

e2i Skills & Career Fair

@ The Frontier CC

19 Sept 2025

JOB LISTING BOOKLET















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

About e2i (Employment and Employability Institute)














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

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#1 AcePLP

AcePLP is a Singapore-based company with a proven track record in delivering Building Information Modelling (BIM) services to the Architecture, Engineering, and Construction (AEC) industries. We collaborate closely with contractors, consultants, and other stakeholders to create, coordinate, and manage high-quality BIM data across the entire project lifecycle.



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
BIM Engineer (Training Provided) NITEC/ Higher NITEC / Diploma / Degree 	<ul style="list-style-type: none"> Higher Nitec/Degree in Construction or Engineering related background No experience required Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc. 	<ul style="list-style-type: none"> Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Delivery Management Accreditation Scheme. Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. With AcePLP's assistance, you will find your ideal career. You will receive 2 months of training in BIM/CAD by an Approved Training Provider. You will attain WSQ-recognized certifications. 	<ul style="list-style-type: none"> Working Hours: Mon-Fri 8:30am to 5:30pm Sat 8:30am to 12:30pm Employment Type: Full Time Location: BCA Braddell

#2 Call Lade Logistics

Call Lade Logistics Pte Ltd is a Singapore-based labour-contracting and logistics service provider founded in 2018. The company specializes in supplying manpower, such as prime mover drivers, lashing specialists, reefer technicians, and inter-gateway haulier drivers to PSA Singapore.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
IGH /Class 4 Driver	<ul style="list-style-type: none"> Possess a Singapore class 4 driving license 	<ul style="list-style-type: none"> Transport shipping containers from one port to another (i.e. 	<ul style="list-style-type: none"> Working Hours:



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Keppel Terminal, Brani Terminal, Pasir Panjang Terminal and Tuas Terminal).	7.30am-7.30pm /7.30pm-7.30am, 36 hours week •Employment Type: Full Time •Location: Pasir Panjang Road
Lashing Specialist	<ul style="list-style-type: none"> • PSLE pass in english 	<ul style="list-style-type: none"> • Secure and unsecure containers on cargo ships to ensure the safe transportation of goods to their destination. 	•Working Hours: 7.30am-7.30pm /7.30pm-7.30am, 36 hours week •Employment Type: Full Time •Location: Pasir Panjang Road
Prime Mover Driver	<ul style="list-style-type: none"> • PSLE pass in english , no driving license are welcome to apply 	<ul style="list-style-type: none"> • Transport shipping containers within PSA Pasir Panjang Terminal. 	•Working Hours: 7.30am-7.30pm /7.30pm-7.30am, 36 hours week •Employment Type: Full Time •Location: Pasir Panjang Road
Operation Supervisor	<ul style="list-style-type: none"> • Possess Class 3 Driving Licence • Possess communication, interpersonal skills and problem-solving skills Rotating shift work 	<ul style="list-style-type: none"> • Support day-to-day operational activities to ensure smooth workflow and task execution • Strategize and coordinate manpower planning to meet operational demands efficiently • Respond promptly to employee inquiries, providing guidance and resolving concerns • Conduct routine site inspections and deliver toolbox briefings to reinforce safety and compliance • Prepare and manage email, reports, and written documentation 	•Working Hours: 7.30am-7.30pm /7.30pm-7.30am •Employment Type: Full Time Location: Pasir Panjang Road

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Facilitate transportation and logistics arrangements to optimize resource movement Coordinate vehicle servicing and maintenance schedules to ensure fleet readiness and reliability 	
Project Coordinator 	<ul style="list-style-type: none"> Diploma in Business or related fields. Strong written and verbal communication skills. Strong report writing, email writing and letter writing skills. Possess the right attitude - Independent, self-motivated and willing to multi-task. 	<ul style="list-style-type: none"> Manage and execute company projects. Liaise with managers and clients to define project requirements, scopes, and objectives that align with organizational goals. Organize and schedule project activities, timelines, budgets, expenditures and resources. Provide administrative support and undertake project tasks. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Mon to Fri, 08:30am to 5.30pm Employment Type: Full Time Location: Pasir Panjang Road
Reefer Container Specialist	<ul style="list-style-type: none"> Possess a Singapore class 3 driving licence to operate a manual-gear light vehicle, Proficient in communicating in English and able to operate Android tablets and VHF radio sets 	<ul style="list-style-type: none"> Perform plug in and plug out of electrical power cables on the refrigerated containers. Check and record the temperature of refrigerated containers. Report about exceptions of the refrigerated containers. 	<ul style="list-style-type: none"> Working Hours: 7.30am-7.30pm / 7.30pm-7.30am, 36 hours week Employment Type: Full Time Location: Pasir Panjang Road
Safety Officer 	<ul style="list-style-type: none"> Experience in a safety-related role, preferably in logistics. Good communication skills, with the ability to engage and educate workers from diverse backgrounds. 	<ul style="list-style-type: none"> Enforce workplace safety and health (WSH) regulations and company safety policies at PSA ports. Conduct regular safety inspections, audits, and risk assessments to identify hazards and implement corrective actions. Organise and conduct safety briefings, toolbox meetings, and training sessions to promote a strong safety culture. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Mon to Fri, 08:30am to 5.30pm Employment Type: Full Time Location: Pasir Panjang Road


#3 C&W Services Singapore

C&W Services Singapore is the facilities and engineering arm of Cushman & Wakefield, offering facilities management, engineering solutions, energy management strategies as well as innovative facilities management technology to a diverse portfolio of clients such as building owners,


occupiers, government bodies and corporate real estate companies. C&W Services is also the first Facilities Management firm in Singapore to earn the WELL v2 certification at the Gold level and has been celebrated as a Great Place to Work.


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Engineer 	<ul style="list-style-type: none"> Diploma in Electrical, Mechanical Engineering or equivalent. Proficiency in building services, M&E operations and AV equipment setup. 	<ul style="list-style-type: none"> Assist the Facility Engineer in the management and maintenance of the M&E facilities in MOE Building. Oversee functions and activities of day-to-day M&E systems and prepare a systematic approach to repair, maintenance and improvement work to MOE Building. Ensure that all works are carried out and completed in compliance with contracts. Maintain good housekeeping and implement safety practices at sites. <p>Audio-Visual (AV)</p> <ul style="list-style-type: none"> Set up and manage AV equipment for event spaces. Test equipment to ensure proper connection and strong signal. Operate AV systems during events, ensuring optimal performance. Troubleshoot and resolve any technical issues that arise during events. Clean, repair, and maintain AV equipment. 	<ul style="list-style-type: none"> Working Hours: 5.25 days / week Monday to Friday : 08:00am to 5:00 pm, or 09:00am to 6:00 pm with 1-hour meal break (Staggered hours) Saturday (Alt) : 08:00am to 1:00pm Employment Type: Full Time Job Type: Contract Location: Singapore
Building Technician 	<ul style="list-style-type: none"> NITEC or Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent Minimum 2 years of relevant facility management experience or equivalent 	<ul style="list-style-type: none"> Provide front line engineering support for M&E and building services Attend to breakdowns, servicing, repairing and emergency requests Manage fire command center system like BMS, Fire Alarm and ACMV system etc. Good hand on skill for corrective work action for M&E system. Ensure work is done properly and signed off service report with name and date. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Monday to Friday : 9am to 5:00 pm Saturday: 9am to 12pm Employment Type: Full Time Job Type: Contract Location: Singapore


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaner (Full Time / Part Time)	<ul style="list-style-type: none"> • Possess prior cleaning experiences 	<ul style="list-style-type: none"> • Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning and etc.) • Performing and documenting routine inspection and maintenance activities • Carry out heavy cleaning tasks whenever required • Cooperate with rest of the staff • Follow all health and safety regulations 	<ul style="list-style-type: none"> • Working Hours: Part Time: 2 – 2.5 days / week, 7am - 11am / 8am - 12pm Full time (7pm to 4pm) • Employment Type: Full Time / Part Time • Job Type: Contract • Location: Singapore
Cleaning Supervisor	<ul style="list-style-type: none"> • Possess prior cleaning experiences 	<ul style="list-style-type: none"> • Adhere strictly to cleaning schedules and complete tasks within stipulated time. • Minimize wastage and ensure efficient usage of cleaning consumables. • Support HQ's direction in increasing manpower productivity and minimizing costs. • Adhere strictly to cleaning SOPs and time schedules. • Improve personal work competency and meet company stipulated cleaning benchmarks. • Communicate with immediate supervisor on challenges faced. • Attend and pass all required training modules. • Comply strictly with all company stipulated safety procedures and protocols. • Report all unsafe work conditions and defects promptly. • Ensure that all feedback given by customers are relayed to immediate supervisor. • To maintain professional conduct with customers at all times 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Monday to Thursday : 7:00am to 4:30pm • Friday : 7:00am to 4:00pm • Employment Type: Full Time • Job Type: Contract • Location: Singapore


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensure adhoc instructions by supervisors are promptly attend to at all times. 	
Contract Manager 	<ul style="list-style-type: none"> Possess relevant tertiary related diploma/degree 5 years of relevant experience Able to work in a fast-paced environment 	<ul style="list-style-type: none"> Prepare cost estimation, endorse, and ensure all costing by any contractor is properly checked and endorsed Prepare and report financial projection and carry out budgetary and expenditure control of Contractors' contract prior to commencement of each financial year arising from maintenance charges and other charges to provide appropriate contingencies Prepare and recommend monthly or progress payment claims and final account submitted by the term contractors' and to ensure timely and complete submissions to the Authority for payment including all substantiations in accordance to the conditions of contract of the respective term contractors' contract. Evaluate and carry out joint measurement with Contractors on their claims for the Purchase Order/ Works Order (including Bills of Items of works) and endorse that they are prepared and computed correctly in accordance with the maintenance term contracts, Contract Price and Option Price Assess and recommend claims submitted by term contractors to ensure that the claims submitted are in accordance to the contract provisions and rates used are in accordance to the Schedule of Rates or Fixed Schedule of Rates Administer the term contract works to be carried out by Contractors, including advising the Authority on Contractors' claims and verifying 'star-rate' quotations on behalf of the 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Monday to Friday: 08:30am to 5:30pm with 1 hour meal break Saturday : 08:30am to 1:00pm Employment Type: Full Time Job Type: Permanent Location: Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Authority; check, vet and recommend the 'star-rate items' submitted by the Contractors, before the start of works, are reasonable and in accordance with fair market prices for the Authority's acceptance; collate all statistical returns, vet guarantees and warranties; finalize the Purchase Order/ Works Order amount, etc;</p> <ul style="list-style-type: none"> • Check, verify and confirm Contractors' invoices to ensure that the invoices tally with Purchase Order/ Works Order/ Endorsed Quotation, where applicable • Compile all payment claims, interim certificates, Purchase Order/ Works Order (including Bills of Items of works) and invoices and ensure timely submission to the Authority for payment • Review and prepare specifications, evaluate, and recommend tender submissions and carry out contract documentation as described in the Requirement Specifications. There are demand aggregated contracts for specialist systems and common services across PA and all districts. As such, the Managing Agent awarded shall be responsible to prepare tender documents, evaluate and award the tenders for this demand aggregated specialist systems and common services • Prepare the tender documents, evaluate and award the tenders for demand aggregated specialist contracts within a single Community Centre/Club/Building but cuts across all districts, even if the specialist systems are located in other districts • Evaluate, verify and recommend that ""star rate items"" submitted by Contractors, before the start of works, are reasonable and in 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>accordance with fair market prices for the Authority's acceptance. To collate all statistical returns, vet guarantees and warranties; finalize Purchase Order/Works Order amount, etc.</p> <ul style="list-style-type: none"> • Prepare and recommend final payment to work done by term Contractors • Obtain and monitor the Performance Bonds, Bankers Guarantees and any other forms of insurances • Draft and prepare any form of period and non-period contract which is required by the Authority to carry out works related to Community Centre/Club/Building or other PA properties facilities for the Community Centre/Club/Building or other PA properties to call tender/quotation • Prepare quotation/tender documents including mechanical and electrical, civil, and structural, and any other specialist system for the term contracts 	
Project Executive (A&A Work) 	<ul style="list-style-type: none"> • Degree / Diploma / Project Management or equivalent • 2 to 3 years relevant experience in property / estate / Project Management • Knowledge in project management in the facilities industry • Possess good communication skills in liaising with both internal and external stakeholders 	<ul style="list-style-type: none"> • Manage all facets of project management including budget, schedule, procurement, quality & risk for projects including planning, design, construction, occupancy and close out • Deal directly with clients to define project requirements then preparing scope of work, project delivery resource requirements, cost estimate & budget, cash flow, work plan schedule & milestones, quality control and risk identification • Lead project delivery resources/team providing project guidance and direction to achieve project goals 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Monday to Friday: 08:30am to 5:30pm with 1 hour meal break • Employment Type: Full Time • Job Type: Contract • Location: Singapore


