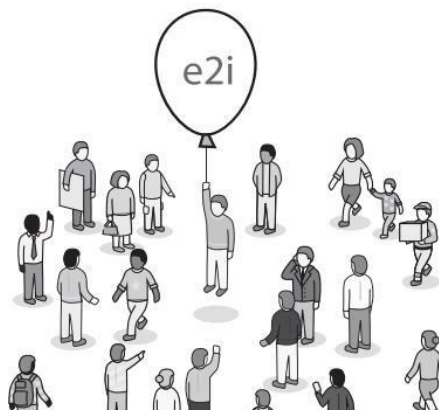


e2i Skills & Career Fair @Hillion Mall 11 October 2024, Friday

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

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#1 ABR Holdings Limited

ABR Holdings Limited operates more than 25 restaurant outlets. Over the past four decades, ABR Group has expanded the brands to offer a variety of cuisines in multiple dining formats for customers. From Swensen's sundaes, Tip Top's traditional homemade curry puffs, Seasons's freshly baked breads to Chili Padi delicacies. There is an offering in ABR's family of brands for everyone and for any occasion. Our mission is to create memorable dining experiences that bring friends and families together.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Area Manager	<ul style="list-style-type: none"> Job Experience in F&B 	<ul style="list-style-type: none"> Primarily Function - To work closely with General Manager for the daily operations, manpower management, marketing and sales and profitability of all outlets. Roles and Responsibilities include Operations, training & development, Sales and profit performance, marketing and recruitment. 	<ul style="list-style-type: none"> 6 workdays Location: East & Central
Asst. Food Technologist	<ul style="list-style-type: none"> Food Development & Manufacturing or related field experiences. 	<ul style="list-style-type: none"> Product Development, Quality Control, Product & Technology Transfer 	<ul style="list-style-type: none"> 5 workdays 8am - 5:30pm Location: 41 Tampines Street 92, Singapore 528881
Cake Decorator	<ul style="list-style-type: none"> Cake decoration, chocolate making for cake decorator. 	<ul style="list-style-type: none"> To assist Senior Cake Decoration, Ingredient preparation, display cakes, customer order cakes, new cake design, train production assistant for ice-cream cake. 	<ul style="list-style-type: none"> 5 workdays 8am - 5:30pm Location: 41 Tampines Street 92, Singapore 528881
Cook (Full Time)	<ul style="list-style-type: none"> Min. 1 years' experience 	<ul style="list-style-type: none"> Prepare quality food for customers according to standard recipes. 	<ul style="list-style-type: none"> As Rostered Location: Island wide
Cook (Part Time)	<ul style="list-style-type: none"> No experience needed 	<ul style="list-style-type: none"> Prepare quality food for customers according to standard recipes. 	<ul style="list-style-type: none"> As Rostered Location: Island wide
Customer Service Representative (Waiter/Waitress) (Full Time)	<ul style="list-style-type: none"> No experience needed 	<ul style="list-style-type: none"> Keep a consistent standard of service, quality and cleanliness in the dining area in accordance with standard operating procedures. 	<ul style="list-style-type: none"> As Rostered Location: Island wide
Customer Service Representative (Waiter/Waitress) (Part Time)	<ul style="list-style-type: none"> No experience needed 	<ul style="list-style-type: none"> Keep a consistent standard of service, quality and cleanliness in the dining area in accordance with standard operating procedures. 	<ul style="list-style-type: none"> As Rostered Location: Island wide

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Deputy Restaurant Manager	<ul style="list-style-type: none"> Minimum 2 years of supervisory experience in a western food outlet 	<ul style="list-style-type: none"> Assist the Restaurant Manager to lead the team in attainment of quality in service, food and cleanliness. Handle restaurant administrative matters. 	<ul style="list-style-type: none"> As Rostered Location: Island wide
Outlet Manager	<ul style="list-style-type: none"> Job Experience in F&B 	<ul style="list-style-type: none"> To assist Area Manager in terms of control and guidance in accordance with company's policies and guidelines. Set targets for self and team to achieve sales target and ensures that daily operations run smoothly and efficiently. Assist Company in achieving business targets and revenue growth and market share. 	<ul style="list-style-type: none"> 6 workdays As rostered Shift Location: East & Central
Quality Control Officer	<ul style="list-style-type: none"> Knowledge in Halah, HACCP, ISO and FSMS. Product Specification and SOP. Handle Food Safety. Internal audits 	<ul style="list-style-type: none"> To assist Production Manager/Quality Assurance Manager in audits and maintaining the Quality Assurance System in the Central Manufacturing Plant and entire cold chain. 	<ul style="list-style-type: none"> 5 workdays 8am - 5:30pm Location: 41 Tampines Street 92, Singapore 528881
Senior Cake Decorator	<ul style="list-style-type: none"> Cake decoration, chocolate making for cake decorator. 	<ul style="list-style-type: none"> Cake decoration, Ingredient preparation, display cakes, customer order cakes, new cake design, train production assistant for ice-cream cake. 	<ul style="list-style-type: none"> 5 workdays 8am - 5:30pm Location: 41 Tampines Street 92, Singapore 528881
Service Crew (Full Time) / (Part Time)	<ul style="list-style-type: none"> Job Experience in F&B 	<ul style="list-style-type: none"> Greet and attend to customer with a positive attitude. Maintain product quality and ensure pleasant presentation of products. Provide go-the-extra-mile service to create a positive customer experience To assist in cooking preparation including cutting and washing raw ingredients To assist superior on cooking and cleaning kitchen appliance/tools with care Well-versed in product knowledge to upsell and cross-sell. Assist in opening, operating and closing of shifts 	<p><u>(Full Time)</u></p> <ul style="list-style-type: none"> 6 workdays Roster Shift: 8am to 10pm Location: East & Central <p><u>(Part Time)</u></p> <ul style="list-style-type: none"> Roster Shift: 8am to 10pm Location: East & Central

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale. Proficient in operating the POS system – input of orders and cashiering. Pack and serve products according to SOP. Follow Tip Top's personal, food and beverage hygiene standards Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule. Generate sales report from POS at the end of the day 	
Supervisor (@ABR)	<ul style="list-style-type: none"> Minimum 1 year experience in a western food outlet 	<ul style="list-style-type: none"> Responsible for the supervision of staff in the dining area, constantly upholding the standard of service in restaurant. 	<ul style="list-style-type: none"> As Rostered Full-Time Location: Island wide
Supervisor (@ABF)	<ul style="list-style-type: none"> Job Experience in F&B 	<ul style="list-style-type: none"> Primarily Function - Working with Store Manager/Store in charge to set positive example for optimum customer service and has commendable product knowledge. Roles & Responsibilities include customer service, daily shift management, product ordering and requisition, housekeeping, cost control and profitability, management skills, training and coaching. 	<ul style="list-style-type: none"> 6 workdays As rostered Shift Full-Time Location: East & Central

#2 LS2 Services Pte Ltd

Established in 1993, LS2 Services Pte Ltd has developed into a leading Cleaning & Conservancy company in the local cleaning industry.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Payable Assistant Account	<ul style="list-style-type: none"> With a relevant accounting qualification Minimum 1 year of experience in similar capacity Proactive, good team player, mature and able to work independently 	<ul style="list-style-type: none"> Handle invoice matching task; receive, review, and verify all invoices and ensure its accuracy and supported with relevant documents before posting to accounting system Ensure all documents are properly filed and scan to document management system 	<ul style="list-style-type: none"> 5 workdays 8am - 5pm Full-Time Location: Bukit Batok, Singapore 658064

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Possess adequate skills in Microsoft applications such as Excel and Word Able to meet a tight deadline 	<ul style="list-style-type: none"> Perform monthly vendors' reconciliation Liaise with vendor to resolve all discrepancies in relation to billing Prepare payment and submit to superior on time Any ad-hoc assignments 	
Cleaner Team Leader	<ul style="list-style-type: none"> Good working attitude 	<ul style="list-style-type: none"> Attend to clients' enquiries and requests. Carry out induction procedures with all new staff Check cleaning equipment condition. Check work done equipment condition Communicate & relate effectively at the workplace Demonstrate understanding of cleaning methods & processes Implement work plan. Inform supervisor or manager when stock level of cleaning materials is low. Inform team of clients' request & follow up to ensure request is done. Instruct & delegate tasks to team. Oversee day-to-day cleaning operations. Provide appropriate guidance & training for cleaning staff. Resolve problems & make decisions at operational level Train new cleaners on work procedures & operation of equipment. 	<ul style="list-style-type: none"> 5 / 5.5 / 6 workdays 7am-3pm (5days) 8am-5pm (5.5 Days) 9am-6pm (6 Days) Full-Time Location: Various
Cleaners	<ul style="list-style-type: none"> Good working attitude 	<ul style="list-style-type: none"> Perform cleaning in the premises as directed by Senior Supervisor/Supervisor/ARM Maintain cleanliness of assigned areas Ensure safety measures are adhered to during operation Update job and log card record entries Handle tools and equipment Prepare the appropriate tools and equipment for cleaning 	<ul style="list-style-type: none"> 5 / 5.5 / 6 workdays 7am-3pm (5days) 8am-5pm (5.5 Days) 9am-6pm (6 Days) Full-Time Location: Various

