

# Job Listing Booklet

## **Manufacturing Career Fair**

### **Date:**

11 November 2025

Tuesday

### **Time:**

11.00am to 4.00pm

### **Venue:**

Heartbeat @ Bedok, Function Room 1 Level 3

11 Bedok North Street 1

Singapore 469662

(Nearest MRT: Bedok MRT)

#### **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](http://www.e2i.com.sg).

**[Please note that the information provided is accurate as of 5 November 2025]**

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- Associate Engineer - Test/Product
- Engineer - QA
- Engineer - Test Equipment (Backend)
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- Engineer - Test Maintenance (Hardware Control)
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- Supply Chain Manager
- Warehouse Supervisor

## 1. A & ONE Precision Engineering

Established in 1992, A & ONE Precision Engineering relies on over 30 years of experience in the industry delivering world-class engineering solutions across multiple sectors. As a ONE-STOP solution for all your engineering needs, we offer a comprehensive range of engineering services, including precision machining, sheet metal fabrication, frame structural weldment, sub-module assembly and complete turnkey projects.

<b>Job Position</b>	CNC Machinist	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• NTC / Diploma in Precision or Mechanical Engineering preferred</li> <li>• 2 years of related experience in related field is required for non-technical applicants</li> <li>• Interpret technical drawings and have machining knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 5 Tuas Lane</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Interpret technical drawing and perform machine process and requirement to produce the workpiece</li> <li>• Perform machine code programming</li> <li>• Operate, set up parts and produce parts as per drawing specification</li> <li>• Guide and provide operators / machinists with basic instructions in operating the machines</li> <li>• Design simple jigs &amp; fixtures for machining process if required</li> <li>• Trouble shoot on dimensions non-conformance and provide corrective action and remedy</li> </ul>	
<b>Job Position</b>	Debur / Polishing Operator	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years relevant experience in debur / polish environment or manufacturing or relevance</li> <li>• Result oriented, resourceful and independent</li> <li>• Ability to read, understand mechanical drawing and Geometric Dimensioning and Tolerance</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 30 Loyang Way &amp; 5 Tuas Lane</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Debur all the edger or sharp edge of product part</li> <li>• Polish product by metal scrapper, compressed air tools or stone grinders</li> <li>• Perform washing of product or part after polishing</li> <li>• Provide and maintain all debur working areas house-keeping -5S and ensure all debur practices are in accordance to A &amp; One Precision best practices and other practices which the Company may introduce from time to time</li> <li>• Maintain good workplace health and safety rules and regulations compliances in workplace</li> </ul>	

<b>Job Position</b>	IT Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years' relevant experience, though candidates with no experience may be considered</li> <li>• Application / Hands-on knowledge with SQL Server, Navision, Visual Basic, Jet-reporting and Power BI is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 5 Tuas Lane</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for providing all essential IT support services to the company in a corporate environment</li> <li>• Team player in the implementation and support of new technologies and applications based on business needs, including ERP and MES solutions</li> <li>• Manage / Track IT assets in the organization, including software / services licensing that are installed onto the computerized system</li> <li>• Manage periodic maintenance programs of the IT infrastructure, including desktop PCs, file and print servers, storage, backup, telco, and networking, as well as security systems on door access and CCTV</li> <li>• Manage periodic backup, disaster and recovery programs to ensure all systems are tested regularly to ensure recovery is well executed</li> <li>• Ensure procedures / documentation are well recorded and maintained, and always up to date</li> <li>• Ensure standard operating procedures governing the operations of systems are always in practice, and function in the most effective manner</li> <li>• Initiate and run improvement programs independently</li> </ul>	

<b>Job Position</b>	Maintenance Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• NTC / Diploma in Mechanical / Mechatronics / Electrical Engineering field preferred</li> <li>• No experience may be considered but 1-2 years of related experience in Maintenance of Equipment preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 5 Tuas Lane</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Carry out daily inspection for facility plant equipment</li> <li>• Carry out periodic maintenance of machines &amp; ensure that all potential environmental impacts associated with the machinery are minimized &amp; mitigated</li> <li>• Carry out schedule and preventive maintenance work</li> <li>• Attend to breakdowns and assist in repair works and escalate calls for vendor support if necessary</li> <li>• Update and maintain records of plant equipment and machinery</li> <li>• Upkeep the spare parts list and ensure purchases requisitions are made</li> </ul>	

<b>Job Position</b>	Production Coordinator	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• 1-2 years of experience in quality control, inspection, or related field</li> <li>• Experience in manufacturing, aerospace, automotive, or medical device industries preferred</li> <li>• Strong attention to detail and organizational skills</li> <li>• Excellent communication, interpersonal, and problem-solving skills</li> <li>• Familiar with quality management systems (e.g., ISO 9001, AS9100)</li> <li>• Proficient in MS Office</li> <li>• Certified Quality Inspector (CQI) or Certified Quality Technician (CQT) certification desirable</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 5 Tuas Lane</li> </ul>
<b>Key Responsibilities</b>	<p><b><u>Administrative Tasks:</u></b></p> <ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date quality records, files, and databases</li> <li>• Assist in document control, including revising and distributing quality procedures and policies</li> </ul> <p><b><u>Inspection and Testing:</u></b></p> <ul style="list-style-type: none"> <li>• Conduct visual inspections of products, materials, and packaging</li> <li>• Verify simple product conformity to specifications, drawings, and standards</li> <li>• Perform sampling inspections and testing as required</li> <li>• Document inspection results, nonconformities, and corrective actions</li> </ul> <p><b><u>Quality Control Processes:</u></b></p> <ul style="list-style-type: none"> <li>• Identify and report quality issues, defects, or nonconformities</li> </ul> <p><b><u>Communication and Collaboration:</u></b></p> <ul style="list-style-type: none"> <li>• Liaise with production, procurement, and engineering teams to resolve quality issues</li> <li>• Communicate quality requirements and standards to suppliers and vendors</li> <li>• Collaborate with internal stakeholders to improve quality processes</li> </ul>	
<b>Job Position</b>	Production Supervisor	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• NTC 2 / Diploma in Engineering discipline or equivalent preferred</li> <li>• Minimum 3 years of working in related industry and having 2-3 years of supervisory experience and preferably with working knowledge in machining processes</li> <li>• PC literate</li> <li>• Possess excellent interpersonal communication skills and is an effective team player who is also self-driven with a strong achievement orientation</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 30 Loyang Way &amp; 5 Tuas Lane</li> </ul>

<b>Job Position</b>	Production Supervisor	<b>Working hours / Location (s)</b>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Organize, co-ordinate, check and ensure all production activities follow as planned</li> <li>• Calculate machine cycle time and organize production schedule based on machine capacity and capabilities</li> <li>• Plan manpower resources and delegate machining job to machinist</li> <li>• Verify program issue to workshop</li> <li>• Analyze and provide solutions to solve problems between programmer and production department</li> <li>• Analyze monthly machining and scrap report</li> <li>• Good supervisory skills, people skills and 5 'S' housekeeping</li> <li>• Good writing and communicating skills</li> <li>• Good in mechanical process, such as machining process, H/T, jig and fixture etc.</li> </ul>	
<b>Job Position</b>	Project Coordinator	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Nitec in Mechanical Engineering or related</li> <li>• 2 years of relevant experience</li> <li>• Interpret technical drawing and computer literate</li> <li>• Results oriented, resourceful and independent</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 30 Loyang Way &amp; 5 Tuas Lane</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide Technical support and update customers on project development on a timely basis</li> <li>• Communicate and coordinate with customers and relevant parties pertaining to technical requirements and engineering aspect of the assigned projects</li> <li>• Plan, monitor and control all assigned projects are delivered within the given schedule</li> <li>• Work with inter-departments to ensure committed schedules are met</li> <li>• Assist in preparing and compile contractual quotation for existing and new products as per customers' enquiries</li> <li>• Prepare and release job orders / purchase requisition to various departments</li> <li>• Prepare and generate shipment documents for delivery</li> <li>• Provide regular updates on project development on a timely basis</li> </ul>	

Job Position	QA Manager	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> <li>• Diploma in Mechanical Engineering / Quality Engineering or equivalent</li> <li>• Minimum 6 years of solid experience in Quality Management in similar or related industry and 3 years in management level</li> <li>• Good knowledge in implementing and up keeping Quality Management System</li> <li>• Strong leadership and good interpersonal skills</li> <li>• A team player with strong sense of responsibility to ensure plant effective quality performance</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 5 Tuas Lane</li> </ul>
Key Responsibilities	<ul style="list-style-type: none"> <li>• Provide directives for the Quality Assurance Department in meeting management objectives</li> <li>• Formulate, implement and evaluate quality strategies programs for the company</li> <li>• Implement and maintain a system of auditing the facility and periodic calibration of test, measuring equipment and tools</li> <li>• Manage customer complaints, corrective and preventive action programs</li> <li>• Administer and manage continuous improvement program for all QA processes</li> <li>• Work closely with auditors, customers, production and suppliers to meet the quality requirements</li> <li>• Manage sub-contractors for on-time supply of treatment process, as well as meeting technical requirements</li> <li>• Review / prepare, administer and implement Quality Assurance Plans, Inspection Test Plans and other Operational procedures in accordance with the technical specifications, customer's surveillance requirements, and good manufacturing / engineering practices, and enforce the same on Operations in their execution</li> <li>• Work closely among inter-department to ensure committed schedules are met in a timely and effective manner</li> <li>• Review and approve disposition program / action for nonconforming products</li> <li>• Ensure that processes needed for the quality management system are established and implemented</li> <li>• Report on top management on the performance of the quality management system and note needed improvements</li> <li>• Ensure the promotion of awareness of statutory, regulatory and customer requirements throughout the organization</li> <li>• Ensure and coordinate the implementation of risk assessment and risk control of medical devices</li> </ul>	

<b>Job Position</b>	Quality Inspector	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• NTC certification holder from related CNC / Fabrication industry preferred</li> <li>• Preferably with 2 years of related work experience in manufacturing environment for non-technically trained staff</li> <li>• Read part drawing, usage of measuring equipment are added advantages</li> <li>• Computer competency</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 5 Tuas Lane</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage and perform the Quality Assurance Control Parts and Products inspection</li> <li>• Perform and responsible for visual checking on parts / product for any defects, measuring size or dimension, degreasing and polishing during process till Final stage of completion</li> <li>• Responsible for all parts and products First Article Inspection compliance report and related QC documentation for customer</li> <li>• Manage all QC equipment / machines / tool and in charge of QC incoming and outgoing operations</li> <li>• Responsible for periodic audits on the quality system / equipment / tools performance standard</li> <li>• Liaise with internal / external customer and vendor on all QC related function matters if any</li> </ul>	
<b>Job Position</b>	Sales Engineer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Nitec / Diploma / Degree level PE/ME or its related discipline</li> <li>• Interpret technical drawings and reading symbols</li> <li>• Understand the quality principles, standards, internal business systems and processes</li> <li>• Good interpersonal skills, ability to communicate and work well with all levels of staff and technically competent</li> <li>• Basic Knowledge and usage of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 44-hours per week</li> <li>• 30 Loyang Way &amp; 5 Tuas Lane</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain existing customers' accounts and resourceful in developing new accounts</li> <li>• Respond to customers' enquiries, follow up and provide technical solutions to clients</li> <li>• Compiling and review contractual quotation for existing and new products as per customer's enquiries</li> <li>• Provide regular updates to customers on project development in a timely manner</li> <li>• Work closely among inter-departments to ensure committed schedules are met</li> <li>• Prepare monthly sales input / output and have keen interest and confidence in pursuing sales targets</li> <li>• Initiate and develop good customer service and rapport with customers and always serving customers</li> </ul>	

<b>Job Position</b>	Sales Engineer	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>Analyze profit / loss projects and providing cost control and cost effectiveness strategy</li> <li>Participate in the implementation of risk assessment and risk control of medical devices</li> </ul>	
<b>Job Position</b>	Sales Manager	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>Diploma in Mechanical / Precision Engineering field or equivalent preferred</li> <li>At least 5 years of working experience in Sales position in the precision engineering industry and with proven track record of sales performance</li> <li>Good presentation skills</li> <li>Self-starter and result orientated</li> <li>Work independently and deal with organizations that are diverse in size ownership, sophisticated and cultural point of view</li> <li>Outgoing, charismatic personality and good social skills</li> <li>Must possess class 3 driving license and own vehicle</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>44-hours per week</li> <li>30 Loyang Way</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Formulate business planning and management strategy program in optimizing current and potential market opportunities and business performance</li> <li>Lead and oversee a team of Sales Engineers in achieving sales targets and goals</li> <li>Resourceful in developing new customer base and secure improving sales target on existing customers</li> <li>Analyze Profit / Loss of projects and providing cost control and cost effectiveness strategy</li> <li>Ensure effective control of resources in providing quality / cost efficiency and on time delivery service for customers</li> <li>Respond to customers' enquiries, follow up and provide technical solutions to clients</li> <li>Compile and review contractual quotation for existing and new products as per customer's enquiries</li> <li>Provide regular updates to customers on project development in a timely manner</li> <li>Prepare monthly sales input / output and making use of data to make sound analysis and decision</li> <li>Initiate and develop good customer service and rapport to always be ready to serve customers better</li> <li>Perform risk assessment for all new enquiries</li> <li>Ensure compliance with any applicable regulatory requirements as defined by customer</li> <li>Manage the configuration management including subsequent engineering change</li> <li>Oversee the control of documents / drawings</li> <li>Participate in the implementation of risk assessment and risk control of medical devices</li> </ul>	

## 2. A Dreamworks Company

A Dreamworks Company Pte Ltd is a recruitment firm providing human resources services and manpower solutions. DreamWorks Media Pte Ltd (DWM) is a Singapore-based IT solutions provider and independent software developer established in 2007 with a mission to create robust and cutting-edge solutions.

<b>Job Position</b>	Production Operator	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Able to carry 10kg of weight</li> <li>• No formal education needed</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hours per week</li> <li>• 175 Bencoolen Street</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operate manufacturing machines</li> <li>• Conduct simple tooling change, daily checks, material handling and reporting</li> <li>• Check quality and quantity of packed cells</li> </ul>	
<b>Job Position</b>	Production Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Higher Nitec in Mechanical / Electrical Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hours per week</li> <li>• 175 Bencoolen Street</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operate production equipment, responsible for manufacturing and assembly</li> <li>• Calibrate or adjust equipment to ensure quality production, using tools such as calipers, micrometers, height gauges, protractors, or ring gauges</li> <li>• Prepare production documents, such as standard operating procedures, manufacturing batch records, inventory reports, or productivity reports</li> <li>• Set up and verify the functionality of large-scale safety equipment</li> <li>• Provide advice or training to other technicians</li> <li>• Comply with health and safety policy and procedures</li> <li>• Work under general supervision</li> <li>• A certain degree of creativity and latitude is required</li> </ul>	

### 3. Aerospec Supplies

Our name says it. Established in 1991, Aerospec Supplies specialised in aerospace manpower supply, providing aircraft technicians, licensed aircraft engineers, and airport ground staff support. We also provide aerospace manpower for maintenance, repair, and operation (MRO). Over the years, we have extended our wings to provide skilled manpower in other sectors such as Administration, Automotive, Defence, Engineering, Healthcare, Information Technology, Logistics, Retail, Transportation and more.