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Property Executive (Industrial) 	<ul style="list-style-type: none"> Min Diploma with 3 years relevant experience in facilities management i commercial or industrial real estate Good communication skills, both written and spoken Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> Ensure the day-to-day operations of the facility(s) or campus, including janitorial, life-safety, engineering, site services, and general maintenance are implemented and carried out in a manner consistent with C&W policies and client directives. Ensure all contracts are reviewed on a regular basis and are bid out as required and confirm invoices match contract pricing Supervise all maintenance programs relating to the interior and exterior conditions and appearance of the properties Under the direction of the Facility Manager, respond promptly to requests for building maintenance, repairs, cleaning needs, etc. from building occupants and for the implementation of ongoing contract programs to address and resolve needs and problems Compile information necessary to ensure all site-specific documentation and reports are completed accurately and on time, including (and as applicable): Property Information Book, Site Operating Manual, Emergency Procedures Manual, IIPP Manual, Local Code Compliance Log, ADA Compliance Log, OSHA Log, Safety Meeting Log, Elevator Logs, Janitorial Log, Purchase Order Log, Vendor Certificates of Insurance, As-built Drawings, IIPP Manual, Paid Invoices File, General Files, Contract Files, Annual Property Conditions and Year-end Performance Report and other reports and documentation as required Prepares budgets, financial reports (monthly and quarterly), contracts, expenditures and purchase orders 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Monday to Friday: 08:30am to 5:30pm with 1 hour meal break Saturday: 08:30am to 1:00 pm Employment Type: Full Time Job Type: Permanent Location: Singapore



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>related to the facility(s) or complex as directed</p> <ul style="list-style-type: none"> • Assist in providing information and reports necessary for the development of capital budgets for the facility. This includes contributions towards a five-year plan of maintenance, facility improvement, and cost reduction initiatives • Collect, analyze and prepare reports of such statistical data as may be required to provide accurate and current assessment of facility management objectives • Expected to be thoroughly familiar with the management contract, vendor agreements, and other building/facility contracts and all requirements contained therein • Monitor and ensure that tenants and vendors comply with insurance requirements and coordinate all claims as required • Proactively inspect the facility, systems, rooms, common areas, etc. and report back any findings or issues to the Facility Manager 	
Property Executive (Institutional) 	<ul style="list-style-type: none"> • Degree / Diploma in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent • 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance • Knowledge in building works and 	<ul style="list-style-type: none"> • Assist the Building Manager in the daily operations • Manage all Sub-Contractors, supervise & coordinate Facility Management activities and ensure all works adhere to legal regulations • Preparation of monthly and incident reports pertaining to the site(s) • Ensure smooth operations on site(s) • Manage ad-hoc project(s) • Facilitate incident investigation whenever necessary 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Monday to Friday : 08:30am to 5:30 pm • Employment Type: Full Time • Job Type: Contract • Location: Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	facilities management <ul style="list-style-type: none"> • Possess good communication skills in liaising with both internal and external stakeholders 		
Quantity Surveyor (A&A Work) 	<ul style="list-style-type: none"> • Possess relevant tertiary Quantity Surveying and building related diploma/degree • 3 years of relevant experiences in Quantity Surveying • Able to work in a fast paced environment 	<ul style="list-style-type: none"> • Cost Estimation and Budgeting: Prepare cost estimates, financial projections, and budget controls for contractors' contracts, ensuring proper checks and endorsements for all costing and payments. • Contract Management and Payment Processing: Oversee the administration of term contracts, evaluate claims, carry out joint measurements, and recommend payment claims based on contract terms and rates. • Tender and Contract Documentation: Prepare, evaluate, and award tenders for specialist systems and services, including the preparation of tender documents, specifications, and contract documentation. • Invoice and Claim Verification: Review and verify contractors' invoices and claims, ensuring they align with Purchase Orders, Works Orders, or endorsed quotations before submission for payment. • Risk and Compliance Management: Monitor performance bonds, guarantees, and insurances, and ensure compliance with contract terms, including verifying "star-rate" items and guarantees. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Monday to Friday: 08:30am to 5:30pm with 1 hour meal break • Employment Type: Full Time • Job Type: Permanent • Location: Singapore

#4 CH Talent Resources

CH Talent Resources is a specialised recruitment agency based in Singapore that provides diverse HR solutions. We are a part of the Charterhouse Asia Group. With our expertise in recruiting across industries, we pride ourselves on being specialists in Temporary, Outsourcing and Permanent Staffing Recruitment for our clients in Singapore. We also specialise in Payroll Administration and can take on the role of the contractual employer.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Airport Passenger Service (Shift Work)	<ul style="list-style-type: none"> • Good command of written and spoken English 	<ul style="list-style-type: none"> • Oversee and lead a team in managing daily operations, making final decisions on matters of importance to ensure a positive passenger experience and satisfaction. • Guide, develop, motivate, and mentor both new and existing staff, maintaining the highest service, grooming, and discipline standards • Ensure compliance with safety, security, and standard operating procedures of the company, airlines, and airport authorities. • Additionally, assist the Duty Manager in daily deployment based on agreed service standards with the airlines and airport authorities. 	<ul style="list-style-type: none"> • Working Hours: 5 days • Monday to Friday: Rotating shift • Location: Changi
Backroom Cashier	<ul style="list-style-type: none"> • Physical fit • Able to lift heavy weight 	<ul style="list-style-type: none"> • Pick and pack cash note into cash cassette • warehouse duties 	<ul style="list-style-type: none"> • Working Hours: 5 days • Location: Kaki Bukit
Beauty Advisor	<ul style="list-style-type: none"> • Have Beauty Experience is good 	<ul style="list-style-type: none"> • Upsell and promote product to customer 	<ul style="list-style-type: none"> • Working Hours: 5 days • Monday to Friday: 44 hours/week • Location: Several locations
Customer Service Officer (Frontline)	<ul style="list-style-type: none"> • Minimum GCE "N" or "O" Level • Customer service experience added advantage. 	<ul style="list-style-type: none"> • Assist in top up, card refunds or card claims. • Assist in dispatch duties to different station whenever required. 	<ul style="list-style-type: none"> • Working Hours: 5 days • Location: Several locations
Engineering Technician 	<ul style="list-style-type: none"> • Diploma in Engineering or any related field. • Relevant technician experience will be added advantage. 	<ul style="list-style-type: none"> • Plan, schedule and achieve workshop maintenance production for GSE and/or vehicles. • Manage in-house workforce, and/or outsourced contractor production/shift supervisors, and shift planning. 	<ul style="list-style-type: none"> • Working Hours: 6 days • Monday to Friday: 8 hours • Location: Changi
Import Customer Service	<ul style="list-style-type: none"> • Minimal 2 years in similar role 	<ul style="list-style-type: none"> • Act as single point of contact for Airfreight Import 	<ul style="list-style-type: none"> • Working Hours: 5 days • Monday to Friday: 44 hours/week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Manage internal and external customers for the movement of import shipments • Follow up on urgent shipments pro-actively • Liaise effectively with different level of stakeholders like Warehouse / Operations / Billing / Sales • Ensure that customers' expectations are being met and mapped in SOP • Regular Business Review with Customers – MBR or QBR • Perform ad hoc tasks as assigned by Immediate Superior • Perform End to End Process which include Billing · Follow up with Customer on any Billing Disputes 	<ul style="list-style-type: none"> • Location: Singapore
Maintenance Engineer 	<ul style="list-style-type: none"> • Bachelor Degree in Engineer or other equivalent fields. • 2-3 years of relevant work experience. 	<ul style="list-style-type: none"> • Planning and implementing the executive and preventive and corrective programs within schedule in compliance to regulatory standards. • Perform troubleshooting to determine cause of failure for equipment. • Establish and maintain proper document system to achieve all jobs internally. • Preparation and write maintenance and spares reports 	<ul style="list-style-type: none"> • Working Hours: 5 days • Monday to Friday: 44 hours/week • Location: Paya Lebar
Operation Assistant	<ul style="list-style-type: none"> • Minimum GCE "N" Level. • Relevant experience will be added advantage. 	<ul style="list-style-type: none"> • Perform cargo acceptance and cargo work. • Perform warehousing work and preparation of cargo shipments 	<ul style="list-style-type: none"> • Working Hours: 6 days • Monday to Friday: 8 hours • Location: Changi
Passenger Service Agent	<ul style="list-style-type: none"> • willing to work shift 	<ul style="list-style-type: none"> • Customer Service in Airport • For check in and cargo 	<ul style="list-style-type: none"> • Working Hours: 5 days • Monday to Friday: 44 hours/week • Location: Changi
Payroll Assistant / Executive 	<ul style="list-style-type: none"> • Minimum 5 years' working experience in a finance function or 	<ul style="list-style-type: none"> • Oversee day-to-day financial matters, month-end and year-end accounts closing related to Payroll, which include: 	<ul style="list-style-type: none"> • Working Hours: 5 days • Monday to Friday: 8.5 hours