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure the appropriate tools and equipment are adequate and in working condition • Ensure tools and equipment are replenished, reinstated and maintained • Handle incidents • Respond to incidents and emergencies as directed • Report operational abnormalities to the appropriate person • Empty waste bins • Sweep and vacuum floor or carpets of assigned area • Wash and maintain the cleanliness of bathrooms and toilets • Wipe tabletops, shelves and partitions of assigned areas • Any other duties as assigned 	
Cleaning Supervisor	<ul style="list-style-type: none"> • Experience needed • Able to start work immediately 	<ul style="list-style-type: none"> • Supervise multiple teams of cleaners in multiple cleaning projects • Train cleaners and team leaders on service standards and provide help and guidance when necessary • Assist in planning work schedules and deployment of manpower • Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications • Implement operation plans to improve work processes and service quality • Interact and handle complaints and feedback and build relationships with customers • Check cleaning equipment condition • Monitor cleaning material stock level and re-order materials when needed • Solve operational problems and make decisions • Submit daily cleaning report 	<ul style="list-style-type: none"> • 6 workdays • Flexible working hours • Full-Time • Location: Various

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Facilitate effective communication and engagement at the workplace 	
HR Executive	<ul style="list-style-type: none"> Diploma in Human Resource Management, Administrative or similar Minimum 2 years of experience in related functions Good communication skills (written and oral) Pro-active manner, willing to offer new suggestions and share Knowledge of Foreign Manpower Act Familiar with work pass regulations Proficient in Microsoft Office/Excel with an eye for details 	<ul style="list-style-type: none"> Typing of Letter of Appointment and other personnel letters for assigned projects/divisions Updating of employee data in the system Maintaining of electronic personnel files to ensure employment contracts and related documents are in place Handling bi-monthly payroll for assigned projects/divisions Prepare payroll costing for assigned projects/divisions Collecting, opening and disseminating of mails Source and arrange for ad hoc training courses 	<ul style="list-style-type: none"> 5 workdays 8am – 5pm Full-Time Location: Bukit Batok, Singapore 658064
Operation Executive	<ul style="list-style-type: none"> Min 2 year in Operations / Clerical Administrative Good knowledge of Microsoft Word, Excel and PowerPoint Able to multi-task and have initiative to respond to various situations Class 3 License 	<ul style="list-style-type: none"> Coordinate with Operations and Client to ensure quality service delivery Maintain stock and inventory Implement maintenance schedules for tools and equipment Facilitate effective work processes. Assist in resolving existing contract conflicts Support Operations team to perform administrative duties include data entry, prepare report, maintaining and compiling records and org chart etc. Assist on arranging worker's accommodation and liaising with agent Monitoring & updating attendance of employees' records and maintaining a proper filing system Office administrative duties including courier, provide clerical support on daily 	<ul style="list-style-type: none"> 5.5 workdays 8am – 5pm Full-Time Location: Bukit Batok, Singapore 658064

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		operation, including filing, scanning, photocopying, etc.	
Technician	<ul style="list-style-type: none"> Valid Singapore Class 3 Driving Licence Minimum 2 years of experience in similar capacity and relevant knowledge in electrical and mechanical Good communication and organisational skills Basic computer and report writing skills. Good time management and planning skills Hands-On Physical work required Driving company lorry (manual) 	<ul style="list-style-type: none"> Servicing and repairing industrial cleaning equipment such as high-pressure jet Inspecting and assessing the functionality of equipment Troubleshooting machineries breakdowns Conducting routine maintenance and safety checks Preparation and submission of maintenance reports Liaise with external vendors for necessary equipment repair Inspect and monitor quality standards of equipment / tools Perform asset tagging to ensure accountability of equipment Prepare inspection finding reports and communicate with internal staff / vendors on any faults, and follow up to ensure rectification Any ad-hoc assignments 	<ul style="list-style-type: none"> 6 workdays 8am – 8pm Full-Time Location: Bukit Batok, Singapore 658064

#3 Mastermark Pte Ltd

Based in Singapore, our company is dedicated to Bird & Wildlife Management Solutions. We provide effective measures for both urban and aerodrome wildlife conflicts.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Animal Care Officer	<ul style="list-style-type: none"> At least an 'O' Level qualification or equivalent. Good communication skills in English, both written and spoken. Completed handling course conducted by an accredited or approved training provider will be an added advantage. At least 1-year work experience or equivalent in animal husbandry/handling and care. Able to work on weekends and public 	<ul style="list-style-type: none"> Distribute food under supervision and according to animal dietary requirements. Handle, restrain and move animals. Provide basic animal care (e.g. showering, nail trimming, ear cleaning) General Housekeeping (e.g. moving and arranging supplies) and related work. 	<ul style="list-style-type: none"> 5 workdays 8am – 6pm Full-Time Location: Multiple

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	holidays on a rotating roster basis. <ul style="list-style-type: none"> Those with the following vaccinations will be a bonus: Rabies, Tetanus 		
Bird Control Technician	<ul style="list-style-type: none"> Love and enthusiasm for birds and wildlife Be physically fit and able to work at heights for long periods Relevant technical skills (handy with hand tools and power drills) A good team player Work at Heights/MEWP certification will be an added advantage 	<ul style="list-style-type: none"> Learn about the intricacies and be well versed with the technicalities of bird control Bird proofing of buildings and premises, both commercial and residential Installation of bird netting and bird spikes Work at heights from an elevated work platform or high floors 	<ul style="list-style-type: none"> 4.5 workdays 8.30am – 5.30pm Full-Time Location: 2 Pereira Road, Singapore 368024
Wildlife Technician	<ul style="list-style-type: none"> Love and enthusiasm for animals and wildlife 1 year of domestic or wild animal handling experience is preferred Experience in welding Good with hand tools Class 3 driver's license would be a bonus 	<ul style="list-style-type: none"> Wildlife trapping and handling (training will be provided) Animal transportation and humane animal removal Documentation and administrative work for the above Shift work or on standby for job activations or rescue work which includes OT pay 	<ul style="list-style-type: none"> 5 workdays Morning shift: 8.30am-5.30pm Mid-shift: 2.30pm-11.30pm Night shift: 11.30pm-8.30am Full-Time Location: 2 Pereira Road, Singapore 368024

#4 MCI Career Services Pte Ltd

MCI Career Services Pte Ltd is a full-fledged professional recruitment firm that has been providing a one-stop solution to a comprehensive range of Human Resource needs for more than 15 years. We hire a diverse range of positions across various industries, from rank and file to senior management.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Support Executive	<ul style="list-style-type: none"> Diploma 	<ul style="list-style-type: none"> Manage the Chief's schedule, including organizing meetings, appointments Act as the primary point of contact between the Senior Leader and internal/external stakeholders, always demonstrating professionalism and courtesy. Coordinate and facilitate communication between 	<ul style="list-style-type: none"> 6 workdays 8.30am – 6pm Full-Time Location: Devan Nair Institute, Singapore 609607

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>stakeholders, ensuring clarity and efficiency.</p> <ul style="list-style-type: none"> • Prepare and edit correspondence, presentations, and reports as requested. • Ensure that the materials received are consolidated and sent to relevant parties by stipulated timeline. • Prioritize conflicting needs and handle matters expeditiously, proactively, and follow-through on scheduling/coordination of administrative tasks to successful completion. • Maintain an organized filing system, both physical and digital, to ensure easy access to important documents. • Perform administrative collation of information for asset tracking, divisional attendance/representation at organisational events. • Roster and update staff secretariat for division meetings. • Perform any other ad-hoc administrative tasks assigned. 	
Direct Technician	<ul style="list-style-type: none"> • Comfortable with hands-on role • NITEC 	<ul style="list-style-type: none"> • Perform Visual and NDT Inspection • Perform manual/mechanical/chemical cleaning • Able to understand and follow SOP, Data Cards, Engine Manual & Process controls • Other ad hoc tasks as required 	<ul style="list-style-type: none"> • 4 workdays • Full-Time • Location: East
Logistic Assistant	<ul style="list-style-type: none"> • Warehouse experience • Physically fit • No medical condition 	<ul style="list-style-type: none"> • Perform the daily activities of receiving, storing, inventory control and issuing of materials or products. • Perform daily loading and unloading • Assist in inventory stock take • Perform any other ad-hoc duties 	<ul style="list-style-type: none"> • 5 workdays • 8.30am - 6.15pm • Full-Time • Location: 35 Greenwich Drive, Singapore 533952
Logistic Officer	<ul style="list-style-type: none"> • Warehouse experience • Physically fit • No medical condition 	<ul style="list-style-type: none"> • Handle shipping and airfreight inquiries from customers and responsible for shipment booking 	<ul style="list-style-type: none"> • 5.5 workdays • 8.30am to 6.15pm and/or 8.30am to 12.30pm • Full-Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Communicate with customer, warehouse, and forwarder in day-to-day operations Ensure proper keeping of cycle count sheet Reconcile any stock discrepancies Assist with order processing Collate and compute the monthly KPI report 	<ul style="list-style-type: none"> Location: East & West
Patient Service Associate (Specialist Outpatient Clinic)	<ul style="list-style-type: none"> Customer service experience NITEC 	<ul style="list-style-type: none"> Provide frontline customer service for registration and appointments of department. Assist with coordination and appointment booking for the customers. Administrative duties associated with the clinical services/programmes. Ad hoc duties as assigned by supervisor. 	<ul style="list-style-type: none"> 5.5 workdays Mon - Fri, Staggered working hours between 7.30am – 8pm Required to work half day on Sat. Full-Time Location: Woodlands Health / North
Recruitment Specialist (Talent Acquisition)	<ul style="list-style-type: none"> Diploma 	<ul style="list-style-type: none"> Candidate Sourcing: Proactively source and identify potential candidates through various channels, including job boards, social media, networking events, and referrals. Screening and Interviewing: Conduct initial candidate screenings, coordinate interviews, and provide feedback to both candidates and hiring managers. Client Coordination: Collaborate with clients to understand their hiring needs and job specifications. Provide regular updates on recruitment progress and candidate status. Candidate Experience: Ensure a positive candidate experience by maintaining regular communication, providing timely updates, and delivering constructive feedback. Collaboration: Work closely with Business Development Team to fulfil clients' needs. 	<ul style="list-style-type: none"> 5 workdays 8.30am – 6pm Full-Time Location: Devan Nair Institute, Singapore 609607
Senior / Assistant Cook	<ul style="list-style-type: none"> Experience in mass cooking / cooking of Chinese cuisine 	<ul style="list-style-type: none"> Assist the Head Cook in preparing and cook meals 	<ul style="list-style-type: none"> Including weekends, 8 hours a day with a

