

e2i x Thomson CC Skills & Career Fair

21st Aug 2026

JOB LISTING BOOKLET



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please return this booklet at the exit after
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About e2i (Employment and Employability Institute)

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

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#1 BNL Services

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Business Development Executive 	• Diploma/Degree in Business Administration or related field. • Minimum 2–5 years' experience in landscaping or a related industry. • Strong network within the construction, property, or government sectors in Singapore. • Familiarity with Singapore's landscaping regulations and standards (e.g., NParks guidelines). • Excellent communication and negotiation skills.	• Identify and pursue new business opportunities in commercial, residential, and government sectors. • Develop and maintain strong relationships with developers, contractors, property managers, government agencies (e.g., NParks, BCA), and other stakeholders. • Prepare proposals, quotations, and tenders. • Address client inquiries and resolve issues promptly and professionally. • Develop and implement business development strategies aligned with company goals. • Source and prepare bids for tenders (especially public sector tenders via GeBIZ). • Represent the company at industry events, trade shows, and networking sessions.	• Working Hours: 5 days/ week, 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S)486781
Cleaner	• Basic Programmes and Qualifications and GCE 'N' Level	• The Cleaner cleans and takes care of assigned areas. • He/She may be required to carry out any other reasonable duties within the overall function of the job as directed by the Team Leader and Cleaning Supervisor. • Some of the working areas include offices, shopping malls, schools, hospitals, commercial buildings and outdoor areas.	• Working Hours: 5.5 days to 6 days/ week 7-4pm, 8-5pm, 7.30am-4.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S)486781

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaning Supervisor	Basic Programmes and Qualifications and GCE 'N' Level	- The Cleaning Supervisor oversees several project sites and their team of cleaners and cleaning tasks. - He/She supervises cleaners to carry out their work. - He/She inspects the work area cleaned by cleaners. - He/She manages work schedule of cleaners and reallocate work to cover absences	Working Hours: 5.5 days to 6 days/ week 7-4pm, 8-5pm, 7.30am-4.30pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781
Dishwasher	Possess a good working attitude, team player	Ensure assigned sites are cleaned properly.	Working Hours: 5.5 days to 6 days/ week, 11am-11pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781
Kitchen Cleaner / Stewarding Crew (Night Shift)	- Willing and able to work overnight or graveyard shifts. - Must be physically fit and capable of handling manual labor, prolonged standing, lifting, and bending.	Responsible for performing deep cleaning and maintaining strict hygiene and safety standards in commercial kitchens while the facility is closed	Working Hours: 5.5 days to 6 days/ week 10am-10pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Multi-Skilled Cleaner cum Machine Operator	Field of study: Mechanical Installation and Servicing and GCE 'N' Level	- The Multi-Skilled Cleaner cum Machine Operator is responsible for operating a variety of cleaning machinery and equipment to maintain project sites according to client expectations. - Trained in the operation of equipment such as ride-on sweepers, ride-on scrubbers, steam cleaners, escalator cleaners, and ride-on pavement sweepers, this role involves performing multiple tasks across various sites. - The operator also monitors and ensures that all cleaning equipment is properly maintained and in good working condition.	Working Hours: 5.5 days to 6 days/ week 7-4pm, 8-5pm, 7.30am-4.30pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781
Stewarding Cleaner	- Strong attention to detail and ability to follow cleaning protocols. - Ability to work efficiently and as part of a team.	- We are looking for a reliable and detail-oriented Stewarding Cleaner to join our team. - In this role, you will be responsible for maintaining cleanliness and hygiene in the kitchen, dining areas, and other back-of-house spaces. - You will ensure that all cleaning tasks are completed to the highest standards, contributing to a safe and sanitary environment for staff and guests.	Working Hours: 5.5 days to 6 days/ week 11am-11pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Workplace Safety and Health Officer 	• Possess Workplace Safety and Health Officer License • Knowledge of best practices and health safety regulations • Familiar with local regulatory requirements related to workplace safety, health and other safety aspects.	• Responsible for implementing and maintaining the organisation's WSH procedures to promote a safe work environment. • Perform safety audits and inspection of work sites to identify and correct potential hazards, and to ensure safety regulation compliance. • Review effectiveness of implemented improvements on an on-going basis. • Managing and overseeing the daily cleaning operations to meet client requirements. • Liaising with clients to understand their needs and address any concerns or queries • Identifying opportunities to enhance the efficiency and quality of our cleaning service	• Working Hours: 5.5 days to 6 days/ week 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S)486781

#2 Far East Hospitality

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant / Sales Manager 	• Bachelor's degree / Diploma in Business, Marketing, or Hospitality Management • 0–4 years of hospitality sales experience (fresh graduates are welcome) • Ability to manage and support corporate and group accounts • Strong negotiation and communication skills • Knowledge of hospitality CRM systems (e.g., Opera, Delphi) • Ability to meet and exceed sales targets • Assist in preparing proposals, contracts, and reports • Good organizational and time management skills • Ability to build and maintain client relationships	• Engage in day-to-day sales activities, including telemarketing, sales calls, hotel visits, virtual presentations, and entertainment. • Identify, pursue, and develop new sales leads and prospects to grow the client base. • Build and maintain strong relationships with existing clients to foster loyalty and repeat business. • Promptly handle leads, inquiries and provide suitable solutions to clients. • Utilize property management systems, CRM tools, and loyalty platforms to manage accounts and track activities. • Collaborate with the Operations team to ensure exceptional guest experiences. • Attend client events and provide assistance as needed. • Ensure timely responses and communication with clients. • Gather and provide publicly available market information to stay informed. • Regularly update superiors and the team on activities and market information. • Achieve monthly sales targets to meet overall cluster budget. • Regularly review the account portfolio, analyzing the performance of each account, and presenting action plans to management.	• Working Hours: 5 days/ week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Follow up with clients whose payments are outstanding and long overdue. - Perform other duties assigned by supervisor diligently and professionally.	
Assistant Housekeeper	- Minimum Diploma or Degree in Hospitality, Tourism, or related field. - At least 3–4 years of housekeeping experience, including 1–2 years in a supervisory role. - Strong leadership and team coordination skills with attention to detail. - Service-oriented with the ability to assist in maintaining high cleanliness and operational standards. - Proficient in housekeeping management systems and familiar with scheduling and inventory procedures. - Hospitality certifications (e.g., CERT, service excellence, or operations management) are an advantage. - Professional, well-groomed, and composed in daily staff and guest interactions.	- Supervise and guide Room Attendants to maintain guest rooms, public areas, and service corridors to the highest standards of cleanliness, comfort, and safety. - Conduct regular inspections of rooms and facilities, ensuring prompt reporting and follow-up of maintenance issues with the Engineering Department. - Handle guest requests and feedback promptly, ensuring service excellence and guest satisfaction. - Oversee daily staffing and scheduling to ensure optimal coverage based on occupancy levels. - Recommend and implement procedures and policies for housekeeping operations to keep abreast of market best practices. - Act as a people manager who communicates performance expectations in accordance with job descriptions and monitor progress. - Maintain adequate inventory of housekeeping supplies and ensure proper use and storage of equipment. - Monitor departmental expenses and support cost-control initiatives to optimize resources.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Liaise closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure. • Act as an advocate on safe work practices in the workplace by ensuring that housekeeping employees follow established safety regulations when using work equipment and supplies. • Provide directions to external vendors such as the public area cleaners, pest control, landscape, and laundry to ensure that service level agreements are met. • Schedule periodic works with outsource cleaning supplier for lobby area, public restrooms, corridors, meeting rooms, as well as carpet shampooing. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	
Assistant Housekeeping Supervisor		• Ensure guest rooms and public areas are maintained in accordance with policies, standards and guidelines • Inspect assigned areas regularly to ensure furnishing, facilities and equipment are cleaned and maintained • Take charge of assigned areas and ensure housekeeping services are in line with the established standards • Conduct random checks on service areas • Ensure trolleys are replenished and properly parked at designated areas	• Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Perform Room Attendant assignments (i.e.. completion of rooms cleaning and allocation of extra duties) - Ensure work orders and requests are carried out promptly and efficiently - Investigate and follow up on feedback regarding housekeeping services - Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	
Guest Service Officer 	- O-Level or equivalent - Willing to work rotating shifts, weekends and Public Holidays - Positive attitude with outgoing personality and good communication skills - Experience in hospitality and knowledge of HMS will be advantageous	- Work closely with the Residence Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. - Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. - Handle cashiering functions and adhere to the residence's Standard Policies & Procedures. - Maintain good guest relations with in-house guests at all times. Project a courteous and hospitable attitude. - Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary. Write glitch reports when required. - Ensure guest room security, emergencies, and fire	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		procedures are followed. Encourage the use of Safe Deposit boxes (EI-Safe) and adhere to policies & procedures for their use. • Be familiar with SR facilities, functions, major city attractions and events. Provide guests with accurate information as requested. Maintain a professional and courteous working relationship with all hotel personnel, ensuring effective communication. • Maintain a well-groomed appearance and a tidy work area. Keep personal grooming at the highest standard. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	
Reservation Sales Executive 	• Minimum Diploma in any field • Knowledge in Property Management System will be an advantage • Proficient in MS Office, email system, reservations system will be an advantage • Display high level of customer service • Possess strong communication and administration skills • Able to adapt in a fast-paced environment. • Able to work independently as well as a team • Able to work shifts, including weekends and public holidays (off-in-	• Handle all reservations received timely and accurately according to established SOPs. • Liaise with bookers and hotels to ensure a smooth pre-arrival experience. • Maintain up-to-date information on all hotel-related information including promotions. • Utilize upselling techniques to maximize revenue opportunities. • Ensure proper filing and recording of all correspondence. • Ensure compliance with the department's policies and procedures. • Perform any other duties assigned by supervisors,	• Working Hours: 5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 6 Eu Tong Sen Street (S)059817

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	lieu if work on Public Holidays).	carrying them out diligently and professionally.	
Senior / Duty Manager 	• Minimum Diploma in Hospitality, Tourism, or related field. • At least 2–3 years of Front Office or supervisory experience in the hotel industry. • Proficient in Opera PMS or other hotel management systems. • Hospitality certifications (e.g., CERT, service excellence, leadership, or operations) are an advantage. • Strong leadership, communication, and problem-solving skills. • Service-oriented with the ability to handle guest feedback and operational issues effectively. • Well-groomed and professional in appearance and demeanor. • Willing to work rotating shifts, weekends, and public holidays.	• Ensure the effective, efficient, and profitable operation of the hotel, maintaining high service standards in all areas. • Supervise and oversee Front Office operations during assigned shifts, including reception, cashiering, telephone, reservations, and baggage services. Monitor staff conduct, grooming, and job performance to ensure service excellence and uphold the hotel's corporate image. • Provide prompt, courteous, and efficient guest service, including check-ins and check-outs. Handle guest complaints with tact, diplomacy, and professionalism. • Conduct or assist in pre-arrival inspections for VIP rooms, ensure delivery of complimentary amenities, personally escort VIP guests, and coordinate with relevant departments regarding VIP arrangements. • Review the Front Office Logbook at the start of each shift, follow up on messages and outstanding actions, control access to room keys, and handle correspondence related to inquiries, reservations, and guest feedback. Monitor and address housekeeping discrepancy reports. • Handle matters related to guest safety, incident reporting, theft, and guest conduct issues.	• Working Hours: 5 days/ week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Take charge of training reception staff, including planning, organizing, and conducting structured on the job training programs. - Monitor room inventory closely to maximize room utilization, occupancy, and revenue. Work collaboratively with the Sales team to optimize group allotments and enhance yield. - Take responsibility for staff and guest evacuation in emergency situations, such as fire, in the absence of the Safety & Fire Manager. Attend CERT training as required by regulations. - Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	
Senior / Guest Service Assistant	- Minimum Diploma in Hospitality, Tourism, or related field. - Prior experience in Front Office or Guest Services preferred. - Strong communication and problem-solving skills to handle guest enquiries and feedback effectively. - Leadership qualities with the ability to guide and support team members. - Well-groomed and professional in appearance and conduct. - Willing to work rotating shifts, weekends, and public holidays	- Work closely with the Assistant Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries. - Collaborate closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure. - Establish contacts with house guests/ long-staying guests and offer assistance when needed. - Conduct courtesy calls to guests. - Stay well-versed and updated on all tourist-related information.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Maintain and manage stock of promotional materials for daily operations. - Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	
Senior / Guest Service Assistant, Bell Desk	- Minimum Secondary school education or equivalent; hospitality experience preferred. - Strong customer service and communication skills with a friendly and professional attitude. - Good knowledge of local attractions, transport, and dining options to assist guests effectively. - Ability to handle luggage and perform standing/walking duties. - Team player who can coordinate with Front Office and other departments. - Neat and well-groomed appearance with a service-oriented mindset. - Willing to work rotating shifts, weekends, and public holidays.	- Greet guests upon arrival and departure and assist with their luggage. - Collaborate closely with the Front Office team to provide courteous and efficient service to guests. - Establish rapport with in-house and long-staying guests, offering assistance as needed. - Respond efficiently and tactfully to guests' requests and enquiries, including hotel facilities and services, as well as general information beyond the hotel (e.g. local attractions, transportation options, dining recommendations, etc.). - Liaise closely with Reception on guests' arrival and departure. - Make courtesy calls to guests. - Stay well-versed and updated on all tourists related information, events and conferences. - Manage guest baggage storage, as well as the delivery of parcels and correspondence. - Maintain accurate records by updating the movements log including delivery of luggage, parcels to guest rooms, and baggage stored or retrieved.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Ensure the lobby, driveway, and luggage storage areas are kept clean and presentable at all times. - Stay informed about the day's events within the hotel and assist guests or visitors with directions and relevant information as required. - Oversee and maintain smooth traffic flow at the hotel driveway - Requisite and keep stock of promotional materials for daily operations. - Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	
Senior / Guest Service Executive 	- Minimum Diploma in Hospitality, Tourism, or related field. - Prior experience in Front Office or Guest Services preferred. - Strong communication and problem-solving skills to handle guest enquiries and feedback effectively. - Leadership qualities with the ability to guide and support team members. - Well-groomed and professional in appearance and conduct. - Willing to work rotating shifts, weekends, and public holidays.	- Work closely with the Assistant Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. - Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. - Handle cashiering functions and adhere to the residence's Standard Policies & Procedure. - Maintain good guest relations with in-house guests at all times, projecting a courteous and hospitable attitude. - Be familiar with all room types and rates in the hotel, as well as their availability status and upsell whenever possible.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary and submit glitch reports as necessary. • Ensure guest room security, emergency, and fire procedures are followed, and encourage the use of Safe Deposit boxes (El-Safe) while adhering to related policies & procedures. • Acquire knowledge of hotel facilities, functions, major city attractions, and events to provide accurate information to guests upon request. Maintain a professional, courteous working relationship, and ensure effective communication with all hotel personnel. • Maintain a well-groomed appearance and a tidy work area, upholding the highest standard of personal grooming. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	

