infrastructure works, to ensure the solution delivered following the best infra practice. - General - Work with different IT and BME/FM teams to support pre- and post- go-live activities that are related to BME/FM servers. - Perform any other duties as assigned by RO.	8.30am-6pm 17 Woodlands Drive 17 Singapore 737628
Senior / Engineer (Plumbing & Sanitary), Facilities Management (3 Years Contract)	Degree holder in Mechanical Engineering or equivalent with 0-4 years of related working experience in similar portfolio for Engineer position.	- Broad Function - The Engineer reports to the Manager, FM and assist in the execution and management of FM services and activities in particularly those system under Mechanical Engineering services. In addition, the	8.30am-6pm 17 Woodlands Drive 17 Singapore 737628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Degree holder in Mechanical Engineering or equivalent with at least 5-6 years of related working experience or (Diploma with at least 10 years) in similar portfolio for Senior Engineer position. - Prior experience with design, installation, commissioning and maintenance of mechanical systems & equipment will be an advantage. - Prior experience in management of building services and facilities operation as well as improvement projects will be an advantage. - Prior working experience in healthcare setting will be an advantage.	incumbent is responsible for ensuring audit and monitoring the standards of maintenance services rendered by specialist vendors and outsourced maintenance service provider. - Key Responsibilities and Duties - Pre-Hospital Opening: - Review and participate in site acceptance testing and commissioning activities. To validate system performance in meeting operation, reliability, maintainability, and supportability requirements. - Assist in handling and taking over facilities ready for user ops set up and leading to hospital open. - To assist manager to plan operation set up, develop processes and instructions manual, implement maintenance & support plans, configuration change management for the sustenance systems and equipment delivered. - To provide support to hospital development team for the construction work undertaken by external consultants appointed by the hospital. - Post Hospital Opening: - Oversee preventive & corrective maintenance scheduling & coordination work. Manage Maintenance Agent day-to-day works for Plumbing and Sanitary Systems, Town Gas System, DC System, Roller Shutter, Auto door System, Etc. - Oversee the performance of outsourced maintenance Mechanical team and ensure good maintenance standards maintained and planned PM schedules are met.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Audit and monitor the performance standards of outsourced maintenance services by specialist vendors and service providers for mechanical systems critical to hospital operations. - Oversee and coordinate improvements projects to the hospital services and facilities as well as upgrading of systems and equipment components. - Project manager for improvement works to existing hospital facilities such as renovation and retrofitting, replacement of system infrastructure and improvement initiatives to existing specialized systems and hospital facilities. - Assist to provide advisory and support to the maintenance team. This includes system rectification and troubleshooting, system upgrade or expansion, condemnation, or replacement. - Prepare technical specifications and drawings for system improvements and draft cost estimates and work schedule for project execution.	
Senior/ Executive (Housekeeping), Operations Support Services (2 Years Contract)	• General degree / diploma • Diplomas with relevant past experiences may be considered. • Other education levels with extensive past experience and practical knowledge may be considered. • Professional Experience: • ES experience, especially in acute	• Broad Function • Support the operationalization of WH Environmental Services (ES) department, which includes housekeeping, waste management, linen & laundry, pest control and landscaping services. • Key Responsibilities and Duties - Candidate will be supporting the managers for the various services under ES operations. - Develop operational plans for ES.	• 8.30am-6pm • 17 Woodlands Drive 17 Singapore 737628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	healthcare setting, is preferred. - Executive position will require a minimum of 0 to 3 years of related work experience, preferably in acute health care or similar setting. - Senior Executive position will require minimum 4 years of related work experience, preferably in acute health care or similar setting.	- Work closely with stakeholders, e.g. end users, infection control and outsourced vendors, to ensure smooth transition into live operation. - Engage end users to gather ES scope and support required. - Develop detailed operation plans such as staffing requirements, process flows and work instructions. - Support procurement activities, such as for service contracts, furniture, fittings & equipment. - Participate in the IT system development for housekeeping jobs management. - Prepare presentations and proposals. - Monitor and review the key performance indicators (KPIs) of the various outsourced services under Environmental Services - Working with services providers for service improvements - Investigate promptly on the feedback received from staffs, patients or visitors and implement corrective actions and preventive measures. - Perform audit checks to ensure that the services are satisfactorily carried out and to ensure compliance to safety and infection control standards. - Conduct joint inspection and walkabout with service providers to assess their performance and identify gaps and areas for improvement. - Manage Environmental services related procedures, records, documentation to	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		ensure compliance to audits and for easy retrieval and referencing.	