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Secondary 	<p>according to planned menu or special diets whenever required</p> <ul style="list-style-type: none"> Ensure ingredients for meals are properly cooked and kept in a most hygienic condition Collaborate with other kitchen staff to ensure smooth and efficient workflow Responsible for the ordering of all ingredients and dry goods for cooking 	<p>staggered shift between 7am to 5.30pm.</p> <ul style="list-style-type: none"> (44 hours per week) Full-Time Locations: Various ECON Healthcare, Upper East Coast, Henderson (2HC), Buangkok and Recreational Road (Serangoon), (East or Northeast area)
Service Crew (Part Time / Full Time)	<ul style="list-style-type: none"> Food Hygiene Certificate 	<ul style="list-style-type: none"> Assist in assembling hot spaghetti and set menu items Assemble burgers according to orders. Keep tables clean and tidy. Pack set items into lunch boxes. Cashiering duties Other ad hoc duties assigned by manager 	<ul style="list-style-type: none"> MON - SUN FT: 44 hrs/week PT: 30 hrs/week Full-Time Location: Island wide
Temp Warehouse Assistant	<ul style="list-style-type: none"> Warehouse experience Physically fit No medical condition. 	<ul style="list-style-type: none"> Pick and Pack Labelling and Sorting Loading, unloading (For e-commerce products) 	<ul style="list-style-type: none"> 8.00am – 6.00pm 8.00pm – 6.00am Full Time Location: 1 Buroh Crescent, Singapore 627545
Trainee Technician	<ul style="list-style-type: none"> Comfortable with hands-on role NITEC 	<ul style="list-style-type: none"> Perform troubleshooting, repair, overhaul of aircraft engines Dismantle aircraft engines Testing and maintenance of engine equipment Perform simple operational checks on aircraft system 	<ul style="list-style-type: none"> 4 workdays Full-Time Location: East
Ward Service Associate	<ul style="list-style-type: none"> Comfortable with hands-on role Secondary 	<ul style="list-style-type: none"> Provide excellent customer service to the patients Serving and clearing food and drinks Check food served against patient meal orders Assist in inventory management Maintain cleanliness in and around workstation Assist nurses to meet patient's nutritional needs Any other ad-hoc duties as assigned 	<ul style="list-style-type: none"> Including weekends Fixed shift: 10am - 7.30pm, with 1 day is 10am – 7pm. Full-Time Location: Ng Teng Fong General Hospital / West

#5 PEC LTD

An established plant and terminal engineering specialist providing Project Works, Maintenance Services and other related services to the oil and gas, petrochemical, oil and chemical terminals and pharmaceutical industries in Asia and the Middle East.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaner / Office helper	<ul style="list-style-type: none"> Possess 1 (one) year of similar experience 	<ul style="list-style-type: none"> Monitor building security and safety by performing tasks such as locking doors after operating hours and checking the electrical appliance use to ensure that no hazard resulted. Service, clean and replenish supplies in the restroom based on the frequency and standards. Collect and dispose trash and ensure the hygiene and cleanliness standard based on the frequency and standards given. Clean office floors by sweeping, mopping or vacuuming them based on the frequency and standards. Inform superior concerning the need for any major repair or enhancement to building operating systems. Perform any other duties as and when assigned by the immediate Supervisor or higher management. 	<ul style="list-style-type: none"> 5 workdays 8am - 6pm (Mon) 8am - 5.45pm (Tues to Fri) Full-Time Location: 14 International Business Park, Singapore 609922
Design Engineer, Electrical	<ul style="list-style-type: none"> Degree / Diploma in Electrical Engineering or its equivalent Minimum 5 years' relevant experience Preferable in Oil and Gas, Petrochemical. Good knowledge of Local and International Code and Standards, Code of Practice Good fundamental of Electrical Safety and Area Classification. Good knowledge of Explosion Proof and Flame Proof, IP protection Class 	<ul style="list-style-type: none"> To supervise site installation and construction of MCC, Field, Testing work under supervision of Senior Engineer. Involve Field Inspection, Testing, Commissioning of Electrical Equipment. To prepare Electrical System Tender Proposal Work involving Pricing of Vendors. To involve Electrical Detail Engineering Work concern with Electrical Load, Transformer, MCC sizing. Short Circuit Calculation, Transient Load Study, Motor Acceleration, and Protection Relay coordination, Termination, Layout, Hazard 	<ul style="list-style-type: none"> 5 workdays 8am - 6pm (Mon) 8am - 5.45pm (Tues to Fri) Full-Time Location: 14 International Business Park, Singapore 609922

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good knowledge of Electrical Instrument, Protection System, Power system Analysis • Proficiency in computer knowledge of MS Word, Excel, AutoCAD, etc. 	<p>Area Classification, Material Take-off, TBE and Procurements.</p> <ul style="list-style-type: none"> • To involve Factory Acceptance Test and Site Acceptance Test for related Electrical Work. • To involve Detail Engineering Work concern with ETAP Sizing, lux Calculation Design. • To communicate with Vendors and Clients for Detail Engineering and Construction Work. • To perform Document Control System, As-Built Documents Preparation. 	
Design Engineer, Instrumentation	<ul style="list-style-type: none"> • Degree / Diploma in Electrical / Electronic Engineering • Equivalent Minimum of 6 years' relevant experience, preferable in Oil and Gas, Petrochemical, Power Producer • Fresh Graduate is acceptable, based on talent and attitude of applicant. • Good knowledge of Electronic Instruments, PLC and DCS system • Good knowledge of Instrument Signal Transmission and Signal Protocol • Proficiency in computer knowledge of MS Word, Excel, AutoCAD, etc. 	<ul style="list-style-type: none"> • Preparation of Instrument location plans, Cable routing. • Preparation of Panel layouts, MCT drawings. • Preparation of Cable Tray routing, Cable Tray sizing. • Preparation of Hook-up drawings. • Preparation of Schedules viz; cable, drum, installation etc. • Preparation of Block Cable Diagram. • INtools modules viz; Wiring - Loop Extraction, Hook-up module, Instrument Index. • Preparation of instrumentation design specifications. 	<ul style="list-style-type: none"> • 5 workdays • 8am - 6pm (Mon) • 8am - 5.45pm (Tues to Fri) • Full-Time • Location: 14 International Business Park, Singapore 609922
Design Engineer, Process	<ul style="list-style-type: none"> • Degree in Chemical Engineering • Relevant experience in petrochemical plants • Good technical competence • Good organizing and coordination skills • Good communication skills • PC skills in MS office & AutoCAD 	<ul style="list-style-type: none"> • Responsible to the Principal Engineer, Process for the following design and detailing engineering works: • Process Engineering • Conceptual designs and process development reports • Block Flow Diagrams (BFD) and Process Flow Diagrams (PFD) • Process and Instrumentation Diagram (P&ID) • Process engineering calculations 	<ul style="list-style-type: none"> • 5 workdays • 8am - 6pm (Mon) • 8am - 5.45pm (Tues to Fri) • Full-Time • Location: 14 International Business Park, Singapore 609922

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Material and energy balances • Basis of design process scope documents • Equipment layouts • Process equipment specifications, data sheets and bid tabulations • Equipment lists, line lists and tie-in lists • Responsible to the Principal Engineer for the process of preparation of design deliverables with due consideration for applicable Codes & Standards. • Accountable for the successful completion of assigned engineering tasks and preparation of engineering deliverables. • Interface with other internal engineering disciplines (mechanical, civil/structure, electrical, instrumentation, etc.) to ensure a coordinated design and complete engineering deliverables. • Ensure appropriate checking and review of all documents / drawings before release. • Control of Quality of engineering documents regarding Quality assurance basis 	
Design Engineer, Mechanical	<ul style="list-style-type: none"> • Degree / Diploma in Mechanical or its equivalent • 5 years' relevant experience • Good technical competence • Good organizing and coordination skills. • Good communication skills • Proficiency in computer knowledge of MS Word, Excel, AutoCAD, etc 	<ul style="list-style-type: none"> • Prepare the mechanical design calculations for storage tanks, etc. using Tank software. • Prepare the mechanical design calculations for pressure vessel using PV Elite. • Prepare or check the mechanical data sheets for tank and pressure vessel. • Prepare or check the general assembly / arrangement drawings for tank and pressure vessel. • Prepare the material requisition / specification for tank, heat exchanger, pressure vessel etc. 	<ul style="list-style-type: none"> • 5 workdays • 8am - 6pm (Mon) • 8am - 5.45pm (Tues to Fri) • Full-Time • Location: 14 International Business Park, Singapore 609922