#3 Paris Baguette Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Section Head (Bakery / Culinary / Deli) 	- Minimum WSQ certificate/Nitec in Bread/Culinary and above - At least 3-5 years of proven experience in a similar role - Exceptional proven ability of kitchen management - Able to work well under pressure in a fast-paced environment - Able to work on weekends and public holidays	- Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. - This includes the process from planning the products, weighing and measuring ingredients, making various baked goods, and finally glazing or decorating them	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: 16 Tai Seng Street (S)534138
Assistant Store Manager 	- At least 3 Year(s) of working experience in the restaurant industry is required for this position - Excellent interpersonal skills - Candidate must possess at least a Diploma/Advanced/Higher/Graduate Diploma in any field. - Preferably Manager specialized in Food/Beverage/Restaurant Service or equivalent.	- The Assistant Store Manager is responsible for the profitability of the chain restaurant outlet. - He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support - He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Baker (Day / Overnight) [FT/PT]	- At least PSLE, technical certificate or any related fields Experience - At least 1 to 2 years of experience working in kitchen as baker or/& baking preparation.	- The Baker is responsible for making a wide range of breads, pastries, and other baked goods. - This includes ensuring all baking equipment and baking area is clean prior to and post production of any baked items and ensuring compliance with regulations.	Working Hours: 5.5 days/ week Employment Type: Full Time/Part Time Job Type: Permanent Location: 16 Tai Seng Street (S)534138
Cook [FT/PT]	- At least PSLE, technical certificate or any related fields Experience - At least 1 to 2 years of experience working in kitchen as baker or/& baking preparation.	- The Pastry Chef / Senior Pastry Chef is responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. - This includes the process from planning the products, weighing and measuring ingredients, making various baked goods, and finally glazing or decorating them	Working Hours: 5.5 days/ week Employment Type: Full Time/Part Time Job Type: Permanent Location: 16 Tai Seng Street (S)534138
Cook (Outlet)	- Min. Certificate/NITEC/ Higher NITEC/Diploma in culinary. - At least 1 year of proven experience in a similar role (hot/cold kitchen). - Exceptional proven ability of kitchen management - Able to work well under pressure in a fast-paced environment	- Control and direct the food preparation process and all related activities - Review and construct menus with new or existing culinary creations ensuring the variety and quality of the servings - Approve dishes before they reach the customer - Plan orders of equipment or ingredients according to identified shortages	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work in an outlet kitchen (northeast area)	• Arrange for repairs when necessary • Remedy any problems or defects • Managing and training kitchen staff • Comply with nutrition and hygiene regulations and safety standards • Foster a climate of cooperation and respect between co-workers	
Management Trainee (Bakery / Cake / Culinary / Deli) 	• Minimum WSQ certificate/Nitec in Bread/Culinary and above • At least 1 year of proven experience in a similar role • Exceptional proven ability of kitchen management • Able to work well under pressure in a fast-paced environment • Able to work on weekends and public holidays	• Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. • This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them	• Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 16 Tai Seng Street (S)534138
Management Trainee (Operations) 	• Excellent Customer Service • Good command of spoken English • Min. GCE "N"/ "O" Level, customer service certificate or any related fields • No experience/ At least 1 year of experience working in customer service or relevant experience in F&B • Pleasant, friendly, cheerful and able to work under pressure	• The Management Trainee is responsible for taking customers' orders, answering questions, and making recommendations on menu items, serving food/beverages to customers, and performing cashiering duties. • He/she is responsible for supervising staff working on the floor, assigning their work stations, resolving work-related problems and ensuring the shift runs smoothly.	• Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and in a high-volume environment		
Pastry Chef [FT/PT]	- At least PSLE, technical certificate or any related fields Experience - At least 1 to 2 years of experience working in kitchen as baker or/& baking preparation.	- The Pastry Chef / Senior Pastry Chef is responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. - This includes the process from planning the products, weighing and measuring ingredients, making various baked goods, and finally glazing or decorating them	Working Hours: 5.5 days/week Employment Type: Full Time/ Part Time Job Type: Permanent Location: 16 Tai Seng Street (S)534138
PB Future Talent Leader Programme 	- Are you: A recent graduate (E.g. ITE, Polytechnics or University) eager to kickstart your career in a dynamic industry? - Passionate about food and creating positive customer experiences? - A quick learner with a strong work ethic and a desire to lead? - Ready to take on challenges and grow with a globally loved brand? - This is your chance to bake your success story with Paris Baguette SG! - Apply now and embark on an exciting journey to become one of our future leaders!	Imagine this: From Management Trainee to Leader: Dive straight into the heart of our operations, mastering everything from customer delight to smooth store management. Rapid Growth: Our structured programme offers clear milestones and accelerated progression for driven individuals. See yourself taking on more responsibilities and leadership roles in a matter of years! Hands-on Experience: Get ready to roll up your sleeves and gain invaluable experience in all aspects of our bustling stores. You'll be serving customers, learning the ropes of operations, and gradually taking on management tasks. Invest in Your Potential: We're committed to nurturing your growth. You'll receive guidance, training, and the	Working Hours: 5.5 days/week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		opportunity to develop crucial skills in areas like team leadership, customer service excellence, and operational efficiency. • What you'll be doing as a Management Trainee (the first step on your leadership journey): Wowing our customers: • Delivering exceptional service with a smile and helping them discover their next favourite treat. • Keeping things running smoothly: Assisting with everything from order preparation to ensuring our stores are sparkling clean. • Becoming a product expert: Sharing your knowledge of our delicious offerings and exciting promotions. • Learning and growing: Gradually being introduced to management responsibilities and supporting our leadership team.	
Section Head (Bakery / Culinary / Deli) 	• Minimum WSQ certificate/Nitec in Bread/Culinary and above • At least 5 year of proven experience in a similiar role • Exceptional proven ability of kitchen management • Able to work well under pressure in a fast-paced environment • Able to work on weekends and public holidays	• Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. • This includes the process from planning the products, weighing and measuring ingredients, making various baked goods, and finally glazing or decorating them	• Working Hours: 5.5 days/week • Employment Type: Full Time • Job Type: Permanent • Location: 16 Tai Seng Street (S)534138

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Service Crew [FT/PT]	• Excellent Customer Service • Good command of spoken English • Min. GCE "N"/ "O" Level, customer service certificate or any related fields • No experience/ At least 1 year of experience working in customer service or relevant experience in F&B • Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment	• Welcome guests in a warm and friendly manner. • To provide excellent customer service to guests in a timely and friendly manner, ensuring diners a pleasant dining experience. • Upsell promotional items. • Ensure that food hygiene and safety standards are maintained and comply. • Maintain day-to-day outlet cleanliness. • Execute any other duties as assigned.	• Working Hours: 5.5 days/week • Employment Type: Full Time/Part Time • Job Type: Permanent
Store Manager 	• Clear verbal communication skills • Organization skills • Ability to stand and walk for long periods of time • Clear attention to detail • Problem-solving skills • Knowledge of current food and beverage trends • At least 3-5 Year(s) of working experience in the restaurant industry is required for this position. • Preferably Manager specialized in Food/Beverage/ Restaurant Service or equivalent.	• The Store Manager is responsible for the profitability of the chain restaurant outlet. • He/she performs outlet-level support functions such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support • He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet.	• Working Hours: 5.5 days/week • Employment Type: Full Time • Job Type: Permanent

#4 Perennial Holdings

Perennial Holdings is a Singapore-based integrated real estate and healthcare company. It develops, owns and manages large transit-oriented developments across China, Singapore, Malaysia, Indonesia and Sri Lanka, with a portfolio of about 80 million square feet. In China, it also operates hospitals, medical centres, eldercare facilities and senior housing across 16 cities, with over 22,000 beds. Its China portfolio includes major healthcare-focused developments near high-speed rail stations, while its Singapore assets include landmark properties such as 8 Shenton Way, Capitol Singapore, CHIJMES, Golden Mile Complex and Perennial Business City.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Care Associate	- Singapore-Cambridge General Certification of Education Normal Level (N-Level) or Ordinary Level (O-Level). - Basic Cardiac Life Support (BCLS) certification and First Aid Certification would be advantageous. - Preferably at least 1 to 2 years of elder care setting experience. - Able to work effectively with multi-disciplinary teams in a dynamic, fast-paced healthcare environment. - Strong communication and interpersonal skills to interact effectively with clients, families, and other allied healthcare teams. - Able to work shift duties, including weekends and public holidays.	- Care Associate delivers compassionate care and ensuring the well-being of clients under the supervision of Home Care Team Manager. Responsibilities: - Deliver personalized hospitality and companionship to residents by anticipating their needs, listening attentively to their wishes and concerns and ensuring a comfortable, respectful and homely living experience. - Support residents' daily routines and lifestyle preferences, creating a warm, inviting environment that enhances comfort, independence, and quality of life. - Monitor residents' general well-being, including observing changes in behaviour or physical condition and promptly communicating any concerns to the supervisory team. - Maintain residents' living spaces to a high hospitality standard. Reflecting a service-oriented approach like hotel	Working Hours: 4 days/ week 12hrs rotating shift: 7am to 7pm 7pm to 7am Employment Type: Full Time Job Type: Permanent Location: 28 Parry Avenue (S)547255

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		or serviced residence environments. - Facilitate and encourage participation in social, recreational and lifestyle activities to enhance residents' emotional and social well-being. - Ensure all equipment used in resident care is kept clean, functional and compliant with hygiene standards. - Monitor and organise consumables and supplies to ensure seamless day-to-day operations. - Uphold exceptional service etiquette, demonstrating warmth, patience, professionalism and a hospitality mindset in all resident interactions. - Assist with any additional duties assigned by the supervisor to support smooth operations and enhance the resident living experience. - Any other duties as assigned.	
Clinic Assistant	- Minimum Singapore-Cambridge General Certification of Education Normal Level (N-Level) or Ordinary Level (O-Level), with Certificate in Theory and Practice of Phlebotomy or trained in Nursing - Preferably at least 1 to 2 years of relevant experience - Proficiency in medical billing software and basic computer skills	- Attend to clients and perform front-desk duties including registration, manage appointments, coordinate follow-ups and payment collection - Attend to inquiries and phone call in a polite and professional manner - Perform simple triage & measurements – check blood pressure, height, weight, temperature - Perform blood collection by venipuncture, heel prick, finger prick and dripping method	Working Hours: 5.5 days/ week , Mon-Fri: 9am to 6pm Sat: 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: 28 Parry Avenue (S)547255

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong communication and interpersonal skills - Compassionate, customer oriented and committed to maintaining high service standards - Able to work effectively with multi-disciplinary teams in a dynamic, fast-paced healthcare environment - Able to work shift duties, including weekends and public holidays	- Prepare and assist Doctor during minor procedures - Dispense medications to clients - Monitor, order and replenish medical supplies & medications - Provide administrative support, including data entry and filing of medical records - Maintain cleanliness and organization of clinic areas - Any other duties as assigned	
Front Desk Associate, Perennial Living 	- Preferably a Diploma holder with at least 2 years of relevant experience in the hospitality sector. - Positive and warm personality with a strong service mindset and patient with elderly. - Professional and personable demeanor. - Able to communicate effectively in both English and Chinese to serve Mandarin-speaking guests and address their service needs. - Willing to work on shift arrangements, including weekends and public holidays.	- Respond to phone and online queries from visitors and guests, handling visitors' registration, providing them with the necessary information / directions. - Greet all visitors and guests, serving as the primary point of contact for their needs, from providing directions to communicating their requests or queries with the relevant internal teams to ensure a timely response. - Perform administrative work such as handling billing, updating guest records, managing facilities bookings, preparing shift handover, and managing reports. - Any other duties as assigned.	Working Hours: 4 days/ week, Shiftwork (Mon-Sun) 8am to 8pm Employment Type: Full Time Job Type: Permanent Location: 28 Parry Avenue (S)547255
Lifestyle Facilitator, Perennial Living 	- Bachelor's degree or Diploma in Community Care / Social Services / Healthcare, or a related discipline - At least 2 to 3 years of relevant experience in	- Design and plan activity programmes to engage the seniors and residents in the community - Facilitate and lead the session in group or one-on-one settings	Working Hours: 5 days/ week Employment Type: Full Time Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	fitness, wellness, rehabilitation, or geriatric-related settings • Candidates with certification in music will have an added advantage • Genuine passion for and enjoyment in working with seniors	• Encourage participation and monitor the engagement and wellbeing of the seniors • Tailor and adapt activities to individual interest and physical and health conditions • Assist in outreach and advocacy activities, including community engagement and health talks • Oversee general maintenance, cleanliness, and hygiene of activity spaces • Any other duties assigned	Permanent • Location: 28 Parry Avenue (S)547255
Manager / Assistant Manager, Operations, Perennial Living 	• Degree in any discipline. • Experience in operations/administration in the healthcare sector and/or hospitality sector will be an advantage. • Excellent interpersonal and communication skills. • Strong problem-solving, organizational and multitasking abilities • Able to work independently as well as part of a team in a constantly evolving fast-paced environment. • With a service quality mindset, highly motivated, positive and proactive.	• Develop and implement standard operating procedures. • Support and ensure efficient daily operations. • Provide and maintain a high standard of service quality. • Prepare reports and operations budgets and assist to track operations budgets. • Handle the procurement of products and services, ensuring quality and effective cost management. • Develop and maintain good partnership with contractors / vendors. • Liaising with vendors to ensure the proper running and maintenance of the site, including planning the maintenance and servicing schedule for all physical assets, electrical systems, plumbing, and other equipments. • Conduct regular inspection on grounds to ensure property is well maintained.	• Working Hours: 5 days/ week Mon-Fri: 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 28 Parry Avenue (S)547255