<b>Job Position</b>	Admin Assistant	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Excel and Word</li> <li>• Able to work independently with minimum supervision</li> <li>• Good communication skills, English-speaking environment</li> <li>• A good team-player</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7:30am - 5:30pm</li> <li>• Island wide</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with administrative work</li> <li>• Handle email, timecard, weekly safety toolbox, filing, attendance monitoring and personal data documentation</li> <li>• Prepare &amp; monitor production chart</li> <li>• Manage keys (issue keys / returning keys / making sure information in the logbook is all correct), updating of logbook, filing / signing of logbook, first aid monitoring</li> </ul>	

<b>Job Position</b>	Armament Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Keen to do hands-on automotive related work</li> <li>• Able to work well in a team</li> <li>• NITEC in Engineering (Mechanical, Electrical or equivalent) preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7:30am - 5:15pm</li> <li>• Island wide</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Handle Heavy Army Artillery Guns</li> <li>• Load heavy spares parts and components</li> <li>• Perform repair, maintenance, overhaul, service, replace, remove and installation task (Technical &amp; Mechanical)</li> <li>• Perform lubricant replacing, greasing and flushing of system (Hydraulic)</li> <li>• Perform wiring replacing, tracking and diagnostic (Electrical)</li> <li>• Machinery usage involved overhead cranes and special technical equipment</li> <li>• Work at height (climbing up and down of vehicles)</li> <li>• Maintain 5S / housekeeping (Include, sweeping, clearing, and throwing rubbish, washing of parts &amp; vehicles)</li> </ul>	

<b>Job Position</b>	Assembly Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Able to work well in a team- Responsible and good with punctuality</li> <li>• Able to understand and execute instruction given accurately</li> <li>• Able to use hand tools, power tools and equipment when needed</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7:30am - 5:15pm</li> <li>• West</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead and manage a station in the assembly &amp; installation of electrical, hydraulic &amp; automotive systems into platform under production phase</li> <li>• Install mechanical or electrical components according to the process instructions</li> <li>• Update records &amp; checklist after work completion</li> </ul>	

<b>Job Position</b>	Assembly Technician	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Perform troubleshooting and rectification with appropriate recommendations provided</li> <li>• Conduct internal quality inspection before handing over to QA</li> <li>• Ensure work adheres to the required safety &amp; quality standards in the company</li> <li>• Support any ad-hoc issues that arise</li> </ul>	
<b>Job Position</b>	Automotive Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Keen interest in automotive-related work</li> <li>• Able to work well in a team</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7:45am - 5:15pm</li> <li>• Island wide</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Deal with Automotive Industry, load heavy spare parts and components</li> <li>• Perform repairs, maintenance, overhaul, replace, remove and installation task</li> <li>• Perform lubricant replacing, greasing and flushing for system</li> <li>• Perform wiring replacing, tracking and diagnostic</li> </ul>	
<b>Job Position</b>	Buyer Admin Assistant	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma or equivalent qualification in Business Administration, Supply Chain Management, or related field</li> <li>• 1-3 years of experience in a procurement or administrative support role</li> <li>• Good organizational and time management skills</li> <li>• Strong attention to detail and accuracy</li> <li>• Familiarity with procurement software or ERP systems (e.g., SAP, Oracle, etc.)</li> <li>• Proficient in Microsoft Office (especially Excel and Outlook)</li> <li>• Strong communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:30pm</li> <li>• Seletar</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Process purchases requisitions and converts them into purchase orders promptly</li> <li>• Coordinate with internal departments to verify procurement requirements and ensure accuracy of requests</li> <li>• Liaise with vendors and suppliers to obtain quotations, follow up on deliveries, and resolve any order discrepancies</li> <li>• Maintain and update supplier information, purchase records, and related documentation in the procurement system</li> <li>• Track and monitor the status of orders to ensure timely delivery and escalate delays where necessary</li> <li>• Assist in sourcing products and services based on procurement guidelines</li> <li>• Ensure compliance with company procurement policies and procedures</li> <li>• Support procurement reporting by compiling data for spend analysis, delivery performance, and cost savings</li> <li>• Provide administrative support such as filing, documentation, and coordination of procurement-related tasks</li> <li>• Assist in vendor evaluation and performance review processes.</li> <li>• Any ad-hoc task as assigned by immediate superior</li> </ul>	

<b>Job Position</b>	Data Entry Admin	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma or equivalent</li> <li>• Proficient in Microsoft Office applications (e.g., Word, Excel)</li> <li>• Meticulous with strong attention to detail and accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• 6-day work week</li> <li>• 8am - 5:30pm</li> <li>• Paya Lebar / Changi</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Enter and update data in customer maintenance tracking software</li> <li>• Ensure data accuracy and consistency</li> <li>• Perform ad-hoc administrative duties as assigned</li> </ul>	

<b>Job Position</b>	Driver	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Class 3 Driving License and Bus Vocational License required</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:30pm</li> <li>• Boon Keng</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Transport the clients from point to point safely as scheduled by the transport office</li> <li>• Upkeep the vehicle and report any malfunction to the office</li> <li>• Submission of the 'Vehicle Log Sheet' every month for recording</li> <li>• Daily collection of transport fees</li> <li>• Any other ad hoc duties</li> </ul>	

<b>Job Position</b>	Head of Production (Operations)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree or higher in a relevant technical (aircraft maintenance) or business discipline</li> <li>• Experience and knowledge in production planning and monitoring related to aircraft line / base maintenance</li> <li>• Familiar with development and implementation of organizational processes, procedures, manuals, technical handbooks, and relevant IT systems</li> <li>• Possess strong communication and leadership skills for frequent interaction with employees, customers and authorities</li> <li>• Possess in-depth understanding of business models, organizational structure, procedures, and regulations</li> <li>• Possess knowledge of production methods, products, markets, and business dynamics</li> <li>• Possess knowledge in contract law and export compliance regulations</li> <li>• Possess knowledge in logistics management</li> <li>• Completion of IPMA-C/D certification or equivalent project management training</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:30pm</li> <li>• Seletar</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and continuously improve the FSA Production Standard and standard documentation such as Standard operating procedures and policies</li> <li>• Design and implement training and development programs for all personnel within Operations AMRO</li> <li>• Implement short-term absence policies, conduct return-to-work and frequent absence meetings, and manage long-term absence in collaboration with HR and occupational health services</li> <li>• Develop KPIs for operational processes based on FSA Project Management and Production Standards, in collaboration with the Head of programs, Managing director and Head of Supply chain</li> </ul>	

<b>Job Position</b>	Head of Production (Operations)	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Ensure appropriate structure and utility of reporting from support departments to meet Operations’ information needs</li> </ul>	
<b>Job Position</b>	Head of Program	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in engineering or a related field</li> <li>• Possess IPMA-C certification or equivalent project management qualification related</li> <li>• Completed technical education in aircraft maintenance</li> <li>• Experience in aircraft maintenance production planning and monitoring</li> <li>• Solid knowledge of FAA / EASA Part-145 regulations</li> <li>• Familiar with development and implementation of company processes, procedures, manuals, technical handbooks, and information systems</li> <li>• Strong interpersonal and communication skills, with frequent interaction required with customers and regulatory authorities</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:30pm</li> <li>• Seletar</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure successful delivery of AMRO projects</li> <li>• Lead project kick-offs prior to execution</li> <li>• Manage project scope effectively</li> <li>• Ensure aircraft delivery meets schedule, quality standards, and budget requirements</li> <li>• Maintain a high level of customer satisfaction</li> <li>• Conduct performance appraisals and developmental discussions with Project Managers, including identifying training needs</li> </ul>	
<b>Job Position</b>	HR Recruiter (360 Role)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Preferably possess CEI License</li> <li>• Possess HR Generalist experience, preferably with experience managing foreign employees</li> <li>• Strong knowledge of HR Practices, Labor Laws and regulation related to foreign workforce Management</li> <li>• Able to handle sensitive and confidential information with discretion.</li> <li>• Proficient in HR Software and Microsoft Office Suit</li> <li>• Strong organization and time management skills</li> <li>• 3 years of related work experience in HR &amp; Talent Acquisition</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 6pm</li> <li>• Taiseng</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage the full cycle of recruitment process of screening resumes, conducting initial interviews to assess candidate’s suitability, coordinating and scheduling of interviews between candidates and hiring managers, to understand their staffing needs and develop effective recruitment strategies</li> <li>• Build and maintain strong relationships with candidates, hiring managers and external partners</li> <li>• Manage candidate pipeline and maintain accurate records in the applicant tracking system (ATS)</li> <li>• Negotiate offers and facilitate the hiring process, ensuring a seamless transition for both the candidate and the client</li> </ul>	

<b>Job Position</b>	Licensed Aircraft Engineer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• CAAS/EASA B1/B2 License</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:30pm</li> <li>• Island wide</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Undertake projects and tasks related to the maintenance of an aircraft</li> <li>• Exercise approval related to everyday processes and inspection</li> </ul>	
<b>Job Position</b>	Logistics Assistant	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• PC knowledge required for proper documentation</li> <li>• Possess valid forklift license is an added advantage</li> <li>• Knowledge in using SAP will be advantageous</li> <li>• Physically fit to carry loads</li> </ul>	<ul style="list-style-type: none"> <li>• 6-day work week</li> <li>• 7.30am - 3.50pm / Monday – Friday</li> <li>• Overtime Work: Saturday or Sunday</li> <li>• Tuas</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Load and unload cargo</li> <li>• Verify received cartons, highlight any discrepancies</li> <li>• Sort, pack, arrange and move parts to various departments</li> <li>• Transport goods from point A to B</li> <li>• Ad-hoc duties assigned</li> </ul>	
<b>Job Position</b>	Material Kitter	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Able to handle physical work</li> <li>• Good team player</li> <li>• Able to do shift work is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Shift days</li> <li>• 7:30am - 5:15pm / 4:15pm - 1am</li> <li>• Calshot Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Sort, pack, kit and unbox engine parts and consumables</li> <li>• Perform general cleaning of engine parts and components</li> <li>• Participate in the Movement / transportation of parts, tooling, fixtures, and equipment</li> <li>• Assist with masking, and preparatory work and tooling management</li> </ul>	
<b>Job Position</b>	Material Planner	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Degree, apprenticeship or equivalent in a relevant subject is desirable</li> <li>• Experience within the aviation industry</li> <li>• SAP Knowledge</li> <li>• Understand LEAN / JIT</li> <li>• Process improvement techniques, ideally with some practical implementation experience</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7:30am - 5:15pm</li> <li>• Calshot Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct Day-to-day materials management</li> <li>• Source materials internally from stock or inform the purchasing team of requirements</li> <li>• Manage the picking from stores</li> <li>• Assess volume requirements against planning assumptions and ensure that stock processes meet production plan requirements</li> </ul>	

<b>Job Position</b>	Material Planner	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Understand, highlight and assess areas of materials risk, to minimize impact on production schedule and the delivery of the plan</li> <li>• Keep all planning systems (MRP/ERP) or IT system accurately updated &amp; resolve any issues as required</li> </ul>	

<b>Job Position</b>	Operations Support Engineer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Aerospace Engineering, Mechanical Engineering, or related technical field</li> <li>• Minimum of 3 years of experience in an aviation MRO or production environment</li> <li>• Strong understanding of aircraft maintenance processes and related documentation (technical manuals, regulations)</li> <li>• Familiarity with regulatory requirements (EASA/FAA Part 21-Part M and TCCA regulations) is an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:30pm</li> <li>• Seletar</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Obtain necessary approvals (including legal) for structural and avionics repair proposals with accompanying test proposals from the OEM (Original Equipment Manufacturer) that you have drafted</li> <li>• Be the technical contact person for both standardized and non-standardized maintenance tasks during the work preparation process, as well as for troubleshooting technical issues during the production process of a project (ad hoc)</li> <li>• Provide input to the Marketing &amp; Sales department for project proposals and feasibility issues</li> <li>• Prepare work instructions for outsourcing and addressing technical issues that arise from it</li> <li>• Monitor and, if necessary, adjust the procurement and logistics process to a technical level when alternative components, consumables, or tooling need to be purchased</li> <li>• Provide technical support to the Project Manager in the production process</li> <li>• Responsible for updating and maintaining the damage charts to reflect the current aircraft condition for customers' visibility and reference.</li> <li>• Any ad-hoc assignments or projects assigned by immediate superiors.</li> </ul>	

<b>Job Position</b>	Order Processing Assistant	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Excel and Word</li> <li>• Able to work independently with minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7:30am - 5:15pm</li> <li>• Tuas</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend and follow up to phone / email enquiries</li> <li>• Coordinate with respective stakeholders to answer customers' clarifications</li> <li>• Coordinate with customers clarifications from stakeholders</li> <li>• Sales coordination works such as sales order processing, customers' purchase order and necessary documents</li> <li>• Prepare timely quotations for customers</li> </ul>	

<b>Job Position</b>	Store Inspector	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum NITEC in Mechanical, Information system, Logistics or equivalent</li> <li>• Preferably with 2–3-year experience in an Aerospace environment</li> <li>• Knowledge in SAP will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7:30am - 5:15pm</li> <li>• Calshot Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure accuracy of the company inventory system by updating records of physical inventory totals, receipts, adjustments, and returns</li> <li>• Maintains receipt, binning, posting, records and issuance of materials</li> <li>• Receives and unpack materials and supplies</li> <li>• Report damages and discrepancies for goods receipt</li> <li>• Pack parts for shipment and dispatch</li> </ul>	
<b>Job Position</b>	Storekeeper	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Good Team Player</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5pm</li> <li>• Bedok</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Handle incoming shipments on time and arrange them for external, internal, and pool stores.</li> <li>• Ensure cleanliness and clear unwanted pallets and unpacked items are stored based on the First in, First out order</li> <li>• Verify received units against shipping documentation, checked part numbers and serial numbers for accuracy,</li> <li>• Sort shipping documents as per requirements, File &amp; Label</li> <li>• Conduct monthly stock check and stock count</li> <li>• Any ad hoc general task assigned by superior</li> </ul>	
<b>Job Position</b>	Temp Logistic Assistant	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• GCE 'O' level / Secondary School or equivalent</li> <li>• Relevant experience in manufacturing logistics environment</li> <li>• Good communication skills</li> <li>• Able to effectively utilize lifting devices</li> <li>• Forklift license would be an advantage</li> <li>• Able to interpret travelers, work instructions and verify log and procedures for accuracy</li> <li>• Strong attention to details and able to multi-task</li> <li>• Manual car driving license is an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 7.30am - 4.48pm</li> <li>• Changi / Loyang</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Pick, pack, receive, and dispatch outgoing goods according to written or verbal requests or orders</li> <li>• Maintain good housekeeping practices in work area</li> <li>• Comply with all company and safety rules and regulations during course of duties</li> <li>• Perform 6S in store and logistics areas</li> <li>• Able to work on weekends (when required)</li> <li>• Perform ad hoc activities as assigned</li> </ul>	

<b>Job Position</b>	Warehouse Assistant	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Able to handle physical work</li> <li>• Able to work independently and in a team</li> <li>• Able to work fast paced working environment</li> <li>• Positive work attitude, reliability and diligent</li> <li>• Strong sense of responsibility with initiative</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:30pm</li> <li>• Seletar / Paya Lebar / Changi</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Pack and unpack parts</li> <li>• Conduct inventory check / annual stock take</li> <li>• Place and sort parts / components in the warehouse</li> <li>• Receive, check and mark parts / components before batching into warehouse</li> <li>• Manage documentation processes, including filing and uploading documents into folders</li> <li>• Ad-hoc duties assigned by supervisors</li> </ul>	

## 4. ASE Singapore

The ASE Group is the world's largest provider of independent semiconductor manufacturing services in assembly and test. As a global leader geared towards meeting the industry's ever growing needs for faster, smaller and higher performance chips, the Group develops and offers a wide portfolio of technology and solutions including IC test, program design, front-end engineering test, wafer probe, wafer bump, substrate design and supply, wafer level package, flip chip, system-in-package, final test and design manufacturing services.

<b>Job Position</b>	Assistant Planner	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum GCE O or A level or equivalent</li> <li>• Minimum 3 years of production control experience in manufacturing industries</li> <li>• Prior working experience with semiconductor or electronics industries is advantageous</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Planners in administrative work (ESWOR, MTF, SRF, etc.)</li> <li>• Monitor Daily Production Schedule and ensure alignment as per planners' plan</li> <li>• Expedite and follow up lots movement from receiving to shipping to ensure shipment met</li> <li>• Monitor shipment backlog and highlight any potential missed shipment</li> <li>• Prepare daily report (incoming ship alert, backlog status, etc.)</li> </ul>	

<b>Job Position</b>	Associate Engineer - Facilities	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• NITEC / Diploma in Electrical / Mechanical / Building Facilities / CEE or equivalent with 1-year relevant experience</li> <li>• Working knowledge in cleanroom environment is preferred</li> <li>• Able to commit to rotating 12-hOUr day / night shift</li> <li>• Entry level candidates are welcome</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct routine monitoring and spot checks of all the building facilities such as central chiller system, cooling towers, pumps, AHU, compressors, BMS, plumbing and electrical system</li> <li>• Attend to all facility works and M&amp;E installations as well as to coordinate with contractors on repair works</li> <li>• Provide support to production and assist in machine installations: power hookup, CDA, vacuum and process cooling water, exhaust pipe and other setup on the production floor</li> <li>• Perform in-house service of cooling towers, AHU, FCU, FFU, filter cleaning and replacement, strainers and other HVAC equipment</li> </ul>	

<b>Job Position</b>	Associate Engineer - Test Equipment	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mechanical / Electronics / Electrical, or any Engineering field or equivalent</li> <li>• Strong understanding of manufacturing and quality processes and experience with handler systems and integration processes are advantages</li> <li>• Analytical and problem solver with good communication skills</li> <li>• Entry level candidates are welcome to apply</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage new handler buyoff lifecycle including documentation, system updates, procedure standardization, matrix maintenance &amp; change control</li> <li>• Assess and improve handler capabilities to meet production and customer needs, including capability studies and new handler evaluations provide daily progress updates</li> <li>• Ensure handler compatibility with design rules through implementation and collaboration with engineering and NPI teams to minimize constraints</li> <li>• Identify and resolve handler related issues and contribute to process improvements</li> </ul>	

<b>Job Position</b>	Associate Engineer - Test Equipment (NPI)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Mechanical / Electronics / Electrical or any Engineering field</li> <li>• Preferably 2 years of experience</li> <li>• Basic knowledge of Microsoft office</li> <li>• Observant, team player, able to work under minimal guidance</li> <li>• Entry level candidates are welcome to apply</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for leading smooth production transfers by collaborating effectively with both internal and external stakeholders</li> <li>• Establish and maintain a robust communication system to manage the dynamic priorities inherent in New Product Introduction (NPI) processes</li> <li>• Manage consignment hardware setup, resolve test setup challenges, and oversee tooling and spare parts procurement, including acting as a liaison with suppliers</li> <li>• Ensure supplier compliance with quality standards via product assessments</li> <li>• Develop and maintain documentation for design rules, improvements, and related hardware and software</li> <li>• Collaborate with the engineering and preventive maintenance team for continuous process improvement</li> </ul>	

<b>Job Position</b>	Associate Engineer - Test Equipment (PM)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Degree in mechanical/electronics/electrical, or any Engineering field</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> </ul>