Senior / Engineering Assistant, Biomedical Engineering (3 Years Contract)	• Preferable diploma in Engineering At least 2 years' relevant experience for Engineering Assistant position • At least 5 years' relevant experience for Senior Engineering Assistant position	• Broad Function • Reports to assigned BME supervisors in the commissioning of medical equipment, managing breakdown services, planned preventive maintenance, and decommissioning of medical equipment in the hospital. • Key Responsibilities and Duties - Provide technical support to user departments in the commissioning, operation, maintenance and de-commissioning of medical equipment. - Supervise the specialist vendors and appointed contractors on medical equipment maintenance to ensure quality of work and compliance to required standards. - Update and collect feedback from the user department regularly on the maintenance, performance, reliability, and quality of medical equipment. - Check, analyse and investigate faults / complaints / hazards on medical equipment and assist assigned BME supervisors in mapping out and implementation of required action plans. - Ensure quality of works conform to standards and practices that the hospital subscribes to, including other quality initiatives driven by the hospital and department. - Manage stock and spares for front line technical support and assist stock supervisor in documentation.	• 8.30am-6pm • 17 Woodlands Drive 17 Singapore 737628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Provide prompt update of works order and repair status to user departments and in Asset Management System.	
Healthcare Assistant	• Minimum N level or equivalent qualification • Prior experience in patient care will be an added advantage. • Communicate and write in simple English. • Caring and cheerful personality • Ability to work in a team and in a fast-paced environment. • Willing to work shifts, on weekends and public holidays	• Support Nurses in the care of patients' activities of daily living ADL and basic vital signs and parameter measurement • Assist Doctors and Nurses in procedures. • Transport stable patients in bed • Perform basic nursing procedures. • Perform removal of simple medical devices such as intravenous cannula, nasogastric tube, indwelling urinary catheter and Uros heath • Perform bladder scanning. • Perform PEG tube feeding. • Venipuncture after certification of competency • Perform dressing of IV cannula site (excluding sites for inotrope etc.)	• 3 rotating shifts according to roster
CSSD Assistant	• Minimum N or O Level or equivalent, preferably with HMI/ITE Certificate for Healthcare Support (Sterilization Services) • Prior healthcare experience would be advantageous. • Able to lift, stand and stoop without physical restriction. • Possess good attitude and interpersonal skills. • Comfortable with working shifts and working on weekends/ public holiday if required	• Perform quality inspection and quantity counts to set instruments, loose instruments, and utensils. • Identify and use appropriate methods and solutions to sort, disassemble, rinse and disinfect instruments and utensils. • Operate and troubleshoot the cleaning equipment. • Perform packaging of below items using appropriate packing materials • Appropriately identify each sterilizer load and maintain record of each cycle. • Stock, label and issue sterile supplies • Prepare procedure card cart according to surgery preference cardex	• 3 rotating shifts according to roster
Operating Theatre Assistant	• Minimum N level or equivalent qualification	• The Operating Theatre Assistant supports the nursing team in providing safe, quality care to	• 3 rotating shifts according to roster

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Prior experience in patient care will be an added advantage. • Communicate and write in simple English. • Caring and cheerful personality • Ability to work in a team and in a fast-paced environment. • Willing to work shifts, on weekends and public holidays	patients, work under supervision of trained nurses. • The arrangements and functionality of equipment in the operating room to ensure the smooth running of an operation. • The housekeeping and portering duties in the Operating Theatre. • Patient Care within the Operating Theatre • Surgical positioning • Housekeeping / Infection Control • Maintain and replenish OT supplies. • Portering, and Dispatching duties	

Interested to find out how you can improve your Career Concerned?

Speak to our Career Coach to address your concerns in your Job Search Journey or your Career Progression. e2i has curated resources to support your Career aspiration.

Meet an e2i Career Coach

Make an appointment through the QR code or meet our Career Coach for on-the-spot Career Advisory or Career Coaching.

<https://e2i.com.sg/app>



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



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

NTUC Job Security Council's Telegram Channels

Be alerted daily on 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>