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	financial shared service center, preferably in a supervisory role <ul style="list-style-type: none"> • Candidates who are more experienced may be considered for the Senior Executive role • Hands on SAP HRIS system preferred • Proficiency in Microsoft applications • Strong leadership skills with ability to manage team members • Good time management and organizational skills, as well as a customer-oriented mindset • Possess excellent inter-personal and communication skills 	<ul style="list-style-type: none"> • Maintaining complete and systematic records relating to employees' pay and must be thoroughly conversant with the relevant statutes and payroll regulations. • Involved in payroll processing and its related duties • Analyse reasons for variation in manpower expense for monthly adhoc reporting • Regular review on compliance to statutory requirements. • Supports and provides advice in structuring and developing the team to ensure smooth and efficient day-to-day Payroll operations. • Liaise with internal and external auditors and/or tax agents on payroll related matters. • Acts as contact point to institutional Finance and HR staff Partners closely to ensure organizational readiness and capability to deliver business results. 	<ul style="list-style-type: none"> • Location: Bukit Merah
Retail Assistant	<ul style="list-style-type: none"> • Presentable • Able to upsell item 	<ul style="list-style-type: none"> • Maintain store cleanliness • Upsell and promote product to customer 	<ul style="list-style-type: none"> • Working Hours: 5 days • Monday to Friday: 44 hrs/ week • Location: Several locations
Sales Associates (Luxury Retail)	<ul style="list-style-type: none"> • Experience in sales is good 	<ul style="list-style-type: none"> • Assist customers - Cashiering duties - Help to upsell products - Help maintain cleanliness of store 	<ul style="list-style-type: none"> • Working Hours: 5 days • Monday to Friday: 44 hrs/ week • Location: Several locations
Service Crew	<ul style="list-style-type: none"> • Need to comfortable to handle non-halal kitchen 	<ul style="list-style-type: none"> • Front of house and back of house duties • Greeting customer • Cashiering • Prepare ingredient in kitchen 	<ul style="list-style-type: none"> • Tanjong Pagar

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Physically fit to handle kitchen work 		
Warehouse Assistant	<ul style="list-style-type: none"> Warehouse experience 	<ul style="list-style-type: none"> Pick and pack Load and unloading 	<ul style="list-style-type: none"> Working Hours: 5 days Monday to Friday: 44 hrs/ week Location: Several locations


#5 GKE Group of Companies


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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Logistics Service Officer	<ul style="list-style-type: none"> GCE 'O' Level and above or relevant education qualifications Entry-level/no working experience are welcome to apply and training will be provided Possess knowledge of procedures and relevant systems to carry out daily jobs with ease Possess good communication skills to ensure that customers and internal stakeholders understands the requests/requirements Strong attention to detail, especially in document handling and order accuracy Able to multitask and handle pressure in a fast-paced environment Positive, Good teamwork and problem-solving skills 	<ul style="list-style-type: none"> Execute daily customer orders and relay info to Operations teams. Perform accurate billing and timely data entry in systems. Handle customer calls and requests professionally. File or E-File documents once jobs are completed. Escalate customer complaints or urgent matters to Senior Logistics Service Officer / Executive and above. Support and guide assigned buddy where needed. Prepare reports as assigned by customers or supervisor. Extract information and verify contractor invoices when needed. Coordinate with external parties/contractors to ensure work follows instructions. Understand key customer needs and support SOP development. Support in preparing and sending quotations when tasked. Support the Lead with any other duties as required. 	<ul style="list-style-type: none"> Working Hours: 5 days Mon-Fri: 8.30am to 5.30pm Employment Type: Full Time Location: Benoi Road


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Take on any extra tasks or projects assigned by Managers/Management as required. • Well verse in handling and managing transportation, coordination with operations team, License/Bonded/DG Warehouse Inventory and activities. • Able to co-ordinate well with Singapore Customs on any related matters • Meticulous and experience in License/Bonded/DG clearance permit declarations • Ensures customer satisfaction through timely support and follow-up • Ensures proper documentation and smooth execution of job orders • Checks order accuracy (quantity, SKU, batch, expiry, etc.), billing as well • Escalates matters promptly with suggested solutions • Clear, concise, and professional in both verbal and written communication • Competent in using iWMS / TMS / FMS 	
Lorry Driver Class 4	<ul style="list-style-type: none"> • Possess Class 4 driving license 	<ul style="list-style-type: none"> • Report and check assigned lorry – refer to Vehicle maintenance checklist, indicate & inform Customer Service Coordinator on default finding for rectification or repair action to be taken. • Ensure cleanliness of trucks. Cleaning of trucks, especially internally upon return from deliveries before lunch and at the end of the day. Also ensure that truck attendant is doing the same. Checking and filling of trucks' engine oil, battery water etc. • Receiving day-to-day instructions and delivery schedules from 	<ul style="list-style-type: none"> • Working Hours: 5 days 8:00am to 5:30pm • Employment Type: Full Time • Location: Tuas •

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Customer Service Coordinator with safe and good driving skill.</p> <ul style="list-style-type: none"> • Responsible for contacting the office in situations where unloading / loading of goods are not permitted or is ask by supplier / customer to wait for more than ½ hour. • Feedback on problems encountered during collection / deliveries for solution / better planning. • Ensure proper counting of drums & its condition before leaving GKE Fair Chem & Generator / Customer premises. • To report office after waiting for 15 – 20 mins upon arrival should there is fail of loading / unloading at packaging or chemical items. Or when being instruct by customer / vendor to collect back items which office did not inform. • Upon receiving GKE Fair Chem Delivery Order (DO), to tally the DO information with lorry load. • Collection of customer raw material must come along with customer's DO. • Upon return from delivery or collection, bring down vehicle book and fill in date, time in, out, mileage and initial, verified by admin / staff. • To assist on IBCs repair works or washing area if needed. • Workers without a forklift license are not allowed to operate a forklift. • Perform any other duties that may be instructed with positive mindset. • Require to wash the lorry when needed. • To handle production task when instruction receive, ie : chemical pumping at Customer's place or 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		assist at production area when needed. <ul style="list-style-type: none"> • Must observe all safety procedures, organisational rules and environmental policies during training and in briefing and apply in daily operation. • Before end of the workday, clean up / keep your workstation clean and tidy. • To strictly adhere to wearing basic PPEs with proper keeping condition 	
Management Associate 	<ul style="list-style-type: none"> • Good diploma/degree preferably in business studies or chemical related • 0 to 2 years of working experience required. • Resourceful and highly motivated individuals with a strong desire to learn, positive deposition and strong leadership potential to excel 	<ul style="list-style-type: none"> • To participate in extensive learning journey to gain new skills, experience and exposure required. • To undergo job rotations / attachments to various functions within GKE Fair Chem Pte. Ltd. • To participate to gain maximum exposure to the wide spectrum of businesses and operations • To provide administrative support to the Management (i.e. setting up work processes; collating & analyzing statistics etc.) • Interact / Liaise with Managers throughout the organization during the 18-months programme - 9 Months customer interaction/transport planning, 9 Months production • To undertake assignments / projects assigned by the Management from during the course of the traineeship. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri: 8:00am to 5:30pm • Employment Type: Full Time • Location: Tuas
Operations Assistant	<ul style="list-style-type: none"> • Understand the role of signalman & rigger (training can be provided) • Possess forklift license, certificates in signalman / rigger (an added advantage) • Willing to learn Warehouse Operations Devices 	<ul style="list-style-type: none"> • Assist Operations Supervisor on day to day jobs • Ensure that equipment & store in good order • Stuffing/unstuffing of container, assist in lifting of cargo, sea fastening of cargo • Discharging of materials from container • Work independently 	<ul style="list-style-type: none"> • Working Hours: Mon-Fri: 8.30am to 5.30pm Sat: 8.30am to 12.30pm • Employment Type: Full Time • Location: Benoi Road

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work in Petrol Chemical Plant environment (Jurong Island) • Comply to safety rules & regulations 	
Production Technician 	<ul style="list-style-type: none"> • Secondary Education • Minimum 2 years of experience in related field • Possess forklift driving license is an added advantage • Positive attitude, responsible and willing to learn • Physically fit to work in warehouse environment 	<ul style="list-style-type: none"> • To check on incoming and outgoing chemicals and its packaging used for production, Checks include weighing, physical condition checks and label checking • To do production or blending base on batch card/instructions received • To handle hazardous chemicals during processing and follow strict handling procedures • To operate and assemble pumps and hose for the production / blending of chemicals • To draw sample from the tanks after each production • To wash down the tank after each use • Responsible for all chemical mixing, retrieving, weighing, mixing chemical ingredient and packing operations withing the production area • To strictly follow packaging requirements of the chemicals and be responsible for retrieving packaging for the finish product and be responsible for filling the finish product into the packaging • For blending, there will be manual opening and lifting up/down for bags up to 25kg • Must observe all safety procedures, organisational rules and environmental policies during training and in briefings • Need to learn and know proper palletizing which may include metal strapping, polyester strapping, stretch wrapping and/or use of plywood • To assist the Production Controller in the processing of 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri: 8:00am to 5:30pm • Employment Type: Full Time • Location: Tuas


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		industrial chemicals from raw materials to finished products <ul style="list-style-type: none"> • To strictly adhere to wearing the PPE required • Any other Ad-hoc job tasks as assigned by superior 	
Promoter (Temp)	<ul style="list-style-type: none"> • Possess valid Food Hygiene Certificate • Able to work on weekends or Public Holidays • Must be able to commit minimally 3 days a week 	<ul style="list-style-type: none"> • Promote fresh vegetables • Prepare vegetable samples for customers • Engage customers and boost product sales • Build friendly relationships with store staff to support your sales 	<ul style="list-style-type: none"> • Working Hours: 3 days / week, 9.30am to 6.30pm • Employment Type: Full Time • Location: Pioneer Walk
Quality Control Assistant	<ul style="list-style-type: none"> • Secondary and above • Organization skills and basic IT ability • Able to start work upon short notice 	<ul style="list-style-type: none"> • Production sample testing and monitoring • Raw material testing and monitoring • Assist on monthly lab report • QC inspection for all incomings/unstuffed goods, report and follow up if discrepancies or quality issues • Verify incoming goods' COA and documentation • Schedule equipment's calibration and maintain equipment calibration record • Issue and documented Production Batch card/MTF • Issue raw material and finished product COA • Update MTF to EAS system for completed blending orders • Labels printing, labels checking • Daily check COF and arrange with production controller for goods delivery • Assist on maintain raw material and finished product SDS • Update and manage record of all customer blending/redrumming/disposal enquiries • Issue and manage DCR/DIF for formulation/spec/instruction – Laboratory copy 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri: 8:00am to 5:30pm • Employment Type: Full Time • Location: Tuas