<b>Job Position</b>	Associate Engineer - Test Equipment (PM)	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Preferably minimum 2 years of working experience</li> <li>• Observant, team player, able to work under minimal supervision</li> <li>• Basic knowledge of Microsoft office</li> <li>• Entry level candidates are welcome to apply</li> </ul>	<ul style="list-style-type: none"> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform internal / external calibrations, generate verification criteria</li> <li>• Coordinate with planners for efficient handler swaps / releases,</li> <li>• Track post release handler performance and maintain detailed records</li> <li>• Develop and refine PM/calibration checklists to minimize machine failures</li> <li>• Manage daily inventory handovers and maintain optimal spare stock levels</li> <li>• Partner with Engineering and NPI teams on workflow and improvement projects</li> <li>• Integrate improvement projects during scheduled PM/calibration</li> <li>• Establish a system for efficient handler release to support 12 by 7 operations</li> <li>• Attend production meetings, troubleshoot machine issues, and develop/distribute "one-point lessons" for line maintenance</li> </ul>	

<b>Job Position</b>	Associate Engineer - Test Equipment (WLCSP)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical / Mechatronics Engineering or equivalent</li> <li>• Tape and Reel experience in wafer level and knowledge on vision system is preferred</li> <li>• Possess strong analysis and good teamwork</li> <li>• Able to commit to either a 12-hour permanent day / night shift</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for daily operational equipment issues and strategize recovery actions to support production requirement</li> <li>• Perform equipment buyoff and qualification for machine installation, modification, upgrade and maintenance</li> <li>• Involved in WLCSP process (Taping &amp; Detaping, Wafer Mount, Backgrinding, Laser Grooving, Laser Mark, Dicing, AOI, Die Sort etc.)</li> <li>• Conduct monitoring and analysis of equipment performance and reliability</li> </ul>	

<b>Job Position</b>	Associate Engineer - Test Maintenance	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical / Mechatronics Engineering or equivalent</li> <li>• Specialized knowledge of equipment, testers, handlers, probers etc. is preferred</li> <li>• Possess Troubleshooting skills on equipment maintenance and repair</li> <li>• Possess strong analysis and good teamwork</li> <li>• Good communication and presentation skills</li> <li>• Able to commit to either 12-hour permanent day / night shift</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for troubleshooting, calibration, repair and maintenance of assigned Testers and Handlers / Probers platform</li> <li>• Ensure equipment is in production condition with minimum downtime and running at yield specified</li> <li>• Responsible for tracking, monitoring and reporting daily equipment downtime</li> <li>• Responsible for daily housekeeping</li> </ul>	

<b>Job Position</b>	Associate Engineer - Test/Product	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical / Mechatronics Engineering or equivalent with 1 year experience</li> <li>• Entry level candidates welcome to apply</li> <li>• Possess strong technical analysis and excellent teamwork</li> <li>• Able to commit to 12-hour rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide timely reports on lot performance to internal teams and external customers</li> <li>• Perform basic troubleshooting and provide reports of low yield or failure rates</li> <li>• Disposition of engineering lots in manufacturing line</li> <li>• Support engineering team for various engineering activities such as test program checkout, hardware buyoff, and machine qualification</li> <li>• Participate in daily operations meetings and follow up on production issues</li> <li>• Responsible for daily housekeeping and any other responsibilities as assigned</li> </ul>	

<b>Job Position</b>	Engineer - QA	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Degree in Electronics or Engineering or related field with relevant experience in electronics / semiconductor / or other manufacturing industry</li> <li>• Entry level candidates are welcome to apply</li> <li>• Basic knowledge in Microsoft Office (Word, Excel, PowerPoint)</li> <li>• Team player with good written / verbal communication and interpersonal skills</li> <li>• Strong sense of urgency with ability to meet deadlines and work independently</li> <li>• Possess knowledge in basic manufacturing problem solving tools (8D, FMEA) and statistical tools (SPC)</li> <li>• Highly motivated to learn new skills / systems / analytical tools used in manufacturing operations</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:15pm</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide analysis and dispositions on non-conformance products in accordance with requirements</li> <li>• Perform inspection and verification (visually or using measuring tools) on product on hold due to quality issues</li> <li>• Work closely with supervisor &amp; team to monitor project status and closures (team coordination)</li> <li>• Communicate with customers status of quality projects assigned to his/her area of responsibility</li> <li>• Prepare regular reports and meet submission deadlines (weekly, monthly)</li> <li>• Participate actively with internal team projects analysis</li> </ul>	

<b>Job Position</b>	Engineer - Test Equipment (Backend)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Degree in Mechanical / Electrical Engineering</li> <li>• Preferably with minimum 1-year relevant experience in semiconductor industry</li> <li>• Knowledge of basic equipment troubleshooting</li> <li>• Good communications and analytical problem-solving skills</li> <li>• Entry level candidates are welcome to apply</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:15pm</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide production and engineering support to all backend equipment related activities</li> <li>• Set up conversions of backend equipment for production utilization</li> <li>• Perform timely setup, repairs and maintenance of backend equipment such as laser mark, vision scanner and Tape &amp; Reel platform</li> <li>• Troubleshoot equipment related issues and minimize equipment downtime</li> <li>• Perform routine equipment preventive maintenance / calibration on timely basis</li> <li>• Assist in implementing equipment improvement projects</li> </ul>	

<b>Job Position</b>	Engineer - Test Equipment (Tester Support)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Degree / Diploma in any engineering field</li> <li>• Knowledge of equipment, testers, handlers would be advantageous</li> <li>• Prior experience in equipment troubleshoots, maintenance and repair</li> <li>• Possess Semiconductor Programming &amp; Application skills</li> <li>• Good planning &amp; organizing ability and a team player</li> <li>• Familiar with Quality Management – Problem Solving, SPC, DOE, FMEA</li> <li>• Good communication &amp; presentation skills</li> <li>• Entry level candidates are welcome to apply</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:15pm</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for tester installation, re-configuration, upgrade, repair and debug</li> <li>• Identify and execute continuous improvement to improve test performance and OEE</li> <li>• Generate technical gap analysis of new hardware, software and license requirements</li> <li>• Provide technical training for production personnel</li> <li>• Coordinate and lead machine suppliers on project costing and time management</li> <li>• Support audit / visit and render assistance in solving outstanding / quality issues</li> </ul>	

<b>Job Position</b>	Engineer - Test Maintenance (Hardware Control)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Electrical / Mechanical or any Engineering field</li> <li>• 1-year relevant working experience, preferably in manufacturing industry</li> <li>• Use of Microsoft Office, search engine and AI companion</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:15pm</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Propose / suggest hardware design to improve production productivity</li> <li>• Minimize downtime relating to Thermal issues in production Kits.</li> <li>• Improve lifespan and maintenance time on Thermal Interface Material (TIM)</li> <li>• Review procedure and provide maintenance training to Technician / Specialist on new Active Thermal Controller (ATC) production Kits</li> <li>• Support Engineering Team with project evaluations, performance monitoring and data analysis for continuous improvement</li> </ul>	

<b>Job Position</b>	Engineer - Test Maintenance (Wafer Sort)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Degree or Diploma in any Engineering field or equivalent</li> <li>• Prior experience in troubleshooting equipment, maintenance, and repair</li> <li>• Experience in manufacturing environment is an advantage</li> <li>• Analytical, problem-solver with good verbal and written communication skills</li> <li>• Entry level candidates are welcome to apply</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:15pm</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform troubleshoot, calibration, repair and maintenance of assigned testers and probers platform</li> <li>• Ensure equipment is in optimum production condition, with minimum downtime and running at yield specified</li> <li>• Support new product offload to production and perform new machine buyoff / evaluation</li> <li>• Initiate improvement project or DOE for process or yield improvement</li> <li>• Maintain spare parts inventory</li> </ul>	

<b>Job Position</b>	Engineer - Test/Product	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Degree in any engineering field</li> <li>• Good communication and interpersonal skills</li> <li>• Possess good project management, analytical and problem-solving skills</li> <li>• Ability and passion to work in and foster a teamwork environment</li> <li>• Positive attitude with good communication and interpersonal skills</li> <li>• Entry level candidates are welcome to apply</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:15pm</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for new product offloads and qualifications to meet customers' requirements</li> <li>• Work closely with customers to analyze and improve product yield and performance, and optimize the testing process</li> <li>• Implement and maintain test programs/hardware to support product sort and final test operations</li> <li>• Prepare engineering reports and conduct regular technical reviews with customers</li> <li>• Perform development and transfer of test solutions for both Wafer Sort and Final Test to production sites</li> <li>• Define, document and specify test process / procedures for new products</li> </ul>	

<b>Job Position</b>	ESD Specialist	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• GCE 'O' Level or Technical School / ITE certification in an Engineering discipline</li> <li>• Ability to follow instructions and work together effectively within a team</li> <li>• Prior experience within the semiconductor industry will be considered an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform ESD Compliance Verification measurements and effectively troubleshoot any issues found</li> <li>• Conduct routine ESD quality checks on production lines to maintain stringent ESD standards</li> <li>• Promptly report any ESD related problems encountered in the production</li> </ul>	

<b>Job Position</b>	Logistics Assistant	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum GCE "N" / "O" levels or certificates in related field with 2 years of relevant working experience</li> <li>• Ability to handle pallet jack equipment</li> <li>• Basic knowledge in Microsoft Word, Excel &amp; Outlook</li> <li>• Understanding of Import permits, Commercial Invoices and packing list</li> <li>• Knowledge of IOR requirement is an advantage</li> <li>• Able to commit to 12-hour night shift</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Receive incoming shipment and check condition of goods and goods received against documents</li> <li>• Perform breakbulk and data entry, stock take and Inventory count</li> <li>• Load and unload materials and finished products</li> <li>• Comply with safety regulations and security measures for warehouse store</li> <li>• Sort and place items on predetermined trolleys</li> </ul>	

<b>Job Position</b>	Operator	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Understand and able to speak basic English</li> <li>• Basic Computer Knowledge</li> <li>• Electronics Manufacturing experience an advantage</li> <li>• Able to commit to 12-hour day / night shift</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operate machine to meet expected output and quality standard</li> <li>• Ensure good housekeeping on the production floor</li> </ul>	

<b>Job Position</b>	Production Scheduler	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Production control experience in semiconductor or manufacturing industries</li> <li>• Able to multitask and make sound decisions</li> <li>• Ability to provide quick responses to production issues</li> <li>• Excellent in communication</li> <li>• Proficiency with computers, working knowledge of MS office</li> <li>• Able to work a 12-hour night shift</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor Daily Production Schedule and ensure are aligned as per planner's plan</li> <li>• Expedite and follow up lots of movement to ensure on-time delivery</li> <li>• Assist Planners in the follow-up schedule, daily shipment and perform daily administrative duties</li> <li>• Address and feedback production issues</li> <li>• Monitor shipment and highlight any potential missed shipment</li> <li>• Perform ad hoc related duties as assigned (incoming ship alert, daily shipment list)</li> </ul>	

<b>Job Position</b>	Programmer - IT	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Information Technology / Computer Science / Software Engineering, specializing in software development</li> <li>• Proficient in C# .NET, with experience in Xamarin or .NET MAUI for Android mobile application development</li> <li>• Familiar with ASP.NET Core, Python, and PostgreSQL.</li> <li>• Strong foundation in Object-Oriented Programming (OOP), XML, SQL, Web Services / RESTful APIs and Software Development Life Cycle (SDLC) methodologies</li> <li>• Fresh graduates with a keen interest in programming are welcome</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:15pm</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Design, implement and maintain in-house applications</li> <li>• Develop software solutions to automate manual tasks across departments, improving operational efficiency</li> <li>• Collaborate with stakeholders to gather requirements and translate them into functional software solutions</li> <li>• Required to operate efficiently under changing priorities in a dynamic workplace, with a proactive approach to task initiation and comprehensive follow-up</li> </ul>	

<b>Job Position</b>	Senior Engineer - Facilities	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree / Diploma in engineering related discipline</li> <li>• At least 5 years’ relevant experience, preferably in a cleanroom environment</li> <li>• Having AutoCAD drafting skills will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:15pm</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for the operations and general maintenance of the plant, machinery, and associated building facilities</li> <li>• Ensure that the facilities' systems and processes function efficiently and meet the organization's needs. Works include a range of engineering disciplines such as mechanical, electrical, plumbing, HVAC, and energy management</li> <li>• Troubleshoot equipment / facility breakdown and carry out basic repairs</li> <li>• Supervise and coordinate with vendors and service providers on activities regarding daily routine facilities, maintenance work and execution of engineering projects within the facility</li> <li>• Attend to any facility works and M&amp;E installations, as well as development of project plans</li> <li>• Provide technical guidance and mentorship to team members</li> </ul>	

<b>Job Position</b>	Senior Engineer - Test Product	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Degree in any engineering field</li> <li>• Good communication and interpersonal skills</li> <li>• At least 5 years’ relevant experience, preferably in a cleanroom environment</li> <li>• Possess good project management, analytical and problem-solving skills</li> <li>• Ability and passion to work in and foster a teamwork environment</li> <li>• Positive attitude with good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:15pm</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead and mentor a team of Test / Product Engineers in delivering technical solutions for yield improvement, device offload, and test program development / validation.</li> <li>• Oversee setup / hardware correlation and qualification activities.</li> <li>• Drive technical solutions for wafer sort and final test processes.</li> <li>• Spearhead system algorithm optimization and advanced analytics implementation.</li> <li>• Manage cross-functional project timelines with customers and internal stakeholders.</li> <li>• Chair Test / Product Engineering meetings and represent the team in customer discussions.</li> <li>• Lead continuous improvement initiatives for quality and productivity in Test Operations / QA.</li> <li>• Perform additional leadership duties as assigned.</li> </ul>	

<b>Job Position</b>	Senior Planner	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Degree in Industrial Engineering / Business / Manufacturing or equivalent</li> <li>• Minimum 5 years' working experience</li> <li>• Good interpersonal and communication skills</li> <li>• Self-motivated, meticulous and able to work well with teams</li> <li>• Able to work effectively in a dynamic environment</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:15pm</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<p><b><u>Capacity Planning:</u></b></p> <ul style="list-style-type: none"> <li>• Analyze customer forecast demand and further understanding with customers on the forecast trends.</li> <li>• Conduct detail assessment of the capacity and material requirement based on the forecast and work out the investment plan if required.</li> <li>• Perform Target Revenue projection and report to management team.</li> <li>• Monitor customer forecast achievement rate closely and drive customer for improvement</li> <li>• Update management promptly for any changes in customer forecast that may impact revenue achievement.</li> </ul> <p><b><u>Production Planning:</u></b></p> <ul style="list-style-type: none"> <li>• Evaluate customers order to create suitable production schedules and effecting changes to ensure time delivery</li> <li>• Allocate the equipment capacity required and monitor closely for incoming loading to ensure allocated capacity is being fully utilized</li> <li>• Conduct the daily monitoring of production performance and work with production team to address issues and develop resolutions to minimize shipment delays</li> <li>• Recommend viable solutions to reduce production costs as well as improve operation and equipment efficiency</li> <li>• Provide advance notice promptly to customers for any production issues that impact the shipment delivery</li> </ul> <p><b><u>Customer Relationship Management:</u></b></p> <ul style="list-style-type: none"> <li>• Build rapport with customers and attend to customers' enquiries in a timely manner</li> </ul>	

<b>Job Position</b>	Technical Specialist	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Understand and able to speak basic English</li> <li>• Basic Computer Knowledge</li> <li>• Electronics Manufacturing experience an advantage</li> <li>• Able to commit to 12-hour day / night shift</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform basic troubleshooting</li> <li>• Operate machine to meet output</li> <li>• Ensure good housekeeping on the production floor</li> </ul>	

<b>Job Position</b>	Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Understand and able to speak basic English</li> <li>• Basic Computer Knowledge</li> <li>• Electronics Manufacturing experience an advantage</li> <li>• Able to commit to 12-hour day / night shift</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5-day work week</li> <li>• 8am - 8pm / 8pm - 8am</li> <li>• 2 Woodlands Loop</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for troubleshooting, calibration, repair and maintenance of assigned platforms and equipment</li> <li>• Track, monitor and report daily equipment downtime</li> </ul>	

## 5. Edwards Lifesciences Singapore

Edwards Lifesciences is the global leader in patient-focused medical innovations for structural heart disease, as well as critical care and surgical monitoring. Driven by a passion to help patients, the company collaborates with the world's leading clinicians and researchers to address unmet healthcare needs, working to improve patient outcomes and enhance lives. We manufacture our products in several locations including the United States, Puerto Rico, the Dominican Republic, Costa Rica and Singapore. In 2005, Edwards Lifesciences established operations in Singapore. Today, we provide a safe and healthy workplace to over 2,000 employees in our expanding world-class facilities in Singapore.