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Review and recommend replacement/improvement plan for managed sites. - Ensure building statutory requirements are complied with. - Prepare and manage tender invitation for servicing contracts and other ad-hoc replacement works. - Assist with audit coordination and inspections. - Any other duties assigned.	
Manager, Design Management 	- Degree in Architecture / Interior Architecture or any related built environment discipline - Minimum 6 years of relevant experience and knowledge in interior design from concept, execution and completion - Strong technical knowledge site execution, preferably with experience in healthcare, hospitality, premium residential and commercial office projects - Self-motivated with the ability to work independently and manage multiple projects concurrently in a fast-paced environment - Strong analytical and problem-solving abilities, with excellent organisational skills and attention to detail - Effective communication and	- To establish Design Brief - To manage and review design proposals, from initial conceptual till detailed design developments and selection of material finishes - To manage and maintain cohesive design aesthetic as well as functional requirements - To manage the execution of interior works from tender, construction, till completion - To review and manage technical deliverables - materials samples, shop drawings, etc - To conduct site & factory checks, review quality of on-site works and off-site fabrication - To assess and approve tenant design submissions, drawings and material specifications align with design guidelines and statutory requirements	Working Hours: 5 days/ week Mon-Fri: 9am to 6pm Employment Type: Full Time Job Type: Permanent Location: 28 Biopolis Road (S)138568

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	interpersonal skills, with the ability to collaborate with internal and external stakeholders • Proficient in AutoCAD, SketchUp or 3D Max, Illustrator or other design programs, Microsoft Excel, Word, PowerPoint		
Manager, Retail Leasing 	• Degree in Real Estate/Building Management/ Marketing or related discipline, with at least 5 years' experience in the leasing function in a retail real estate industry. • Strong negotiation skills and have working knowledge of the tenancy agreement process and documentation. • Strong interpersonal, communication and presentation skills. • Well organized, meticulous and highly numerate. • Highly motivated, resourceful, positive and proactive, and with these traits, thrive on challenges and time pressures. • Able to work independently as well as part of a team in a constantly evolving environment.	• Support in formulating and implementing strategies to maximise rental and occupancy, as well as to optimise the tenancy mix of the mall. • Perform market research and analysis to identify, prospect and secure new market segments. • Develop and execute marketing strategies to attract the right tenants to the property. • Negotiate leases and attend to tenancy-related matters. • Plan, establish and maintain good landlord-tenant relationships. • Responsible for the productivity and budgetary performance of the leasing department. • Responsible for all aspects of lease management. • Any other duties as assigned.	• Working Hours: 5 days/ week Mon-Fri: 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 13 Stamford Road. (S)178905

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Medical Concierge 	- Diploma or Degree in Healthcare Administration, Hospitality, Business, or related discipline - Candidates with client-facing experience in private healthcare, hospitality, concierge services will have added advantages. - Highly organized and dynamic - Excellent interpersonal and communication skills	- Support and coordinate clients' healthcare journeys as a trusted healthcare navigator - Coordinate services across various medical Centres and healthcare providers while delivering discreet and high-touch client experience - Serve as the primary liaison for clients, providing end-to-end personalised support throughout their healthcare journey - Coordinate consultations, diagnostic, procedures, admissions across multiple healthcare providers - Provide clear guidance on care pathways, timelines, and next steps (non-clinical advisory) - Prepare assistance with billing, insurance documentation, and payment coordination - Monitor client care progress and ensure timely follow-up/updates to clients - Any other duties as assigned	Working Hours: 5 days/ week Mon-Sun: 9am to 6pm Employment Type: Full Time Job Type: Permanent Location: 28 Parry Avenue. (S)547255
Nursing Aide	- Institute of Technical Education Skill Certificate (ISC) in Healthcare (Home care) or Workforce Skills Qualification in Healthcare Support (Nursing Care) or Certificate in Nursing (Overseas) - Preferably possess Basic Cardiac Life Support (BCLS) certification and First Aid Certification	- Nursing Aide is responsible for the provision of a high standard of nursing care to clients. He/she works under the supervision of the Staff Nurse. Responsibilities: - Assist clients with their basic care needs and Activities of Daily Living (ADLs), ensuring their comfort and well-being. - Always prioritize the comfort and safety of clients, ensuring a safe environment and	Working Hours: 4 days/ week 12hrs rotating shift: 7am to 7pm 7pm to 7am Employment Type: Full Time Job Type: Permanent Location: 28 Parry

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Preferably at least 1 to 2 years of elder care setting experience. • Able to work effectively with multi-disciplinary teams in a dynamic, fast-paced healthcare environment. • Strong communication and interpersonal skills to interact effectively with clients, families, and other allied healthcare teams. • Able to work shift duties, including weekends and public holidays.	• immediate attention to their needs. • Accurately document all nursing care provided to clients, maintaining clear and detailed records. • Observe and monitor clients' physical health and overall well-being, noting any changes in condition. • Promptly report any abnormalities or concerns regarding a client's condition. • Ensure proper use, handling, and cleaning of medical equipment in accordance with infection control protocols. • Any other duties assigned.	Avenue. (S)547255
Occupational Therapist 	• Diploma / Degree/ Master's in occupational therapy • Registered with the Allied Health Professional Council (AHPC) • At least 2 to 3 years of experience in healthcare related institutions • Service-oriented and customer-focused • Adaptable and proactive with the ability to work under pressure • Passionate about learning and professional growth	• Conduct comprehensive occupational therapy assessments addressing activities of daily living (ADLs), instrumental ADLs, mobility, cognition, safety awareness, and environmental needs • Deliver evidence-based interventions including functional retraining, cognitive strategies, joint protection, energy conservation, adaptive techniques, and caregiver education • Monitor and review clients' progress regularly, adjusting interventions in response to functional outcomes and care goals • Maintain accurate, timely clinical documentation and uphold confidentiality in accordance with professional and organizational standards • Provide advice on suitable assistive devices to support	• Working Hours: 5.5 days/ week Mon-Fri: 9am to 6pm Sat: 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 28 Parry Avenue. (S)547255

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		independence in daily activities • Collaborate with multidisciplinary teams to provide holistic client care • Contribute to Inservice training, quality and service improvement initiatives • Supervise Therapy Aides (TAs) / new team members as required • Participate in research or audits where applicable • Oversee inventory management process • Any other duties as assigned	
Personal Concierge, Assisted Living 	• Diploma in Hospitality Management, Healthcare Management or related fields. Additional certification in care giving or nursing will be an added advantage • 2 years of relevant experience in customer service in serviced apartments, hotels or care institutions • Neat and well-groomed with warm personality • Patient and caring, and enjoy interacting with elderly individuals • Excellent communication and interpersonal skills • Open to commit to shift duties (including weekends and public holidays)	• Ensure services are delivered efficiently and in an orderly manner, meeting the service needs of residents and visitors • Coordinate internal and external resources to provide daily living services and personalised care services • Be responsible for resident assessment management and development of service plans, including medical support, activities, and dining arrangements • Regularly organise resident communication sessions and community activities to promote interaction and integration among residents • Coordinate external service providers to offer value-added services to residents • Handle resident complaints, feedback, and suggestions; follow up, provide responses, and implement corrective actions	• Working Hours: 5 days/ week, Shiftwork (Mon-Sun) • Shift 1: 7am to 4.30pm • Shift 2: 10.30am to 8pm • Employment Type: Full Time • Job Type: Permanent • Location: 28 Parry Avenue. (S)547255

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Implement individualised case management plans based on residents' personal care plans - Improve departmental service quality and operational efficiency - Any other duties as assigned	
Physiotherapist 	- Diploma / Degree/ Master in Physiotherapy - Registered with the Allied Health Professional Council (AHPC) - At least 2 to 3 years of experience in healthcare related institutions - Service-oriented and customer-focused - Adaptable and proactive with the ability to work under pressure - Passionate about learning and professional growth	- Conduct comprehensive physiotherapy assessments addressing mobility, balance, physical strength, range of motion, cardiopulmonary endurance etc - Deliver evidence-based interventions including mobility and balance retraining, therapeutic exercises to improve range of motion, strength, flexibility etc - Monitor and review clients' progress regularly, adjusting interventions in response to outcomes and care goals - Maintain accurate, timely clinical documentation and uphold confidentiality in accordance with professional and organizational standards - Provide advice on the use of assistive devices such as walking aids etc - Conduct caregiver training - Collaborate with multidisciplinary teams to provide holistic client care - Contribute to in-service training, quality and service improvement initiatives - Supervise and conduct training to Therapy Aides (TAs) / new team members as required - Participate in research or audits where applicable	Working Hours: 5.5 days/ week Mon-Fri: 9am to 6pm Sat: 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: 28 Parry Avenue. (S)547255

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Oversee inventory management process - Any other duties assigned	
Senior Executive / Executive, Project Management 	- Degree in Building, Project Management, Engineering (Mechanical/Electrical), Architecture, or related discipline - Min 2–3 years of relevant experience in construction, consultancy, or real estate development - Exposure to mixed-use, commercial, residential, or healthcare projects is an advantage - Understanding of Singapore construction processes, drawings, and coordination requirements - Suitably qualified candidates may be considered for a Senior Executive position	Project Coordination & Administration - Assist in coordinating project activities from design development through construction and completion - Support in tracking project schedules, milestones, and deliverables to ensure timely progress - Prepare meeting minutes, progress reports, and project documentation - Maintain proper filing of drawings, submissions, and technical documents Consultant & Contractor Management - Liaise with consultants, contractors, and suppliers on design, technical submissions, and site matters - Monitor and follow up on submission approvals, shop drawings, and material samples - Assist in reviewing consultants' drawings and highlight discrepancies or coordination issues Site & Construction Support - Conduct regular site visits to monitor work progress, quality, and safety compliance - Support in identifying site issues and coordinating with relevant parties for resolution - Assist in tracking variation orders, site instructions, and progress claims	Working Hours: 5 days/ week Mon-Fri: 9am to 6pm Employment Type: Full Time Job Type: Permanent Location: 28 Biopolis Road. (S)138568

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Technical Support (Architectural / M&E / Coordination) • Support coordination between architectural, structural, and M&E works to ensure integration • Assist in reviewing basic technical details and ensuring compliance with specifications and authority requirements • Support testing & commissioning activities and defect management during project handover Regulatory & Compliance • Assist in authority submissions and ensure compliance with local regulations (BCA, URA, SCDF, etc.) • Track approval status and ensure timely follow-up with consultants Stakeholder Coordination • Work closely with internal teams (design, asset management, operations) to align project requirements • Support communication and coordination across all stakeholders to ensure smooth project delivery	
Senior Executive / Executive, WSH 	• Minimum 2 years of relevant experience as a registered Workplace Safety and Health Officer • Experience in facility management, construction, and Design for Safety;	• Conduct WSH inspections, internal audits, and risk assessments across both construction projects and operational assets • Identify hazards and recommend appropriate risk control measures and follow up on their implementation	• Working Hours: 5 days/ week Mon-Fri: 9am to 6pm • Employment Type: Full Time • Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	familiarity with ISO 45001 is an added advantage • Strong knowledge of the WSH Act, regulations, codes of practice, and risk management • Good communication and interpersonal skills, with the ability to engage and train workers at all levels • Able to work independently and in a team, with a proactive and detail-oriented approach • Any other duties as assigned	with contractors and managing agents • Investigate workplace incidents, accidents, and near misses, and follow up on corrective and preventive actions • Plan and deliver safety training, inductions, and WSH programmes to promote a positive safety culture • Liaise with managing agents, contractors, consultants, and service providers to ensure compliance with WSH requirements • Maintain proper documentation of WSH activities, including inspections, incidents, training, and statistics, and prepare reports for management and authorities as required	Permanent • Location: 28 Biopolis Road. (S)138568
Staff Nurse 	• State Registered Nurse from an accredited School of Nursing, Polytechnic, or University. • Post-basic certification in Gerontology, Elder Care, or Dementia Care would be advantageous. • Valid professional license issued by the Singapore Nursing Board to practice nursing. • Basic Cardiac Life Support (BCLS) certification. • At least 1 year of resident or ward experience.	• Staff Nurse is responsible for the provision of quality care by maintaining accurate records and in the maintenance of professional standards through continuing education and development. Responsibilities: Resident Care • Assess, plan, implement and evaluate nursing care to meet residents' needs. • Administer treatments and medications as prescribed. • Assist doctors during examinations, procedures, and treatments.	• Working Hours: 4 days/ week 12hrs rotating shift: 7am to 7pm 7pm to 7am • Employment Type: Full Time • Job Type: Permanent • Location: 28 Parry Avenue. (S)547255