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • ISO documentation, lab documents filing • Maintain lab cleanliness and tidiness • Any ad-hoc duties advised by supervisor 	
Quality Control / Production Planner 	<ul style="list-style-type: none"> • Diploma or Degree in related field such as • Chemical Engineering • Min 2 years' experience in laboratory testing is an added advantage 	<ul style="list-style-type: none"> • Daily chemical production sample testing • Schedule daily production schedule, RM delivery, FP ready date • Supervise production process • Inspect finished production before delivery out to customer • Issue Batch card and MTF, maintain documentation of batch card, MTF, PDT • Compile and update MTF into EAS system • Verify incoming trading goods' COA tally with FC's technical spec sheet • Inspection of incoming goods / material and update record • Email discrepancies and inspection findings reported by storekeeper to office, follow up if any • Issue Finished product and Raw material COA and documentation • Product/Raw material/Unstuffing materials' labels printing • Daily check on COF, to do testing according to QC guideline for incoming raw material • Prepare SDS to latest version after each review or upon new request • Assist to manage Lab ISO internal and external audit documentations as per advised by MR • Manage equipment calibration record and arrange calibration service • Check label printed from office or provided by customer 	<ul style="list-style-type: none"> • Working Hours: Mon – Fri, 8am – 5.30pm Alternate Sat , 9am – 5pm • Employment Type: Full Time • Location: Tuas


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide UN number to office for each PO requested. • Inspection incoming goods (for storage purpose) and photo documentation • Supervise stuffing and unstuffing process, take photo and email • Prepare paper labels and small labels for FC/Amazon unstuffing pallets <p>Monthly Lab Blend/Trial/Test/Sample Requisition Report to office</p> <ul style="list-style-type: none"> • Housekeeping of lab (sample bottles storage/lab blend samples and etc) • RM COA/BatchCard documentation • Update and scan MTF after checking on return RM • Random cross check current strapping material status, email to top up when necessary • Advise office if IBC top cover's cap seal is depleted, request to replenish • Lab blend/monitoring requested by customer • Ad-hoc work arranged by manager/supervisor 	
Warehouse Assistant	<ul style="list-style-type: none"> • Min Secondary Education. • Forklift driving license has added advantage • Literate in basic computer skills has added advantage • Positive attitude, responsible, and willing to learn • Physically fit to work in Warehouse environment • A structured and independent worker with good ability to organise things. 	<ul style="list-style-type: none"> • Perform inbound receipts / checking and other related activities • Handle loading & unloading, stacking, put away, labelling and packing of goods • Ensure compliance of warehouse Standard Operating Procedures and safety guidelines • Perform stock-take and cycle count whenever required • To keep the warehouse clean and tidy at all time. • Perform other related warehousing duties or Ad-hoc job assigned by Superior 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri: 8:30am to 5:30pm Sat: 8:30am to 12:30pm • Employment Type: Full Time • Location: Benoi Road


#6 Katoen Natie

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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Engineer 	<ul style="list-style-type: none"> • Min. Diploma in Electrical & Electronic Engineering or Mechatronics Engineering • General knowledge on AC drives and electrical motors, pneumatic cylinders and roller/chain conveyors. • Ability to utilise, debug and modify existing PLC programs • Knowledge of PLC and electrical system. • Min. 3 years' relevant experience in automation systems. • Able to perform 12-hour rotating shift and placed on standby duties if required. • Ability to read & use Electrical Single Line Diagram. • Ability to work with low voltage DB on lighting and auxiliary equipment 	<ul style="list-style-type: none"> • Carry out preventive maintenance and corrective repair works on packaging / conveying equipment / facilities / electrical system on Material Handling Equipment / other duties as assigned. • Carry out mechanical preventive maintenance works on packaging equipment/ facilities and other duties as assigned. • Troubleshoot and rectify electrical, mechanical, pneumatic and hydraulic system faults on equipment. • Prompt attendance to breakdown repair and recovery of operational equipment. • Analyse & Reduce equipment downtime through Predictive Maintenance • Able to use CMMS effectively to analyse parts failures • Planning of Shutdown maintenance • Leading a team of maintenance technicians • Liaise with Vendors on fabrications works • Able to determine equipment critical spares inventory • Lead and report on commissioning of new equipment. • Documentation of works carried out on equipment via works orders, organise and report to superior on works daily. • Prepare reports for management presentation 	<ul style="list-style-type: none"> • Working Hours: 4 days / week 8am to 8pm, 8pm to 8am • Employment Type: Full Time • Job Type: Permanent • Location: Banyan Place

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Able to procure parts from service vendors • Adhoc duties as assigned. • Ability to access risk and hazards for jobs • Compliance to Safety and Quality standards • Lead the team on Root Cause Analysis • Collaborate with Operational Team on Failure Analysis • Lead continuous improvement projects / Operation Excellence • Coach and guide new technicians technically 	
Assistant Manager, Technical 	<ul style="list-style-type: none"> • Degree in Mechanical or Electrical/Electronic Engineering or relevant Engineering. • About 5 years managerial experience in a logistics (Technical) and/or manufacturing background is required for this position. • Strong ability to interact with all levels in the organization inclusive of customers, contractors and vendors. • Possess an established network of vendors & contractors and proven ability to manage them. • Good analytical ability and sound working equipment knowledge. • Ability to articulate challenges on the shop floor and make decisive, safety-first decisions. • Cost savings track record: demonstrated success in reducing maintenance spend. • Excellent management and communication skills. 	<ul style="list-style-type: none"> • Responsible for the troubleshooting, repairs and preventive/predictive maintenance of equipment to optimise cost efficiency of the bagging & warehousing operations in the Company. • Responsible for the proper building maintenance/facilities of Company's premises, where we are accountable. • Ensure that all equipment/facilities meets statutory requirements, where required. • Interface and collaborate with customers in weekly meetings to identify and execute maintenance costs. • Drive reliability centered maintenance program to enhance equipment uptime, MTBF and lifecycle. • Lead Root Cause Failure Analysis (RCFA) for breakdowns and implement corrective actions to minimize downtime. • Management of and optimization of services by vendors and contractors. • Oversee and execute spare part optimization and inventory management 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8 am - 5:45 pm • Employment Type: Full Time • Job Type: Permanent • Location: Banyan Place.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possess a valid class 3 driving license is preferable. • Able to challenge status quo with logical reasoning to make positive improvement. 	<ul style="list-style-type: none"> • Accountable for the overall Technical KPIs. 	
Dispatch Coordinator	<ul style="list-style-type: none"> • GCE 'N' Level and/ or above, or equivalent • Computer literate • Knowledge in Microsoft Office • To commit 12-hours rotating shift work 	<ul style="list-style-type: none"> • Ensures that all containers are dispatch correctly and the orders processed properly • Liaise with transportation company on container arrival • Ensure that all vehicles are weighed accordingly • Sending job order to open yard via VMT system 	<ul style="list-style-type: none"> • Working Hours: 4 days / week 8am to 8pm, 8pm to 8am • Employment Type: Full Time • Job Type: Permanent • Location: Jurong Island (Company transportation is provided)
Forklift Driver	<ul style="list-style-type: none"> • NITEC holders are welcome to apply • Able to handle products of 25kgs • Possess a valid forklift license • To commit 12-hours rotating shift work • Perform work under hot and humid environment 	<ul style="list-style-type: none"> • Able to operate a forklift independently • Assist in the warehouse and packaging operations • Handling different products with different product characteristics • Observing safety and achieving productivity target • Ensures all orders handled promptly and accurately • Managing data by using tablet 	<ul style="list-style-type: none"> • Working Hours: 4 days / week 8am to 8pm, 8pm to 8am • Employment Type: Full Time • Job Type: Permanent • Location: Jurong Island (Company transportation is provided)
HSSEQ Executive 	<ul style="list-style-type: none"> • The right candidate should be one who enjoys and thrives in a challenging fast-pace work environment, possessing the following: • At least 2 years of working experience (preferred manufacturing, warehousing & logistic industry) 	<ul style="list-style-type: none"> • Assist in establishment, upkeep of Workplace Safety and Health documentation and records in accordance with Workplace Safety and Health Legislation. • Review method statements & risk assessment (if required) in accordance with Workplace Safety and Health Act and Subsidiary legislation • Inspect & audit workplace to ensure compliance with 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8 am - 5:45 pm • Employment Type: Full Time • Job Type: Permanent • Location: Banyan Place.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum of 1 year working experience on Jurong Island. Able to work on Jurong Island • Excellent interpersonal skills with a strong operational background and a keen eye for details • Ability to work at height and climb cat ladders. • Proficiency in MS office applications and other in-house software. • Good interpersonal skills • Positive working attitude <p>Qualifications</p> <ul style="list-style-type: none"> • Certificate in Advanced Certificate in WSH Level B and/or any relevant Safety Certificates. • Attended the WSH Coordinator Refresher Course • Confine Space Assessor Certificate will be an advantage • ISO 9001, 14001, 45001 Internal Auditor Trained will be an advantage 	<p>Workplace Safety and Health legislations, company's safety management system and clients requirement.</p> <ul style="list-style-type: none"> • Carry out daily inspections to identify any unsafe condition and unsafe work practice which is carried out on the workplace. • Assist, recommend and support in implementing reasonably practicable measures to remedy the unsafe condition and unsafe work practice. • Conducting and generating reports for HSSEQ internal & external audits, client assessments, authority assessments, table-top exercises, emergency drills, security drills. Close follow up to complete safety actions. • Liaise with vendors, contractors to maintain emergency and fire safety equipment. • Perform monthly fire alarm testing. • Planning, Developing and Delivering of HSSEQ training for staff, visitors, contractors, hauliers. • Responding to Non-conformities, Near Misses and Incidents to provide support to Operations, CERT Team and other departments. Investigates and provide recommendations to address root causes of the non-conformities, near misses and incidents. Follow up and provide support to close incident actions promptly. • Responsible for Site Security and managing Security Agency providing 24hrs site security services. • Duties as assigned by superior. • Cover duties upon absence of team member. 	


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Operations Executive 	<ul style="list-style-type: none"> • Min. Diploma and above in Logistics Management or equivalent. • 3 to 5 years experience in warehouse/ bagging operations. • Experience in managing warehouse / logistics operations such as inventory management, material reconciliation, etc. • Strong in managing teams and excellent manpower deployment & optimization skills. • Excellent supervisory and interpersonal skills are a must. • IT savviness is expected with good working knowledge in MS Excel. • Problem solving and analytical skills are necessary. 	<ul style="list-style-type: none"> • Supervising warehouse operations, including deployment of operators and equipment, inventory management and reporting function. • Manage daily operations and ad hoc requests and requirements from customers. • Month end stock take and reconciliation of inventory. • Lead, develop and supervise a team of workers to support the activities of the company. • Ensure strict adherence to workplace safety and health requirements. • Look for and work on continuous improvement of productivity. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8 am - 5:45 pm • Employment Type: Full Time • Job Type: Permanent • Location: Banyan Place.
Operations Assistant	<ul style="list-style-type: none"> • NITEC holders are welcome to apply • Able to handle products of 25kgs • Possess a valid forklift license • To commit 12-hours rotating shift work Perform work under hot and humid environment 	<ul style="list-style-type: none"> • Able to operate a forklift independently • Assist in the warehouse and packaging operations • Handling different products with different product characteristics • Observing safety and achieving productivity target • Ensures all orders handled promptly and accurately Managing data by using tablet 	<ul style="list-style-type: none"> • Working Hours: 8 am - 5:45 pm • Employment Type: Full Time • Location Jurong Island (Company transportation is provided)

#7 Konica Minolta Business Solutions Asia

Konica Minolta Business Solutions Asia is transforming the workplace of the future with its customer-centric solutions and hardware for the digitally connected world. We are committed to creating new values for the society with our expertise.