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • To monitor the detail engineering design schedule. • To maintain a proper record and filing of all incoming / outgoing drawings. • To provide technical and engineering support for the project. • To carry out any other duties as and when assigned by the immediate supervisor or higher management. 	
Designer, Electrical & Instrumentation (E&I)	<ul style="list-style-type: none"> • Degree / Diploma in Electrical and Instrumentation or equivalent • 10 years' relevant experience • PC skills in MS Office 	<ul style="list-style-type: none"> • Responsible to the Principal Engineer, Electrical & Instrumentation for the design, detailed engineering, preparation of material requisition, vendor evaluation of electrical and instrument work. • Preparation of proposals / estimations for electrical and instrumentation work. • Design and detailed engineering for electrical and instrumentation work. • Preparation and submission of engineering document for Authority Approval. • Reporting to Senior Principal Engineer, Electrical & Instrumentation on a weekly basis. • Implementation of Engineering Procedure, Drafting Standard and Quality Management. • Evaluate vendor's bid and highlight deviations and omissions to purchasing for further clarifications with vendor. • Perform any other responsibilities as directed by immediate supervisor. 	<ul style="list-style-type: none"> • 5 workdays • 8am - 6pm (Mon) • 8am - 5.45pm (Tues to Fri) • Full-Time • Location: 14 International Business Park, Singapore 609922
Driver	<ul style="list-style-type: none"> • Three (3) years driving experience in Singapore • Possess valid Singapore driving license Class 3,4,5 	<ul style="list-style-type: none"> • Possess adequate knowledge of the Land Transport Authority (LTA) and traffic rules to ensure compliance. 	<ul style="list-style-type: none"> • 5 workdays • 8am - 6pm (Mon) • 8am – 5.45pm (Tues to Fri) • 8am – 12.30pm (Sat)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possess certification in Forklift license less than 5 tons / Lorry Loader Safety course. • Pro-active 	<ul style="list-style-type: none"> • Pre-determine the route before moving off according to deliver/collection address. • Plan or adjust routes based on changing condition by the aid of GPS system to minimize fuel consumption and carbon emission. • Protect the materials from mechanical damage during transportation. • Check all loaded goods against delivery order to ensure that it is complete and accurate. • Proper handover of the consignment to customer (internal/external) as determined quantity and condition. • Obtain receipt or signature for delivered good. • Follow appropriate safety procedures for transportation of dangerous goods. • Transport staffs and workers in safe and sound manner. • Ensure that all the trips are recorded in the vehicle log book. • Check and inspect the vehicle daily according to the check list and report any defect detected immediately to Workshop for repair. • Check vehicles to ensure that mechanical, safety and emergency equipment is in working order • Perform minor maintenance of the vehicle such as top up engine oil, top-up radiator water, battery water, vehicle housekeeping. • Perform emergency roadside repair such as changing tyre or installing light bulb. • Have to report any discrepancy or damages to the vehicle to the Logistics Supervisor or In-charge. 	<ul style="list-style-type: none"> • Full-Time • Location: 14 International Business Park, Singapore 609922

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Quick response upon Supervisor's instruction for job assignments. • To carry out any other ad-hoc duties as and when assigned by the immediate Supervisor or higher management. 	
Executive, HR	<ul style="list-style-type: none"> • Diploma/Degree in Human Resource Management or its equivalent • At least 6 years relevant experience in the same capacity, preferably in similar or related industries • Strong team player • Strong leadership qualities • Good analytical and planning skills • Excellent communication skills • Meticulous 	<ul style="list-style-type: none"> • Assist the Manager, HR in the implementation cum updating of personnel administration, development programmes and the efficient office administrative support, to complement the Company's operations • Perform as a leader to lead the activities of the section and continuously provide guidance to the section staff. • Work as a team player among the Executive Level and brainstorm for any idea and improvement in making HRS a better place to work in. • Develop and maintain programmes to foster a desirable corporate culture conducive to continuous improvement and accelerated changes within the Company. • Updating the database with the relevant Employment Acts and Regulations, legal requirements. • Perform Market benchmarking survey within the prevailing industry/market and the ethical standards. • Together with the Superiors, update job descriptions for new positions or job scope changes to existing positions. • Prepare monthly reports/listings such as, resignation, promotion, upgrading, work permit/employment pass renewal, manpower status, and other data required by the Management. • Liaise with the relevant ministries and agencies to 	<ul style="list-style-type: none"> • 5 workdays • 8am - 6pm (Mon) • 8am - 5.45pm (Tues to Fri) • Full-Time • Location: 14 International Business Park, Singapore 609922

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>process work permit/employment pass application, renewal/cancellation, repatriation, health screening, foreign worker levy, etc., and take actions accordingly to fulfil the requirements and expedite the processing.</p> <ul style="list-style-type: none"> • Review welfare benefits and advise the Senior Manager, HR on recommendations upon improvements to be made. • Continuously upgrade the knowledge and competence of the PEC Workforce to world-class standards. • Coordinate with Superiors on performance appraisals of employees and collate the appraisal results for salary reviews. • Liaise with the embassies or the relevant authorities concerning legal or disciplinary matters. • Administer employees’ welfare benefits such as, workman compensation, insurance claims, medical claims, remittance, cash advance, etc. • Administer recruitment, overseas deployment and off-boarding related matters • To be responsible for all administrative jobs pertaining to site management and assist site manager in performing management responsibilities effectively whilst complying with Company core values. • To manage the Job Description for all employees and proper document control. • To assist in reviewing the standard operating procedures (SOP) and recommend any improvement accordingly to the Supervisor. • Perform receptionist duties as and when required. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Carry out any other duties as and when assigned by the immediate supervisor or higher management 	
HSSE Co-ordinator	<ul style="list-style-type: none"> Certificate in Safety Coordinator Training Course or Advanced Certificate in WSH. Building Construction Supervisors Safety Course. Oil/Petrochemical Industry Safety Course for Supervisor. Lifting Supervisor Course. Safety Instruction Course for Supervisors (Manhole). Preferably 2 years and above working experience in the same capacity, preferably in similar or related industries. Good interpersonal skills, able to work with and through people from different backgrounds and cultures and different educational levels and must be a team worker. Fluent in English both verbal and written communication. Good computer skills and knowledge in Microsoft Office (Word, Excel and PowerPoint). 	<ul style="list-style-type: none"> Administer WSH policy and coordinate compliance with client's HSSE producers and WSH legal requirements Coordinates HSSE management system, promote and develop HSSE culture, measure and monitor HSSE performance. Recognizes HSSE hazards and control measures and advise on corrective recommendation(s). Prepares and facilitates HSSE awareness programme. Monitors and reports all work or operation that violate HSSE procedures, instructions, or would endanger life and property. Monitors and inspects work activities to ensure that HSSE practices are carried out in all work operations. Prepares daily workplace safe/unsafe observation report. Implements the site/project HSSE Action Plan. Formulates and administers HSSE filing system accordance to OHSAS 18001:2007 and ISO 14001:2004. Assists to develop Project/Site HSSE Action Plan. Coordinates and participates in Toolbox Meeting, Mass Briefing. Assists in HSSE accident or incident investigation. Updates site HSSE Portal. Reports all incident and accident as per the site/project and company's emergency reporting protocol. 	<ul style="list-style-type: none"> 5 workdays 8am - 6pm (Mon) 8am - 5.45pm (Tues to Fri) Full-Time Location: 14 International Business Park, Singapore 609922
Officer / Snr Officer, HR	<ul style="list-style-type: none"> GCE 'O' / 'A' Level or its equivalent Must be computer literate 	<ul style="list-style-type: none"> Handle and process administrative issues with regards to human resource management and recruitment 	<ul style="list-style-type: none"> 5 workdays 8am - 6pm (Mon) 8am - 5.45pm (Tues to Fri)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • At least 2 years relevant experience in the same capacity, preferably in similar or related industries • Possess good communication skills • Good organizing skills • Good proactive approach • Good personality skill 	<ul style="list-style-type: none"> • Handle Ministry of Manpower (MOM) matters such as work permit and employment pass renewal and cancellation respectively, levy submission etc. • Administer one-way departure and ensure that procedures are followed accordingly. • Proper filing and recording of employees' information and update into their personnel files. • Prepare security bond for existing NTS workers. • Update and maintain employees' data in the system. • Administer logistic matters such as transport route for NTS, transport backup on emergency cases. • Arrange accommodation for existing NTS workers and ensure the accommodating quarters are equipped with the basic necessities such as beds, pillows, television, etc. • Monitor the activities of tenant's allocations and their welfare. • Liaise with Site Admin or Site in-charge for workers' contract and Work Permit renewal and others. HR management issue when needed. • Liaise & coordinate with Site Admin on any other matters. • To manage on the printing and issuing of ID passes for new employees, replacement for loss passes and damaged passes. To maintain proper record on the usage of the pass and hold a minimum balance on hand. • Proper filing and recording of employees' information and update into their personnel files. • Perform receptionist duties as and when is required. • To carry out any other duties as and when assigned by the 	<ul style="list-style-type: none"> • Full-Time • Location: 14 International Business Park, Singapore 609922

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		immediate supervisor or higher management.	
Officer, Admin	<ul style="list-style-type: none"> GCE 'O' / 'A' Level or its equivalent Must be computer literate Possess good communication skills Good organising skills Good proactive approach Good personality skill 	<ul style="list-style-type: none"> Perform all administrative jobs related to site. Update EIS, PDIS and handle other relevant PEC information systems. Monitor and administer time keeping of direct site & Subcontractors staff TMIS. Assist Site Manager in all procurement activities. Liaise with HRM for all HR administration job Assist site in charge in site personnel for training arrangements. Co-ordinate with HQ to fulfil site administration needs if necessary. Monitor and administer site Personnel time management information system (TMIS). Update daily job no, timing (if require) for individual's TMIS data. Distribute individual timesheet & payslip to site staffs & workers. Liaise with Payroll department for any payroll complaint. 	<ul style="list-style-type: none"> 5 workdays 8am - 6pm (Mon) 8am - 5.45pm (Tues to Fri) Full-Time Location: 14 International Business Park, Singapore 609922
Officer, Security & Fire Safety	<ul style="list-style-type: none"> Minimum secondary education. 1 year of similar Senior Security Officer experience and possess a valid Police Licensing Regulatory Department license. Attain training Manage disorderly conduct and threatening behaviours. Attain training Handle Security incidents and Services. Attain training Operate Basic Security Equipment. 	<ul style="list-style-type: none"> Protect assets and information of the company in accordance with the company policy and Security SOP. Patrol the premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates. Response promptly to the activation of alarms and investigates disturbance. Monitor and authorize entrance and departure of employees, visitors and other person to safeguard against theft and maintain security of premises. Monitor and authorize entrance and departure of equipment and goods to guard against theft 	<ul style="list-style-type: none"> 5.5 workdays 7am - 4pm (Mon) 10am - 7pm (Shift hours) Full-Time Location: 14 International Business Park, Singapore 609922