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work effectively with multi-disciplinary teams in a dynamic, fast-paced healthcare environment. • Strong communication and interpersonal skills to interact effectively with clients, families, and other allied healthcare teams. • Able to work shift duties, including weekends and public holidays.	• Provide health education and counselling to residents and their family members. • Make appropriate diet requisitions and supervise meal serving and feeding of residents. • Respond promptly and appropriately to medical and nursing emergencies. • Maintain accurate, timely, and comprehensive documentation of all nursing activities. • Demonstrate clinical competency, sound judgment, and up-to-date knowledge in delivering resident care. • Ensure the safe handling, positioning, and movement of residents in accordance with infection control and safety standards. • Follow up on residents to ensure continuity of care and adherence to treatment plans. Administrative • Deputize the Nurse Manager in her/his absence. • Adhere to organizational, operational, and nursing policies and procedures. • Ensure proper and economical usage of medical supplies and resources. • Maintain a safe, clean, and comfortable environment for residents and staff. • Assist in indenting and managing ward supplies, ensuring adequate stock levels.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Maintain safe custody and proper documentation of controlled drugs. • Ensure all medical and ward equipment are in safe, functional, and serviceable condition. • Participate in clinical and service quality improvement initiatives. Teaching & Supervision • Assign duties to and supervise junior staff in the provision of resident care. • Assist the Nurse Manager in planning and conducting orientation programmes for new staff. • Teach, guide, and mentor junior and new staff to ensure competency in clinical skills and resident care standards. • Serve as a resource person, providing support and guidance on clinical matters. Human Relations • Maintain positive working relationships with colleagues, doctors, allied health professionals, and support staff. • Establish rapport with residents, families, and the public, ensuring respectful and compassionate communication. • Anticipate, manage, and resolve problems within the scope of professional practice. Professional Development & Other Duties • Keep abreast of new developments, clinical	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		practices, and healthcare trends. • Participate actively in in-service training, education programmes, and competency assessments. • Contribute to hospital-wide or departmental committees and quality improvement projects. • Provide ideas and participate in initiatives aimed at improving resident care and service delivery. • Any other duties assigned.	
TCM Assistant, Perennial Living 	• GCE 'O' Level or equivalent, preferably with 2 years of relevant experience in a TCM clinic or healthcare setting • Strong interpersonal and communication skills • Customer service-oriented with a polite and professional demeanor • Ability to work well in a team and independently • High attention to detail and commitment to maintaining patient confidentiality • Possess passion and interests in TCM or healthcare industry • Able to work shift duties including weekends and public holidays	Client Management: • Attend to clients and perform front-desk duties including registration, manage appointments, coordinate follow-ups and payment collection • Provide information about services, procedures, and pricing • Assist with client inquiries and direct them to appropriate physicians Clinic Maintenance: • Manage inventory of TCM products • Maintain a clean and organised clinic environment, ensuring that all tools and equipment are sanitized and ready for use Treatment Support: • Assist TCM Physicians with various procedures • Ensure that all clinical supplies are stocked and prepared for treatments	• Working Hours: 5.5 days/ week Mon-Fri: 9am to 6pm Sat: 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 28 Parry Avenue. (S)547255

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Support physicians during therapies - Monitor patient progress and note changes to inform physicians - Any other duties as assigned	
TCM Physician 	- Degree in Traditional Chinese Medicine (with Masters and PHD preferred) and registered with Singapore TCM Board - At least 10 years of relevant experience - Excellent interpersonal and communication skills. - Bilingual is essential to support effective communication with diverse stakeholders.= - Customer service-oriented with a polite and professional demeanor - Ability to work well in a team and independently	- Lead and grow the TCM Practice, formulate strategy and collaborate with other healthcare professionals to develop integrated holistic care - Assess patients' health conditions, develop individualized care plans and provide professional TCM consultation and treatments to patients, including acupuncture, herbal prescriptions and tuina therapy - Enhance TCM standards and work closely with Clinical Ops to manage the day-to-day operations TCM principles - Stay informed about the latest developments in TCM practices and research in China, Singapore and other relevant countries - Support clinic activities, including health talks and community outreach programs - Adhere to the TCM Physician's Code of Conduct and MOH's regulatory requirement - Any other duties as assigned	Working Hours: 4 days/ week Employment Type: Full Time Job Type: Permanent Location: 28 Parry Avenue. (S)547255
Therapy Aide	Minimum WSQ Certificate in Therapy Services, or NITEC in Community Care & Social Services	Clinical Support Assist therapists in delivering prescribed therapy programmes	Working Hours: 5.5 days/ week Mon-Fri:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Diploma or Bachelor of Physiotherapy / Occupational Therapy (Foreign trained of their country origin) for Associate positions • At least 2 to 3 years of experience in healthcare related institutions • Strong interpersonal and communication skills • Service-oriented mindset • Basic proficiency in IT skills • Effective time management skills and ability to prioritize tasks • Self-motivated, and proactive with the ability to work under pressure • Passionate about learning and professional growth	• Provide feedback to therapist on clients' progression • Support group therapy sessions and supervise clients in line with safety guidelines. • Educate clients on use of equipment as prescribed by the therapist • Assist in caregiver training and portering, ensuring safety and dignity • Assist in donning and doffing of orthosis and pressure garments as instructed by the therapist • Comply with clinical, safety and infection-control standards Administrative Support • Regularly update client records and maintain strict confidentiality • Monitor and maintain rehab department consumables and equipment, including routine maintenance. • Promptly report any damaged equipment to the HOD for repair or replacement • Upkeep rehab area and housekeeping. • Adhere to organisation, department's policies and operating guidelines • Participating in continuous education • Any other duties as assigned	9am to 6pm Sat: 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 28 Parry Avenue. (S)547255

#5 PlayFACTO School

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Enrichment Programme Executive	• Able to commit to a five-day work week, including one or both weekend days based on operational requirements and the assigned roster. • Preferably proficient in both spoken and written English and Mandarin, as the role requires communication with English- and Mandarin-speaking parents, students and enrichment stakeholders. • Comfortable and confident in conducting classes for primary school-aged children. • Enjoys working with children and contributing to a child-focused learning environment. • Strong communication, organisational and administrative skills, with attention to detail. • Confident in engaging parents, recommending suitable programmes and following up on enrolment opportunities. • Proactive, dependable and able to multitask in a fast-paced environment. • Prior teaching, enrichment	• Conduct assigned STEM enrichment classes in accordance with the Company's curriculum and programme standards. • Attend to parent enquiries, recommend suitable programmes and follow up on enrolment opportunities. • Work towards assigned enrolment, retention and programme performance KPIs. • Build positive relationships with existing students and parents to support programme satisfaction and student retention. • Plan and coordinate class schedules, student attendance and programme materials, where required. • Assist in organising and managing logistics for enrichment programmes, events and competitions. • Manage programme-related administrative duties, including registration, payment collection, invoicing and fee tracking. • Support operational requirements within the department and across assigned centres. • Maintain accurate enrolment, attendance, payment and follow-up records. • Perform other programme, teaching and administrative duties as assigned by the Company.	• Working Hours: 5 days/ week, 10am – 7pm • Employment Type: Full Time • Location: 20 Sin Ming Lane. (S)573968

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Student Care Assistant Manager 	• Minimum diploma and above • WSQ Student-Care Certified / Possessing Qualifications in the field of community / social services is an advantage • Possess excellent work ethics and integrity • Able to communicate effectively in both English and/or Mandarin • At least 2 years of experience working with children. • Those with supervisory experience will have an advantage.	• Oversee the daily operations of the Student Care Centre, ensuring a safe, nurturing and well-organised environment for all students. • Lead programme planning, curriculum implementation and centre-wide activities in alignment with PlayFACTO's philosophy, curriculum direction and new HQ directives. • Supervise, mentor and develop centre staff, fostering a positive and collaborative team culture. • Build strong relationships with parents, school partners and stakeholders through proactive communication and engagement. • Drive student enrolment and ensure the overall smooth running of centre operations. • Provide timely reports to management on enrolment, operational expenses, manpower matters and staff training needs. • Oversee administrative and financial processes such as fee matters, GIRO reporting and centre documentation. • Implement and uphold all health, safety and regulatory requirements. • Perform any other duties as assigned by the Centre Director (applicable for Assistant Centre Manager).	• Working Hours: 5 days/week, 10am – 7pm • Employment Type: Full Time • Location: 20 Sin Ming Lane. (S)573968

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Student Care Centre Manager 	• Minimum diploma and above • WSQ Student-Care Certified / Possessing Qualifications in the field of community / social services is an advantage • Possess excellent work ethics and integrity • Able to communicate effectively in both English and/or Mandarin • At least 2 years of experience working with children. • Those with supervisory experience will have an advantage.	• Oversee the daily operations of the Student Care Centre, ensuring a safe, nurturing and well-organised environment for all students. • Lead programme planning, curriculum implementation and centre-wide activities in alignment with PlayFACTO's philosophy, curriculum direction and new HQ directives. • Supervise, mentor and develop centre staff, fostering a positive and collaborative team culture. • Build strong relationships with parents, school partners and stakeholders through proactive communication and engagement. • Drive student enrolment and ensure the overall smooth running of centre operations. • Provide timely reports to management on enrolment, operational expenses, manpower matters and staff training needs. • Oversee administrative and financial processes such as fee matters, GIRO reporting and centre documentation. • Implement and uphold all health, safety and regulatory requirements. • Perform any other duties as assigned by the Centre Director (applicable for Assistant Centre Manager).	• Working Hours: 5 days/ week, 10am – 7pm • Employment Type: Full Time • Location: 20 Sin Ming Lane. (S)573968

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Student Care Cleaner Tealady	• Prior relevant cleaning experience preferred • Responsible and positive • Enjoy working with children	• Ensure cleanliness and tidiness of the student care centre facilities, including classrooms, common areas, and bathrooms (If any) • Perform regular cleaning tasks such as sweeping, mopping, vacuuming, dusting, and sanitizing surfaces to maintain a hygienic environment. • Provide administrative support in preparation of activities. • Serve lunch to children. (No cooking required) • Prepare teabreak fare for children. • Any other ad-hoc duties as delegated by Centre Head.	• Working Hours: 5 days/ week, 10am- 6pm • Employment Type: Full Time • Location: 20 Sin Ming Lane. (S)573968
Student Care Teacher	• Minimum requirement of a Diploma • Prior working experience in a relevant role, preferably at the primary level, is an advantage • Demonstrates exceptional work ethics and maintains high integrity. • Displays a positive attitude when encountering challenges. • Passion for working with children and fostering their love for the learning process	• Provide strong emotional support, effective conflict resolution, and positive reinforcement to guide students' social-emotional growth. • Deliver and execute PlayFACTO's signature character development programs and engaging enrichment activities. • Supervise primary school children (Primary 1 to 6), ensuring the accurate and timely completion of their daily school homework and spelling. • Maintain high standards of safety, hygiene, and cleanliness to upkeep the premium aesthetics and environment of the centre premises. • Maintain regular, professional liaison with parents and guardians to provide updates	• Working Hours: 5 days/ week, 10am- 7pm • Employment Type: Full Time • Location: 20 Sin Ming Lane. (S)573968

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		on their children's academic progress, behaviour, and milestones. • Manage operational administrative tasks, including drafting newsletters, tracking student updates, handling parent communications, and assisting with fee/form collections. • Support centre growth by participating in open houses, school marketing events, and managing basic walk-in enquiries. • Perform any other ad-hoc duties as delegated by the Centre Head to ensure smooth daily	

#6 Regent Logistics

Integrated Logistics with end-to-end supply chain solutions

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant	• Minimum GCE N/O level certificate. • Minimum 1–2 years of admin or operations experience. • Proficient in Microsoft Office	• Coordinate administrative tasks and facilitate communication among internal stakeholders to enhance operational efficiency • Maintain and update data records systematically to ensure accuracy and easy accessibility	• Working Hours: 5 days/ week, 8.30am to 6pm • Employment Type: Full Time • Location: 31 Jurong Port Road. (S)619115
Customer Service Executive 	• Diploma in Logistics, supply chain, business administration, finance and above. • At least 2 years working experience with transport distribution or first/last mile delivery operations. • Good PC and keyboard skills with working knowledge of Microsoft Office (Excel, Word & PowerPoint). • Experience in CRM • Working Knowledge in supply chain fulfilment, ground distribution and first/last mile operations	• Maintain efficient operations at the control centre, upholding the highest standards of customer service. • Oversee and coordinate daily tasks to ensure a seamless control centre operation. • Collaborate with team members to evaluate lapse, rectify, and recommend changes. • Efficiently manage and control inventory to meet customer demands. • Responsibly handle customer inquiries from multiple communication platforms. • Drive an exceptional customer service experience, offering product knowledge and assistance throughout the customers' journey.	• Working Hours: 5 days/ week, 8.30am to 6pm • Employment Type: Full Time • Location: 31 Jurong Port Road. (S)619115