Job Position	Analyst, Planner / Buyer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> <li>• Bachelor's Degree in related field, 3 years' related experience required</li> <li>• Experience in purchasing, logistics and/or production control</li> <li>• Experience working in a medical device and/or regulated industry</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5pm</li> <li>• 35 Changi North Crescent</li> </ul>
Key Responsibilities	<p><b><u>Planner</u></b></p> <ul style="list-style-type: none"> <li>• Develop and schedule the Manufacturing Production Plan from the Master Production Schedule requirements with some level of complexity. Development includes the following:</li> <li>• Manage issues preventing execution of the MPS and production plan. Issues include but are not limited to non-conforming materials or processes, material or equipment availability, completing unplanned requirements</li> <li>• Analyze resource availability, develop short and mid-range capacity plans with manufacturing teams, and lead teams to ensure plans are met</li> <li>• Generate work orders using system (e.g., JDE)</li> <li>• Manage work order progress, including working with production and other support departments (e.g., quality, microbiology, engineering) to ensure production plans are met</li> <li>• Provide ship schedule to Supply Chain/Demand team</li> <li>• Creation of reports of key performance indicators and identify opportunities for potential report automation and drive these to completion</li> <li>• Establish and maintain gross inventory targets with a limited scope. Includes developing action plans to minimize inventory exposure and for scraping or mitigating excess and obsolete parts based on business information, and assess inventory management utilizing ENOMS</li> </ul> <p><b><u>Logistics</u></b></p> <ul style="list-style-type: none"> <li>• Liaise with the warehouse team for shipping and receiving material with some level of complexity</li> <li>• Ensure shipment of materials by applying knowledge of import and export laws and regulations</li> </ul>	

<b>Job Position</b>	Analyst, Planner / Buyer	<b>Working hours / Location (s)</b>
	<p><b>Buyer</b></p> <ul style="list-style-type: none"> <li>• Plan materials requirements and provide to Irvine to support production schedules and new product launches with some level of complexity, including:</li> <li>• Work with the supplier to ensure materials are made to the proper specs</li> <li>• Lead cross-functional teams to resolve obstacles to meet the schedule, including, but not limited to, resolving issues with non-conforming material, unclear specifications or vendor capacity constraints</li> <li>• Expedite purchase orders as required. Includes expediting material from the receiving dock through receiving inspection, to production stores</li> <li>• Other incidental duties assigned by Leadership</li> </ul>	

<b>Job Position</b>	Associate Heart Valve Specialist	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Secondary Education with previous sewing, GMP, clean room, medical device experience preferred</li> <li>• No previous related experience required</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 6.30am to 3.15pm</li> <li>• 3.30pm to 12am</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Use tools (e.g. needles, scissors, forceps, specialized tooling, microscope, magnifying lamp, MES) to perform assigned steps, in rotation, in the sewing assembly of stent/valves</li> <li>• Perform verifications, against specifications, of completed steps, of stent and/or valve</li> <li>• Review, follow and perform job functions in compliance with established work instructions and adherence with SOPs, including recording traceable information on device history records, which may include entry into JDE and any other systems (e.g. MES), as required</li> <li>• Perform line clearance, i.e., cleaning and sanitizing workstations at the start of the shift and when transitioning to next work orders</li> <li>• Perform visual inspection under a microscope, and sequential review of colleagues' work</li> <li>• Other incidental duties: General work area housekeeping, general sanitization of work area with approved chemicals, material handling, printing</li> </ul>	

<b>Job Position</b>	Associate Inspector	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Primary school education</li> <li>• Experience in performing quality inspection using microscope</li> <li>• Work the permanent morning shift, 6.30am to 3.15pm (Monday to Friday)</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 6.30am to 3.15pm</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assess devices in-process and upon completion to ensure regulatory and company guidelines have been met and devices meet operational standards as designed</li> <li>• Perform visual, dimensional, and functional inspection of components and/or finished medical device products using a wide variety of tools and equipment to ensure conformance with design specifications. Highlight and escalate work issues to Lead</li> <li>• Perform functional testing of finished medical device products using both automated and manual valves testing equipment</li> <li>• Perform verification of quality records which include Device History Records review and/or product release for interplant shipment or distribution</li> </ul>	

<b>Job Position</b>	Associate Machine Operator	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Secondary Education with previous sewing, GMP, clean room, medical device experience preferred</li> <li>• No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 3.30pm to 12am</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operate a variety of manufacturing equipment, which may include ultrasonic cleaners, tissue deflectors, or others, in the manufacturing process of medical devices - including assuring appropriate settings and parameters</li> <li>• Prepare raw materials, work-in-process (WIPs), semi-finished and finished goods for the manufacturing process</li> <li>• Select and utilize the associated equipment manufacturing fixtures/aids, such as jigs, cutting dies, templates, or any other required fixture associated with assigned operation/task</li> <li>• Review, follow and perform job functions in compliance with established work instructions and adherence with SOPs, including recording traceable information on device history records, which may include entry into JDE and any other systems, including issuing materials, terminate work orders, as required</li> <li>• Perform component transfers as required, always maintain integrity of JDE and MES system</li> <li>• Perform fixtures sanitization per procedure</li> <li>• Unload tools/components/manufacturing aids from ovens/autoclaves</li> <li>• Maintain accurate inventory in JDE and MES and ensure the quantity tallies with physical count</li> <li>• Other incidental duties: General work area housekeeping, general sanitization of work area with approved chemicals, material handling, printing</li> </ul>	

<b>Job Position</b>	Associate Packager	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Secondary Education with previous sewing, GMP, clean room, medical device experience preferred</li> <li>• No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 3.30pm to 12am</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform line clearance, including verifying all valve serial numbers are as listed on the work order being executed, labelling and packaging per valve model requirements of commercial, clinical, and product returns, registering each valve serial number into Wave Mark (inventory control system), per each work order processed and in strict keeping with quality, regulatory, SOP and work order standards</li> <li>• Perform sterile packaging, prepare packaging and labelling for finished products</li> <li>• Review, follow and perform job functions in compliance with established work instructions and adherence with SOPs, including issuing components in JDE, recording traceable information on device history records, and signing off on work orders.</li> <li>• Other incidental duties: General work area housekeeping</li> </ul>	

<b>Job Position</b>	Associate Production Supply	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Secondary Education with previous GMP, clean room, medical device experience preferred</li> <li>• No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 6.30am to 3.15pm</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Keep sufficient gowning room supply levels to ensure availability as needed, including tracking in system to reflect correct availability which involves collecting, counting and storing of gowns to/from vendors</li> <li>• Replenish, stock up and distribute clean room supplies into clean room or general manufacturing area and gowning room, in compliance with SOPs. Perform system transactions &amp; documentation generation as required.</li> <li>• Deliver production materials, components, and/or manufacturing aids to/from warehouse or other production areas. Receive production material from warehouse, sanitize, unpack and transfer them to appropriate containers/trays into cleanroom or directly into cleanroom, in compliance with SOPs' requirements.</li> <li>• Transfer of waste (used needles, emptied IPA/sporklenz bottles) to waste collection points</li> <li>• Dispose of/replenish chemicals (IPA/Sporklenz) in the clean room or manufacturing area, including moving, including moving waste (emptied IPA/sparkling bottles) to waste collection points</li> <li>• Check deliveries to ensure accuracy and timeliness</li> <li>• Other incidental duties: General work area housekeeping, general sanitization of work area with approved chemicals, material handling, printing</li> </ul>	

<b>Job Position</b>	Associate Valve Treatment Operator	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Secondary School education or equivalent preferred</li> <li>• 2 years of related experience in using similar machinery required</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 6.30am to 3.15pm</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare raw materials for the manufacturing process, keep to regulatory and company guidelines</li> <li>• Mix solutions, perform valve treatment process using fixtures in the appropriate measurement and sequencing, package finished product, ship for sterilization, escalate machine operations issues; Operate equipment utilizing computerized systems (e.g., EGR, semi-auto)</li> <li>• Self-inspect work output, including making basic corrections in machine set-up and placement of tools in machines</li> <li>• Review, follow and perform job functions in compliance with established work instructions and adherence with SOPs; Record traceable information on device history records and entering data into JDE</li> <li>• Perform revision checks of documentation</li> </ul>	

<b>Job Position</b>	Engineer I, Manufacturing Quality Assurance	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Engineering or Scientific field or Master's Degree or equivalent in in Engineering or Scientific field</li> <li>• Quality assurance experience</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5pm</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Investigate basic manufacturing product quality and compliance issues (e.g., CAPA, non-conformances, audit observations) for all production processes prior to final product release based on engineering principles; analyze results, make recommendations and develop reports</li> <li>• Optimize Manufacturing processes using engineering methods (e.g., SIX Sigma and LEAN methods) for design for manufacturing and for continuous process improvement. Identify opportunities for re-design/design of basic equipment, tools, fixtures, etc. to improve manufacturing processes, and reduce risk</li> <li>• Develop, update, and maintain technical content of risk management files</li> <li>• Develop training and documentation materials for production (e.g., work instructions) to enable the seamless knowledge transfer of project and manufacturing processes</li> <li>• Assign support tasks; gives instruction to technicians on conducting tests; trains technicians and provides feedback; and may coordinates technician work</li> <li>• Perform other incidental duties assigned by Leadership</li> </ul>	

<b>Job Position</b>	Senior Technician, Laboratory	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Nitec or equivalent in related science field with 3 years' experience / Higher Nitec equivalent in related science field with 2 years' experience in a laboratory environment / Associate's Degree or Diploma in related science field with 1 year experience in a laboratory environment / Bachelor's Degree in related science field preferred</li> <li>• Microbiology or chemistry related testing Computer competency</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5pm (shift required: 3.30pm to 12am)</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide microbiological and/chemistry testing services in a laboratory environment or cleanroom environment</li> <li>• Perform routine microbiology/chemistry testing services by using established procedures/protocols.</li> <li>• Support testing by following procedure in completing validation/revalidation activities (equipment and/or processes) for critical systems and sterilization equipment.</li> <li>• Perform preliminary investigation and write-up; deliberate with Microbiologist / Chemist in root cause investigations for product / sample failures and Out-of-Specifications (OOS)</li> <li>• Perform validation / re-validations for new / existing laboratory equipment according to established protocol</li> <li>• Update operating procedures and/or validation protocols / reports</li> <li>• Conduct data entry and trending of routine microbial / chemistry testing for analysis by Microbiologist / Chemist</li> <li>• Review, follow and perform job functions in compliance with established work instructions and adherence with SOPs, including recording traceable information on device history records</li> <li>• Other incidental duties</li> </ul>	

<b>Job Position</b>	Supervisor I, Technical Training	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in related field or Technical Diploma in related field with 3 years' supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5pm</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise trainers, employees and training activities across areas of manufacturing: management of training materials and inventory, assist with delivery and collection of productivity, quality, and training metrics of staff and trainees, provide regular progress reports and training metrics to management and cross-functional stakeholders, oversee and coach daily execution of trainer methods and tools</li> <li>• Develop, plan, and schedule screening, work trials, and training activities (e.g., training room set-up) in response to Master Product Schedule (MPS) and New Product Introduction (NPI) business needs</li> <li>• Provide feedback and conduct performance reviews of Trainers and Trainees, including resolving performance issues</li> <li>• Participate in improvement projects, partner with engineering team on investigations and corrective actions, perform non-conformance investigations for review with engineering team, assure documentation content is valid</li> <li>• Prepare training records to ensure audit compliance</li> </ul>	

<b>Job Position</b>	Supervisor I, Technical Training	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Lead the team, provide coaching and feedback, with full responsibility for all employee actions including hire/fire authority and partnering with HR on all aspects of employee relations</li> <li>• May represent the organization to outside contacts, e.g., vendors, suppliers, contractors, staffing agencies</li> <li>• Other incidental duties</li> </ul>	

<b>Job Position</b>	Technician, Calibration	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma in Engineering or National ITE Certificate (Nitec)</li> <li>• 2 years' experience of practical experience in calibration preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5pm</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform coordination of routine calibration tasks and preventive maintenance system by maintaining metrology operations</li> <li>• Ensure all calibration documentation is entered into Asset Management System and is in a current state of compliance, including the review of calibration, Preventive Maintenance (PM) and First Article Inspection (FAI) reports.</li> <li>• Register new equipment and maintain all equipment metrology (calibration and preventive maintenance) in Asset Management System.</li> <li>• Coordinate with service providers and custodians for Calibration, First Article Inspection (FAI) and Preventive Maintenance (PM) activities, including getting quotes, obtaining supervisor approval, initiating purchase order, and coordinating services while ensuring activities are completed before due date.</li> <li>• Ensure all inducted equipment / instrumentation are calibrated accordingly, verify calibration report meets the quality requirements, and escalate any discrepancies.</li> <li>• Determine and track Out-of-Tolerances (OOT) and Equipment Non-Conformances status to closure.</li> <li>• Act as Asset Management System expert and provide training and technical expertise to all other users</li> <li>• Generate routine reports, inclusive of report verification</li> <li>• Other incidental duties (e.g. occasional photocopying, pagination, filing)</li> </ul>	

<b>Job Position</b>	Technician, Facilities	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• National ITE Certificate (Nitec) in Engineering</li> <li>• Experience working in a medical device manufacturing environment preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5pm (shift required: 6.30am to 3.15pm / 3.30pm to 12am)</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform scheduled preventive maintenance and calibration of facilities systems including clean room system as assigned by supervisor</li> <li>• Support and attend to daily ad hoc minor requests from offices, warehouse, lab, EHS, etc.</li> <li>• Perform daily logging and inspection of facilities systems include clean room system to ensure that all systems are operating within specification and tolerances</li> <li>• Assist senior technician to oversee and ensure that contractor and vendor perform all tasks to specification (per predetermined work statement) and compliance with GxP and EHS requirement.</li> <li>• Maintenance of clean room equipment (Scope and Magnifying lamp) and furniture (Table and chair)</li> <li>• Respond and perform immediate repair for breakdowns of non-critical facilities systems.</li> <li>• Escalate serious system breakdown to senior technician for corrective action</li> <li>• Other incidental duties assigned by Leadership</li> </ul>	

<b>Job Position</b>	Technologist, Process Technology	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Associate's Degree or equivalent in in related field OR CAD related program certification required</li> <li>• 4 years' related experience required</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5pm (shift required: 6.30am to 3.15pm / 3.30pm to 12am)</li> <li>• 35 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support a wide range of engineering activities mainly for machine development and validations in terms of mechanical, software and electrical design and development</li> <li>• Perform modifications to all the necessary artifacts where necessary Manage review and updates independently</li> <li>• Perform troubleshooting and resolution of system issues</li> <li>• Escalate risks, issues, concerns, and questions to our integration partners to help eliminate roadblocks to technology deployment projects</li> <li>• Perform system Factory Acceptance Test against vendors</li> <li>• Other incidental duties (e.g. occasional photocopying or deliveries)</li> </ul>	

## 6. GBS (Singapore)

Founded in 2003, GBS (Singapore) Pte Ltd, a member of the Japan Material Group, delivers innovative engineering solutions with a strong foundation in semiconductor expertise. The company also develops ruggedized vision systems and ADAS technologies, serving diverse sectors including Military, Urban Transportation, and Material Handling Vehicles providing comprehensive, reliable, and value-driven solutions to our customers.

<b>Job Position</b>	Automotive Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Some knowledge in vehicle electrical systems, wiring diagrams, and electronic systems</li> <li>• Need to travel based on project location(s) and be able to do overtime if needed</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days per week</li> <li>• 8.30am - 6pm</li> <li>• 1 Tampines North Drive 1</li> </ul>
<b>Key Responsibilities</b>	<p><b><u>Installation</u></b></p> <ul style="list-style-type: none"> <li>• Physically install and assemble ADAS components (e.g., cameras, radar, sensors) onto vehicles according to provided 2D/3D prints, wiring schematics, and work instructions</li> <li>• Modify vehicle systems to integrate new ADAS hardware and components, adhering to specific torque specifications and assembly techniques</li> </ul> <p><b><u>Calibration</u></b></p> <ul style="list-style-type: none"> <li>• Perform accurate calibration of vehicle electronics and ADAS systems, such as Lane Departure Warning and Forward Collision Alert, using specialized tools and software</li> </ul> <p><b><u>Diagnostics &amp; Troubleshooting</u></b></p> <ul style="list-style-type: none"> <li>• Utilize hardware and software tools to diagnose issues within Autonomous Vehicle Systems and related components</li> <li>• Collaborate with engineering teams to troubleshoot and prove out the functionality and performance of ADAS and autonomous control systems</li> </ul> <p><b><u>Collaboration &amp; Communication</u></b></p> <ul style="list-style-type: none"> <li>• Communicate effectively with cross-functional teams, including engineering and other technicians, regarding the performance and integration of advanced electronic and autonomous systems</li> </ul>	

<b>Job Position</b>	QC Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Strong attention to detail and ability to identify non-conformities</li> <li>• Familiarity with GD&amp;T (Geometric Dimensioning and Tolerancing) is required</li> <li>• Able to work independently with minimal supervision while handling multiple tasks and ad-hoc requests</li> <li>• Good communication and interpersonal skills to collaborate across teams</li> <li>• Basic computer literacy, with hands-on experience in MS Office and data entry</li> <li>• 1-2 years relevant experience in Inspection &amp; Quality Control</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days per week</li> <li>• 8.30am - 6pm</li> <li>• 1 Tampines North Drive 1</li> </ul>

<b>Job Position</b>	QC Technician	<b>Working hours / Location (s)</b>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• <b>Dimensional Inspections:</b> Use precision measuring tools (e.g., callipers, micrometres, gauges) to verify that physical dimensions meet specified tolerances</li> <li>• <b>Visual Inspection:</b> Conduct visual checks on camera assemblies at various production stages using standardized quality control procedures and checklists</li> <li>• <b>Functional Testing:</b> Operate test equipment to validate camera functionality according to work instructions and testing protocols</li> <li>• <b>Identify &amp; Document Defects:</b> Detect, record, and report defects or non-conformities, providing clear details for corrective action and follow-up</li> <li>• <b>Communicate Effectively:</b> Clearly convey inspection findings, quality status, and issues to supervisors, engineers, and other stakeholders</li> <li>• <b>Work with Production Teams:</b> Liaise with production staff to resolve quality concerns and contribute to continuous improvement initiatives</li> <li>• <b>Assist in Quality Initiatives:</b> Support quality improvement projects and process enhancements</li> <li>• <b>Support Production:</b> Assist with camera assembly or network setup when additional resources are required on the production line required on the production line</li> <li>• <b>Maintain Records:</b> Keep inspection logs updated using MS Office tools (Excel, Word) or equivalent software, ensuring accuracy and completeness of quality-related documentation</li> </ul>	

<b>Job Position</b>	Semiconductor Assistant Engineer / Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• At least Nitec in Engineering and able to work shift</li> <li>• Able to work in a clean room environment</li> </ul>	<ul style="list-style-type: none"> <li>• 3.5 days per week</li> <li>• Normal or Shift hours</li> <li>• 1 Tampines North Drive 1</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform Corrective and Preventive Maintenance of wafer fab manufacturing equipment</li> <li>• Support the running of production in the module and ensure the readiness for production</li> <li>• Maintain 6S practices in the Fab and maintenance support areas</li> <li>• Participate and follow up on continuous improvement projects</li> <li>• Provide clear and accurate pass down line issues and documentation</li> </ul>	

## 7. Ingrasys (Singapore)

Ingrasys is a global leading cloud infrastructure provider that leverages innovative technology - Hyperconverged infrastructure, HPC with CDI Architecture, AI/ML, Advanced Cooling - to help worldwide customers meet their needs for sophisticated data center operation. Building upon our expertise in engineering, business and operations, we offer not only a wide range of products, including servers, storage, HPC accelerators, and workstations, but we also provide fully integrated services. Ingrasys continues to develop technological solutions and services to ensure long-term partnerships and support for our clients. We track industry & technology trends and then innovate to expand the hyper-scale cloud ecosystem.