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Candidates with NSRS or WSQ certificates will be considered favourably. • Good conduct Certificate (for non-Singaporean only). • Service-oriented and positive working attitude. • Willing to perform rotating shift work. • Police, CISCO or SAF regular experience will be an advantage. 	<p>and maintain security of premises and ensuring that equipment or goods is accompanied with Delivery Order (DO), e-Delivery Order (e-DO) and declarations.</p> <ul style="list-style-type: none"> • Write reports in the Security Occurrence Book of daily activities and irregularities, such as equipment and property damage, theft, presence of unauthorized persons, or unusual occurrences. • Call the company next level of reporting officer (FMS SIC), upon instruction call police or fire departments in case of emergency, such as fire or presence of unauthorized persons. • Circulate among visitors, patron, and employees to preserve order and protect property. • Warn persons of rule infractions and violations and evict violators from premises with appropriate measures when necessary. • Inspect and adjust security systems to ensure operational use and to detect evidence of tampering. • Securities and Fire Safety check relevant to SSO (Senior Security Officer) and above. • Monitor building systems, such as Air Conditioning and lights after office hours. • Monitor CCTV monitor for abnormal situation and response appropriately. • Monitor the Fire Alarm panel response to alarm activated. Liaise with the relevant Fire Alarm monitoring service provider. • Collate reports from the shifts to Security and Fire Safety Supervisor in charge, addresses any unusual occurrences and recommend mitigations orderly 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Design Engineer, Piping	<ul style="list-style-type: none"> Degree/Diploma in Mechanical Engineering or its equivalent. 6 years' relevant experience. Proficiency in computer knowledge of MS Word, Excel, AutoCAD, PDMS or 3D SmartPlant, etc. 	<ul style="list-style-type: none"> Responsible to the Principal Engineer, Piping for the preparation of design as per codes/ standards and client's specifications, requisitions for materials, equipment, valves, etc., and for the timely completion of each planned engineering activity assigned to him/her. Review of piping specification. Review piping stress analysis calculation. Review and finalize of piping routing, piping arrangement and support. Review design data for missing and/or ambiguities information. Reporting project progress to Principal Engineer, Piping on a weekly basis. Implementation of Engineering Procedure, drafting Standards and Quality Management. Preparation of proposals / estimations for equipment and tankage works. Review engineering calculation and technical specifications of storage tanks, pressure vessels and various mechanical equipment. Evaluate vendor's bids and highlight deviations and omissions to purchasing for further clarifications with vendor. Perform any other responsibilities as directed by immediate supervisor. 	<ul style="list-style-type: none"> 5 workdays 8am - 6pm (Mon) 8am - 5.45pm (Tues to Fri) Full-Time Location: 14 International Business Park, Singapore 609922
Senior Design Engineer, Civil & Structural	<ul style="list-style-type: none"> Degree / Diploma in Civil and Structural Engineering, experience in Petroleum / Oil / Gas or equivalent. Minimum of 5 years' relevant experience in the same capacity, preferably in similar or related design work 	<ul style="list-style-type: none"> Responsible to the Senior Engineer for the preparation of design as per codes / standards and client's specifications. Prepares design proposals, do material take-off for civil and structural work. Produce design and detailed engineering calculation, drawings for civil and structural work. 	<ul style="list-style-type: none"> 5 workdays 8am - 6pm (Mon) 8am - 5.45pm (Tues to Fri) Full-Time Location: 14 International Business Park, Singapore 609922

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>associated with oil and gas industries. Experience in geotechnical, underground building works, tunnel or infrastructure design will be an advantage.</p> <ul style="list-style-type: none"> • PC skills in MS Office, familiar with design and analysis i.e. STAAD.Pro, ETABS, PROKON software or equivalent. • Good in technical competence, self-starter, resourceful, meticulous to details. • Good coordination and communication skills 	<ul style="list-style-type: none"> • Preparation and submission of engineering documents for Client and Authority Approval. • Reporting to the Senior Engineer on a weekly basis. • Implementation of Engineering Procedure, Draughting Standard and Quality Management. • Conducts site investigation / checks for data acquisition, as-built for design and tender work. • Carry out meetings with key personnel, other departments, and clients on work scope, site on investigation / checks for design, engineering and tender work. • Assist the Senior Engineer on detailed work plans, activities and tasks for engineering, procurement, construction and maintenance (EPCM) projects. • Assists in resolving engineering issues on site, coordinating with respective engineering, project and construction, for guidance, as necessary. • Liaise with the site team or client directly concerning engineering changes. • Coordinates with other engineering disciplines for correct and proper execution of work. • Liaise with the accredited Professional Engineering (PE) for calculations, drawings to comply with authority requirements. • Perform any other responsibilities as directed by immediate supervisor. 	
<p>Senior Designer, Civil & Structural</p>	<ul style="list-style-type: none"> • Degree / Diploma in Civil and Structural Engineering, experience in Petroleum / Oil / Gas or equivalent. • Minimum of 5 years' relevant experience in the same capacity, 	<ul style="list-style-type: none"> • Responsible to the Senior Engineer for the preparation of design as per codes / standards and client's specifications. • Prepares design proposals, do material take-off for civil and structural work. • Produce design and detailed engineering calculation, 	<ul style="list-style-type: none"> • 5 workdays • 8am - 6pm (Mon) • 8am – 5.45pm (Tues to Fri) • Full-Time • Location: 14 International Business

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>preferably in similar or related design work associated with oil and gas industries. Experience in geotechnical, underground building works, tunnel or infrastructure design will be an advantage.</p> <ul style="list-style-type: none"> • PC skills in MS Office, familiar with design and analysis i.e. STAAD.Pro, ETABS, PROKON software or equivalent. • Good in technical competence, self-starter, resourceful, meticulous to details. • Good coordination and communication skills 	<p>drawings for civil and structural work.</p> <ul style="list-style-type: none"> • Preparation and submission of engineering documents for Client and Authority Approval. • Reporting to the Senior Engineer on a weekly basis. • Implementation of Engineering Procedure, Draughting Standard and Quality Management. • Conducts site investigation / checks for data acquisition, as-built for design and tender work. • Carry out meetings with key personnel, other departments, and clients on work scope, site on investigation / checks for design, engineering and tender work. • Assist the Senior Engineer on detailed work plans, activities and tasks for engineering, procurement, construction and maintenance (EPCM) projects. • Assists in resolving engineering issues on site, coordinating with respective engineering, project and construction, for guidance, as necessary. • Liaise with the site team or client directly concerning engineering changes. • Coordinates with other engineering disciplines for correct and proper execution of work. • Liaise with the accredited Professional Engineering (PE) for calculations, drawings to comply with authority requirements. • Perform any other responsibilities as directed by immediate supervisor 	<p>Park, Singapore 609922</p>
<p>Supervisor, Insulation & Refractory</p>	<ul style="list-style-type: none"> • Have at least 5 years of refractory relevant experience in the same capacity, preferably in similar or related industries. 	<ul style="list-style-type: none"> • Have understanding on the different types of refractory and the different methods of installation within the scope and customer's requirements. • To encourage quality-oriented performance of the work and 	<ul style="list-style-type: none"> • 5 workdays • 8am - 6pm (Mon) • 8am – 5.45pm (Tues to Fri) • Full-Time • Location: 14 International

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Preferably understand simple English. • Able to work independently and meet the tight project schedule. • Demonstrated strong commitment to SAFETY. 	<p>ensure activities are carried out to client's specifications and liaise daily with clients accordingly.</p> <ul style="list-style-type: none"> • To set production targets to respective groups. • To ensure the latest revised procedure, job specifications, drawings, isometrics, and standards are dispatched to the relevant group members. • To submit refractory progress report and distribute to relevant parties accordingly. • To ensure that all equipments are always kept in a ready to use mode. • To prepare for applicator's pre-qualifications testing (APQ) and co-ordinate all activities required by the specifications to client's satisfaction. • To liaise and assign adequate skilled manpower, equipment and machinery to produce the work volume as committed in the planning stage. • To brief subordinates to ensure his men work in safe condition and environment. • To understand and evaluate the project requirements for each activity and tasks. • Material planning for project requirement, and to keep wastage to its minimum. • Monitor and control the day-to-day activity accordingly and submission of report (e.g. Works done, manpower, equipment & other necessary) to the management-in-charge. • To continuously find ways and methods to improve the work skills of the subordinates. • To continuously find ways to improve productivity of the work and done within the budget. 	<p>Business Park, Singapore 609922</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To conduct oneself well and show good disposition with our client's. Carry out any other duties as and when assigned by the immediate manager or higher management. 	