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Delivery Driver	- Valid Singapore Class 3 driving licence. - Previous experience as a delivery driver or in a similar role is preferred.	- Delivery, loading and unloading goods at warehouse and work sites. - Ensure timely collection and delivery of goods	Working Hours: 6 days/ week Up to 12hrs/ day Employment Type: Full Time Location: 31 Jurong Port Road. (S)619115
Prime Mover Driver	- Valid Singapore Class 4/5 driving licence. - Minimum 1 year of experience driving Class 4 trailer-trucks. - Physical fitness and stamina for long hours of driving and handling cargo.	Transport containers between terminals, yards, and warehouses.	Working Hours: 6 days/ week Up to 12hrs/ day Employment Type: Full Time Location: 31 Jurong Port Road. (S)619115
Shipping Executive 	- Diploma or related qualifications can be considered - Minimum 3 years of relevant working experience in freight forwarding & logistics industry - Independent, self-driven, with right attitude for the challenges	- Coordinated Export and Import freight shipments from booking confirmation through to final documentation, ensuring timely and accurate shipment execution. - Prepared and verified shipping documents, including Bills of Lading, cargo manifests, shipping instructions, and export documentation in compliance with customer and regulatory requirements. - Liaised with shipping lines, freight forwarders, overseas agents, customers, and internal departments to coordinate shipment	Working Hours: 5.5 days/ week, 8.30am to 5.40pm Employment Type: Full Time Location: 31 Jurong Port Road. (S)619115

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		schedules and resolve operational issues promptly. • Monitored shipment progress and provided timely updates to customers and overseas partners, ensuring clear communication throughout the shipping process. • Maintained accurate shipment records and operational reports using Microsoft Office applications and shipping systems.	
Traffic Controller 	• Nitec or equivalent qualifications in logistics, supply chain management, transportation, or a related field preferred. • Minimum of 1 year of experience in deployment of drivers for trucking/ loose cargo jobs. • Ability to work under pressure and prioritize tasks in a fast-paced environment.	• Planning and assigning daily transportation schedules. • Managing our customer service operation at our Batam and Bintan office. • Responsible for all weekly vessels schedule. • Responsible for all daily depot processes and operations for the next subsequent day	• Working Hours: 5.5 days/ week, 8.30am to 5.30pm • Employment Type: Full Time • Location: 31 Jurong Port Road. (S)619115
Warehouse Assistant	• Minimum GCE N/O level certificate. • Minimum 1–2 years of warehouse operations experience. • Good time management skills. • Ability to work in a dynamic and fast-paced environment. • Must have Forklift licence	• To perform picking, sorting, incoming receiving, weighing, labelling and issuing. • To provide support on daily warehouse activities. • Ensure all inbound and returns are handled with care. • Pick, pack and organise daily orders. • Daily maintenance and housekeeping of working area	• Working Hours: 5.5 days/ week, 8.30am to 5.30pm • Employment Type: Full Time • Location: 31 Jurong Port Road. (S)619115

#7 Savills Property Management

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Admin Assistant	• Minimum GCE 'O'/'N' Level • At least 1 year of relevant working experience in Accounting/Admin preferred • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently.	• Issuing cheques • Prepare cash management form weekly • Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties	• Working Hours: 5.5 days/week Mon to Fri 8.30am – 5.30pm OR 9am to 6pm Sat 8.30am to 12.30pm OR 9am to 1pm • Employment Type: Full Time • Location: Islandwide
Account Payable Executive 	• Diploma in Accountancy, Finance, or equivalent qualification. • Minimum two years of relevant Accounts Payable or finance experience. • Good understanding of accounting principles and AP processes. • Detail-oriented, proactive, and able to work independently. • Ability to work in a fast-paced environment and meet tight deadlines. • Proficient in MS Office applications, especially MS Excel. • Experience in accounting systems	1. Accounts Payable Operations - Process suppliers' invoices, payment requests, and staff claims with proper supporting documents and approvals. - Verify accuracy of invoices before posting into the accounting system. - Prepare payment vouchers and process payments via bank transfer. 2. Vendor Management & Reconciliation - Liaise with suppliers and internal departments to resolve invoice discrepancies and payment-related issues.	• Working Hours: 5 days/ week 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 30 Cecil Street (S)049712

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	such as Microsoft Dynamics 365 will be advantageous.	b. Perform reconciliation of supplier statements and AP related GL accounts. c. Maintain accurate and updated vendor records in the accounting system. 3. Financial Closing & Reporting a. Support monthly, half-yearly, and year-end closing activities related to Accounts Payable. b. Prepare AP schedules, accruals, and relevant journal entries for financial reporting purposes. c. Prepare supporting schedules and documentation for financial reporting. d. Ensure completeness and accuracy of AP records in compliance with accounting standards. 4. Compliance & Internal Controls a. Ensure compliance with company policies, financial procedures, and internal controls. b. Maintain proper audit trails for all AP transactions. c. Assist with external and internal auditors by providing required documents and explanations. 5. Process Improvement & Support a. Assist in improving AP processes and workflow efficiency. b. Identify opportunities for process automation and system enhancements within the finance function.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		c. Undertake ad-hoc assignments as assigned.	
Account officer (PM) 	• Minimum Diploma in Accounting related • Possess minimum 1 year of experience handling full set of accounts • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills	• Handle full set of accounts (AR, AP and GL) • Prepare monthly financial reports • Issuing invoices, statement of accounts and reminders • Issuing payments to suppliers • Prepare and submit of GST • Coordinate and liaise with external parties like external auditors • Attend to owners one enquires regarding their statement • Supervise and guide Accounts Assistants • Receiving, courier or handling cash/cheques from clients • Banking of cash/cheques • Complete ad-hoc projects or tasks as assigned	• Working Hours: 5 days/ week Mon to Fri 8am – 5pm OR 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 20 Martin Road (S)239070
Admin Assistant / Executive	• Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management • Outgoing and vocal with good communications skill. • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent. • Familiar with CMMS for work order management; • Dynamic and multi-tasking capabilities.	• Prepare and submit regular facility operation reports to management. • Track and report key facility metrics. • Maintain incident and service request logs for audit and review purposes. • Provide updates on compliance with safety, health, and environmental regulations. • Serve as the main point of contact for internal departments regarding facility needs. • Coordinate with employees to address workspace concerns and requests.	• Working Hours: 5.5 days/ week Mon to Fri 8.30am- 5.30pm OR 9am to 6pm Sat 8.30am to 12.30pm OR 9am to 1pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Liaise with building management for shared facility issues and updates. • Ensure all stakeholders are informed of facility-related activities and schedules. • Manage contracts and service agreements with external vendors • Monitor vendor performance and ensure service delivery meets agreed standards. • Schedule and coordinate routine and emergency maintenance with service providers. • Review and approve vendor invoices and service reports. • Maintain and update facility documentation and records. • Coordinate facility access passes, keys, and security systems for staff and visitors. • Manage procurement of office and facility supplies. • Ensure compliance with administrative policies and procedures. • Organize and participate in facility-related meetings with internal teams and external vendors. • Record and distribute meeting minutes and action points. • Follow up on tasks and resolutions discussed during meetings. • Assist in preparing presentation materials for management reviews or planning sessions. • Conduct regular facility inspections and audits to identify areas for improvement.	• Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Recommend and implement facility upgrades, layout changes, or efficiency improvements. - Support sustainability initiatives and cost-saving measures. - Evaluate feedback from users to enhance facility operations and services. - Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). - Collaborate with finance and operations teams to align facility functions with revenue goals.	
Assistant Facilities Manager 	- Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute; - At least 3 years of relevant experience as a manager in facilities management - Able to lead independently the team of Facilities Management and properties at site with minimum supervision; - Excellent client management skills in a corporate environment and a strong team player. - Proactive and independent; Dynamic and multi-tasking capabilities; Familiar with CMMS for work	- Proactively engage stakeholders to ensure that on site client's expectations are met - Build and develop effective client /stakeholder relationships across multiple levels of the organization; - On-site key point of contact for Facilities in the client's premises; - Ensure effective communication and reporting to clients' on operation matters; - Evaluate service response time and analyses occupants' service request trends and suggestions; - Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; - Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected	Working Hours: 5.5 days/ week Mon to Fri 8.30am-5.30pm OR 9am to 6pm Sat 8.30am to 12.30pm OR 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	order management; Fire Safety Manager Certificate.	and consistent service levels are achieved across the sites - Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. - Lead by example and groom the team in achieving maximum client satisfaction level; - Preparing weekly, monthly facilities reports; - Assist the FM to develop and review planned maintenance schedules with maintenance vendors; - Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. - Ensure critical operations and sites are identified across the region. - Establish HSSE plan for the account on site. - Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. - Implement and ensure escalation procedures are in place and observed for incident and problem reporting. - Have good knowledge of statutory legislation and requirements	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Managing work orders using a CMMS and analyzing maintenance data; - Any other scope and roles assigned by the reporting manager.	
Business Development Manager/ Assistant Manager 	- Diploma/ Degree in Facilities Management, Estate Management, Business Management or relevant related discipline from a recognized tertiary institute - At least 3 years of relevant experiences in facilities management and business development portfolios - Proven capabilities in managing tender costings and submissions within timeline - Strong financial acumen paired with a proactive, can-do attitude - Able to work independently with minimum supervision - Those with Facilities Management operation experiences or equivalent is an added advantage.	Business News Sourcing - Source and keep track of incoming business opportunities that are suitable & aligned with business objectives. - Regular engagement with Client and Consultants for potential business opportunities, realizing it from 'News' to 'Tender' to 'Award'. - Identify potential business opportunities from market research and analysis. Business Department Duties - Carry out day-to-day Business Department duties such as: - Carry out research & market analysis for business opportunities, competitors and other market trends – discuss and report regularly to Management - Guide business executives on business department duties including checking and managing the timeline of the said works - Manage and regularly discuss timeline of all tasks with GM and ensure timely deliverables.	Working Hours: 5 days/ week Mon to Fri 9am- 6pm Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Tender Management & Coordination • Ability to conduct costings proposals for FM tender and RFPs • Check, compile and ensure an adequate overall tender submission • Manage and keep track of all tasks to follow up with each tender, ensuring timely execution • Prepare and deliver tender presentations during tender interviews as well as corporate presentations when necessary.	
Cleaners	• Previous experience in commercial, industrial, or janitorial cleaning is preferred. • Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. • Knowledge of cleaning chemicals, equipment, and safe handling procedures. • Ability to work independently and as part of a team.	• Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. • Clean and sanitize restrooms, break rooms, and common areas. • Empty waste bins and dispose of rubbish according to company procedures. • Clean machinery, equipment, and workstations as required. • Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. • Replenish cleaning supplies, toiletries, and consumables. • Follow workplace health, safety, and environmental regulations.	• Working Hours: 5.5 days/ week 9am- 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Multiple Site

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Facility Manager 	• Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. • At least 5 years of relevant experience as a manager in Facilities Management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player; • Dynamic and multi-tasking capabilities; • Familiar with CMMS for work order management; • Fire Safety Manager Certificate.	• To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. • To apply for Permit to Work at occupier site. (if applicable) • To maintain a Safe Work Environment/Conditions at workplace. • To assist on the overall operational effectiveness WSH management at the site as per contract requirements. • To conduct weekly random safety inspection as required by Client. • To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. • To adhere/ implement WSH and all safety regulations in the workplace under WSHA and it applicable subsidiary legislation. • Ensure all workers at site always wear the appropriate PPE. • Conduct daily toolbox briefing with attendance recorded for the contractors. • Advise external customers of safety needs when visiting the sites. • Attend ad-hoc/ outstanding safety related issues whenever required. • Any other duties as assigned by the superiors.	• Working Hours: 5 days/ week 9am- 6pm • Employment Type: Full Time • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Facility Officer 	• Diploma in Engineering, Facilities Management or equivalent. • No experience are welcome to apply as training will be provided. • Self-motivated with good written and communication skills and computer literate. • Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. • Meticulous and a good team player.	• Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. • Respond promptly to building issues, equipment malfunctions, and customer complaints. • Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. • Keep records of on-site maintenance works and manage inventory of spare parts used. • Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. • Assist in the coordination of installation, renovation, refurbishment and building improvement projects. • Assist in tracking utility consumption and identifying anomalies. • Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. • Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. • Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance works or adhoc replacement works. • Carry out any ad hoc tasks as assigned by the Building Manager or client's representative.	• Working Hours: 5.5 days/ week, Mon to Fri 8.30am – 5.30pm OR 9am to 6pm Sat 8.30am to 12.30pm OR 9am to 1pm • Employment Type: Full Time • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. • Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. • Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client.	
HR Admin cum Payroll Executive 	• Minimum Diploma / Degree in Business Administration, Human Resources, or Higher Nitec in Business Studies. • 2-3 years of relevant HR and payroll experience in Singapore. • Proficient in MS Office, especially Excel for payroll reconciliation. • Knowledge of Info-Tech payroll software is an advantage. • Familiar with Singapore Employment Act, CPF, IRAS, and MOM regulations. • Able to communicate in Mandarin to liaise with Mandarin-speaking workers. • Meticulous, well-organized, and able to meet strict payroll deadlines.	Key Responsibilities 1. Payroll & Statutory Compliance. 2. Process monthly full payroll accurately and on time for all employees. 3. Calculate and submit monthly CPF contributions. 4. Prepare and submit IR8A, Appendix 8A/8B, IR21 tax clearance for foreign employees. 5. Process NSmen make-up pay and Government-Paid Leave schemes claims HR Administration 1. Create, update, and maintain employee database and personnel records. 2. Manage MOM work pass applications, renewals, cancellations, and appeals. 3. Administer employee compensation, benefits, and e-leave systems.	• Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Location: 13 Kaki Bukit Place (S)416191