From information management to technology enabling tools, the solutions help businesses improve their time to information, support mobility, and optimize business processes with workflow automation.

Konica Minolta, Inc. has also been named to the Dow Jones Sustainability World Index, one of the most prestigious global indices of ESG investment, for seven years in a row. For more information, please visit <http://www.konicaminolta.sg/business/Our mission is to provide quality educational and social services by empowering our individuals and community.>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Customer Engineer 	<ul style="list-style-type: none"> • NTC/NITEC/ Diploma in Electronics/Electrical Engineering or equivalent. • Experience in servicing or maintaining office equipment/ Production printer. • Customer service oriented. • Strong communication skills in working with technical and non-technical people and the ability to develop and maintain collaborative relations among all levels. • Strong ability to exercise independent judgment. • Knowledge of Color management-related software is an advantage. • Willingness to learn and be trained is a must. • Possess own vehicle. 	<ul style="list-style-type: none"> • Troubleshoot, diagnose and resolve maintenance and repair issues on large volume (production print) and highly complex equipment at client's locations within a designated territory using diagnostic tools, services aids and product manuals. • Ensure a high level of client satisfaction by meeting clients' needs in a courteous, timely and cost-effective manner. • Manage and maintain accurate inventory for tools, parts and supplies; participate in physical inventory and occasional stock checks. • Meet established metrics and benchmarks and comply with procedures and expectations as outlined in the Field Service Manual. • Complete technical training on all new equipment as assigned. • Maintain current technical knowledge and continuously work to expand knowledge of new technology and equipment. • Accurately maintain and comply with documentation and service procedures in a timely basis to include time entry process and dispatching and closing service calls. • Attend required company and departmental meetings. • Perform other related duties as assigned. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week • Employment Type: Full Time • Location: Ayer Rajah
Operations Assistant	<ul style="list-style-type: none"> • Good communication skill. • Able to work well as a team 	<ul style="list-style-type: none"> • Document Preparation: • Understanding the purpose of each tool available and the proper usage of each. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Proper management of documents to avoid tear and further damage. • Familiarisation with the various requires when encountering specific document types (i.e. tear/stick/repair/ignore) • Knowing the relevant rectification actions. • Document Scanning: • Familiarisation of the commonly used functions in the software applications. • Knowing how to do all required scanner settings. • Understanding how to identify the required scan mode for various types of documents received. • Basic maintenance of scanner. • Document Quality Check: • Familiarisation of the software functions and buttons. • Know how to identify images with problems (i.e. scan line, folded, unclear) and the relevant corrective actions. • Document Repack: • Knowing where to collect files for repack and where to place them after. • Understand the correct method of handling documents to keep them in sequence. • Knowing how to handle special/uncommon document types and the relevant actions required. • Familiarisation with the process to pack, check, update and verify file sequence in each box. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Location: Ayer Rajah

#8 Pertapis Education & Welfare Centre


PERTAPIS was formed in 1969 by a group of young aspiring Muslims who believed in the importance of moral and religious education in order to build a strong resilient self in youth.

In the days of kampung living, the community would come together to help ease the burden of families in need. For most, this did not change even after modernisation and families moved into


flats. They carried on that kampung spirit by forming 'block committees' and organising activities involving social interaction, community bonding and welfare support.


From its humble beginnings, PERTAPIS, as a 'self-help organisation' is today an approved charitable organisation under the Charities Act with Institution of Public Character (IPC) status and has helped more than 3000 families in need.

Our mission is to provide quality educational and social services by empowering our individuals and community.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Deputy Head of Home (PCH) 	<ul style="list-style-type: none"> • Minimum degree, preferably in social work or psychology, or equivalent • Min. 3 years of relevant working experience • Knowledge of basic IT (MS Word, Excel, Access and PowerPoint) Good interpersonal and communication skill (oral and written) • Multi-tasking and time-management skills, with the ability to prioritize tasks." 	<ul style="list-style-type: none"> • Assist the Head in the management of the residents' care plan in compliance to SOC / SOPs. • Assist the Head of Home in monitoring the execution and review of the strategic plan. To support the HOH in establishing customer service standards to residents, stakeholders, government agencies and the wider community in general. • To support the HOH in raising the profile and quality of care of the Home. To assist in ensuring preparation of monthly and quarterly reports to internal and external parties (i.e. the Ministry, government agencies, etc). Assist in the development of the training roadmap and conduct trainings for staff. • Oversee the overall framework for casework and counselling of residents and maintain proper records (ie; admission/discharge register, residents' personal effects). Oversee the planning and implementation of programmes inclusive of the development of programme budgets. Liaises with appropriate government agencies and stakeholders for funding, regulatory, volunteerism, outreach works and integrated interventions to residents • Carry out preliminary investigation of incidents and to conduct disciplinary actions. To support PERTAPIS Headquarters and inter-departmental initiatives by planning deployment for events and fundraising projects. <p>Deputy Head of Home will be</p>	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Location: Yio Chu Kang,


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		deputised in the absence of the Head of Home."	
Executive (Case Worker /Social Worker), Residential Case Management Unit 	<ul style="list-style-type: none"> • Preferably Degree in Psychology, Counselling or any other related disciplines • Fresh graduates are welcome to apply • Good care management and counselling skills • Good interpersonal and communication skills • Meticulous and a team player 	<ul style="list-style-type: none"> • Build rapport and professional relationships with resident, families and other professionals working with the resident. • Conduct needs assessments using the Child and Adolescent Needs & Strengths (CANS) and Structured Decision Making (SDM) tools. • Develop and implement individual care plan and goal setting. • Work with various stakeholders including MSF, parents / caregivers, Social Service Agencies and other professionals in implementing care plans and interventions. • Provide linkage to community resources to residents and families to facilitate the reintegration of the residents into the community. • Lead case conferences. • Review casework interventions for improvements. • Conduct closure of cases upon achieving sustainable service outcomes for residents and families. • Ensure that all records i.e. case notes and case files, documents and correspondence are properly maintained and are kept up to date. • Prepare progress reports, court reports and Review Committee reports timely. • Plan and facilitate group work interventions. • Support the implementation of standards of care, organizational health policies, procedures and programmes. • Identify areas of improvement in models of care and service delivery based on evidence-based practices. • Respond to crisis situations based on organizational standard operating procedures. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Location: Yio Chu Kang, Surin Avenue, Lorong 34 Geylang



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To carry out any other relevant tasks as required for the Home and PERTAPIS. 	
Executive, Corporate Support Unit 	<ul style="list-style-type: none"> A Level/Diploma with relevant working experience Familiar with Microsoft Office (Word, PowerPoint, Excel) Ability to multi-task and meet datelines Proactive and good team player Excellent interpersonal, verbal and written communication skills 	<ul style="list-style-type: none"> Uphold the vision and mission of PERTAPIS. Responsible for the overall administrative support for HOH and Deputy HOH at the Home. Maintain and keep up to date all relevant documentations pertaining to licensing requirements. Responsible to collate all staff roster for payroll, claims and daily status submissions to HQ upon HOH approval. Prepare and keep records of all MSRF documentations for the Home. Coordinate and schedule meetings, invitations, engagement sessions and visits for the Home Management with agencies, institutions, partners and Pertapis centres. Collate, maintain and update calendar of events for programmes, meetings, engagement sessions and visits. Organise, maintain and update all staff training records for licensing purposes and to liaise with HQ. Coordinate with HQ HR for new hire interviews and any meetings with existing staff at the Home. Submit any relevant documentations to HQ on behalf of the Home Management (ie; staff minutes of meeting etc). Assist the Home Management to write in requests for fundings, appeals and invitations to agencies, stakeholders and partners. Maintain and update the administrative matters for Cab Charge usage and liaise with HQ. Manage the admin matters for the Home stationary orders periodically and liaise with HQ. Support all PERTAPIS programmes and activities as assigned by the management. 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, Employment Type: Full Time Location: Surin Avenue, 222 Lorong 8 Toa Payoh

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Carry out any other tasks assigned by the Home Management and Higher management as and when required. 	
Executive, Information Technology Department 	<ul style="list-style-type: none"> • Diploma or Degree in Information Technology or a related discipline • Minimum 2 years of hands-on experience in Microsoft 365 administration, Intune, and device management • Proven expertise in providing IT end-user support across diverse environments • Familiarity with Helpdesk operations, particularly through Jira Service Management • ITIL certification or equivalent practical experience in IT service management • Strong track record in managing IT systems and applications, with proficiency in troubleshooting and issue resolution • Solid understanding of networking fundamentals, including TCP/IP protocols and LAN/WAN configurations • Excellent communication and interpersonal skills, with the ability to engage effectively across teams • Highly organized with strong coordination capabilities and 	<ul style="list-style-type: none"> • Provide end user support including troubleshooting, escalation of issues to vendors for quick resolution, applying upgrade/patches to computer systems installation and upgrade of computer application software, regular IT reviews, etc. • Monitor and respond quickly and effectively to requests received directly from users. • Provide a timely support to users with desktop related issues (both hardware and software). • Install, configure, administer & maintain IT equipment (desktops, laptops, printers and network peripherals). • Perform basic network LAN switching troubleshooting. • Provide proper escalation for unresolvable issues to Senior IT Executive. • Updating of documentation of systems and manual standard operating procedures. • Ensure compliance with IT security standards, policies and procedures. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, • Employment Type: Full Time • Location: 1 Joo Chiat Road