#6 Shangri-La Singapore

With our extensive footprint in Asia and in key cities worldwide, we offer global exposure, exciting career prospects and opportunities in hospitality, F&B, Guest Services and many other areas.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Chef De Partie	<ul style="list-style-type: none"> In-depth knowledge of cooking techniques, ingredients, and culinary trends. Culinary diploma or equivalent certification from a recognized culinary institute is preferred. 	<ul style="list-style-type: none"> Assist with the preparation of food items or as assigned by kitchen management in accordance with production requirements and quality standards Maintain high standards of food hygiene, safety, and sanitation in the kitchen, following all HACCP guidelines and local health regulations Monitor food cost and portion control to reduce waste and maintain cost efficiency. 	<ul style="list-style-type: none"> 5 workdays 2 Rotating shifts / Split Shift Full-Time Location: 22 Orange Grove Road, Singapore 258350
Cook	<ul style="list-style-type: none"> In-depth knowledge of cooking techniques, ingredients, and culinary trends. Culinary diploma or equivalent certification from a recognized culinary institute is preferred. 	<ul style="list-style-type: none"> Assist with the preparation of food items or as assigned by kitchen management in accordance with production requirements and quality standards Maintain high standards of food hygiene, safety, and sanitation in the kitchen, following all HACCP guidelines and local health regulations Monitor food cost and portion control to reduce waste and maintain cost efficiency. 	<ul style="list-style-type: none"> 5 workdays 2 Rotating shifts / Split Shift Full-Time Location: 22 Orange Grove Road, Singapore 258350
Demi Chef	<ul style="list-style-type: none"> In-depth knowledge of cooking techniques, ingredients, and culinary trends. Culinary diploma or equivalent certification from a recognized 	<ul style="list-style-type: none"> Assist with the preparation of food items or as assigned by kitchen management in accordance with production requirements and quality standards Maintain high standards of food hygiene, safety, and sanitation 	<ul style="list-style-type: none"> 5 workdays 2 Rotating shifts / Split Shift Full-Time Location: 22 Orange Grove Road, Singapore 258350

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	culinary institute is preferred.	in the kitchen, following all HACCP guidelines and local health regulations <ul style="list-style-type: none"> • Monitor food cost and portion control to reduce waste and maintain cost efficiency. 	
Engineering Technician	<ul style="list-style-type: none"> • Prior experience in system maintenance or related scope is preferred • Willingness to learn • Ability to work independently 	<ul style="list-style-type: none"> • Maintenance and repair of the mechanical and electrical systems within the hotel • Assist with Projects and installations 	<ul style="list-style-type: none"> • 5 workdays • 3 Rotating shifts (including night shift) • Full-Time • Location: 22 Orange Grove Road, Singapore 258350
F&B Team Leader	<ul style="list-style-type: none"> • At least 3 years working in related industry • Service oriented • Good command of English language • Able to handle difficult situations 	<ul style="list-style-type: none"> • Serve food and beverages to customers • Check quality of food and beverages before serving to customers • Have a good knowledge of the food and beverages that the Hotel provides • Handle customers feedback and complaints 	<ul style="list-style-type: none"> • 5 workdays • 2 Rotating shifts • Full-Time • Location: 22 Orange Grove Road, Singapore 258350
F&B Waiter/Waitress/Captain	<ul style="list-style-type: none"> • Able to converse well in English with customers • Pleasant deposition • No experience required; training will be provided 	<ul style="list-style-type: none"> • Serve food and beverages to customers • Check quality of food and beverages before serving to customers • Have a good knowledge of the food and beverages that the Hotel provides 	<ul style="list-style-type: none"> • 5 workdays • 2 Rotating shifts • Full-Time • Location: 22 Orange Grove Road, Singapore 258350
Family Experience Ambassador/ Team Leader	<ul style="list-style-type: none"> • Fun loving, bubbly • loves working with children 	<ul style="list-style-type: none"> • Engage, entertain, and educate guests through dynamic activities, ensuring a lively, safe, and educational atmosphere. • Maintain impeccable cleanliness and tidiness across the Kids Club. • Be the life of the party by supporting events, from food delivery to dazzling decorations. • Champion the health, safety, and security of every child during all activities. 	<ul style="list-style-type: none"> • 5 workdays • 8.30am – 6.30pm • 9.15am – 7pm • Full-Time • Location: 22 Orange Grove Road, Singapore 258350
Guest Services Officer	<ul style="list-style-type: none"> • Customer service focused • Able to handle difficult situations well 	<ul style="list-style-type: none"> • To have knowledge of the operational systems of the Front Desk and Guest Relations operations and related areas 	<ul style="list-style-type: none"> • 5 workdays • 6am - 3.45pm, 8am - 5.45pm, 1.45pm - 11.30pm, 4.30pm - 2.15am,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Prefers experienced individual working in four/five-star international hotel or related guest contact 	<ul style="list-style-type: none"> Ensures guest preferences are collected, correctly recorded, and acted upon in order to delight our guests. Drives customer delight and retention by being a role model in delighting guests in every single interaction. Responds promptly to guest feedback. Forwards to relevant departments if required and follows up to ensure appropriate action has been taken. Is familiar with all daily events taking place in the hotels, arrival/departure information, group movements, GTC arrivals/departures, current occupancies and those for the immediate period and key future dates, details of special hotel/company promotions and rates. Keeps up to date with local/hotel events and provides accurate information and direction to guests, as required. Handles all guests' requests or inquiries promptly and efficiently. 	<ul style="list-style-type: none"> 11pm - 8.45am Full-Time Location: 22 Orange Grove Road, Singapore 258350
Housekeeping	<ul style="list-style-type: none"> Able to converse well in English with guests Pleasant disposition Physically fit 	<ul style="list-style-type: none"> Cleans and ensure tidiness of all assigned guest rooms/areas Maintains and cleans guest rooms, corridor and floor pantries 	<ul style="list-style-type: none"> 5 workdays 9am - 6.45pm, 1.15pm - 11pm Full-Time Location: 22 Orange Grove Road, Singapore 258350
Landscape Manager	<ul style="list-style-type: none"> Experienced individual in managing property's landscape garden 	<ul style="list-style-type: none"> To develop and maintain the hotel's grounds, landscaped garden and waterfalls. Staff control & department administration Maintenance of Plants, Car Parks and Golf Course Plant decoration in the building Purchasing & inventory of equipment 	<ul style="list-style-type: none"> 5 workdays 8.30am - 6pm, 1.15pm -11pm Full-Time Location: 22 Orange Grove Road, Singapore 258350

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Rooms Reservation Officer	<ul style="list-style-type: none"> • Previous experience in a similar role within the hospitality industry is preferred. • Strong communication skills, both verbal and written. • Exceptional customer service and interpersonal skills. • Proficiency in using reservation management software. • Detail-oriented with excellent organizational abilities. • Ability to work independently and as part of a team. • Familiarity with hotel operations and room categories is a plus. 	<ul style="list-style-type: none"> • Handling reservations inquiries via phone, email, and online platforms. • Providing information about room availability, rates, and packages to potential guests. • Assisting guests in making reservations, modifications, or cancellations. • Ensuring accurate and timely entry of reservation data into the booking system. • Collaborating with other departments to fulfilled guest requests and preferences. • Managing special requests and room allocations. • Resolving any booking issues or discrepancies in a professional manner. • Maintaining a deep knowledge of our property's offerings and promotions. • Upholding company policies and procedures related to reservations. • Contributing to the achievement of sales targets and revenue goals. • Providing excellent customer service to enhance guest satisfaction. 	<ul style="list-style-type: none"> • 5 workdays • 8.30am - 6pm, • Full-Time • Location: 22 Orange Grove Road, Singapore 258350
Security officer	<ul style="list-style-type: none"> • Preferably have served in Police Force or worked in other security roles • Honest • Able to work shifts • Able to read and write in English language 	<ul style="list-style-type: none"> • Maintain the security of hotel and guests • Ensures the safety of all staffs and guests within the premises • Good knowledge of emergency procedure • Investigate injury, loss or damage to guests, staffs, and hotel property 	<ul style="list-style-type: none"> • 5 workdays • 3 Rotating shifts (including night shift) • Full-Time • Location: 22 Orange Grove Road, Singapore 258350
Service Centre and Telephone	<ul style="list-style-type: none"> • Good command of the English language • Customer service focused • Polite and well-mannered 	<ul style="list-style-type: none"> • Ensures calls from guests are handled professionally and with care • Make sure that guests' preferences are collected, correctly recorded and acted out • Familiar with the facilities and events happening in Hotel 	<ul style="list-style-type: none"> • 5 workdays • 3 Rotating shifts (including night shift) • Full-Time • Location: 22 Orange Grove Road, Singapore 258350

#7 SPD

SPD is a local charity set up to help people with disabilities of all ages to maximise their potential and integrate them into mainstream society. Through over 20 programmes that encompass early intervention, therapy, vocational training, assistive technology, day care, as well as educational, employment and social service support, we serve people with physical, sensory and learning needs. Founded in 1964 by a group of Rotarian, we were known as Society for Aid to the Paralysed (SAP). In the earlier years, SAP provided employment opportunities at its sheltered workshop to people with disabilities who difficulties seeking open employment. We were renamed Society for the Physically Disabled (SPD) in May 1998 and subsequently to just SPD in July 2014 to better reflect the work that we do - serving people beyond physical disabilities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Administrative Executive	<ul style="list-style-type: none"> Degree/Diploma holder or relevant knowledge and at least 2 years' experience of administrative roles Excellent interpersonal and communication skills Strong analytical and problem-solving skills Diligent and organised with ability to multi-task while paying close attention to details and prioritizing to meet deadlines. Sensitivity to confidential matters may be required. 	<ul style="list-style-type: none"> Assist the Centre Manager and other key staff in overseeing the administration and ensuring the smooth operation of Continuing Therapy Programme (CTP). Manage the general administration of the programme in the areas of database management and financial management. Ensure timely and accurate reporting of all yearly reports and musters to internal and external stakeholders. Respond through email/phone/meetings to the various stakeholders' queries regarding administrative processes. Prepare or assist with the preparation of scheduled and/ad-hoc reports pertaining to the programme. Assist in the implementation of established operational policies and procedures within the programmes. Assist in periodical revision of administrative processes (SOP) when necessary. Assist in maintaining the documentation needed to support the CARF accreditation. Assist the Centre Manager in maximising the clients' schedule to ensure the efficient usage of the slots. Assist to consolidate data and do simple reports on trends to 	<ul style="list-style-type: none"> 5 workdays 8.00am to 5.30pm Full Time Location: Various