Job Position	Assistant Logistics Associate / Logistics Executive	Working hours / Location (s)
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum 1 year of relevant working experience, preferably in a manufacturing environment</li> <li>• Proficient in Microsoft Office applications (Word, Excel, PowerPoint)</li> <li>• Good in V- look up</li> <li>• Strong teamwork skills with the ability to work collaboratively across departments</li> <li>• Team Player</li> <li>• Proficient in Mandarin to communicate effectively with Mandarin-speaking customers</li> <li>• Detail-oriented, organized, with ability to manage multiple tasks under tight timelines</li> <li>• Good communication and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>• Wednesday to Friday: 3pm to 11pm, Saturday to Sunday: 10am to 7pm</li> <li>• While working from home is allowed, attendance at the office will be required when necessary</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Handle shipping document processing and closely monitor shipment movements, including Proof of Delivery (POD) status</li> <li>• Coordinate with internal teams and external partners to ensure accurate shipping and delivery schedules for both new and existing products</li> <li>• Manage and process damaged shipment claims in a timely manner</li> <li>• Collaborate with logistics planners to forecast customer shipments, develop logistics plans, and ensure product / service availability</li> <li>• Streamline processes and optimize the flow of goods from order placement to final delivery</li> <li>• Liaise with the Facility Manager and Warehouse teams on de-trashing and recycling matters and coordinate with Finance on supplier invoice matters</li> <li>• Maintain strong working relationships with vendors and internal departments to enhance the company's operational efficiency and competitiveness</li> <li>• Track and follow up on incoming materials and outgoing finished products to ensure prompt delivery to customers</li> <li>• Ensure compliance with cross-border shipping requirements, customs regulations, and international trade compliance standards</li> <li>• Prepare and update weekly and monthly reports accurately and on schedule</li> </ul>	

Job Position	Buyer	Working hours / Location (s)
<p><b>Pre - Requisites</b></p>	<ul style="list-style-type: none"> <li>• Strong interpersonal, communication, and presentation skills</li> <li>• Proficient in Microsoft Office applications, especially Excel; knowledge of SAP or other ERP systems will be an advantage</li> <li>• Ability to analyze Bills of Material (BOM) and identify cost or process improvements</li> <li>• Independent, proactive, and perform well under pressure in a fast-paced environment</li> <li>• A good team player with strong problem-solving skills and a positive work attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Friday: 8.30am to 5.30pm</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Manage the full spectrum of purchasing activities, including sourcing, RFQ, price negotiation, shipping arrangements, and delivery follow-up</li> <li>• Review and purchase materials, components, and equipment based on MRP requirements</li> <li>• Work closely with vendors to expedite materials and ensure alignment with production schedules</li> <li>• Collaborate with the supply chain team to support on-time delivery and customer satisfaction</li> <li>• Oversee inventory management and review stocking rules periodically as directed by management</li> <li>• Liaise with logistics partners for shipment arrangements, customs declarations, and tracking of delivery status</li> <li>• Drive supplier performance in quality, cost, delivery, and inventory management</li> <li>• Maintain accurate documentation of purchasing activities, including vendor setup, database updates, and submission of PO/DN/Invoices to Finance</li> <li>• Handle RMA / NCT returns and coordinate with suppliers for resolution</li> <li>• Support cost-reduction initiatives through effective sourcing and supplier management</li> <li>• Analyze Bill of Materials (BOM) to ensure accuracy and cost efficiency</li> <li>• Prepare and update weekly / monthly procurement reports in a timely manner</li> <li>• Prioritize and manage multiple tasks effectively to meet deadlines</li> <li>• Perform other ad hoc duties as assigned</li> </ul>	

<b>Job Position</b>	Debug Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Nitec and above qualification in engineering with at least 1 - 3 years of working experience in Server &amp; Rack manufacturing environment</li> <li>• Good team player</li> <li>• Ability to work with Peers and Superiors (at times with customers and HQ / factory)</li> <li>• SAP knowledge</li> <li>• Multi-task and work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• 12-hour shift</li> <li>• Day shift: 7am to 7pm</li> <li>• Night shift: 7pm to 7am</li> <li>• Will be required to work one (1) weekend</li> <li>• 4-3-3-4 work arrangement</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist engineer to carry out all test-related activities for server and Rack products for production</li> <li>• Support and implement PXE Server configuration for the products</li> <li>• Perform and maintain the Server &amp; Rack run-in test process</li> <li>• Perform and maintain the burn-in &amp; power test process</li> <li>• Test and analyze all failures in production products and work back with engineer on improvements</li> <li>• Participate in Kaizen activities</li> <li>• Update the test program master list &amp; tracking</li> <li>• Prepare and update Working Instruction</li> <li>• Provide training over W/I to production</li> <li>• Support the NPI Process</li> <li>• Support production on mass run</li> <li>• Participate in ISO activities (implementation &amp; maintain)</li> </ul>	
<b>Job Position</b>	IT Admin Assistant (1-year renewable contract)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma or above, with IT / Computer Engineering domain preferred</li> <li>• Minimum 1 year of experience</li> <li>• IT helpdesk experience for end user support and office administration preferred</li> <li>• IT savvy, bilingual (English &amp; Mandarin, to support Chinese end users)</li> <li>• Good attitude and characteristic; follow instructions, willing to learn and communication</li> <li>• 3 to 6 months contract (might be shorter or longer)</li> <li>• Immediately available or able join within short notice period</li> <li>• Training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Friday: 8.30am to 5.30pm</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide IT helpdesk support to internal users, including remote troubleshooting and assistance</li> <li>• Set up laptops and configure Active Directory (AD) profiles, manage system access for new staff onboarding</li> <li>• Manage user accounts – creation, modification, termination and access control</li> <li>• Track and manage IT assets, including inventory control, labelling, issuing of devices etc.</li> <li>• Support IT server room and infrastructure health checks</li> <li>• Troubleshoot computer and label printing issues, escalating major problems to IT teams</li> </ul>	

<b>Job Position</b>	IT Admin Assistant (1-year renewable contract)	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Perform routine permission reviews and document changes for compliance and audit readiness</li> <li>• Maintain IT security trackers, server room access logs, and non-compliance lists</li> <li>• Support security-related tasks, such as assisting with vulnerability scans, monitoring risk mitigation actions, and security action tracking</li> <li>• Monitor server backups and network status</li> <li>• Monitor ticketing system for manufacturing-related issues and provide support</li> <li>• Execute basic SQL queries (with guidance) to extract transaction data</li> <li>• Assist in root cause analysis and the identification of recurring IT issues</li> </ul>	

<b>Job Position</b>	IT Project Executive	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum 1 to 3 years' experience in gathering user requirements, performing analysis, drafting functional specs and implementing IT systems</li> <li>• Good communication and analytical skills</li> <li>• Diploma / Degree in Information Technology, Computer Science / Engineering or relevant</li> <li>• Familiar with any VB/.NET/C# programming skillset and understand project management fundamentals</li> <li>• Relevant experience in IT domain or manufacturing process background</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Friday: 8.30am to 5.30pm</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist IT Manager on IT project pipeline management and SDLC fulfilment; participate in IT project planning by factoring priority, difficulty, availability matrix</li> <li>• Review IT projects and change requests, maintain IT project master lists, periodic update and report project accomplishment, progress and status</li> <li>• Assign IT request reference, review business process flow changes, perform first level IT risk and dependencies evaluation and liaise with requestor and DevOps team</li> <li>• Support and deal with 42Q support team for new error types, knowledge transfer to IT support team and establish SOP for common 42Q issue handling</li> <li>• Convert customer and internal business requirements into functional specs and assist solution-related to various manufacturing and business systems</li> <li>• Report to business stakeholders for IT project and change management progress, contribute to IT solutioning and backup system development</li> <li>• Identify system gaps and dependencies by performing system analysis, assist to perform SIT and coordinate UAT with business owners, assure IT deliverables for quality</li> </ul>	

<b>Job Position</b>	IT Project Executive	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Coordinate with HQ SAP/B2B/GSCM/WMS, etc. IT team for issue root cause analysis, perform analysis, conduct testing and liaise them with business team</li> <li>• Work with support / development team for issue root cause analysis and bug fixes</li> </ul>	

<b>Job Position</b>	IT Support Engineer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Computer Science / Engineering, Information Technology or equivalent</li> <li>• Minimum 1 year of working experience in IT helpdesk experience with basic SQL skills</li> <li>• Good analytics and troubleshooting skills</li> <li>• Both a team player and independent contributor</li> <li>• Basic network and Wintel System Administration concept</li> <li>• Knowledge of manufacturing systems (MES, WMS) is a bonus</li> <li>• Communicate in Mandarin to Chinese stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Thursday to Saturday &amp; alternate Wednesdays, 7pm to 7am</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Fully support Ingrasys End users for daily IT helpdesk, end user support during the shift timing, remote assistance could be required from time to time</li> <li>• Monitor Ingrasys ticketing system for any SFC / WMS and manufacturing related system issue and support with given SOP and steps</li> <li>• Pull system transaction data that requires fundamental of SQL queries</li> <li>• Monitor network and server health, support tester and production network to run smoothly, escalate issue upon emergency, require basic knowledge of TCP / IP</li> <li>• Support Production label printing issue (Zebra / Sharp)</li> <li>• Conduct internal IT audits and training, ensure IT compliance within factory</li> <li>• Perform internal IT audit based on defined procedure and policies from time to time</li> <li>• Coordinate various onboarding and quitting processes</li> <li>• IT asset procurement paperwork, installation, configuration, support; license renewal; system / email account creation, revoking, perform buddy check and maintain proper records</li> <li>• Maintain and update internal Knowledge Base for common matters, feedback to SA / Development team for repeat issue occurrence and assist root cause analysis.</li> <li>• Handle and attend to system, applications faults, perform issue troubleshooting, and resolve hardware and software technical problems</li> <li>• Follow SOP to monitor and clear real-time reporting event backlogs</li> </ul>	

<b>Job Position</b>	Process Engineer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Relevant experience in a manufacturing environment</li> <li>• Some experience in equipment engineering</li> <li>• Strong ability to collaborate effectively with customers, HQ / factory, peers, subordinates, and superiors</li> <li>• Proven problem-solving skills with a proactive and analytical mindset</li> <li>• Ability to work independently with minimal supervision</li> <li>• Solid project management skills with the ability to manage multiple priorities</li> <li>• Keen attention to detail and a strong focus on accuracy and quality</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Friday: 8.30am to 5.30pm</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead and manage a team of Process Application Engineers and Technicians to drive all process-related functions, ensuring smooth and efficient production operations</li> <li>• Collaborate with internal departments to establish and optimize process operation flows aligned with customer requirements and business objectives</li> <li>• Oversee and maintain production work instructions (W/I), including SFC control processes and SAP process maintenance</li> <li>• Lead operations teams in the implementation of Engineering Change Orders (ECO), ensuring effective execution and minimal disruption</li> <li>• Champion process efficiency initiatives through continuous improvement projects, UPH (Units per Hour) monitoring, and Kaizen activities</li> <li>• Manage and update the Engineering Change (EC) master list, ensuring accurate documentation and timely tracking</li> <li>• Prepare, review, and update Work Instructions, ensuring compliance with operational standards</li> <li>• Deliver training sessions on Work Instructions to production teams to build competency and adherence</li> <li>• Support New Product Introduction (NPI) activities, ensuring seamless process integration into production</li> <li>• Provide hands-on support during mass production runs to resolve issues and maintain output quality</li> <li>• Participate actively in ISO-related activities, ensuring effective implementation, compliance, and ongoing maintenance</li> </ul>	

<b>Job Position</b>	Process Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Nitec and above qualification in engineering with at least 1-3 years of working experience in process</li> <li>• Good team player</li> <li>• Work with peers, engineers, and superiors</li> <li>• Multi-task and work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• 12-hour shift</li> <li>• Day shift: 7am to 7pm</li> <li>• Night shift: 7pm to 7am</li> <li>• Will be required to work one (1) weekend</li> <li>• 4-3-3-4 work arrangement</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist engineers to work on all process related functions to ensure efficient production</li> <li>• Assist in creating a proper process operation flow as per customer &amp; business requirement</li> <li>• Ensure production work instruction is properly maintained, including SFC control process and SAP maintain process</li> <li>• Participate in Kaizen activities</li> <li>• Provide training and overwork instruction for production</li> <li>• Support the NPI Process and production on mass run</li> <li>• Participate in ISO activities (implementation and maintenance)</li> </ul>	
<b>Job Position</b>	Product Handler	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Stand for long hours</li> <li>• Carry up to 30kg</li> <li>• Work in cold environment</li> </ul>	<ul style="list-style-type: none"> <li>• Can be day or night shift</li> <li>• Day shift: 7am to 7pm</li> <li>• Night shift: 7pm to 7am</li> <li>• Will be required to work one (1) weekend</li> <li>• 4-3-3-4 work arrangement</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Receive, transferring and dispatching of parts / materials</li> <li>• Examine incoming parts / materials for damage / shortages and take necessary action</li> <li>• Report any errors or faults of products / goods to superiors</li> <li>• Assemble the products to the required specifications and standards</li> <li>• Other related tasks when required</li> </ul>	
<b>Job Position</b>	System Analyst	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Information Technology, Computer Science or relevant</li> <li>• Minimum 1 to 3 years of experience in gathering user requirements, performing analysis, drafting functional specs and implementing IT systems</li> <li>• Familiar with any SQL and RDBMS scripts</li> <li>• Understand common development frameworks e.g. Java / .NET concepts</li> <li>• Understand each stage of SDLC</li> <li>• Basic coding skill is highly preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Friday: 8.30am to 5.30pm</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>

<b>Job Position</b>	System Analyst	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Relevant experience in IT domain or manufacturing process background</li> </ul>	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Familiar with manufacturing processes domain and/or experienced with IT project implementation (MES / Shopfloor system)</li> <li>• Responsible for various shopfloor and NPI project IT implementation</li> <li>• Participate in various NPI project regular meetings with internal stakeholders and external customers to take care of IT portion</li> <li>• Coordinate with internal business users for requirement evaluation, converting customer and internal business requirements into IT functional spec</li> <li>• Coordinate with corresponding BG IT window for project work review and issue feedback</li> <li>• Co-work with IT DevOps team for project dependencies and define test cases, identify logic bugs and/or perform root cause analysis</li> <li>• Co-work with IT Infra and Security team for project setup and implementation tasks that related to network, server and IoT devices provisioning</li> <li>• Co-work with IT PMO executive to keep track of system enhancement and change progress</li> <li>• Co-work with IT support team to identify system and functional gaps, as well as IT areas of improvements</li> <li>• Assist quality control and conduct various UAT</li> </ul>	

<b>Job Position</b>	Test Engineer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Electrical, Mechatronic, Mechanical Engineering, Mechatronics or Robotics</li> <li>• 3 years of experience as a Test Engineer in electrical manufacturing company</li> <li>• Strong ability to work effectively with customers HQ / factory teams, peers, subordinates, and supervisors</li> <li>• Proficiency in SAP and Linux systems</li> <li>• Strong multi-tasking abilities and abilities to perform under pressure</li> <li>• Solid understanding of testing methods, processes, and best practices</li> <li>• Knowledge of programming and debugging techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Friday: 8.30am to 5.30pm</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead a team of Associate Engineers and Technicians in executing all test-related activities for Server &amp; Rack products during production</li> <li>• Support and implement PXE Server configuration for products</li> <li>• Perform and maintain Server &amp; Rack run-in testing processes</li> <li>• Conduct and oversee burn-in and power testing processes</li> <li>• Liaise with customers, headquarters, and factory teams for test program implementation, updates, and maintenance</li> <li>• Analyze product failures in production and collaborate with stakeholders to drive improvements</li> <li>• Participate in Kaizen and continuous improvement activities</li> <li>• Maintain and update the Test Program Master List and associated tracking tools</li> </ul>	