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>meticulous attention to detail</p> <ul style="list-style-type: none"> • Additional certifications such as Azure Administrator, ITIL v3/v4, CompTIA Network+, or Security+ considered a valuable asset 		
Executive (Moral), Education and Programmes Unit 	<ul style="list-style-type: none"> • Diploma/Degree holder in Islamic Studies from recognized institution • ARS Certified/PCICS graduate is welcomed. • Multilingual in Malay and English • Microsoft office proficiency • Excellent communication and interpersonal skill • Great work team player • Positive self-motivated and able to commit to flexible working hours. 	<ul style="list-style-type: none"> • Responsible in overseeing the moral education programmes in the Home. • Develop, execute and manage the Home's moral education programmes and classes. • Monitor and evaluate effectiveness of the Home's moral education programmes and classes. • Present objectives clearly, give clear and concise instructions and present material relevant to the objective. • Monitor, evaluate and assess residents' progress through observations, assessments and submit monthly report to HQ. • Ensure preparation of monthly and quarterly reports in the Home. • Assists in the selection of textbooks, equipment, and other instructional materials. • Incorporate technology mediums and presentation tools in the delivery of curriculum to provide innovative learning experiences. • Developing a positive relationship with the residents within the Islamic guidelines. • Prepare programme proposals and grant applications including budget planning. • Organise programmes in commemoration of Islamic events. • Update moral education programmes and classes via the Home's noticeboards. • Engage stakeholders, volunteers and external parties for Outreach efforts to support the moral education 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, • Employment Type: Full Time • Location: Yio Chu Kang, Surin Avenue, Lorong 34 Geylang


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>programs to meet the resident's needs.</p> <ul style="list-style-type: none"> • To support and work closely with the Head of Home and Head of Moral Educator. • Possess good conduct and be a role model for the residents. • To carry out any other relevant tasks as required for the Home and PERTAPIS. 	
Executive, Support Services Unit 	<ul style="list-style-type: none"> • Higher Nitec/Nitec with relevant working experience. • Familiar with Microsoft Office (Word, PowerPoint). • Ability to multi-task and meet datelines. • Proactive and good team player. • Ability to coordinate matters related to Logistic and Housekeeping. 	<ul style="list-style-type: none"> • Uphold the vision and mission of PERTAPIS. • Oversee and manage all housekeeping aspects of the Home and ensure the Home is well-kept at all times. • Overseeing the procurement of household goods, meals, sundries, resident's essentials and office items. • To report any facility defects, furnishings and equipment needs of the Home to the facilities staffs. • Maintaining physical checklist required by relevant agencies. • Manage and maintain inventory of donation-in-kind, housekeeping items and residents' essentials in the Home. • Ensure all records, documentation and correspondence related to the Home are properly maintained and kept up to date. • Coordinate and liaise with Nursing Aides and Housekeeping staff to meet the residents needs. • Coordinate transport arrangements for residents and staff as and when required. • Submission of meal indent on a periodical basis. • Gathering feedback from the residents on the meals provided in the Home. • Provide feedback on the quality of the Home's meal as and when needed to relevant parties. • Manage and maintain the conference and meeting room necessities periodically. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, • Employment Type: Full Time • Location: Surin Avenue

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Manage and maintain the orders of stationary supplies and inventories. • Support all PERTAPIS programmes and activities as assigned by the management. • Carry out any other tasks assigned by the Home Management and Higher management as and when required. 	
Executive, Volunteer Management 	<ul style="list-style-type: none"> • Possess Minimum Diploma in a related field - preferably Human Resources, Hospitality or Event Management • Preferably with Min. 2 years of experience in stakeholder management or volunteer-related work is advantageous. • Strong interest in community work, with a customer service orientation and good stakeholder awareness • Outstanding verbal, written, and interpersonal communication skills • People-oriented and willing to work the ground • Pro-active and a good team player • Ability to multi-task and meet deadlines with minimum supervision • Proficient in Microsoft Office (Word, PowerPoint, Excel) 	<p>Volunteering Opportunities</p> <ul style="list-style-type: none"> • Identify and develop volunteering opportunities • Design volunteer role and responsibilities • Support in developing risk assessment and mitigation strategy <p>Volunteer Recruitment</p> <ul style="list-style-type: none"> • Post volunteer recruitment ads and attend to volunteer enquiries • Engage stakeholders and the community for the recruitment, selection & deployment of volunteers • Maintain volunteer database and ensure compliance to PDPA & other regulations <p>Volunteer Onboarding & Training</p> <ul style="list-style-type: none"> • Develop, monitor and review volunteer onboarding process & training <p>Volunteer Support & Recognition</p> <ul style="list-style-type: none"> • Assist in the resolution of volunteers' conflicts and complaints • Conduct and evaluate volunteer feedback • Monitor volunteer participation hours to recognize & appreciate volunteers' contribution <p>Corporate Social Responsibility (CSR) and School Values in Action (VIA)</p> <ul style="list-style-type: none"> • Attend to CSR & VIA enquiries • Assess and match CSR & VIA programs to PERTAPIS needs • Monitor and evaluate CSR & VIA contribution and partnership • Maintain CSR & VIA database and ensure compliance to PDPA & other regulations <p>Volunteer Management Process Review</p>	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, • Employment Type: Full Time • Location: 1 Joo Chiat Road

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Support in evaluating and sustaining volunteer programs & partnerships • Support in evaluating policies and processes • Assist with PERTAPIS events & projects where required 	
Officer, Corporate Relations Dept 	<ul style="list-style-type: none"> • Minimum N/O Level qualification • Preferably with Min. (1) years of relevant experience. • Class 3 and 4 driving license (Optional) • Outstanding verbal, written, and interpersonal communication skills. • Pro-active, a good team player and able to work independently. • Ability to multi-task and meet deadlines. • Sensitive to clients' needs. • Strong attention to detail and has the ability to work efficiently, accurately, as well as to follow up on pending items in a timely manner 	<ul style="list-style-type: none"> • Track, organise, and store donated goods efficiently, ensuring accurate inventory records and conduct regular stock checks. • Coordinate the collection of donated items from donors, ensuring donations are sorted and stored in a clean area to be visible and traceable • Ensure timely and accurate distribution of goods to Homes or Events, maintaining records and coordinating delivery logistics. • Maintain records of donations, stock levels, and corporate activities, and prepare regular reports on partnerships and stock audits. • Assist with the organisation events by managing inventory and ensuring smooth logistics. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44 hrs/week • Employment Type: Full Time • Location: 1 Joo Chiat Road
Officer/ Executive, Education and Programmes Unit 	<ul style="list-style-type: none"> • Minimum NITEC in relevant field • Fresh graduates with relevant studies and certifications are welcome to apply • Pleasant and outgoing personality, strong written & oral communication skills • Experience working in non profit organisations and managing events preferred 	<ul style="list-style-type: none"> • Develop, execute, monitor and evaluate the Home programmes in accordance with the Home rules and regulations and ensure programmes are kept abreast with the rehabilitation needs. • Facilitate enhancements to existing programmes with the aim of improving residents' well-being. • Work closely with the Case Management department concerning residents' rehabilitation matters. • Ensure residents attend all programmes regularly, provide physical supervision and keep track of their attendance. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, • Employment Type: Full Time • Location: Lorong 34 Geylang




Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Microsoft office proficiency • Excellent communication and interpersonal skill • Great work team player 	<ul style="list-style-type: none"> • Allocate and manage resources (e.g., budget, staff, materials) effectively for the programme. • Ensure effective use of programme funds and assist in maintaining the programme's financial integrity. • Prepare reports on programme outcomes, challenges, and achievements for Home management, senior management or stakeholders. • Work closely with the Head of Programmes in programme planning and implementation. • Undertake programme development and make recommendations for current and/or programme enhancement. • Responsible in sourcing of venues and refreshments for workshops, programmes and activities. • Prepare programme proposals and grant applications including budget planning. • Coordinate and handle with various stakeholders to execute programme, manage communications and manage stakeholders' feedback. • Engage volunteers or external stakeholders or contacts in supporting the rehabilitation programmes and needs of residents (ie; in-house activities, outdoor activities, etc.) • Build and establish working relationships with stakeholder, corporate bodies, government agencies, voluntary organizations and existing partners. • Ensure that all records, accounts, documents, correspondences and notice boards updates are properly maintained and are kept up to date. • Assist in ensuring the safety, security and wellbeing of the residents under the Home care. • Support all PERTAPIS' programmes and activities as assigned by RO and management. 	





Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Officer, Residential Care Unit	<ul style="list-style-type: none"> • N Level, O Level, Nitec/Higher Nitec & Diploma • Minimum 1 year of relevant working experience • Able to work on rotating shifts including weekends and public holidays • Past experience service in the Military, Police and Prison Background. • Safety and Security 	<ul style="list-style-type: none"> • Ensure daily needs of residents are well taken care of • Motivate residents through their day to day interaction • Oversee security screening to ensure contrabands are not brought into the house. • Facilitate the process of residents checking in and out of the halfway house on a daily basis and provide daily updates on the headcount and other activities/incidents (if any) throughout the tour of duty. Any unusual movements should be highlighted and reported to the relevant parties. • Refer residents' issues to Social Worker when necessary • Assist in institutional programmes such as outings (optional) • Oversee Halfway House estate management • Assist in monitoring of workplace safety and health standards. • Ensure the overall safety and well-being of the residents during the programmes and activities that are carried out in-house and externally. • To ensure that there is seamless transition during the handing and taking over of shift duties. The jobholder is also responsible in ensuring that all outstanding matters have been clearly communicated to the next duty personnel and are promptly followed up with. • Work closely with Programme/Social Work team in the case management of residents, including monitoring and maintaining proper records on the progress, movement, and other relevant information pertaining to the residents. • Assist in handling any grievance procedure and carrying out the preliminary investigation of incidents and/or disciplinary issues (when assigned). 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, • Employment Type: Full Time • Location: Yio Chu Kang Road Surin Avenue • Lorong 8 Toa Payoh • Lorong 34 Geylang


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Identify any defect(s) or work(s) to be carried out pertaining to the halfway house's estate management issues during a daily tour of duty and to feedback to the Facility Department for follow up. 	
Senior Executive (Senior Social Worker), Residential Case Management (PHH) 	<ul style="list-style-type: none"> At least a Degree in Social Work, Psychology or Sociology from recognised universities Registered as an Accredited Social Worker or Social Service Practitioner will be an advantage Minimum 5 years of relevant social work experience in the field, preferably working with offenders, and with at least 2 years of supervisory experience 	<ul style="list-style-type: none"> Provide case management support and counselling services to residents and their families Plan, review and conduct rehabilitative programmes for residents Prepare, maintain case files, prepare Individualised Service Plans (ISPs), progress and closure reports Refer residents and their families to appropriate agencies for further intervention Analyze trends and emerging needs of counselling and case management services Direct and oversee the planning, development and implementation of case management services and projects Develop and implement outreach and communication plans for halfway house's services Provide supervision, guidance and advice to social workers and social worker aides Conduct regular meetings with team members regarding the service' delivery and standards Ensure that the halfway house's Programme meets the mission, objectives and procedures of case management services 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, Employment Type: Full Time Location: 50 Lorong 34 Geylang Singapore 398239

#9 Rhodo Property Group

Rhodo Property is a property management company specializing in estate and facility management. We oversee residential and commercial properties, ensuring well-maintained common areas, smooth operations, and responsive service to occupiers. Committed to excellence, we provide reliable management solutions while prioritizing workplace safety and efficiency. As our portfolio grows, we seek passionate individuals to join our team and build a rewarding career in property management. If you value teamwork, professionalism, and career growth, explore opportunities with Rhodo Property today!