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong sense of integrity and ability to handle confidential information. - Positive attitude, responsible, and a strong team player.	- Respond promptly to employee payroll and HR-related queries. - Prepare and generate detailed payroll and HR reports for management. - Coordinate recruitment activities and interview arrangements. - Administer training programs, including funding applications and attendance tracking. - Organize and file HR and payroll documents for audit readiness. - Assist with MOM surveys and statutory reporting. - Perform other HR-related duties as assigned.	
HR Payroll Assistant / Officer (AMS) 	- Minimum GCE 'O' Level, Diploma in Business Administration / Human Resources, or Higher Nitec in Business Studies. 1-2 years of relevant payroll experience preferred. - Proficient in MS Office applications, especially Excel. - Knowledge of Info-Tech payroll software is an advantage. - Able to communicate in Mandarin to liaise with Mandarin-speaking workers. - Meticulous, well-organized, and able to meet tight deadlines. - Strong sense of confidentiality and integrity.	- Execute monthly full payroll cycle for all employees, ensuring accuracy and compliance with MOM guidelines. - Maintain and update employee database and personnel records. - Prepare and generate monthly payroll reports and management summaries. - Administer e-leave system and track employee leave balances. - Prepare and submit IR21, IR8A, Appendix 8A/8B, and other IRAS tax filings. - Compute and submit monthly CPF contributions; prepare CPF file submissions. - Generate and submit monthly workers' data as required by MOM.	Working Hours: 5 days/ week, 9am to 6pm Employment Type: Full Time Location: 13 Kaki Bukit Place (S)416191

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Positive attitude, responsible, and a strong team player.	- Address employee queries and grievances related to payroll and benefits. - Manage HR filing and documentation. - Support ad-hoc HR payroll projects and related matters.	
Key Account Manager (Cleaning) 	1. Minimum 5+ years of experience in operations management within the Cleaning, Facilities Management, or Environmental Services industry, with at least 2 years in managerial/key account capacity. 2. Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. 3. Leadership: Strong track record of leading diverse teams and managing multi-site operations. 4. Communication: Exceptional interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. 5. Tech-Savvy: Familiarity with digitized operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	Key Responsibilities 1. Client Relationship & Stakeholder Management a. Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. b. Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. c. Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. 2. Operational Leadership & People Management a. Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. b. Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation solutions for operational challenges. c. Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. d. [Value-Add] Drive workforce upskilling initiatives and	Working Hours: 5 days/ week, 9am to 6pm Employment Type: Full Time Location: 13 Kaki Bukit Place (S)416191

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		progressive career mapping for site staff to boost productivity and retention. 3. Financial & Administrative Governance a. Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. b. Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. c. Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization. d. Balance high-level operational execution with rigorous administrative compliance. 4. Strategic Value-Adds & Innovation a. Innovation & Automation: Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. d. Sustainability & ESG: Align cleaning operations with modern sustainability goals, ensuring the eco-friendly use of chemical consumables, waste reduction practices, and compliance with green standards. e. Proactive Risk Management: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact on the client.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Project Manager / Engineer (AVMV) 	• Bachelor's Degree or Diploma in Mechanical Engineering, Building Services, or related discipline. • At least 2–5 years of relevant experience in HVAC/ACMV/chiller sales or project-based retrofit work. • Strong understanding of chilled water systems, chiller plants, HVAC designs, airside systems, and industry practices. • Able to read, analyze, and interpret engineering and mechanical documents (drawings, specifications, instructions, and correspondence). • Proficient in defining problems, collecting data, analyzing facts, and drawing valid conclusions. • Good knowledge of project sales processes, including tendering, proposal preparation, and contract review. 7.Strong skills in communication, interpersonal relations, negotiation, presentation, and customer-focused solutions. 8.Proficient in MS Excel and PowerPoint; able to adapt quickly to different	Sales & Account Management • Prepare quotations for chillers, retrofit works, and related HVAC projects. • Manage a portfolio of key accounts (consultants, main contractors, dealers, end-users) and act as the main customer representative for all matters. • Develop and execute account plans to grow existing customers and open new accounts. • Ensure consistent follow-up from quotation stage through to sales conversion and project award. • Drive sales growth and overall business development to achieve assigned sales targets. • Build and cultivate strong relationships with HVAC/chiller contractors, project dealers, distributors, and direct customers. • Identify opportunities with existing and new customers and update them on service value-added offerings. • Plan and execute marketing and customer engagement initiatives to support lead generation and branding. • Understand customer and market needs to determine pricing and selling strategies, and provide market/competitive feedback. • Manage accounts receivable within defined credit limits and timelines.	• Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Location: 54 Senoko Road (S)758118

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	platforms and multitask effectively. 9. Able to work effectively under pressure, meet tight deadlines, and maintain high attention to detail. 10. Adaptable, willing to learn new technologies, tools, and methods to enhance performance. 11. Experience or knowledge in project management will be an added advantage.	Technical & Retrofit (Project-Based Sales) • Perform basic project design, equipment selection, and sizing in accordance with customer specifications and good HVAC practice. • Understand chilled water systems, chiller plants, airside systems, and general HVAC/ACMV scope to bid effectively. • Conduct site surveys, measurements, and attend pre-bid walkthroughs or clarification meetings where required. • Coordinate with internal teams (Technical Support, Operations, Management) to develop proposals, tender submissions, clarifications, and contractual documents. • Create quotations and follow up specifically for retrofit/service job opportunities (equipment replacement, upgrades, energy improvement). • Develop and track project plans, budgets, and schedules; prepare status reports and ensure delivery within agreed specs, timelines, and cost. • Source, liaise, and negotiate with suppliers and vendors; compile and assess quotations, prepare costing sheets and BOQs. • Research and recommend new chiller and HVAC technologies to enhance solutions and project offerings.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Customer Service & After-Sales • Work closely with Technical Support and Operations to provide solutions that meet customer requirements and address technical issues. • Oversee after-sales activities to ensure high customer satisfaction, including coordination of service, rectification, and follow-up. • Organize regular service reviews with customers and internal Ops teams on critical issues and performance. • Resolve complaints by investigating issues with relevant stakeholders and recommending practical solutions. • Maintain accurate documentation and track results for all sales, project, and service activities. • Compile reports across different segments (sales pipeline, project status, customer feedback) for effective management. Continuous Improvement • Analyze competitors' actions and identify their weaknesses to sharpen sales strategies. • Introduce innovative technological solutions and tools to enhance sales efforts and value propositions. • Engage in continuous learning related to chiller technologies, HVAC trends, and energy-efficient solutions. • Perform other relevant duties as assigned by management.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Strata Commercial Manager 	- Degree or Diploma in Building/Estate Management or related disciplines - At least 3-5 years relevant working experience - Knowledge of Building Maintenance and Strata Management Act will be advantageous - Good leadership ability with excellent interpersonal and communication skills - Outgoing and approachable - Possess good customer service skills - Good decision-making skills and effective problem solver - An eye for details - Proficient in MS Office applications	- Manage and maintain commercial property sites as assigned - Conduct regular checks and inspections on grounds to ensure property is well-maintained - Ensure building statutory requirements are complied with - Conduct meetings of the management corporation, preparation and record meeting minutes - Ensure good record keeping and filing administration - Review and recommend replacement/improvement plans for managed sites - Provide essential customer service support to the tenants and owners - Supervise and manage a team of site staff - Other job related and ad-hoc duties as assigned	Working Hours: 5.5 days/ week, Mon to Fri 8.30am-5.30pm OR 9am to 6pm Sat 8.30am to 12.30pm OR 9am to 1pm Employment Type: Full Time Location: Tuas
Strata Residential Executive M&E 	- At least 2 years of M&E experience required - Knowledge with Building Maintenance and Strata Management Act will be an added advantage - Possess good customer service skills - Good decision-making skills and effective problem solver - Proficient in MS Office applications	- Manage and maintain property sites as assigned - Conduct regular checks and inspections on grounds to ensure property is well maintained - Ensure building statutory requirements are complied with - Conduct meetings of the management corporation, preparation and record minutes of meetings - Ensure good record keeping and filing administration - Review and recommend replacement/improvement plans for managed sites	Working Hours: 5.5 days/ week, Mon to Fri 8.30am-5.30pm OR 9am to 6pm Sat 8.30am to 12.30pm OR 9am to 1pm Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Provide essential customer service support to the residents and owners • Supervise and manage a team of site staff • Other job related and ad hoc duties as assigned	• Location: Central / East
Strata Residential Manager 	• Degree or Diploma in Building/Estate Management or related discipline • At least 3-5 years relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications	• Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plan, organize activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance	• Working Hours: 5.5 days/ week, Mon to Fri 8.30am- 5.30pm OR 9am to 6pm Sat 8.30am to 12.30pm OR 9am to 1pm • Employment Type: Full Time • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		works when required, including inspection for encroachment and site clearance work when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government's authorities; d. Preparation of reports for review by Councils / Owners; • Assist potential clients of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Handling and keeping records of security pass / car park labels as approved. - Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. - Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. - Any other jobs as and when assigned by the superior.	
Strata Residential Officer / Executive 	- Degree or Diploma in Building/Estate Management or related discipline - At least 2 year relevant experience - Knowledge with Building Maintenance and Strata Management Act will be an added advantage - Those with M&E experience would be advantage - Good leadership ability with excellent interpersonal and communication skills - Possess good customer service skills - Good decision-making skills and effective problem solver	- Ensure the smooth operations and effective management of properties managed by the Company. - Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. - Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). - Plans, organise activities and put up decoration during	Working Hours: 5.5 days/ week, Mon to Fri 8.30am- 5.30pm OR 9am to 6pm - Sat 8.30am to 12.30pm OR 9am to 1pm Employment Type: Full Time Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government's authorities; d. Preparation of reports for review by Councils / Owners;	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. - Handling and keeping records of security pass / car park labels as approved. - Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. - Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. - Any other jobs as and when assigned by the Manager.	
WSH Officer 	- The WSHO shall have valid registration with relevant WSHO or equivalent qualification approved by MOM, and possess minimum 3 years of practical experience relevant to the work to be performed by the WSHO in building construction and works of engineering construction. - Any of the Core Team members can be	- Develop, implement, and maintain WSH policies, procedures, and programs aligned with national regulations and best practices. - Conduct regular risk assessments, inspections, and safety audits to identify hazards and ensure compliance. - Investigate accidents, incidents, and near-misses; prepare reports and recommend corrective actions.	Working Hours: 5.5 days/ week, Mon to Fri 8.30am-5.30pm OR 9am to 6pm - Sat 8.30am to 12.30pm OR 9am to 1pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	appointed as the WSHO provided that the staff possess the required qualifications of WSHO. Should a Core Team staff be appointed as the WSHO, Permit-to-Work (PTWs) shall not be approved by the same personnel who verified them, and if necessary, the Contractor shall engage a separate WSHO who fulfils the necessary qualifications. The Contractor shall proposed frequency of WSHO site visit prior to the Commencement Date. Thereafter, the WSHO shall inspect the Sites based on the proposed frequency accepted by the Superintending Officer or Employer Representative and provide validation services including advice and recommendations on all workplace safety & health matters, including validate / advise on Site specific risk assessments before Works and Services are carried out, and validate /advise on WSH plans, training and procedures of the Contractor and subcontractors.	- Provide WSH training and awareness programs for staff, students (where relevant), and contractors. - Monitor and maintain records of safety equipment, certifications, and statutory inspections. - Collaborate with management to ensure safe project operations, maintenance, and facility usage. - Serve as the point of contact for external regulatory bodies and audits. - Keep up to date with changes in WSH legislation and advise management accordingly.	Employment Type: Full Time Location: Islandwide