<b>Job Position</b>	Test Engineer	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Prepare, update, and maintain Working Instructions (W/I) for test procedures</li> <li>• Provide training to production teams based on W/I</li> <li>• Support the New Product Introduction (NPI) process</li> <li>• Assist production teams during mass production runs</li> <li>• Participate in ISO compliance activities, including implementation and maintenance</li> </ul>	

<b>Job Position</b>	Test Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Nitec and above qualifications in engineering with at least 1-3 years of working experience in testing and debug environment</li> <li>• Good team player</li> <li>• Ability to work with peers, engineers, and superiors</li> <li>• Multi-task and work under pressure</li> <li>• Perform shift work</li> <li>• Good understanding of test methods and concepts</li> <li>• Must have knowledge of programming and debugging skills</li> </ul>	<ul style="list-style-type: none"> <li>• 12-hour shift</li> <li>• Day shift: 7am to 7pm</li> <li>• Night shift: 7pm to 7am</li> <li>• Will be required to work one (1) weekend</li> <li>• 4-3-3-4 work arrangement</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist engineers to carry out all test-related activities</li> <li>• Support and implement different product configuration setup</li> <li>• Test, analyze and perform troubleshooting on product failures and work closely with process and test engineers on yield improvement</li> <li>• Participate in the Kaizen activities</li> <li>• Update test tracking records</li> <li>• Prepare and update Working Instructions</li> <li>• Provide training on W/I to New Hiring</li> <li>• Support the NPI Process and production runs</li> <li>• Participate in ISO activities (implementation &amp; maintain)</li> </ul>	

<b>Job Position</b>	Warehouse Assistant	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Must have warehouse experience</li> <li>• Work in cold environment</li> </ul>	<ul style="list-style-type: none"> <li>• 12-hour shift</li> <li>• Day shift: 7am to 7pm</li> <li>• Night shift: 7pm to 7am</li> <li>• Will be required to work one (1) weekend</li> <li>• 4-3-3-4 work arrangement</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Report to the Store supervisor and take responsibility to ensure assignments are completed</li> <li>• Arrangements for incoming materials and outgoing finished goods</li> <li>• Ensure 5S in the store and update all stock cards</li> <li>• Ensure kitting accuracy to support production</li> <li>• Assist in the delivery of FG and ensure documentation is inspected before shipment</li> <li>• Assist stock count and ensure discrepancy is reported</li> </ul>	

<b>Job Position</b>	Weekday Planner	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Strong analytical skills with the ability to interpret data and provide actionable insights</li> <li>• Proficient in Microsoft Excel; knowledge of SAP/MRP systems is an added advantage</li> <li>• Excellent interpersonal, communication, and presentation skills</li> <li>• Independent, proactive, and resourceful, with the ability to work under pressure in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Friday: 8.30am to 5.30pm</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Serve as the primary liaison for assigned customer accounts, managing all matters related to planning, delivery, and supply chain performance</li> <li>• Handle customer inquiries with professionalism, providing timely resolutions to ensure high levels of customer satisfaction</li> <li>• Provide customers with regular and ad-hoc reports on production schedules, delivery timelines, and order status to ensure transparency and trust</li> <li>• Monitor and analyze supply chain performance metrics, supporting root cause analysis for any missed targets and driving corrective actions</li> <li>• Collaborate with internal teams to ensure production schedules are aligned with customer delivery requirements</li> <li>• Actively participate in continuous improvement initiatives to enhance planning accuracy, process efficiency, and overall supply chain effectiveness</li> </ul>	

<b>Job Position</b>	Weekend Planner	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Strong analytical skills with the ability to interpret data and provide actionable insights</li> <li>• Proficient in Microsoft Excel; knowledge of SAP/MRP systems is an added advantage</li> <li>• Excellent interpersonal, communication, and presentation skills</li> <li>• Independent, proactive, and resourceful, with the ability to work under pressure in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Vacancy 1: 7am – 3pm (Wednesday – Friday: in office, Saturday – Sunday: work-from-home)</li> <li>• Vacancy 2: 3pm – 11pm (Wednesday – Sunday)</li> <li>• Vacancy 1: Wednesday – Friday: Work in office, Saturday &amp; Sunday work from home (work in office if needed)</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Serve as the primary liaison for assigned customer accounts, managing all matters related to planning, delivery, and supply chain performance</li> <li>• Handle customer inquiries with professionalism, providing timely resolutions to ensure high levels of customer satisfaction</li> <li>• Provide customers with regular and ad-hoc reports on production schedules, delivery timelines, and order status to ensure transparency and trust</li> <li>• Monitor and analyze supply chain performance metrics, supporting root cause analysis for any missed targets and driving corrective actions</li> <li>• Collaborate with internal teams to ensure production schedules are aligned with customer delivery requirements</li> </ul>	

Job Position	Weekend Planner	Working hours / Location (s)
	<ul style="list-style-type: none"> <li>• Participate actively in continuous improvement initiatives to enhance planning accuracy, process efficiency, and overall supply chain effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Vacancy 2: Wednesday – Sunday, 3pm – 11pm (Work from home) (may require working in office if needed)</li> <li>• While working from home is allowed, attendance at the office will be required when necessary</li> <li>• 6 Tampines industrial Avenue 5</li> </ul>

## 8. Katoen Natie Singapore

With a rich company history spanning over 160 years, the Katoen Natie Group brings innovation to the fore with a wide range of unique solutions for the chemical industry in a global network of 68 terminals, including our Singapore Jurong Logistics Terminal.

Job Position	Assistant Engineer	Working hours / Location (s)
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Electrical &amp; Electronic Engineering or Mechatronics Engineering</li> <li>• Minimum 3 years' relevant experience in automation systems</li> <li>• General knowledge of AC drives and electrical motors, pneumatic cylinders and roller / chain conveyors</li> <li>• Ability to utilize, debug and modify existing PLC programs</li> <li>• Knowledge of PLC and electrical systems</li> <li>• Perform 12-hour rotating shift and placed on standby duties if required</li> <li>• Ability to read and use Electrical Single Line Diagram</li> <li>• Ability to work with low voltage DB on lighting and auxiliary equipment</li> </ul>	<ul style="list-style-type: none"> <li>• 4-day work week</li> <li>• Rotating shift</li> <li>• 8am to 8pm / 8pm to 8am</li> <li>• 1 Banyan Place</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Carry out preventive maintenance and corrective repair works on packaging / conveying equipment / facilities / electrical system on Material Handling Equipment / other duties as assigned</li> <li>• Carry out mechanical preventive maintenance works on packaging equipment / facilities and other duties as assigned</li> <li>• Troubleshoot and rectify electrical, mechanical, pneumatic and hydraulic system faults on equipment</li> <li>• Prompt attendance of breakdown repair and recovery of operational equipment</li> <li>• Analyze and reduce equipment downtime through Predictive Maintenance</li> <li>• Use CMMS to analyze parts failures effectively</li> <li>• Planning of Shutdown maintenance</li> <li>• Lead a team of maintenance technicians</li> <li>• Liaise with Vendors on fabrications works</li> <li>• Determine equipment critical spares inventory</li> <li>• Lead and report on commissioning of new equipment</li> <li>• Documentation of works carried out on equipment via works orders, organize and report to superior on work daily</li> <li>• Prepare reports for management presentation</li> <li>• Procure parts from service vendors</li> <li>• Ad-hoc duties as assigned</li> <li>• Ability to access risk and hazards for jobs</li> <li>• Compliance with Safety and Quality standards</li> <li>• Lead the team on Root Cause Analysis</li> <li>• Collaboration with Operational Team on Failure Analysis</li> <li>• Lead continuous improvement projects / Operation Excellence</li> <li>• Coach and guide new technicians technically</li> </ul>	

<b>Job Position</b>	Assistant Manager, Technical	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Degree in Mechanical or Electrical / Electronic Engineering or relevant Engineering</li> <li>• About 5 years’ managerial experience in logistics (Technical) and/or manufacturing background is required for this position</li> <li>• Strong ability to interact with all levels in the organization inclusive of customers, contractors and vendors</li> <li>• Possess an established network of vendors and contractors and proven ability to manage them</li> <li>• Good analytical ability and sound working equipment knowledge</li> <li>• Ability to articulate challenges on the shop floor and make decisive, safety-first decisions</li> <li>• Cost savings track record: Demonstrate success in reducing maintenance spend</li> <li>• Excellent management and communication skills</li> <li>• Possess a valid class 3 driving license is preferable</li> <li>• Challenge status quo with logical reasoning to make positive improvement</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5:45pm</li> <li>• 1 Banyan Place</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for the troubleshooting, repairs and preventive / predictive maintenance of equipment to optimize cost efficiency of the bagging and warehousing operations in the Company</li> <li>• Responsible for the proper building maintenance / facilities of Company's premises, where we are accountable</li> <li>• Ensure that all equipment / facilities meet statutory requirements, where required</li> <li>• Interface and collaborate with customers in weekly meetings to identify and execute maintenance costs</li> <li>• Drive reliability centered maintenance program to enhance equipment uptime, MTBF and lifecycle</li> <li>• Lead Root Cause Failure Analysis (RCFA) for breakdowns and implement corrective actions to minimize downtime</li> <li>• Management of and optimization of services by vendors and contractors</li> <li>• Oversee and execute spare part optimization and inventory management</li> <li>• Accountable for the overall Technical KPIs</li> </ul>	

Job Position	HSSEQ Executive	Working hours / Location (s)
<b>Pre - Requisites</b>	<p>The right candidate should be one who enjoys and thrives in a challenging fast-paced work environment, <u>possessing the following</u>:</p> <ul style="list-style-type: none"> <li>• At least 2 years of working experience (prefer manufacturing, warehousing &amp; logistic industry)</li> <li>• Minimum of 1 year working experience on Jurong Island.</li> <li>• Work on Jurong Island</li> <li>• Excellent interpersonal skills with a strong operational background and a keen eye for details</li> <li>• Ability to work at height and climb cat ladders.</li> <li>• Proficiency in MS office applications and other in-house software.</li> <li>• Good interpersonal skills</li> <li>• Positive working attitude</li> </ul> <p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• Certificate in Advanced Certificate in WSH Level B and/or any relevant Safety Certificates.</li> <li>• Attended the WSH Coordinator Refresher Course</li> <li>• Confine Space Assessor Certificate will be an advantage</li> <li>• ISO 9001, 14001, 45001 Internal Auditor Trained will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5:45pm</li> <li>• 1 Banyan Place</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the establishment, upkeep of Workplace Safety and Health documentation and records in accordance with Workplace Safety and Health Legislation</li> <li>• Review method statements and risk assessment (if required) in accordance with Workplace Safety and Health Act and Subsidiary legislation</li> <li>• Inspect and audit workplace to ensure compliance with Workplace Safety and Health legislation, company safety management system and client's requirements</li> <li>• Carry out daily inspections to identify any unsafe conditions and unsafe work practice which is carried out in the workplace</li> <li>• Assist, recommend and support in implementing reasonably practicable measures to remedy the unsafe condition and unsafe work practice</li> <li>• Conduct and generate reports for HSSEQ internal &amp; external audits, client assessments, authority assessments, table-top exercises, emergency drills, security drills</li> <li>• Close follow up to complete safety actions</li> <li>• Liaise with vendors and contractors to maintain emergency and fire safety equipment</li> <li>• Perform monthly fire alarm testing</li> <li>• Planning, Developing and Delivering of HSSEQ training for staff, visitors, contractors and hauliers</li> <li>• Respond to Non-conformities, Near Misses and Incidents to provide support to Operations, CERT Team and other departments.</li> <li>• Investigate and provide recommendations to address root causes of the non-conformities, near misses and incidents</li> <li>• Follow up and provide support to close incident actions promptly</li> </ul>	

<b>Job Position</b>	HSSEQ Executive	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Responsible for Site Security and managing Security Agency providing 24-hour site security services</li> <li>• Duties as assigned by superiors</li> <li>• Cover duties upon absence of team members</li> </ul>	

<b>Job Position</b>	Inventory Coordinator	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• GCE A level and above</li> <li>• Minimum 2 years' experience in managing inventory</li> <li>• Accurate and meticulous with attention to details</li> <li>• work independently with little instruction on routine work</li> <li>• Communicate effectively on all levels</li> <li>• Basic Excel skills required</li> <li>• Knowledge of SAP preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5:45pm</li> <li>• 1 Banyan Place</li> </ul>
<b>Key Responsibilities</b>	<p><b><u>Manage the day-to-day inventory in the Warehouse:</u></b></p> <ul style="list-style-type: none"> <li>• Receive products from the Bagging terminals and inventory reconciliation</li> <li>• Liaise with the Bagging terminals for any discrepancies</li> <li>• Production write-on and updating stock quantity in SAP</li> <li>• Managing movement of inventory in WMS</li> <li>• Daily Inventory reporting</li> <li>• Flag forms and ad hoc activities</li> <li>• Keep track and reconciliation of Flag forms</li> <li>• Update manpower and resources used for the Flag forms</li> <li>• Follow up with closure and response to Customer</li> <li>• Update and submit monthly reports</li> <li>• Liaise and coordinate with the various Supervisors for manpower and resources</li> </ul> <p>*Overtime required especially during month end and Annual Stock Take.</p>	

<b>Job Position</b>	Operations Executive	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma and above in Logistics Management or equivalent</li> <li>• 3 to 5 years' experience in warehouse / bagging operations</li> <li>• Experience in managing warehouse / logistics operations such as inventory management, material reconciliation, etc.</li> <li>• Strong in managing teams and excellent manpower deployment &amp; optimization skills</li> <li>• Excellent supervisory and interpersonal skills are a must</li> <li>• IT savviness is expected with good working knowledge in MS Excel</li> <li>• Problem solving and analytical skills are necessary</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am to 5:45pm</li> <li>• 1 Banyan Place</li> </ul>

<b>Job Position</b>	Operations Executive	<b>Working hours / Location (s)</b>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise warehouse operations, including deployment of operators and equipment, inventory management and reporting function</li> <li>• Manage daily operations and ad hoc requests and requirements from customers</li> <li>• Month end stock take and reconciliation of inventory</li> <li>• Lead, develop and supervise a team of workers to support the activities of the company</li> <li>• Ensure strict adherence to workplace safety and health requirements</li> <li>• Look for and work on continuous improvement of productivity</li> </ul>	
<b>Job Position</b>	Operations Trainee	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Nitec / Higher Nitec in Logistics &amp; Supply Chain Management</li> <li>• Handle products weighing up to 25kg</li> <li>• Preferably holds a valid forklift license</li> <li>• Work 12-hour rotating shifts</li> <li>• Perform duties in hot and humid conditions</li> <li>• Suitable candidates may be considered for the Work-Study Diploma in Logistics &amp; Supply Chain (Intake 2026)</li> </ul>	<ul style="list-style-type: none"> <li>• 4-day work week</li> <li>• Rotating shift</li> <li>• 8am to 8pm / 8pm to 8am</li> <li>• Working location is at Jurong Island (Company transportation is provided)</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in the setup, monitoring, and basic maintenance of baggy machinery and equipment</li> <li>• Ensure accurate labeling, weighing, and packaging of products</li> <li>• Conduct quality checks to uphold product standards</li> <li>• Support inbound and outbound logistics, including loading / unloading, inventory tracking, and documentation</li> <li>• Coordinate with warehouse and transport teams to ensure timely dispatch and delivery</li> <li>• Maintain accurate records of bagged goods, stock levels, and movement logs</li> <li>• Adhere to safety protocols and maintain a clean, organized work environment</li> </ul>	

## 9. Siltronic Singapore

Siltronic AG is one of the world's leading producers of hyperpure silicon wafers and has been a partner to many major semiconductor manufacturers for decades. As one of the leading wafer manufacturers, Siltronic is globally oriented and operates production facilities in Asia, Europe and the USA. Silicon wafers are the foundation of the modern semiconductor industry and the basis for chips in all electronic applications - from computers and smartphones to electric cars and wind turbines. The international company is highly customer-oriented and focused on quality, precision, innovation and growth. Siltronic AG employs around 4,100 people internationally.