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant	<ul style="list-style-type: none"> Handle general administrative duties, data entry, and document management. Assist in scheduling, correspondence, and office coordination. Support daily operations and liaise with internal teams. 	<ul style="list-style-type: none"> Oversee the daily administrative roles in a condominium environment Assist and attend to feedback / enquiries from residents Maintain proper filing system for smooth documentation and administration Any other duties assigned 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Employment Type: Full Time Location: Islandwide
Accounts Assistant(Accounts Receivables) 	<ul style="list-style-type: none"> Process invoices, receipts, and follow up on outstanding payments. Maintain accurate records and prepare financial reports. Assist in month-end closing and reconciliation. 	<ul style="list-style-type: none"> Process invoices, receipts, and follow up on outstanding payments. Maintain accurate records and prepare financial reports. Assist in month-end closing and reconciliation. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs/ week Employment Type: Full Time Location: Islandwide
Accounts Assistant(Accounts Payables) 	<ul style="list-style-type: none"> Handle vendor invoices, payments, and expense processing. Reconcile accounts and ensure timely disbursements. Assist in financial documentation and reporting. 	<ul style="list-style-type: none"> Support duties related to AP functions. Prepare payment vouchers and cheques. Undertake additional/ ad hoc tasks & responsibilities as and when required or instructed 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs/ week Employment Type: Full Time Location: Islandwide
Accounts Manager 	<ul style="list-style-type: none"> Minimum 3 years of MCST accounting experience Familiar with BMSMA and property management accounting Proficient in MS Excel and accounting software Strong communication and leadership skills 	<ul style="list-style-type: none"> To lead and oversee MCST accounting functions. This role involves managing receivables/payables, monthly financial reporting, budgeting, audit preparation, and ensuring compliance with BMSMA and accounting standards. You will also supervise a small team and liaise with managing agents, council members, and auditors 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs/ week Employment Type: Full Time Location: Islandwide
Integrated Facility Management Exec 	<ul style="list-style-type: none"> Good communication and coordination skills Able to manage site operations independently Proficient in MS Office 	<ul style="list-style-type: none"> Responsible for overseeing daily operations and maintenance of facilities across assigned sites. Key duties include coordinating service providers, managing preventive and corrective maintenance, ensuring safety and 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs/ week Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>compliance standards, handling vendor contracts, and addressing tenant or client feedback.</p> <ul style="list-style-type: none"> The role also involves supporting asset management, site inspections, and contributing to operational improvements and cost efficiency 	<p>Full Time</p> <ul style="list-style-type: none"> Location: Islandwide
IT Manager 	<ul style="list-style-type: none"> Strong understanding of PDPA and data protection policies Able to manage and maintain IT hardware, software, and network systems Good problem-solving and communication skills Experience in implementing data security protocols preferred 	<ul style="list-style-type: none"> To oversee the company's IT infrastructure, ensure compliance with PDPA, and manage the security of all company data and equipment. The role includes implementing cybersecurity measures, maintaining IT assets, and supporting staff on IT-related matters 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs/ week Employment Type: Full Time Location: Islandwide
Operation Executive 	<ul style="list-style-type: none"> Good communication and coordination skills Able to manage site operations independently Proficient in MS Office 	<ul style="list-style-type: none"> We are looking for a proactive Operations Executive to support the day-to-day running of our managed estates. The role includes handling contract expiry and renewals for estates, coordinating site operations, and assisting with AGMs and general meetings. You will work closely with site teams, service providers, and management to ensure smooth operations and timely follow-ups. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs/ week Employment Type: Full Time Location: Islandwide
Property Executive 	<ul style="list-style-type: none"> Oversee estate and facility management operations. Manage occupiers' inquiries and liaise with vendors for maintenance. Ensure compliance with property regulations and safety standards. 	<ul style="list-style-type: none"> On site management and maintenance of properties Day to day operation of all matters relating to maintenance/management of Condo's facilities and operations Administration and management of contracts Attending to queries from owners Liaising with contractors requirements 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs/ week Employment Type: Full Time Location: Islandwide
Property Officer 	<ul style="list-style-type: none"> Assist in managing daily property operations and maintenance. 	<ul style="list-style-type: none"> Assists the Condominium Manager in ensuring the day-to- 	<ul style="list-style-type: none"> Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Handle residents' inquiries and ensure smooth estate management. Conduct inspections and coordinate with service providers. 	<ul style="list-style-type: none"> day operations of the assigned condominium. Helps to supervise and coordinate the building supervisor and / nician / contractors assigned to the condominium. Handles renewal of term contracts and up-keeping of contractual records. Ensure compliance with divisional policies & ISO Procedures. Any other duties assigned by Immediate Supervisor / Head Supervisor 	<ul style="list-style-type: none"> 5.5 days / week 44 hrs/ week Employment Type: Full Time Location: Islandwide
Technician 	<ul style="list-style-type: none"> Perform troubleshooting, repairs, and preventive maintenance. Assist in electrical, plumbing, and mechanical works. Ensure timely response to maintenance issues. 	<ul style="list-style-type: none"> Regularly maintained and properly serviced all the mechanical and electrical equipment Maintenance of Properties Minor electrical installation Familiar in handling all Maintenance & Electrical works 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 44 hrs/ week Employment Type: Full Time Location: Islandwide

#10 Singapore Marriott Tang Plaza Hotel Singapore

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


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Audio Visual Technical Officer (Banquet) 	<ul style="list-style-type: none"> A minimum of Diploma in Hotel Management or related field. At least 2 years of hotel sales experience. Plan, organize and coordinate all aspects of groups & mice events. 	<ul style="list-style-type: none"> Responsible for maintaining departmental and company standards by training for quality of product and service. To instill aggressive hospitality and customer satisfaction. Responsible for maintenance, set up, teardown and charging of Hotel audiovisual equipment as well as related duties such as room maintenance. To practice effective cost management within Audio Visual department. 	<ul style="list-style-type: none"> Working Hours: 5 days / week, 44 hrs/week Employment Type: Full Time Location: 320 Orchard Road Singapore 238865


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong negotiation skills to close deals and secure contracts. • Effective communication with clients, team members and other departments. • Keep track of multiple tasks and responsibilities to ensure smooth coordination. • Provide accurate, complete and effective turnover to Event Management. 	<ul style="list-style-type: none"> • To perform all guest activities in a cordial, efficient and professional manner at all times. • To ensure a safe working environment and where necessary make repair orders with follow-up. • To maintain a positive attitude towards the Hotel and the job being performed. • To also maintain a co-operative, team-like attitude in working with supervisors and fellow employees, to help achieve goals of maximizing guest satisfaction and profit margins. • To carry out and conduct training for all levels of staff and at all times to represent Hotel in accordance to company standards of dress, grooming and hygiene. • To contribute to a positive Associate Opinion Survey departmental issue. • To also use the Total Quality Management process as a way of improving standards and service for guests and to report punctually for work. • To maintain organization of audiovisual areas with a high level of sanitation and cleanliness. • Ensure that the department complies with audio visual and catering standard operating procedures. • Review set-ups and requirements (BEO) with Catering Managers and Banquet Operations Manager on a daily basis. • Communicate any additional set-up requirements with staff. • Assign work/functions to staff. • Responsible for hiring and initial training of all audio visual employees. • Responsible for all ongoing training of captains and waiters which is necessary to maintain our standards of service and profit margins. • Responsible for labour cost of all department employees, therefore, supervises the scheduling of permanent and part-time employees and review schedules in terms of coverage and adherence to budget guidelines 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Directly responsible for the grooming standards and appearance for all audiovisual employees • Ensures that all scheduled catering function take place on time and according to plan (rooms and staff to be ready 30 minutes before function takes place) • Report all problem areas and either corrected or a proposed solution should be forwarded to the Director of Catering and commented in the Captain's Report • Keep copies of BEOs • Bring to the attention of the Banquet Operations Manager and Director of Catering, all materials and equipment that require reordering or need to be replaced • Recommended new products and/or methods of operation to the Director of Catering • Responsible for maintenance of discipline and a high level of morale among employees • Ensure that all guests' and employees' complaints or request are handled quickly and fairly • Responsible for reporting all guests' and employees' accident immediately to the Banquet Operations Manager the Catering Managers so that accident reports may be prepared/ further assistance may be obtained (if necessary) • Responsible for maintaining a high level of sanitation and cleanliness in all areas. • Attend daily BEO meeting and discuss plan of actions for the same and next day. • Check regularly Banquet function area for necessary changes (electrical outlets, light bulbs, cleaning of chandeliers, telephone lines, etc...) and correct them. • Responsible for maintaining ongoing energy conservation and loss prevention programs among service employees. • Contact each meeting planner prior to the start of his/her meeting or function and review requirements, schedule, etc. make necessary changes, notify Manager of changes and note on file copy of BEO. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Check electrical hook-ups for proper working order and tape down all exposed cords for equipment in use. • Service events and freshen all meeting rooms during breaks. Check temperature and see if all lights are working and adjusted properly. • Responsible for training captains in all aspects of the Audio Visual Operation, so that they may take a total responsibility in the Banquet Operations Manager's absence. • Maintain and apply Marriott International Safety Standards • To be aware of competitors in the market and complete a comprehensive competition analysis on a quarterly basis <p>Cash/Bank Handling:</p> <ul style="list-style-type: none"> • Process all payment methods in accordance with Accounting procedures and policies. • Follow property control audit standards and cash handling procedures (e.g., blind drops). • Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. • Obtain assigned bank and ensure accuracy of contracted monies, obtaining change required for expected business level, and keeping bank secure at all times. • Transport bank to/from assigned workstation, following security procedures. • Set up and organize cashier workstation with designated supplies, forms, and resource materials; and maintain cleanliness of workstation at all times. • To ensure and follow established procedures and compliance as per LSOP guidelines. • Any other duties as may be assigned from time to time. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Sales Centre Manager (Groups & Catering) 	•	<ul style="list-style-type: none"> Responsible for soliciting and managing group and catering opportunities. Actively upsell each business opportunity to maximize revenue opportunity. Achieve personal and team related revenue goals. Ensures business is turned over properly and in a timely fashion for proper service delivery. Responsible for driving customer loyalty by delivering service excellence throughout each customer experience. Provide service to our customers in order to grow share of the account on behalf of the company. Respond to incoming group and catering opportunities for the property and prompt follow up of quotations within 24 hours. Identifies, qualify, solicit and close group/catering business to achieve personal and property revenue goals. Collaborate closely with proactive sales team to ensure effective communication to meet customer expectations. Conduct site inspections of hotel facilities with clients, engage and demonstrate active listening skills and use negotiating skills with creative selling to close on business and negotiate contracts. Conduct daily telemarketing calls to solicit for leads and generate new enquiries for the hotel. Understand the properties primary target customer and service expectations; serve the customer by understanding the customer's business needs and recommend appropriate business solutions, while building relationships and loyalty to the property and the brand. Sales Administration. Ensure prompt attention and follow up on incoming phone calls, site inspections, proposal / inquiries. Accuracy in booking space in Opera and Salesforce. Follow through on commitments to customer on all sales/operational documents and adhering to the standards set by the department in execution and handover of all the said documents. 	<ul style="list-style-type: none"> Working Hours: 5 days / week, Employment Type: Full Time Location: 320 Orchard Road Singapore 238865