#8 Singapore Health Services

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Associate Executive, Patient Management Information Services	- Diploma in any discipline with at least 2 years of relevant working experience; or Higher NITEC/ NITEC/ GCE A/ O/ N Level with at least 8 years of relevant working experience - Prior experience in the healthcare industry will be an advantage - Good interpersonal skills - Team player who is meticulous, analytical, proactive and enjoys problem-solving - Proficient with Microsoft Office applications	- SingHealth, Singapore's largest public healthcare cluster, is seeking an Associate Executive for our Patient Management Information Services team. - In this role, you will be crucial in enhancing the quality of patient information data across SingHealth institutions. - Reporting to the Assistant Director, your key responsibilities will include assisting in data analysis of potential patient master duplicates, making merge decisions, and performing system mergers of patient master duplicates. - You will also manage and resolve any data discrepancies or issues that arise during the merge process, as well as coordinate cross-institution data mergers.	Working Hours: 5 days/week Employment Type: Full Time Job Type: Permanent Location: 10 Hospital Drive (S)169608
Associate Executive, Regional Health System Operations (Contract)	- Diploma in any discipline, or Higher NITEC/NITEC/GCE A/O/N Level with at least 8 years of relevant working experience. - Excellent interpersonal, organizational and communication skills - Meticulous and detail-oriented approach - A good team player who is able to work independently	What You Will Do: - You will provide essential administrative support that keeps our RHS operations running smoothly, including monitoring inventory levels for stationery and outreach materials, processing invoices and claims, and handling general office administration tasks. - Your role involves comprehensive meeting support where you will maintain departmental	Working Hours: 5 days/week Employment Type: Full Time Job Type: Contract Location: 167 Jalan Bukit Merah, Singapore (150167)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		meeting schedules, coordinate sessions among different RHS workgroups, ensure venues and equipment are available, distribute and file meeting minutes, support preparation of presentation materials, and assist with meeting notes to facilitate action tracking. • You will also manage logistical and administrative support for events by planning logistics, supporting actual event execution, setting up registration processes, arranging refreshments, and liaising with vendors to ensure smooth event delivery. • Additionally, you will handle database management responsibilities including collecting and inputting data from various sources into designated systems, coordinating with stakeholders to obtain required data inputs, and updating existing records with new information as it becomes available within agreed timeframes whilst maintaining compliance with data governance standards. • You will also participate in and support improvement and innovation efforts in alignment to Divisional and Institutional goals as well as perform other adhoc duties as assigned	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Associate (Warehouse), Retail Pharmacy	• Job Requirements: • Higher NITEC/NITEC/ GCE A/O/N levels with at least 2 years of relevant experience, preferably in the retail industry • Conversant in English and a second language • Good team player and independent worker who requires minimal supervision • Able to lift stocks for display and replenishment on shelves and stockholding areas • Detail-oriented with ability to work in a fast-paced environment and adapt to changes • Able to lift at least 5kg. Daily work involves a lot of physical activity including lifting of stocks, standing and bending.	• What will you do: • Your responsibilities include monitoring and replenishing stock levels, conducting weekly cycle counts, and participating in annual stocktaking exercises whilst investigating any discrepancies. • You will handle point-of-sale functions, generate invoices and shipping labels for online orders, and coordinate delivery arrangements with logistics providers. • Additionally, you will support new outlet projects by liaising with various departments to coordinate consumables requirements and stock transfers, maintain the online sales platform by ensuring accurate product uploads and pricing verification, and provide excellent customer service by responding promptly to enquiries and resolving complaints.	• Working Hours: 5 days/week • Employment Type: Full Time • Job Type: Permanent • Location: 219 Henderson Road, Singapore 159556
Associate Wellbeing Coordinator (CareLine), SingHealth Office of Regional Health (Programs) (Contract)	• Fresh Diploma in any discipline preferably with at least 2 years of relevant experience; or Higher NITEC/NITEC/ GCE A/O/ N Level with at least 6 years of relevant working experience. • Experience in contact centre or eldercare experience would be an added advantage • Operational experience and knowledge in	• As an Associate Wellbeing Coordinator, you will be part of a collaborative team comprising of Primary Care Providers, Community Nurses, Wellbeing Coordinators and Community Partners. • The team will provide 24/7 telecare support and assistance to clients from incoming calls to CareLine in accordance with established protocols through various virtual modes. • You will receive incoming voice calls and make outgoing	• Working Hours: 5 days/week • Employment Type: Full Time • Job Type: Contract • Location: 5 Tampines Central 1, Tampines Plaza 2, Singapore (529541)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	health, social and community care sectors • Able to communicate in 2 or more languages and dialects would be an added advantage • Able to work on rotating 12-hour shifts • Strong team player with a positive work attitude and strong sense of responsibility • Possess good problem-solving skills	care calls to strengthen the care relationship with clients. • This position serves as a vital touchpoint to SingHealth's clients, supporting them on their journey towards better health and wellbeing. • You will assist and provide support in monitoring clients' wellbeing through regular check-ins, directing clients to appropriate community resources, and coordinating health and social care administration with various stakeholders. • Your role includes maintaining updated documentation of care plans, encouraging and empowering clients towards healthy lifestyle changes, and escalating complex cases to senior coordinators when required. • In the call centre environment, you will ensure consistent service standards, execute daily operational workflows and maintain confidentiality whilst safeguarding client data. • You will be expected to achieve service levels as determined and maintain low abandoned call rates through efficient call handling. • You may also support community outreach and engagement efforts as required. • Additional duties may be assigned by your supervisor as required.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior/ Associate (Operations), Retail Pharmacy	- Higher NITEC, NITEC, or GCE 'N'/'O'/'A' Level with at least 4 years of working experience, preferably in the retail industry and/or with cashiering experience - Basic computing skills - Good team player who can work independently with minimal supervision - Excellent interpersonal and communication skills - Able to lift stocks for display and replenishment on shelves and stockholding areas - Detail-oriented with ability to work in a fast-paced environment - Adaptable to change including rotation of duties or outlets at short notice - Able to lift at least 5kg	- We are seeking a Senior Associate to support the daily operations of our retail pharmacy, focusing on customer service excellence and efficient store operations. What You Will Do: - You will assist with the comprehensive daily operations of the retail pharmacy, providing excellent customer service to patients and customers whilst performing cashier duties and rendering administrative support to colleagues. - Your responsibilities include managing the replenishment and display of products on retail shelves and stockholding areas, ensuring optimal product presentation and availability. - Your role also involves uploading price files, ensuring accurate pricing and product information in the retail system, and setting up promotional displays and materials. - You will be responsible for performing housekeeping duties to maintain a clean and organised retail environment and enforcing safety and security measures throughout the retail pharmacy to ensure compliance with operational standards.	Working Hours: 5.25 days/ week Employment Type: Full Time Job Type: Permanent Location: 10 Hospital Drive (S)169608

#9 Sushi Tei Group (Sushi- Tei, Matsukiya, Kuroki & Hokkaido-ya)

Sushi Tei – where expert culinary skills and an innate appreciation of nature come together to inspire and enhance the Japanese dining experience. Since our debut in 1994, we have forged an identity of our own by combining the intricacies of sashimi with teppanyaki to offer the height of Japanese cuisine to the masses. Sushi Tei is no ordinary dining restaurant. We believe in providing an alluring ambience that sets us apart from a regular diner. Illustrating the emerging influence Asia has on modern Japanese cuisine, our menu features a fusion of traditional Japanese dishes with modern innovative trends.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Leading Cook	- Applicants with prior relevant experience will be advantageous. - Able to perform shifts and work on weekends and Public Holidays. - Great customer service skills with a pleasant smile. - Able to work in fast-paced F&B environment with minimal supervision. - Able to start work in a short notice	- Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. - Ensure that all work stations are clean, tidy and ready for the start and end of the business day. - Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. - Uphold the hygiene standard of ingredient handling and the dishes served. - Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. - Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. - Perform stock count for monthly closing inventory. - Training and uniforms will be provided	Working Hours: 6 days/week Employment Type: Full Time Job Type: Permanent Location: Various

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cook (PT)	- No experience required as training will be provided. - Able to perform shifts and work on weekends and Public Holidays. - Great customer service skills with a pleasant smile. - Able to start work in a short notice	- Adhere to SOP on the preparation of food and provide guidance - Ensure that all workstations are clean, tidy and ready for the start and end of the business day. - Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. - Uphold the hygiene standard of ingredient handling and the dishes served. - Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. - Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. - Perform stock count for monthly closing inventory. - Training and uniform will be provided	Working Hours: 6 days/week Employment Type: Part Time Job Type: Permanent Location: Various
Leading Cook	- Applicants with prior relevant experience will be advantageous. - Able to perform shifts and work on weekends and Public Holidays. - Great customer service skills with a pleasant smile. - Able to work in fast-paced F&B environment with minimal supervision.	- Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. - Ensure that all work stations are clean, tidy and ready for the start and end of the business day. - Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.	Working Hours: 6 days/week Employment Type: Full Time Location: Various

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Able to start work in a short notice	- Uphold the hygiene standard of ingredient handling and the dishes served. - Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. - Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. - Perform stock count for monthly closing inventory. - Training and uniforms will be provided	
Marketing Executive (1 year contract) 	No experience is required as training will be provided.	Membership Marketing (Main Portfolio): - Plan and implement membership campaigns, promotions, and referral programs. - Manage membership communications across email, digital platforms, and social media. - Monitor and track membership data, including points accumulation and redemptions, ensuring accuracy and timely updates. - Collaborate with internal teams to ensure membership benefits and experiences are clearly communicated. - Provide regular reports on membership growth, churn, engagement, and redemption activities	Working Hours: 5.5 days/week Employment Type: Part Time Location: 120 Lower Delta Road (S)169208

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Restaurant Supervisor	• Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in a short notice	• Greet and lead arriving guests to assigned table in a friendly manner, make them feel welcome and at ease. • Present Ordering IPad /Menu to the customers. • Attend to guest's request, be helpful and answer politely. • Recommend signature and popular dishes to customers. • Check food before presenting it to guest and ensure all items ordered are served accordingly. • Seek customers' permission prior to clearing of the empty dishes. • Follow service procedures and familiarize with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly. • Take incoming calls and provide information regarding respective restaurant. • Relay customer feedbacks or comments to the duty manager in charge. • Manage daily cashiering duty to ensure all transactions are accurate & done efficiently. • Ensure complete table set up according to service SOP. • To perform other duties as assigned by superior.	• Working Hours: 5.5 days/week • Employment Type: Full Time • Location: Various

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Cook	• Applicants with prior relevant experience will be advantageous. • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in a short notice	• Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. • Ensure that all workstations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. • Training and uniform will be provided	• Working Hours: 6 days/week • Employment Type: Full Time • Location: Various

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Service Crew (Waiter / Waitress)	• Applicants with prior relevant experience will be advantageous. • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in short notice	• Responsible for providing courteous and efficient food & beverage services to the guests. • To present menu, take order, suggest and recommend appropriately. • Attend and respond to guests' needs promptly and professionally. • Setting up table arrangement and ensure cleanliness in the restaurant. • To perform other duties as assigned by superior.	• Working Hours: 5.5 days/week • Employment Type: Full Time • Location: 120 Lower Delta Road (S)169208
Waiter / Waitress (PT)	• No experience required as training will be provided. • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to start work in a short notice	• Responsible for providing courteous and efficient food & beverage services to the guests. • To present menu, take order, suggest and recommend appropriately. • Attend and respond to guests' needs promptly and professionally. • Setting up table arrangement and ensure cleanliness in the restaurant. • To perform other duties as assigned by superior	• Working Hours: 5.5 days/week • Employment Type: Full Time • Location: 120 Lower Delta Road (S)169208