<b>Job Position</b>	Engineering Assistant / Technician (Equipment)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Higher Nitec / Nitec in Mechanical / Electrical / Electronics / Mechatronics Engineering or equivalent fields</li> <li>• Knowledge of Programmable Logic Control (PLC) is an advantage</li> <li>• Perform 12-hour rotating day and night shift</li> </ul>	<ul style="list-style-type: none"> <li>• 12-hour rotating shift:</li> <li>• Day: 8am to 8pm</li> <li>• Night: 8pm to 8am</li> <li>• 10 Tampines Industrial Ave 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform troubleshooting and repair of equipment related failure to minimize downtime</li> <li>• Schedule and perform periodic equipment preventive maintenance</li> <li>• Work with Engineers to troubleshoot process related issues relating to equipment failure</li> <li>• Perform housekeeping and conformance to safety and cleanroom protocols</li> </ul>	
<b>Job Position</b>	Engineering Assistant / Technician (Facilities, Chemical)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Nitec / Higher Nitec</li> <li>• At least 3 years' experience in handling Chemical systems</li> <li>• Familiar with Chemical safety and Quality Standards (e.g. ISO/TS16949) and ISO 14000 / OSHAS 18000 requirements</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:30pm</li> <li>• 10 Tampines Industrial Ave 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operate and maintain high purity chemical and slurry systems</li> <li>• Carry out preventive and repair maintenance, troubleshooting on electrical and/or mechanical components to support daily operations</li> <li>• Do drum and pump change with qualification</li> <li>• Do component replacement and pump servicing</li> </ul>	
<b>Job Position</b>	Engineering Assistant / Technician (Lab)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma in Physics, Material Science, or equivalent Engineering field</li> <li>• Preferably with 2 years working experience in laboratory or other designations in semiconductor industry</li> <li>• Candidates with no experience are welcome to apply</li> <li>• Reasonably proficient with Microsoft Office (Words, Excel)</li> <li>• Experience handling SEM/EDX and SRP is a plus</li> <li>• Support overtime or shift work as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 12-hour rotating shift:</li> <li>• Day: 8am to 8pm</li> <li>• Night: 8pm to 8am</li> <li>• 15 working days in a month</li> <li>• 10 Tampines Industrial Ave 5</li> </ul>

<b>Job Position</b>	Engineering Assistant / Technician (Lab)	<b>Working hours / Location (s)</b>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operate laboratory equipment for Product Failure Analysis, Physical Characterization, and Quality Control</li> <li>• Ensure the quality of laboratory tools by SPC monitoring and IMTE calibration</li> <li>• Follow laboratory procedures and cleanroom protocol</li> <li>• Support to fulfill measurements cycle time and perform calibration in a timely manner</li> <li>• Operate laboratory equipment based on SOP</li> <li>• Maintain good housekeeping</li> <li>• Participate in special projects as assigned by supervisors</li> </ul>	

<b>Job Position</b>	Engineering Assistant / Technician (Technology)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Candidate must possess a Diploma in Engineering or Science</li> <li>• No experience will be considered</li> </ul>	<ul style="list-style-type: none"> <li>• 12-hour permanent shift:</li> <li>• Day: 8am to 8pm</li> <li>• Night: 8pm to 8am</li> <li>• 10 Tampines Industrial Ave 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor critical product parameters and ensure good product quality and yield</li> <li>• Analyze daily product capability and provide early preventive / containment actions in case of in-process excursion</li> <li>• In-process yield reporting and loss analysis</li> <li>• Review and perform materials disposition on final product</li> <li>• Timely detection and feedback on abnormal losses or defect</li> <li>• Work with cross-functional departments to ensure smooth in-process operation</li> </ul>	

<b>Job Position</b>	Equipment Engineer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor of Electrical / Electronics / Mechanical / Mechatronic Engineering</li> <li>• Diploma in Engineering with at least 3 years of equipment maintenance experience will be considered</li> <li>• At least 2 years' experience in Semiconductor Industry</li> <li>• Willing to commit overtime when required</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:30pm</li> <li>• 10 Tampines Industrial Ave 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform equipment installation, tool improvement activities, maintenance, alarm compilation of equipment</li> <li>• Perform repair, troubleshooting of equipment to minimize downtime</li> <li>• Identify equipment failures, pareto of issues and weak point analysis for improvement</li> <li>• Drive continuous improvement program, cost reduction, yield and OEE improvement</li> <li>• Generate technical reports of the equipment</li> </ul>	

<b>Job Position</b>	Manufacturing Engineer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Engineering / Science / Production / IT</li> <li>• Preferably experienced in high-tech, high-vol manufacturing environment</li> <li>• Good leadership and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• 12-hour permanent shift:</li> <li>• Day: 8am to 8pm</li> <li>• Night: 8pm to 8am</li> <li>• 10 Tampines Industrial Ave 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead a team of line leaders and operators to meet daily production output, quality, productivity and yield</li> <li>• Conduct daily pass-down meetings and escalate line issues if any</li> <li>• Oversee manpower / overtime and consumables planning</li> <li>• Ensure manufacturing and safety procedures are being followed</li> <li>• Conduct training / coaching to leaders and operators to improve performance</li> <li>• Implement ideas and improvement activities to prevent human errors</li> <li>• Ensure good discipline and housekeeping in the line</li> <li>• Coordinate with other departments to support projects, evaluations and preventive maintenance activities in the fab</li> </ul>	
<b>Job Position</b>	Process Engineer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Degree in Engineering or Science</li> <li>• Knowledge of quality management systems, data analysis, Design of Experiments (DOE) and statistical process control (SPC)</li> <li>• Proficient in statistical software like JMP, visual basic, database and queries will be an added advantage</li> <li>• Self-motivated and able to work well in a team</li> <li>• Good analytical and communication skills</li> <li>• Possess willingness and curiosity to learn</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am - 5:30pm</li> <li>• 10 Tampines Industrial Ave 5</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage wafer manufacturing process in achieving quality, yield, quality and production targets</li> <li>• Collaborate with Technology counterparts globally on process alignment and qualification of new processes, suppliers and consumables if needed</li> <li>• Work with cross-functional teams on process capability improvement and yield enhancement projects</li> <li>• Coordinate troubleshooting of process issues and yield losses</li> <li>• Drive for continuous process improvement and permanent solutions to resolve chronic process and quality issues</li> <li>• Develop best practices, routine and innovative solutions for continuous improvement</li> <li>• Perform Statistical data analysis for process improvement and interpretation of data</li> <li>• Apply problem solving methods (8D, Fishbone, DOE etc.) and risk analysis (like FMEA)</li> </ul>	

## 10. Singapore Aero Engine Services (SAESL)

Singapore Aero Engine Services Pte Ltd (SAESL) is the leading Rolls-Royce Trent engine maintenance, repair and overhaul (MRO) facility since 2001. A market leader for both engine overhaul and component repair services.

<b>Job Position</b>	Operator / Expeditor	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Secondary 2 and above</li> <li>• Minimum 1 year working experience, preferably in an aerospace environment</li> <li>• Able to read and communicate in English</li> </ul>	<ul style="list-style-type: none"> <li>• Shift working hours</li> <li>• 10 Calshot Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Operators will work within Component Repair area to locate and move parts to various work centers</li> <li>• Load and unload parts onto racks to maximize space usage</li> <li>• Use push and pull theory for parts to meet Component Repair Turnaround Time</li> <li>• Operate electric and non-electric pallet jack as well as electronic stacker to load and move parts</li> <li>• Able to walk for long hours</li> <li>• Perform any other duties assigned by supervisor</li> <li>• Able to work shift</li> </ul>	

<b>Job Position</b>	Trainee Technician	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• NITEC / Higher NITEC / Diploma in Engineering (e.g. Aeronautical / Avionics / Mechanical / Mechatronics / Manufacturing / Electrical / Precision)</li> <li>• Completed or exempted from full-time National Service</li> <li>• Required to work on rotating shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Shift working hours</li> <li>• 10 Calshot Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• The program involves a fully-sponsored training program with an allowance of S\$1,800 – S\$1,900 per month over the one-year training period</li> <li>• The program encompasses initial company familiarization, classroom training and on-the-job training</li> <li>• The initial familiarization in SAESL provides an insight to the working environment prior to attending classroom training</li> <li>• The three-month classroom training, consisting of theory and practical sessions, will be conducted and assessed by an external training academy</li> <li>• The nine-month on-the-job training in SAESL provides the opportunity to learn and work on the renowned Rolls-Royce Trent Engines</li> <li>• Upon completion of the training, the qualified aircraft engine technician will serve a two-year bond with SAESL</li> </ul>	

## 11. Singapore Aero Support Services (SASS)

Singapore Aero Support Services Pte Ltd (SASS) is a leading aviation company that specializes in cabin and line maintenance services and is a wholly owned subsidiary of SIA Engineering.

<b>Job Position</b>	Aircraft Cabin Cleaner	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Primary school education with cleaning experience</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct cleaning work inside the Aircraft Cabin</li> <li>• Passenger seats, attendant seats cleaning</li> <li>• Lavatories cleaning</li> <li>• Gally cleaning</li> <li>• Ceiling panels, Sidewall panels, dado panels cleaning</li> <li>• Cabin doors cleaning</li> <li>• Carpet cleaning</li> </ul>	

<b>Job Position</b>	Assignment Officer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma / NITEC in Aviation / Airport Operations or equivalent</li> <li>• Comfortable with shift work arrangements</li> <li>• Possess good communication skills</li> <li>• Good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assign crew for water and lavatory servicing for arriving / departing flights and closely monitor if the crew had carried out the required servicing</li> <li>• Assign GS crew for ground equipment support for aircraft when there is a request</li> <li>• Monitor flight changes, callbacks, text messages, radio communications and telephone calls for services and inform the operators accordingly</li> <li>• Update all ground equipment status and report all defective equipment to supervisor</li> <li>• Assist duty Supervisor to update on delays and any operational issue</li> <li>• Any other duties assigned by team leaders and superiors</li> </ul>	

<b>Job Position</b>	Cabin Technician / Trainee	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Must have an educational background in aviation, or NITEC / Higher NITEC, preferably in an Engineering discipline</li> <li>• At least 2 years of working experience in the aviation industry, excluding OJT</li> <li>• Able to perform tasks in high-noise areas and at great heights</li> <li>• Able to work in a warm and humid environment.</li> <li>• Able to communicate effectively verbally in writing in standard English</li> <li>• Able to work rotating shifts, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>

Job Position	Cabin Technician / Trainee	Working hours / Location (s)
	<ul style="list-style-type: none"> <li>• Welcome aircraft technician, who has experience in performing maintenance, repair and overhaul of aircraft in <b><u>one of the following trades:</u></b></li> <li>• Mechanical (B1)</li> <li>• Avionics (B2)</li> <li>• Sheetmetal</li> <li>• Cabin</li> </ul>	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Able to inspect and repair passenger seats, galleys, and lavatories and maintain aircraft conditions</li> <li>• Possess comprehensive knowledge of aircraft operations and activities and facility maintenance</li> <li>• Install cabin interior components into commercial aircraft, including seat tracks, overhead bins, galleys, side panels, bulkheads, etc.</li> <li>• Perform functional and aesthetic inspection of aircraft cabin interiors</li> <li>• Document any defects, perform troubleshooting and carry out rectification</li> <li>• Support cabin modification, retrofitting and component repair tasks</li> <li>• Maintain the quality of the aircraft interiors on the operated fleet</li> <li>• Performs such other duties as assigned to him by his superiors</li> </ul>	

Job Position	Control Room Officer	Working hours / Location (s)
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• NITEC / Higher NITEC, preferably in an Engineering discipline</li> <li>• Must be proficient in Microsoft Excel, Word, and Outlook</li> <li>• Able to communicate effectively verbally in writing in standard English</li> <li>• Able to work rotating shifts, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor and update any changes to the daily flight schedules and send details to respective parties</li> <li>• Assist in coordinating aircraft ground time for related maintenance tasks</li> <li>• Respond to and monitor telephone service for on-call maintenance requests</li> <li>• Read telex and action accordingly</li> <li>• Documentation of activity log</li> <li>• Perform other duties as assigned to him by the shift supervisor</li> </ul>	

<b>Job Position</b>	Ground Equipment Operator (GEO)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Nitec / Diploma in Engineering or equivalent</li> <li>• 1-3 years of relevant working experience in aviation or related industries</li> <li>• Possess LTA Class 3 driving license</li> <li>• Able to perform 12 hours rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform water and lavatory servicing to all types of aircraft</li> <li>• Provide and operate full ground support equipment such as ground power units, air-start, air conditioning units and Brake Cooling Unit</li> <li>• Operate conventionally and Towbarless Airtug / Ground Power Towing for Pushback and Towing on all types of aircraft</li> <li>• Perform Equipment preventative, routine inspection and towbar count</li> <li>• Carry out other duties associated with aircraft water/lavatory systems and full ground support equipment</li> <li>• Any other duties as assigned by the supervisor</li> </ul>	

<b>Job Position</b>	Ground Support Equipment (GSE) Mechanic	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Professional Certificate / NITEC in Engineering (Mechanical / Automotive) or equivalent</li> <li>• Minimum 2 years of working experience on repair of mechanical and/or hydraulic equipment</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days per week</li> <li>• 8am to 5.30pm</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Carry out daily bay sweep check and any replacement required</li> <li>• Repair of non-motorized equipment such as maintenance steps, hydraulic carts, nitrogen carts, aircraft tow bar etc.</li> <li>• Perform preventive and corrective maintenance in accordance with approved documents</li> <li>• Ensure proper and accurate details filled up and signed off on job card and task sheets upon completion of work</li> <li>• Ensure equipment is in working / serviceable condition before releasing to user</li> <li>• Able to read and understand OEM manuals and repair / maintenance instruction</li> <li>• Any other duties as assigned by the supervisor</li> </ul>	

<b>Job Position</b>	Kitter	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum 'O' Level with 1 - 2-year experience in warehouse / logistic field</li> <li>• Experience in aviation will be preferred</li> <li>• Knowledge in SAP will be advantageous</li> <li>• Basic Knowledge in MS office is required</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days per week</li> <li>• 8am to 5.30pm</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Verify physical part number, serial number, and quantity against the picking slip</li> <li>• Kit and pack aircraft spares and components prior to aircraft checks</li> </ul>	

<b>Job Position</b>	Kitter	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Updating of aircraft preload list for spares and component received.</li> <li>• Delivery of spares and components to planners</li> <li>• Perform any other duties assigned by supervisor</li> </ul>	

<b>Job Position</b>	Kitting Inspector	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Nitec in Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days per week</li> <li>• 8am to 5.30pm</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Inspect all incoming aircraft components prior to kit for aircraft checks</li> <li>• Report discrepancies</li> <li>• Conduct physical and documentation verification inspection of aircraft components</li> <li>• Update aircraft pre-check kitting list before releasing components to engineers</li> <li>• Respond to engineer's queries regarding component serviceability before release to kit</li> </ul>	

<b>Job Position</b>	Planner	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Aviation / Aerospace Engineering with preferably 2-year experience, but candidates without experience are welcome to apply</li> <li>• Must be proficient in Microsoft Excel, Word, and Outlook</li> <li>• Able to communicate effectively verbally in writing in standard English</li> <li>• Able to work rotating shifts, including weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate and expedite the flow of work and spares within or between departments of an establishment according to aircraft schedule</li> <li>• Support technical crew and liaise with specialized staff in various departments to ensure smooth and timely completion of planned tasks</li> </ul>	

<b>Job Position</b>	Planning Coordinator	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Higher Nitec in Aerospace Engineering or Equivalent</li> <li>• Good communication in written and spoken in English</li> <li>• Able to work in dynamic and fast-moving environment</li> <li>• SAP experience preferred</li> <li>• Must be able to perform shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist in checking aircraft components and consumables availability</li> <li>• Update on spares ordered and trigger for collection and delivery to the required locations</li> </ul>	

<b>Job Position</b>	Planning Coordinator	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Coordinate and ensure timely collection and delivery and prioritize based on level of critical</li> <li>• To generate reports on all orders, collection and delivery status</li> </ul>	

<b>Job Position</b>	Premium Cabin Service (PCS) Groomer (Cleaning)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Any discipline with or without experience in cleaning</li> <li>• Able to work in a warm and humid environment</li> <li>• Able to understand and communicate in simple English</li> <li>• Able to work rotating shifts, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct cleaning work in the aircraft cabin</li> <li>• Perform seats, leather, carpet cleaning and conditioning and repair as required</li> <li>• Perform leather ink mark touch-up</li> <li>• Perform aircraft lavatory cleaning</li> <li>• Carpet shampooing and spot cleaning</li> <li>• Any other duties assigned by the supervisor</li> </ul>	

<b>Job Position</b>	Ramp Specialist	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Professional Certificate / Nitec</li> <li>• At least 1 year of working experience in aviation or related industries</li> <li>• Comfortable with shift work arrangement</li> <li>• Candidate with LTA Class 3 driving license will be an added advantage</li> <li>• Candidate must attend a few weeks' Ramp Specialist course (including On Job-Training) with assessment, and only those who have passed the assessment will be offered employment for this role</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• To perform Aircraft Docking Guidance System (ADGS), manual marshalling of aircraft and headset man duties</li> <li>• To perform inspection of bays and ensure no Foreign Object Debris (FOD)</li> <li>• To install / remove wheel chocks and grounding cables</li> <li>• To connect / disconnect tow bars to the air tug</li> <li>• To support arrival, departure and towing duties</li> <li>• Any other duties as assigned by the supervisor</li> </ul>	

<b>Job Position</b>	Tool Store Assistant	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum ITE Certificate in any discipline</li> <li>• Basic knowledge in MS Excel or IT literate</li> <li>• Able to communicate in English</li> <li>• Comfortable with rotating shift work arrangement, Including night shift</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>

<b>Job Position</b>	Tool Store Assistant	<b>Working hours / Location (s)</b>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• To be stationed at required store location</li> <li>• Carry out issuance and receipt of items</li> <li>• Check and account for serviceability of all items and ensure no losses and damage of items</li> <li>• Report as per process accordingly if any losses or damages are found</li> <li>• Any other duties assigned by the Supervisor / Superior</li> </ul>	
<b>Job Position</b>	Upholstery (Cabin Line Services)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• NITEC / Higher NITEC, preferably in an Engineering discipline</li> <li>• Able to work in a warm and humid environment</li> <li>• Able to understand and communicate in simple English</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform seat cover change, dressing up of seats, replacement of aircraft cabin carpets and curtains</li> <li>• Perform collection of parts for the above services from designated collection point and return removed items back to designated point</li> </ul>	
<b>Job Position</b>	Vetting Admin (6 Months and 1 Year)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum GCE O Level with admin experience</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days per week</li> <li>• 8am to 5.30pm</li> <li>• 39 Airline Road</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide Data Entry Support with the operations team to ensure smooth running of administrative matters</li> <li>• Provide accurate data entry for ELM124 and maintain proper documentation records</li> <li>• Support operations team in Vetting / DCC and daily admin roles to ensure all standards are met</li> <li>• Perform other ad-hoc duties that are being assigned and when required</li> </ul>	

## 12. SMARTT Precision Mfg

SMARTT is a Singapore-based semiconductor startup delivering high-precision components and advanced manufacturing solutions. Founded in 2024, we combine cutting-edge technology with a commitment to quality and innovation. Our dynamic team thrives in a collaborative environment, working on pioneering projects that serve global technology clients. Join us to grow professionally while contributing to high-tech manufacturing breakthroughs.