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>support the Manager in the long-term planning of the programme.</p> <ul style="list-style-type: none"> • Provide guidance to the Administrative Assistant to ensure smooth running of operations in the programme, if applicable. • To provide coverage for other Admin Executive / Assistant's duties as and when needed, so as to ensure the smooth running of all programmes in Children Services at all times. • Interact with caregivers face-to-face, on the phone, and through email on a regular basis and manage each case in the best interests of the programme and the client. Ensure periodic updates of caregiver / client information in relevant databases. • Understand caregiver's needs, provide relevant information and address caregiver's queries in a professional and friendly manner. • Serve as the point of direct administrative contact and liaise with external institutions such as KKH, NCSS, SSAs, when needed. • Participate in Quality Improvement (QI) projects and workgroups in the programme, where needed. • Assist the Centre Manager in providing information (policies and procedures, etc.) to new staff (interns, volunteers) in the programme. • As may be assigned from time to time by Centre Manager, Assistant Director or Director, Children Services. 	
EIPIC Assistant Teacher	<ul style="list-style-type: none"> • Full GCE 'A' Level/ Polytechnic Diploma/ Certificate in Education (Special Education)/ Advanced Certificate in Early Childhood Care & 	<ul style="list-style-type: none"> • Assist with developing the Individual Educational Programme (IEP) and Progress Report (PR) with functionally appropriate child developmental understanding to address the 	<ul style="list-style-type: none"> • 5 workdays • 8.00am to 5.30pm • Full Time • Location: Various

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Education/ At least 5 'O' Level incl. EL1 or Higher NITEC in Early Childhood</p> <ul style="list-style-type: none"> • Good communication and inter-personal skills. • Good communication and inter-personal skills. • Ability to work as team player. 	<p>needs of the children in the assigned classes.</p> <ul style="list-style-type: none"> • Work closely with the Trans-Disciplinary team of professionals to design, implement and conduct both individual and group intervention plans (including fieldtrips) that actively engaging child in a naturalist environment under guidance. • Coordinate case conference discussions with parents, caregivers, teachers and Allied Health Professionals (AHPs). • Execute intervention and development strategies in collaboration with caregivers and the Trans-D team in the family centred approach. • Observe and document the development and progress of children using behaviours descriptors (BDs). Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application. • Co-conduct Routine-Based Conversation during home visits and centre visits with the Trans-D team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes. • To monitor attendance of children and ensure proper health check and temperature taking of the children and prompt recording in PSMS. • To maintain regular and consistent communication with 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>parents and caregivers through the various communication and modalities such as Little Lives and any other electronic systems (i.e. MS Teams), communication book, telephone and emails.</p> <ul style="list-style-type: none"> • To report any accident or injury, that may occur to a child, to the Reporting Manager or Senior teacher, and to record in the Incident/Accident Record Book. • Ensures compliance of established policies and procedures set within the programme. • Be responsible to and liaise with the Director, Manager and other senior staff in all matters pertaining to administration. • Engages in administrative duties relevant to departmental works. • Maintains inventory of the equipment and resource materials for the programme. • As may be assigned from time to time by Director, Children Service Division and Chief Executive Officer, SPD. 	
<p>EIPIC Teacher</p>	<ul style="list-style-type: none"> • Minimum Diploma in Early Childhood/ Pre-School Teaching/ Early Years/ Special Education, with relevant teaching experience. • Advanced Diploma in Early Childhood Intervention (Special Needs) will be preferred. • Good communication and interpersonal skills. • Experienced in working with young children using English as a medium of instruction. 	<ul style="list-style-type: none"> • Assess the developmental needs of the children and plan Individual Educational Programme (IEP) and Progress Report (PR) to address the needs of the children in the assigned classes. • Manage or chair case conference discussions with parents, caregivers, teachers and therapists/ Allied Health Professionals (AHPs). • Plan, facilitate and evaluate quality intervention strategies, developmentally and culturally appropriate classroom activities, experiences and environments for the children through the lessons. • Monitor, assess, record and report development and 	<ul style="list-style-type: none"> • 5 workdays • 8.00am to 5.30pm • Full Time • Location: Various

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>progress of the children. Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application.</p> <ul style="list-style-type: none"> • Conduct individual and group activities (including field trips) for the children. • Conduct home visits and centre visits along with other staff members of the professional team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/ sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes. • To monitor attendance of children and ensure proper health check and temperature taking of the children. • To work in close liaison with the staff members of the professional team that includes other teachers, teacher aides and therapists/ AHPs. • To guide Assistant Teachers/ Teacher Aides in executing intervention and development strategies in collaboration with parents, caregivers, other teachers and therapists/ AHPs. • To guide parents and caregivers in executing intervention and development strategies for the children. • To maintain regular contact or communications with parents and caregivers through the various communication modalities such as the communication book, electronic 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>systems or applications, telephone and emails.</p> <ul style="list-style-type: none"> • To report any accident or injury, that may occur to a child, to the Reporting Manager, and to record it in the Incident/Accident Record Book. • To conduct sharing or training on topics related to teaching during in-house teacher training sessions, and topics relevant to caregivers during caregiver support programme. • To be involved in networking with other community organisations. • To participate in events organised / supported by SPD or research projects as assigned. • As assigned from time to time by Assistant Director/ Director of Children Services Division and Chief Executive Officer of SPD. 	
<p>Occupational Therapist</p>	<ul style="list-style-type: none"> • Masters or Degree in Occupational Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) • Eligible for registration as Occupational Therapist under the Allied Health Professions Act 2011 in Singapore. • Good communication and interpersonal skills. • At least 5 years of relevant working experience, including one year of clinical supervision to practicing Occupational Therapist. • Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> • Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes. • Conduct individual or group therapy to ensure client outcomes. • Participate in public education/outreach to build an inclusive society. • Keep abreast of the latest research and development on occupational therapy and be involved in networking with hospitals and other community organisations. • Take on supervisory and administrative roles in addition to clinical work. 	<ul style="list-style-type: none"> • 5 workdays • 8.00am to 5.30pm • Full Time • Location: Various

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Physiotherapist	<ul style="list-style-type: none"> • Masters or Degree in Physiotherapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) • Eligible for registration as Physiotherapist under the Allied Health Professions Act 2011 in Singapore. • Good communication and interpersonal skills. • At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists. • Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> • Provide a wide range of services to our partners in the community sector. • Identifying the needs of individual clients so that appropriate rehabilitative treatment may be provided. • Work with clients on a one-to-one or group basis based on the level of function and severity of the disability of the clients. • Involved in conducting public education/outreach in certain programmes • Keep abreast of the latest research and development on physiotherapy and be involved in networking with hospitals and other community organisations. • Take on supervisory and administrative roles in addition to clinical work. 	<ul style="list-style-type: none"> • 5 workdays • 8.00am to 5.30pm • Full Time • Location: Various
Psychologist	<ul style="list-style-type: none"> • At least a recognised master's degree in educational or clinical psychology. • Preferably, the psychologist should be registered, or eligible in the near future for registration, with the Singapore Psychological Society (SPS) as a Registered Psychologist (Singapore). • Good communication and interpersonal skills with demonstrated ability to build relationships. • Good organisation and planning skills. 	<ul style="list-style-type: none"> • To organise and undertake psycho-educational assessment of clients as appropriate. • To develop and implement appropriate intervention strategies to address clients' developmental/ learning/emotional/ behavioural issues. • To participate in admissions screening of EIPIC applicants. • To support clients throughout the EIPIC continuum, including out-of-centre placements. • To provide consultation to support stakeholders (e.g., family and staff) in management of clients' developmental/ learning/emotional/ behavioural issues. • To support teachers in developing/implementing/monitoring clients' IEPs. 	<ul style="list-style-type: none"> • 5 workdays • 8.00am to 5.30pm • Full Time • Location: Various

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • To Conduct Psychological Assessments for Special School Placements • To maintain up-to-date records of psychologist's assessment/intervention with clients, and consultation with families/staff/other stakeholders. • To work closely with other EIPIC staff and clients' parents/caregivers. • To conduct training for SPD staff, parents/caregivers on appropriate topics, as needed. • To submit reports, logs and assessment reports, etc., as required. 	
<p>Social Work Associate</p>	<ul style="list-style-type: none"> • A recognised Diploma in Social Work (Social Sciences) or WSQ Diploma in Social Service • Possesses good communication and interpersonal skills • Good working knowledge of word processes and computer skills • A good team player • Those with prior experience will be an added advantage 	<ul style="list-style-type: none"> • The Social Work Associate works in the field of social work. He/she is qualified and trained to assist in providing interventions and programmes, performing community development work and uplifting the professional practice in social work. • He/she assists in coordinating casework, group work and community development activities and programmes, supporting community events and performing administrative functions. • Perform stakeholder engagement and partnerships • Participate in social work practice across disciplines • Support in building rapport and professional relationships with clients and significant other • Conduct casework • Provide Information and Referral services • Support needs and intake assessments such as conducting Means Testing, financial assessments, conducting home visits, etc. 	<ul style="list-style-type: none"> • 5 workdays • 8.00am to 5.30pm • Full Time • Location: Various