#10 The Singapore Island Country Club

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Chef de Partie (Local / Western)	• Minimum 2–3 years of relevant experience as a Chef de Partie, Demi Chef, or in a similar role within a hotel, restaurant, club, or hospitality environment. • Professional culinary qualification or relevant certification is preferred. • Strong knowledge of food preparation techniques, kitchen operations, food safety, and hygiene practices. • Ability to work efficiently in a fast-paced kitchen environment while maintaining high standards of food quality and consistency. • Good organisational and time management skills with the ability to prioritise multiple tasks during service. • A team player with strong communication skills and a positive attitude. • Passion for food, attention to detail, and commitment to delivering excellent dining experiences. • Willingness to work rotating shifts, weekends, and public holidays as required.	• Responsible for preparing and cooking menu items as ordered by members and guests. Job Roles & Responsibilities:- • Responsible for area of food production as assigned by line chef. • Monitor and maintain condition of equipment used. • Communicate with cutter to minimize hold-ups in production. Any other duties that might be assigned from time to time	• Working Hours: 5 days/ week, Shift hours • Employment Type: Full Time • Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Chef (PT)	• Minimum 2–3 years of relevant experience as a Chef de Partie, Demi Chef, or in a similar role within a hotel, restaurant, club, or hospitality environment. • Professional culinary qualification or relevant certification is preferred. • Strong knowledge of food preparation techniques, kitchen operations, food safety, and hygiene practices. • Ability to work efficiently in a fast-paced kitchen environment while maintaining high standards of food quality and consistency. • Good organisational and time management skills with the ability to prioritise multiple tasks during service. • A team player with strong communication skills and a positive attitude. • Passion for food, attention to detail, and commitment to delivering excellent dining experiences. • Willingness to work rotating shifts, weekends, and public holidays as required.	• Responsible for area of food production as assigned by line chef. • Communicate with cutter to minimize hold-ups in production. Any other duties that might be assigned from time to time	• Working Hours: Shift hours • Employment Type: Part Time • Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Course Marshal (Golf)	• Minimum GCE 'N' Level, GCE 'O' Level, or equivalent qualification. • Prior experience in golf operations, customer service, hospitality, or security is preferred. Candidates with a passion for golf and a willingness to learn are welcome to apply. • Basic knowledge of the Rules of Golf and golf course etiquette is an advantage. • Good communication and interpersonal skills to interact professionally with golfers, members, guests, and staff. • Able to monitor pace of play and enforce golf course rules in a courteous and professional manner. • Willing to work shifts, weekends, and public holidays. • Possession of a valid Class 3 driving licence (or equivalent), or the ability to operate a golf buggy safely, is preferred.	• Patrol the golf course to ensure smooth and regulated play, minimizing slow play. • Monitor and enforce proper dress code, etiquette, conduct, and behavior for members and guests. • Ensure all players display their golf tags. • Check caddies' dress code, conduct, and behavior. • Provide assistance in case of emergencies on the golf course. • Maintain walkie-talkie functionality at all times. • Upkeep and ensure the Club ambulance buggy and Marshal's buggy remain clean and serviceable. Perform other duties as assigned.	• Working Hours: 5 days/ week, Shift hours • Employment Type: Full Time • Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Executive, Learning, People Experience & Service Quality 	• Diploma/Degree in Human Resources, Business, Hospitality, or related field. • 2–4 years' experience in HR, Learning, Engagement, or Service Quality roles. • Strong organisational skills and attention to detail — able to manage multiple projects. • Excellent interpersonal and communication skills — able to build rapport at all levels. • Positive, adaptable, and proactive mindset, with a passion for service and people culture.	• Coordinate learning and development programmes, including training schedules, registrations, attendance, records and feedback. • Conduct new hire orientation and service-related training sessions. • Support leadership development and capability-building initiatives. • Assist in planning and executing employee engagement, wellness, recognition and culture-building activities. • Support employee surveys, focus groups and follow-up action tracking. • Coordinate service quality initiatives, internal audits, feedback tracking and improvement actions. • Prepare communications, reports, dashboards and presentation materials. • Liaise with internal stakeholders, trainers, vendors and service partners. • Support event logistics, procurement, documentation and programme administration. • Maintain accurate records and ensure timely follow-through on programme deliverables.	• Working Hours: 5 days/ week, 8.30am to 6pm • Employment Type: Full Time • Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
F&B Captain	• Minimum 2–3 years of relevant experience in Food & Beverage service, with prior supervisory experience in a restaurant, hotel, club, or hospitality environment preferred. • Strong knowledge of food and beverage service standards, restaurant operations, and hospitality best practices. • Excellent customer service skills with a professional, friendly, and positive attitude. • Strong communication and interpersonal skills to interact effectively with members, guests, and colleagues. • Good organisational and problem-solving skills with the ability to remain calm and efficient in a fast-paced environment. • Detail-oriented with a strong commitment to service excellence and operational quality. • Willingness to work rotating shifts, weekends, public holidays, and during special events as required.	• Responsible for meeting service standards in the assigned outlet. Job Roles & Responsibilities: - • Supervise service personnel and ensure meeting of service and grooming standards. • Monitor workflow and recommend improvements or increase efficiency. • Coordinate with kitchen staff to ensure timely communication of orders and delivery of food. • Oversee condition of seating premises. • Assist in conducting training for service staff when required to improve service standards. • Any other duties that might be assigned from time to time.	• Working Hours: 5 days/ week, Shift hours • Employment Type: Full Time • Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
F&B Executive 	• Minimum 3–5 years of relevant experience in Food & Beverage operations, with supervisory experience in a hotel, restaurant, club, or hospitality environment preferred. • Diploma or equivalent qualification in Hospitality, Food & Beverage Management, or a related field is preferred. • Strong knowledge of restaurant operations, food and beverage service standards, and hospitality best practices. • Proven leadership and people management skills with the ability to supervise, coach, and develop service teams. • Excellent customer service, interpersonal, and communication skills. • Strong organisational, planning, and problem-solving skills with the ability to manage multiple operational priorities. • Good numerical and administrative skills, with experience in sales reporting, stock control, and operational documentation. • Detail-oriented, proactive, and committed to delivering exceptional service quality and operational	• Responsible for planning and coordinating activities of the various F&B service personnel. Job Roles & Responsibilities: • Support the Restaurant Manager on all matters concerning staffing complaints, accidents, lost & found items, etc. • Ensure that the operations are adequately manned, taking into account peaks and troughs in demand. • Ensuring that Members and guests are attended and manage employees to and provide quality standards for service. • Oversee the grooming of staff and ensure that the code of conduct is adhered to at all times. • Ensure that breakages and wastage of food are minimized. • Responsible for ensuring that the outlet is properly set for service. • Facilitate linen and guest supplies control and ensure proper stock control of such items. • Liaise with other departments on maintenance of furniture, fixtures and fittings. • Keep necessary records on sales, items and covers sold, number of guests served, etc. • Ensure that all checks presented are accurately drawn up. • Provide effective leadership to all immediate subordinates and motivates them to	• Working Hours: 5 days/ week, Shift hours • Employment Type: Full Time • Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	excellence. Ability to work in a fast-paced environment and adapt to changing operational needs. Willingness to work rotating shifts, weekends, public holidays	contribute to the best of their abilities. Any other duties that might be assigned from time to time	
Junior Sous Chef (Local / Western)	- Minimum 5 years of relevant experience as a Junior Sous Chef or Chef de Partie in a similar role within a hotel, restaurant, club, or hospitality environment. - Professional culinary qualification or relevant certification is preferred. - Strong knowledge of food preparation techniques, kitchen operations, food safety, and hygiene practices. - Ability to work efficiently in a fast-paced kitchen environment while maintaining high standards of food quality and consistency. (5) Good organisational and time management skills with the ability to prioritise multiple tasks during service. (6) A team player with strong communication skills and a positive attitude. (7) Passion for food, attention to detail, and commitment to	- Responsible for preparing and cooking menu items as ordered by members and guests. Job Roles & Responsibilities: - - Responsible for area of food production as assigned by line chef. - Monitor and maintain condition of equipment used. - Communicate with cutter to minimize hold-ups in production. - Any other duties that might be assigned from time to time	Working Hours: 5 days/ week, Shift hours Employment Type: Full Time Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	delivering excellent dining experiences. • Willingness to work rotating shifts, weekends, and public holidays as required.		
Maintenance Executive (Golf Course Maintenance - Equipment & Machinery) 	• Minimum 3 years of strong technical working knowledge in mechanical operations with hands-on experience. • Strong practical and technical skills. • Good analytical skills to assess various properties and equipment and detect potential safety hazards. • Ability to work independently and in a team-oriented collaborative environment. • Highly motivated, quality driven and results oriented with excellent leadership capabilities. • An eye for detail to ensure quality control for tasks and highly motivated, quality driven and results oriented individual.	• Oversee all the maintenance and repair works of the equipment and machinery in the golf course maintenance workshop. Job Roles & Responsibilities: • Troubleshoot and maintained any faulty machinery, equipment and golf carts. • Plan and organize all machinery and buggy checking and do the preventive maintenance/servicing as scheduled. • Ensure and key-in, included but not limited to: data, update maintenance repair, inventory, receiving book and bin card. • Monitor the machine operation systems in terms of its usability and the maintenance programs. • Coordinate, assign and review the work of the maintenance staffs. • Assist the Course Superintendent with the yearly budgeting. • Responsible for daily reporting status of equipment downtime • Responsible for part ordering and requesting quotations from vendors.	• Working Hours: 5 days/ week, Shift hours • Employment Type: Full Time • Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Plans and arranges all the necessary steps on equipment scrapping. - In-charge of inventory for ad-hoc projects. - Responsible for setting parameters on the use of materials and services within the approved financial budgets of the machine and equipment. - Responsible for the organization and cleanliness of workshop. - Oversee a team of Maintenance Staff	
Maintenance Specialist (Facilities & Building)	- At least 1–2 years of relevant maintenance or facilities management experience is preferred. - Basic knowledge of building maintenance, including electrical, plumbing, air-conditioning, lighting, painting, and general repair works. - Able to troubleshoot maintenance issues and carry out minor repairs independently. - Familiar with workplace safety practices and able to comply with safety procedures. (5) Minimum NITEC, Higher NITEC, ITE, or equivalent qualification in Mechanical, Electrical, Building Services, Facilities Management, or a related field.	- Handle daily rectification and repair work in the facility such as leak, choke, lightings issue, air condition, Audio Visual and sound system, kitchen equipment, painting, etc. - Respond to service call form other department personnel relating to maintenance issue to ensure prompt action and trouble shoot breakdowns and defects. - Work closely with contractors to manage day to day operations. - Ensure all facilities maintenance works are carried out with the least disruption to the business operations with appropriate with appropriate safety measures. - Understand and abide to risk assessments. - Maintain and ensure minimum supplies of technical equipment for prompt service delivery at all times.	Working Hours: 5 days/ week, Shift hours Employment Type: Full Time Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Keeping a record of all the day to day maintenance and service activities taken in the facility. - Respond to all fire safety and emergency situations. - Any other duties that may be assigned from time to time.	
Security Supervisor / Officer	- Nitec in Management & Security Studies or its equivalent. - Holds a valid PLRD licence. - Minimum 2 years related working experience with exposure to hotels / hospitality environment. - Positive attitude towards fostering teamwork among associates in support role. - Good working knowledge of MS Office. - Able to handle multiple tasks with frequent interruptions/changes in priorities. - Highly motivated, quality driven and results oriented. - Strong analytical, good problem solving and decision making abilities. - Strong interpersonal and communications skills, both oral and written, and positive attitude towards fostering teamwork among associates in support role.	- Responsible for directing and coordinating the activities of the security guard force, working with departments to ensure that all security procedures and processes are stringently adhered and complied with. Job Roles & Responsibilities - Assist the Security Manager to lead the security team in the overall daily departmental operations. - Supervise the security officers in the daily departmental operations and Club's daily events. - Plan and coordinate the assignments and deployment locations for the security officers. - Plan and assign security coverage for VIP events by identifying special requirements and needs. Liaise with Police authority for VVIP coverage such as Heads of State or Ministers. - Direct and coordinate building parameter access and crowd control, by effective and productive deployment plan through direct supervision. - To check on visitors, suppliers and possible trespasses by	Working Hours: 5 days/ week, Shift hours Employment Type: Full Time Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		doing routine patrolling and supervision. • Parameter patrol to detect and deter intruder. • In charge of emergency equipment such First Aid Box, Fire extinguisher by doing periodic checks to ensure validity. • In charge of First Aid Box by doing periodic checks to ensure sufficient supplies and to put up order for replenishment. • Train the security officers in daily tasks assignments by identifying daily operational shortfalls and improving them. • Ensure that the security officers are diligently adhering to the security procedures and processes by conducting regular quality checks. • Identify, investigate, resolve and recommend remedial actions on security breaches, car park breaches and any other related Club's security matters and to ensure the enforcements are in place. • Write security related documents such as incident reports and SOPs. • Handling security system such as CCTV, access control, other related equipment located in the FCC such as PA system, fire alarm panel, lift monitoring panel etc. • Responding to emergency situations, such as fire alarm, fire evacuation, medical emergency, accidents within the Club premises, falling tree etc. Liaise with the relevant	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		authority such as the Police, SCDF, NPark etc. - Managing and handling car park reservations for VIPs. - Work closely with other departments for any security related requirements. - Ensure all business partners, employees, Club members and guests observe strictly all Fire, Safety and Emergency procedures through constant and consistent checks and enforcements. - Liaise with outsource security agency on all security officer force issues, such as manning, attendance, performance etc.	
Senior / Maintenance Executive 	- Minimum 5 years of relevant working experience in facilities maintenance, building services, or M&E operations. - Prior experience in hotel, hospitality, club, or other 24/7 operational environments is highly preferred. - Experience in handling breakdowns and emergency situations, including after-hours response when required. - Good understanding of preventive maintenance systems and facility management practices. - Strong technical knowledge of Mechanical & Electrical (M&E) systems, building services, and general	- Responsible for the smooth day to day operations of the building maintenance team and assist the Facilities Manager to oversee the installation, repair and upkeep Club's property, including machines and kitchen equipment, mechanical systems, electrical systems, air condition systems, fire and life safety systems, buildings and other structures, including cost and expenses budgeting, capital and operation expenditure planning and budgeting. Job Roles & Responsibilities: - Responsible for the smooth operations of the facilities management team. - Assist Facilities Manager on forecast operating and capital budget, track and monitor expenditure so as to be in line	Working Hours: 5 days/ week, Shift hours Employment Type: Full Time Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	building maintenance works. • Ability to provide technical guidance and on-the-job support to maintenance teams. • Good working knowledge of Microsoft Office applications. • Strong organisational and facility management skills. • Excellent interpersonal and communication skills (both written and verbal), with a positive attitude and the ability to foster teamwork among support staff. • Proven ability to lead and motivate a mid-size in house team, with adaptability and the ability to work effectively in a diverse, multi-ethnic environment.	with overall budgets approved. • Manage, supervise and ensure appointed contractors accomplish and complete repair and maintenance works according to the required timelines and standards. • Assist Facilities Manager to plan all major maintenance and repair work schedules on a daily basis for facilities maintenance team. • Attend to all breakdowns and provide frontline maintenance support. • Assist Facilities Manager to ensure all facilities maintenance works are carried out with the least disruption to the business operations. • Maintain and ensure minimum supplies of technical equipment for prompt service delivery at all times. • Review of service vendors' performance to identify and determine service level to meet minimum service quality level and standards. • Any other duties that may be assigned from time to time. Preferably to have building experience.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Sports & Recreation Officer	• Prior experience in customer service, sports and recreation, hospitality, leisure, or club operations will be an advantage. • Passion for delivering excellent customer service with a friendly, professional, and approachable personality. • Good interpersonal and communication skills, with the ability to interact effectively with members, guests, and colleagues. • Strong organisational and administrative skills with the ability to manage multiple tasks and prioritise effectively. • Basic computer proficiency, including Microsoft Office applications. • Ability to work independently as well as collaboratively in a team environment. • Responsible, detail-oriented, and proactive with a positive attitude and strong service mindset. • Willingness to work rotating shifts, weekends, and public holidays when required. • Fresh graduates are welcome to apply.	• Provide quality customer service duties to Club members and guests. • Attend members' and guests' inquiries on the phone and face to face. • Supply information regarding the Club and all the facilities to members and guests. Working across all areas in recreation including, Gym, Sports, Swimming and Lifestyle. • Providing excellent customer service. Job Roles & Responsibilities: • Create and update existing recreational lessons for publication materials. • Assist members in recreational program registrations and cancelations. • Maintain a clean and safe working environment. • Assist in supporting social events/activities for members. • Answer incoming calls and attend to enquiries on recreational matters. • Tabulate and generate monthly invoices and billings for all recreational. • Issue towels, locker keys and manage the bookings of the recreational activities. • Ensure the day-to-day operation run smoothly and is operated in an efficient manner in compliance with the Club's Rules and Bye-Laws. • Ensure that all facilities, and equipment are maintained	• Working Hours: 5 days/ week, Shift hours • Employment Type: Full Time • Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and serviced to the best possible condition according to the planned schedules. According to specification prior to any tournaments or competitions. Any other duties that may be assigned from time to time.	
Waiter / Waitress (PT)	• Minimum 1-2 years of relevant experience in Food & Beverage service, with prior supervisory experience in a restaurant, hotel, club, or hospitality environment preferred. • Strong knowledge of food and beverage service standards, restaurant operations, and hospitality best practices. • Excellent customer service skills with a professional, friendly, and positive attitude. • Strong communication and interpersonal skills to interact effectively with members, guests, and colleagues. • Good organisational and problem-solving skills with the ability to remain calm and efficient in a fast-paced environment. • Detail-oriented with a strong commitment to service excellence and operational quality.	• Monitor workflow and recommend improvements or increase efficiency. • Coordinate with kitchen staff to ensure timely communication of orders and delivery of food. Oversee condition of seating premises.	• Working Hours: Shift hours • Employment Type: Part Time • Location: Singapore Island Country Club (Bukit Location), 240 Sime Road (S)288303 OR Singapore Island Country Club (Island Location), 180 Island Club Road (S)578774

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Devan Nair Institute for Employment and Employability
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Operating Hours

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Tuesdays to Fridays: 9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

📍 **e2i Career Centre (OMB)**
One Marina Boulevard
1 Marina Boulevard #B1-03
Singapore 018989

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