<b>Job Position</b>	Accounts Assistant	<b>Working hours / Location (s)</b>
<b>Pre – Requisites</b>	<ul style="list-style-type: none"> <li>• Diploma in Accounting, Finance, or a related field</li> <li>• Possess experience in Excel and accounting software (e.g SAP, Xero)</li> <li>• Basic understanding of financial regulations and bookkeeping principles</li> <li>• Strong attention to detail and accuracy</li> <li>• Good organizational and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am – 5:30pm</li> <li>• 26 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Process invoices, payments, and receipts</li> <li>• Reconcile supplier and customer accounts</li> <li>• Assist in journal entries and month-end closing</li> <li>• Maintain accurate financial records</li> <li>• Ensure proper documentation and filing of financial records</li> <li>• Prepare documents and assist during internal / external audits</li> <li>• Liaise with vendors and internal departments</li> <li>• Handle basic finance-related queries</li> <li>• Perform any other ad hoc duties as assigned to support the finance team</li> </ul>	

<b>Job Position</b>	Buyer	<b>Working hours / Location (s)</b>
<b>Pre – Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in supply chain or business administration, or a related field</li> <li>• Strong attention to detail and organizational skills, capable of managing multiple orders and suppliers simultaneously</li> <li>• Excellent negotiation, communication, and interpersonal skills for effective vendor and internal team collaboration</li> <li>• Able to monitor supplier performance, resolve issues, and maintain positive supplier relationships</li> <li>• Strong analytical skills with proficiency in cost analysis, budgeting, and forecasting</li> <li>• Proficiency in procurement and inventory management software, as well as Microsoft Office tools (Excel, Word)</li> <li>• Able to work under pressure, adapt to changing market conditions, and meet tight deadlines</li> <li>• Possess communication skills for internal coordination and external vendor management</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am – 5:30pm</li> <li>• 26 Changi North Crescent</li> </ul>

<b>Job Position</b>	Buyer	<b>Working hours / Location (s)</b>
<b>Key Responsibilities</b>	<p><b><u>Purchase Order Management:</u></b></p> <ul style="list-style-type: none"> <li>• Prepare, process, and track purchase orders, ensuring accuracy and timely delivery of goods and services</li> </ul> <p><b><u>Inventory Management:</u></b></p> <ul style="list-style-type: none"> <li>• Monitor and manage inventory levels, coordinate with internal teams to forecast demand, and reorder stock as necessary to prevent shortages</li> </ul> <p><b><u>Supplier Relationship Management:</u></b></p> <ul style="list-style-type: none"> <li>• Build and maintain strong relationships with suppliers and vendors, addressing any issues related to product quality, delivery, or pricing</li> </ul> <p><b><u>Negotiation:</u></b></p> <ul style="list-style-type: none"> <li>• Negotiate prices, terms, and contracts with vendors to secure the best possible deals while maintaining quality and delivery requirements</li> </ul> <p><b><u>Market Analysis:</u></b></p> <ul style="list-style-type: none"> <li>• Analyze market trends, monitor competitor strategies, and predict consumer demand to make informed purchasing decisions</li> </ul> <p><b><u>Cross-Department Collaboration:</u></b></p> <ul style="list-style-type: none"> <li>• Work with various departments (e.g., inventory, logistics, finance) to ensure smooth procurement and supply chain operations</li> <li>• Perform any other ad hoc duties as assigned</li> </ul>	

<b>Job Position</b>	CIP Reverse Engineering & Product Engineer	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Mechanical Engineering, Mechatronics, or a related field</li> <li>• Skilled in 3D/2D CAD software (UG, CATIA, SolidWorks) and capable of independently building mechanical component models</li> <li>• Minimum 3 years’ exp in CIP, reverse engineering &amp; product improvement required</li> <li>• Background in Fab Global Services (FGS) to innovate high precision mechanical systems</li> <li>• Hands-on experience with mechanical testing, jigs, fixtures, and tooling design</li> <li>• Familiar with machining processes, manufacturing workflows, and high-precision components</li> <li>• Experience in reverse engineering, mechanical product development, and R&amp;D in semiconductor or high-precision industries is highly preferred</li> <li>• Strong knowledge of mechanical engineering principles, problem-solving, and product optimization</li> <li>• Strong analytical and logical thinking skills with a practical mindset.</li> <li>• Proactive, resilient, and able to work collaboratively across R&amp;D, engineering, and process teams</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 5:30pm</li> <li>• 26 Changi North Crescent</li> </ul>

<b>Job Position</b>	CIP Reverse Engineering & Product Engineer	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Able to identify mechanical or process gaps and propose continuous improvement solutions</li> <li>• Possess hands-on experience with mechanical systems, tooling, and product development</li> <li>• Must be able to travel</li> <li>• Willing to work on-site at Changi North Crescent</li> <li>• CIP Reverse Engineering &amp; Product Engineer [Fab Global Services (FGS)]</li> </ul>	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Drive continuous improvement (CIP) initiatives in mechanical systems, components, and processes to enhance product performance and manufacturability</li> <li>• Lead reverse engineering activities for components and assemblies to support R&amp;D, product development, and process optimization</li> <li>• Support mechanical product engineering by developing, validating, and optimizing designs based on measurement, testing, and reverse engineering insights</li> <li>• Conduct component and system-level testing to verify functionality, performance, and design improvements</li> <li>• Design, fabricate, and optimize jigs, fixtures, and tooling to support R&amp;D, testing, and continuous improvement projects</li> <li>• Collaborate closely with design, process, and R&amp;D teams to provide engineering input on mechanical design, manufacturability, and product performance</li> <li>• Document engineering activities, testing results, and improvement recommendations aligned with CIP goals</li> <li>• Assist with ad-hoc assignments as assigned by direct superior</li> </ul>	

<b>Job Position</b>	Executive, Costing	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree or Diploma in Engineering, Accounting, Business Administration, or a related field</li> <li>• 2-5 years of experience in cost accounting, financial analysis, budgeting, and forecasting</li> <li>• Strong organizational, communication, and interpersonal skills</li> <li>• Strong analytical, problem-solving, and communication skills with high attention to detail.</li> <li>• Able to collaborate across departments and manage cost-related projects efficiently</li> <li>• Detail-oriented, proactive, and capable of handling multiple priorities in a fast-paced environment</li> <li>• Willing to work on-site at Changi North Crescent</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 5:30pm</li> <li>• 26 Changi North Crescent</li> </ul>

<b>Job Position</b>	Executive, Costing	<b>Working hours / Location (s)</b>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop, implement, and maintain cost accounting systems and processes</li> <li>• Analyze production costs, profitability, and cost trends to provide actionable insights</li> <li>• Consolidate and interpret costing data across teams and suppliers to standardize methodologies</li> <li>• Prepare detailed cost analysis reports for management, including variance analysis, forecasts, and recommendations for cost-saving measures</li> <li>• Assist with ad-hoc assignments as assigned by direct superior</li> </ul>	

<b>Job Position</b>	Executive, Sourcing	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree or Diploma in supply chain management, business administration, or related field</li> <li>• 2-5 years of experience in procurement, sourcing, or supply chain operations in semiconductor manufacturing industry</li> <li>• Strong organizational, communication, and interpersonal skills</li> <li>• Strong negotiation, analytical, and problem-solving abilities</li> <li>• Proficiency in supplier relationship management and contract administration</li> <li>• Knowledge of cost optimization, market research, and supply chain management</li> <li>• Familiar with semiconductor or electronics manufacturing processes</li> <li>• Experience with ERP or procurement software (e.g., SAP, Oracle, etc.)</li> <li>• Understanding of ISO / quality systems and compliance requirements</li> <li>• Willing to work on-site at Changi North Crescent</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 5:30pm</li> <li>• 26 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and execute sourcing strategies to ensure cost-effective procurement of materials and equipment</li> <li>• Identify, evaluate, and select suppliers based on quality, reliability, and price competitiveness</li> <li>• Negotiate contracts, terms, and pricing agreements to secure favorable conditions for the organization</li> <li>• Manage supplier relationships to maintain consistent performance and compliance with company standards</li> <li>• Analyze market trends, perform cost analysis, and track supplier performance metrics</li> <li>• Collaborate with internal departments such as finance, production, and quality assurance to align sourcing objectives with company goals</li> <li>• Drive continuous improvement in supply chain efficiency, cost savings, and risk mitigation</li> <li>• Assist with ad-hoc assignments as assigned by direct superior</li> </ul>	

<b>Job Position</b>	IT Operations & Support	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Information Technology, Computer Science, Information Systems, or a related field</li> <li>• Experience in IT operations, infrastructure management and helpdesk support</li> <li>• Knowledge of enterprise systems (ERP, MES, WMS) and manufacturing IT environments</li> <li>• Strong problem-solving and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 5:30pm</li> <li>• 26 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• IT Operations: Ensure reliable servers, networks, storage, cloud systems and manufacturing enterprise systems</li> <li>• Maintain backups, disaster recovery plans and business continuity</li> <li>• Helpdesk &amp; End-User Support: Resolve IT issues and provide user training and guidance</li> <li>• Security &amp; Compliance: Implement cybersecurity measures, ensure ISO27001 and internal policy compliance and coordinate risk mitigation</li> <li>• Process &amp; Reporting: Develop IT procedures, track KPIs/SLAs and recommend process improvements</li> <li>• Team &amp; Vendor Management: Supervise helpdesk operations and coordinate with vendors and consultants</li> <li>• Other ad hoc duties as assigned</li> </ul>	

<b>Job Position</b>	Lead/Manager, Sales & Program	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree or Diploma in Engineering (Mechanical, Mechatronics, Precision Engineering, Manufacturing), Business Administration, or a related field</li> <li>• Minimum 5-8 years of program or project management experience in the semiconductor manufacturing industry, preferably with direct exposure to SEMI or related customers</li> <li>• Strong understanding of semiconductor equipment, process flow, and customer requirements</li> <li>• Well-established industry networks or connections within the semiconductor ecosystem (OEMs, equipment suppliers, or major fabs)</li> <li>• Proven ability to work independently, make sound business decisions, and manage multiple priorities effectively</li> <li>• Excellent leadership, communication, and interpersonal skills with the ability to influence and collaborate across functions and regions</li> <li>• Solid analytical, problem-solving, and negotiation skills with a track record of achieving operational and commercial objectives</li> <li>• Proficient in project management tools and business software (Excel, PowerPoint, MS Project, etc.)</li> <li>• High level of initiative, accountability, and professionalism</li> <li>• Able to thrive under pressure in a dynamic and competitive environment</li> <li>• Willing to work on-site at Changi North Crescent</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 5:30pm</li> <li>• 26 Changi North Crescent</li> </ul>

<b>Job Position</b>	Lead/Manager, Sales & Program	<b>Working hours / Location (s)</b>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Lead and manage end-to-end programs and projects in the semiconductor manufacturing domain, ensuring alignment with customer objectives, quality standards, and business goals</li> <li>• Serve as the key interface with customers, ensuring close collaboration, responsiveness, and long-term partnership development</li> <li>• Leverage industry knowledge and network connections to strengthen customer engagement, identify opportunities, and support business growth</li> <li>• Work cross-functionally with engineering, operations, quality, and supply chain teams to ensure seamless project execution and issue resolution</li> <li>• Develop and maintain project schedules, budgets, and deliverables, driving accountability across stakeholders</li> <li>• Proactively identify risks, propose solutions, and ensure timely mitigation to protect delivery timelines and business commitments.</li> <li>• Drive continuous improvement initiatives to enhance program management practices, execution efficiency, and customer satisfaction</li> <li>• Provide strategic insights and feedback to senior management on customer needs, market trends, and competitive landscape.</li> <li>• Manage multiple projects independently, demonstrating strong ownership, execution discipline, and adaptability in a fast-paced environment</li> <li>• Support and perform other related duties as assigned by management</li> <li>• Assist with ad-hoc assignments as assigned by direct superior</li> </ul>	

<b>Job Position</b>	Operator (Production)	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• 3+ years of working experience in assembly manufacturing environment</li> <li>• Able to work and collaborate with different function groups</li> <li>• Able to read and understand simple English</li> <li>• Willing to learn new skills and accept ad-hoc changes</li> <li>• Minimum GCE “N” Level</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hours per week</li> <li>• 26 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform tasks in assembly area, as required</li> <li>• Carry out the assigned tasks according to Work Instruction (WI) or Operating Method Sheet (OMS) provided</li> <li>• Complete the assigned tasks without quality issues during internal inspection and from customers</li> <li>• Complete the assigned tasks within the given time</li> <li>• Escalate any issues found when performing the assigned tasks</li> <li>• Follow and strictly comply with the company policy and safety protocols</li> <li>• Perform any other ad hoc duties as assigned</li> </ul>	

<b>Job Position</b>	Program Coordinator/Executive	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree or Diploma in Engineering, Science, Business Administration, or a related field</li> <li>• 2-5 years of experience in project / program coordination in semiconductor manufacturing or a related technical environment</li> <li>• Strong organizational, communication, and interpersonal skills</li> <li>• Proficient in project management tools and MS Office (Excel, PowerPoint, etc.)</li> <li>• Able to work independently while supporting cross-functional teams</li> <li>• Detail-oriented, proactive, and capable of handling multiple priorities in a fast-paced environment</li> <li>• Willing to work on-site at Changi North Crescent</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 5:30pm</li> <li>• 26 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the Program Manager in planning, tracking, and executing semiconductor programs</li> <li>• Maintain project schedules, budgets, and documentation, ensuring all milestones and deliverables are met</li> <li>• Coordinate with engineering, operations, quality, and supply chain teams to facilitate smooth project execution</li> <li>• Prepare reports, presentations, and updates for internal stakeholders and customers</li> <li>• Monitor project risks and issues, escalating concerns to the Program Manager as needed</li> <li>• Support ad-hoc program-related tasks and initiatives to improve processes and efficiency</li> <li>• Ensure all program documentation, records, and communications are accurate and up to date</li> <li>• Assist with ad-hoc assignments as assigned by direct superior</li> </ul>	

<b>Job Position</b>	Supply Chain Manager	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Supply Chain Management, Industrial Engineering, Business, or related field, a Master’s degree is preferred</li> <li>• 5 or more years of relevant experience, with some senior roles requiring at least 7-10 years and regional leadership exposure</li> <li>• Strong analytical, communication, negotiation and leadership skills</li> <li>• Proficient in SAP systems and Microsoft Excel</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8:30am - 5:30pm</li> <li>• 26 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop and implement effective supply chain strategies aligned with business goals</li> <li>• Oversee procurement, vendor management and contract negotiations</li> <li>• Manage logistics, warehousing, inventory control and delivery systems</li> <li>• Monitor supply chain performance metrics and initiate improvements</li> <li>• Forecast demand and plan inventory levels to meet customer needs while minimizing excess stock</li> <li>• Collaborate with cross-functional teams such as sales, production and finance</li> </ul>	

<b>Job Position</b>	Supply Chain Manager	<b>Working hours / Location (s)</b>
	<ul style="list-style-type: none"> <li>• Ensure compliance with regulatory, safety and company standards</li> <li>• Handle other duties or special assignments as assigned by management</li> </ul>	
<b>Job Position</b>	Warehouse Supervisor	<b>Working hours / Location (s)</b>
<b>Pre - Requisites</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Supply Chain or Business Administration, or a related field</li> <li>• Experience in procurement or sourcing processes</li> <li>• Strong negotiation, communication, and organizational skills</li> <li>• Proficiency in Microsoft Office tools</li> <li>• Ability to analyze market trends and supplier performance</li> <li>• Knowledge of sourcing methodologies and contract management</li> <li>• A valid forklift license will be considered an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hours per week</li> <li>• 26 Changi North Crescent</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Supervise warehouse employees and daily activities</li> <li>• Manage inventory by tracking shipments, deliveries, and stock levels</li> <li>• Ensure accuracy in orders, bills, and deliveries</li> <li>• Manage vendor databases and procurement documentation</li> <li>• Oversee the receiving, storage, and shipping of products</li> <li>• Maintain health and safety compliance and conducting daily inspections</li> <li>• Coordinate warehouse equipment and fleet maintenance</li> <li>• Prepare documentation and reporting on warehouse metrics</li> <li>• Train, guide, and evaluate warehouse staff</li> </ul>	

## Events:

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