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide support to Social Workers on case and care planning and interventions • Conduct and prepare social report to apply for financial aids and apply necessary financial schemes to help clients • Prepare case notes and documents • Conduct group work • Support preparation and planning of group work interventions • Support implementation of group work interventions • Support the evaluation of group work intervention processes and outcomes • Perform community development work • Support conducts environmental scans and community needs assessments • Support coordination and pooling of community resources and services • Support development and implementation of community development initiatives • Support the review of community development initiatives for improvements • Deliver Programmes • Support the development and planning of programmes to address service gaps • Support the implementation and evaluation of programmes 	
Social Worker	<ul style="list-style-type: none"> • Degree or Postgraduate Diploma in Social Work or Counselling. • Relevant experience in the fields of Early Intervention/Special Education or social services is preferred. • Professionals that are accredited as a social worker/social service 	<ul style="list-style-type: none"> • Establish rapport and build professional relationship with client and caregivers. • Conduct intake and needs assessment during first contact and screening to ascertain the level of complexity, key risks and protective factors of the case and prepare for necessary intervention that includes information and referral and 	<ul style="list-style-type: none"> • 5 workdays • 8.00am to 5.30pm • Full Time • Location: Various

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>practitioner (RSW/RSSP) with SASW are preferred.</p> <ul style="list-style-type: none"> • Good communication and interpersonal skills. • Patient, positive and passionate about working with children with special needs and their families. • Works effectively both as an individual and as part of a trans-disciplinary team. 	<p>basic counselling services to help clients and caregivers.</p> <ul style="list-style-type: none"> • Plan, organise and lead the caregiver's orientation programmes for new enrolments in the programme. • Conduct and administer appropriate financial assessment and assistance. • Provide appropriate intervention and supportive counselling to the families of children attending early intervention. • Participate actively in case discussions and case conferences within a trans-disciplinary setting. • Work closely with other Early Intervention (EI) professionals to come up with a holistic family-centred intervention plan. • Conduct home and school visits with other early intervention professionals whenever necessary. • Prepare case history information, psychosocial assessment, social work intervention plans. • Plan, organise and lead transition planning briefings and actively follow up with parents and external stakeholders on application to SPED/mainstream schools or transition to the next stage of education. • Document and maintain case files and prepare reports according to the required documentation standard. • Conduct referral and closure of cases upon achieving sustainable service outcome for clients. • Plan, develop and conduct psycho-educational training and group work for children, caregivers and other EI professionals. 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Plan and conduct caregiver and parent support group programmes. • Plan and conduct orientation programmes for new entrants and transition briefings for graduates • Lead or participate in collaborations efforts with external stakeholders such as preschools, SPED, primary schools and community partners. • Participate in developmental programs and supervision for personal and professional growth & development in accordance with the National Social Work Competency Framework (NSWCF). • Network with other professionals in the EI and disability sector. • Maintain minimum requirements for accreditation and renewal membership with relevant professional associations. 	
<p>Speech Therapist</p>	<ul style="list-style-type: none"> • Masters or Degree in Speech Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) • Eligible for registration as Speech Therapist under the Allied Health Professions Act 2011 in Singapore. • Good communication and interpersonal skills. • Fluency in local languages will be an advantage • At least 5 years of relevant working experience, including one year of clinical supervision to 	<ul style="list-style-type: none"> • Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes. • Conduct individual or group therapy to ensure client outcomes. • Participate in public education/outreach to build an inclusive society. • Keep abreast of the latest research and development in speech therapy and be involved in networking with hospitals and other community organisations. • Take on supervisory and administrative roles in addition to clinical work. 	<ul style="list-style-type: none"> • 5 workdays • 8.00am to 5.30pm • Full Time • Location: Various

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	practicing Physiotherapists. <ul style="list-style-type: none"> • Experience in management and multi-agency collaboration will be an advantage. 		

#8 Woodlands Transport Service Pte Ltd / WTS Travel & Tours Pte Ltd

Founded in 1974, **Woodlands Transport** is one of Singapore's most established and largest private transport operators (Bus Charter and Construction Vehicles). Woodlands Transport has over 800 vehicles and is the proverbial Singapore success story demonstrating an illustrious journey through generations in the last 40 years. Woodlands Transport strives and are constantly driving towards providing our customers with a more efficient, comfortable and safe travelling experience.

Incorporated in 1989, **WTS Travel & Tours** is one of the Top Travel Agency in Singapore that offers premier travel services in Cruises, Overseas Package Tours, Worldwide Hotel Reservations, Air-ticketing and Coaches. It is also established as an inbound travel operator that offers tourists a wide range of tours, accommodation and ground transportation around major attractions in Singapore.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bus Driver	<ul style="list-style-type: none"> • Class 4 driving licence with valid BDVL 	<ul style="list-style-type: none"> • Drive bus to pick up passengers from point A to point B 	<ul style="list-style-type: none"> • 6 workdays • 8 working hours • Full-Time • Location: No.8, Gul Circle, Singapore 629564
Bus Driver (School Bus)	<ul style="list-style-type: none"> • Class 3 driving licence with valid BDVL 	<ul style="list-style-type: none"> • Ferry students to and from school • Ensure the bus condition is always maintained 	<ul style="list-style-type: none"> • 5 workdays • 8 working hours • Full-Time • Location: No.8, Gul Circle, Singapore 629564
Bus Driver (Travel)	<ul style="list-style-type: none"> • Class 4 driving licence with valid BDVL 	<ul style="list-style-type: none"> • Drive bus to pick up passengers from point A to point B • Transport passengers to Genting Highlands 	<ul style="list-style-type: none"> • 6 workdays • 8 working hours • Full-Time • Location: No.8, Gul Circle, Singapore 629564
Customer Service Executive	<ul style="list-style-type: none"> • High level of interpersonal skills 	<ul style="list-style-type: none"> • Be proficient in handling or facilitating urgent communication exercises and conflict resolutions/de-escalations that involves thousands of individual customers (such as breach of 	<ul style="list-style-type: none"> • 5 workdays • 8 working hours • Full-Time • Location: No.8, Gul Circle, Singapore 629564

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		privacy, safeguarding, accidents, etc).	
Motor Vehicle Mechanic	<ul style="list-style-type: none"> Technical and diagnosis skills and class 3 driving licence is preferred. 	<ul style="list-style-type: none"> Perform servicing and repairs on buses and heavy vehicles. Conduct component overhaul as required. Carry out fault diagnosis to identify and address mechanical issues. 	<ul style="list-style-type: none"> 5.5 workdays 8 working hours Full-Time Location: No.8, Gul Circle, Singapore 629564
Operations Executive	<ul style="list-style-type: none"> Previous experience in managing transport or school bus transport business is advantageous. High level of interpersonal skills. Communicate effectively both verbally and in writing. 	<ul style="list-style-type: none"> Manage all elements of planning, organization, coordination, supervision and customer service of the operational aspects of assigned school. 	<ul style="list-style-type: none"> 5 workdays 8 working hours Full-Time Location: No.8, Gul Circle, Singapore 629564
Prime Mover Driver	<ul style="list-style-type: none"> Class 4 driving licence 	<ul style="list-style-type: none"> Delivery of construction loads / materials to clients' sites, yards and plants. Report any defects, accidents or violations to the supervisor. Maintain cleanliness and upkeep of the vehicle. 	<ul style="list-style-type: none"> 6 workdays 7.5 working hours Full-Time Location: No.8, Gul Circle, Singapore 629564
Tour Consultant	<ul style="list-style-type: none"> Certification or training in travel planning, familiar with computer reservation system (CRS). Excellent communication skills 	<ul style="list-style-type: none"> Provide excellent customer service and respond to client inquiries and concerns. Book tours, flights, cruises, coaches, accommodations, rental cars and other travel arrangements. 	<ul style="list-style-type: none"> 5 workdays 9 working hours Full-Time Location: No.8, Gul Circle, Singapore 629564
Trailer Truck / Tanker Driver	<ul style="list-style-type: none"> Singapore class 4 / 5 driving license Minimum one (1) year of relevant driving experience Minimum one (1) year of practical experience in a similar role 	<ul style="list-style-type: none"> Load and unload goods / materials at designated sites Able to work in a dynamic construction environment and contribute to meaningful projects Perform basic maintenance and upkeeping of vehicles Safety of vehicle and traffic management plan 	<ul style="list-style-type: none"> 6 workdays 8 working hours Full-Time Location: No.8, Gul Circle, Singapore 629564
Travel Operations & Operations Executive	<ul style="list-style-type: none"> Diploma in travel and tourism or relevant work experience. 	<ul style="list-style-type: none"> Oversee and manage the daily operations within the operations team. Ensure that all travel-related services are carried out efficiently, effectively, and in line with company standards. 	<ul style="list-style-type: none"> 5 workdays 8 working hours Full-Time Location: No.8, Gul Circle, Singapore 629564

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>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

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

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



Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!



<https://ntuc.co/4cxkqt4?r=qr>

Concerned about your Job Security in this period?

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

Meet an e2i Career Coach

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

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



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



e2i west

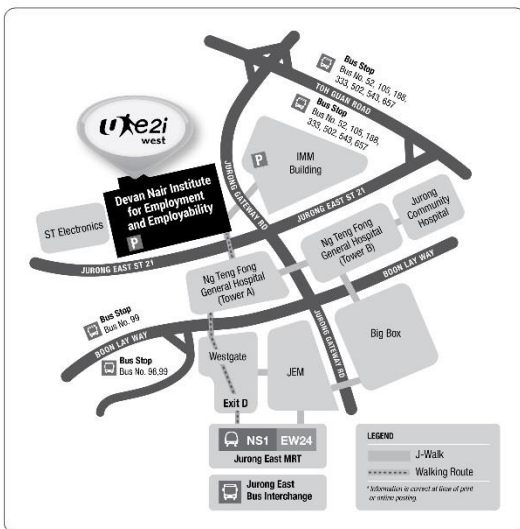
Devan Nair Institute of Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607



Find us at these other locations.



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



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

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