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure accurate contract/offer before sending it to the customer. Gains commitment of customer through signed contract/offer. Once signed contract/offer is received, completes accurate, detailed turnover documentation for • Stay current with latest trends and derive creative upsell initiatives. - Explore all avenues to sell hotel through alternative dates and/or rates. If no alternative is determined, refer requests to other Marriott Hotel(s). • To be a team player motivating peers and subordinates in support of department goals, in sales and operations. Maintain professional interdepartmental relations and participate in hotel team building activities. • Achieve individual assigned sales goal for achievement of total sales budget. - Abide by Marriott's ethical business practices and adhere to hotel's grooming standards, ownership, accountability and responsibility. – • Perform any other duties assigned by immediate supervisor or department head according to changing business, economic, customer needs or restructure within Sales & Marketing department. 	
Chef De Partie 	<ul style="list-style-type: none"> • Candidate must possess at least Professional Certificate/ NiTEC, culinary certificate, or equivalent • Minimum 3 years of working experience in the same capacity • Able to cope in a fast paced environment • Good team player and team builder • Responsible in daily operation 	Essential Functions: <ul style="list-style-type: none"> • Responsible for maintenance and supervising good housekeeping practices in all food production areas (including walk-ins and freezers), strictly enforcing the “clean as you go” policy. Ensure compliance with local and state regulations. • Ensure that all work stations at the beginning and end of each shift are adequately set up or broken down for all meal periods. Co-ordinate this responsibility with the Food Production Managers through a daily log book and turnover meeting. • Constantly spot check food and quality service during all meal periods to ensure the foods served meet our portion control 	<ul style="list-style-type: none"> • Working Hours: 5 days / week, 44 hrs/week • Employment Type: Full Time • Location: 320 Orchard Road Singapore 238865

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>and quality standards. Perform as expeditor during peak meal periods.</p> <ul style="list-style-type: none"> • Good communication with Sous Chef, Junior Sous Chef, Pastry Chef and Section Chef-de-Partie. • Participate in develop A-La-Carte Menu, buffet menu and 15 minutes training program. • Ensure 39 points check list is being followed. • Understand job descriptions of all associates. • Supervise and assist in total food production effort. • Assist in training and development of associates. • Each associate is expected to carry out all reasonable requests by management which the associate is capable of performing. <p>Job Duties:</p> <ul style="list-style-type: none"> • Report all records as steak charts, roast meat charts, production charts, etc. • Insure sanitation of all areas. • Control food waste and loss. Assist in setting up plans and actions to correct any food cost problems. • Conduct 15 minutes training. • Regulating report all needed maintenance projects to the Junior Sous Chef/ Sous Chef. • Ensure that associates are on their stations on time in the correct uniform and wearing a hat or hair net. • Maintain proper pars, maintain top quality freshness. • Ensure that all stations are properly cleaned at the end of each shift. • Any other duties 	
Corporate Senior Sales Manager 	<ul style="list-style-type: none"> • Minimum Diploma in Hotel Management and/or Sales & Marketing - At least 4 years of relevant Senior Manager experience or 3 	<ul style="list-style-type: none"> • Responsible for managing Special Corporate segment of the Hotel (i.e RFP Accounts) To identify, solicit & prospect new business opportunities with potential revenue for all areas of the Hotel i.e. Guestrooms (Transient & Groups), catering events, F&B outlets, Retail etc. Build and strengthen relationships with existing and new corporate customers to enable future 	<ul style="list-style-type: none"> • Working Hours: 44 hrs/week • Employment Type: Full Time • Location: 320 Orchard Road

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>years of relevant Manager experience or 2 years of relevant Assistant Manager experience in handling Proactive Sales (Room Sales) - Strong overall sales skills with sales system knowledge - Understanding of hotel's business mix needs of transient, group and catering business Self-confidence, energetic & enthusiastic - Ability to present ideas, expectations and information in a concise, well-organized manner - Excellent interpersonal conflict management skills Software knowledge (i.e. Microsoft Office) - Understanding and achieve team and individual goals Effective time management skills - Understanding of sales strategies and account profitability - Demonstrated</p>	<p>bookings. Activities include sales calls, entertainments, sales trips, roadshows, site inspections etc.</p> <ul style="list-style-type: none"> • To meet and exceed individual and team sales targets, to generate a YOY ADR increase (stipulated %) for RFP accounts • To contribute positively to Engagement Survey department result by being proactive in all aspects of department and interdepartmental issues. Work with the Director of Sales to manage the Proactive Sales Team. • To meet and exceed individual assigned sales goal and shared responsibility for team members for achievement of total department sales budget. Derive creative upsell initiatives. To conduct 5 sales calls daily and 3 sales activities ie Entertainment & Site Inspection per week. To submit sales call report on weekly basis. To identify and develop new potential accounts (to prospect at least 2 new accounts per week) • Develop sales plans to generate business from identified markets/accounts. Determine corporate account needs and initiate sales activities of each assigned market/account to enable future bookings. • Promote Marriott Bonvoy benefits (Transient and Events) and ongoing promotions to the customer in order to solicit and secure increased future business. Actively participate in MI Leads Generation (Cross-property referral program) to meet property and team goals • Continuously communicate the benefits and ongoing promotions of the hotel to the customer. Management and growth of corporate accounts by tracking individual transient, group and catering production goals • Negotiate transient rates for assigned accounts. Prospect new business through phone solicitation, physical sales calls, site inspections, trade shows, sales blitz, e-mail, research via news & online resources • Gather market intelligence: new product ideas, competition activities, new 	<p>Singapore 238865</p>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>leadership skills, customer development and relationship management skills - Able to start work within short notice period</p>	<p>customer trends and performance. Support Sales Centre Team by providing information to close groups/catering. Sell the benefits of the Sales Center/property sales and event management structure.</p> <ul style="list-style-type: none"> • Be actively involved in ensuring prompt follow-up on incoming phone calls, site inspections, proposal / inquiries. Accuracy in booking, commitments to customer on all sales/operational documents and adhering to the standards set by the department in execution and filing of all said documents. • Be a team player motivating peers and subordinates in support of department goals in sales and operations. To manage and develop Interdepartmental relations while not compromising customer satisfaction, revenue, profitability or associate morale of department / Hotel. To initiate team building activities. • To share responsibility for development and training of direct reports. To adhere to personal behavioral norms of integrity such as grooming, ownership, contactability, accountability, responsibility, visibility and punctuality. Perform any other duties assigned by immediate supervisor or department head according to changing business, economic, customer needs or restructure within Sales & Marketing Department. Additional leadership responsibilities as assigned. 	
Doorman	<ul style="list-style-type: none"> • Preferably with 'N' level qualifications • Preferably with service industries experience dealing with internal and external guests • Able to converse in English • Has general knowledge of the city and able to 	<ul style="list-style-type: none"> • Assisting guests and patrons by opening of car doors for guest and patrons at all times. Greeting guests with the right verbiage and to be warm and friendly at all times. • Communicate with Bellman for luggage assistance and escorting guests to Front Desk. • Ensure all 'No Parking Zones' are cleared to ensure smooth flow of traffic. Ensure the traffic at the hotel's Forecourt is clear at all times with no congestion. • Ensure that there is always taxis available for guests' usage. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week, 44 hrs/week • Employment Type: Full Time • Job Type: Temporary • Location: 320 Orchard Road Singapore 238865

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	lift heavy and bulky items • Able to start work as soon as possible and commit till end of December 2025.	<ul style="list-style-type: none"> • Ensure all Valet tickets are issued and recorded by running serial order without exceptions. Ensure all payments received for Valet to be handed over to Front Desk for proper tracking. • Attend daily briefing and 15 minutes training. • Understanding hotel's safety features and procedures. • Provide general information, places of interest / directions, and hotel's information to guest. • Report any incident/s to FO Managers and Bell Captain on duty. • Maintain the condition and cleanliness of the hotel's Forecourt at all times. • Maintain the condition and cleanliness of the Marriott and Singapore's Flag and report abnormalities to Bell Captain and FO Managers. • Maintain effective service in line with the hotel's Corporate Image: <ul style="list-style-type: none"> a) Company's Grooming Standard b) Standard Operation Procedures c) Departmental Policies d) Corporate Policies <p>Cash/Bank Handling</p> <ul style="list-style-type: none"> • Process all payment methods in accordance with Accounting procedures and policies. • Follow property control audit standards and cash handling procedures (e.g., blind drops). • Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. • Obtain assigned bank and ensure accuracy of contracted monies, obtaining change required for expected business level, and keeping bank secure at all times. • Transport bank to/from assigned workstation, following security procedures. • Set up and organize cashier workstation with designated supplies, forms, and 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		resource materials; and maintain cleanliness of workstation at all times. • To ensure and follow established procedures and compliance as per LSOP guidelines and any other duties	
Duty Manager 	<ul style="list-style-type: none"> • Minimum Diploma in Hospitality Management / Hospitality Operations / Hospitality Services • At least 3 years of relevant working experience & managerial level - Great knowledge about Singapore's tourism • Great presentation, communication and problem-solving skills – • Great knowledge of Hotel Operating System (e.g. Opera, Micros) and MS Office application software - Customer-oriented, pleasant and outgoing personality • Well-organized & great follow-up skills - Great teamwork • Able to start work within short notice period 	<ul style="list-style-type: none"> • Drive the hotel's Balance Score Card which includes GuestVoice results mainly focusing on Overall Satisfaction, Arrival Experience, Elite appreciation, Staff Service Overall. Drive the contactless mobility index and shall work closely with the Loyalty Manager and At Your Service Manager to ensure the goals are met. • Main point of contact for all guests' concerns, feedbacks and incidents and shall determine the situation for further escalation to the respective Departmental Leaders and Management team. Assist Front Office Leaders in training, evaluating, counseling, motivating and coaching associates; serve as a role model to all associates. • Develop/maintain positive working relationships; support team to reach common goals; listen and respond appropriately to employee concerns. • Follow company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications; ensure personal appearance is clean, professional and adhere to HR grooming standards; maintain confidentiality of proprietary information; protect company assets. • Welcome and acknowledge guests; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. • Speak using clear and professional language; prepare and review written documents accurately and completely; answer telephones using appropriate etiquette. Ensure adherence to quality standards. Enter and locate information using computers/POS systems. • Able to stand, sit, or walk for an extended period of time. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week, 44 hrs/week • Employment Type: Full Time • Location: 320 Orchard Road Singapore 238865

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Familiarize with Hotel's Fire Emergency Announcement System and react immediately in case of any alarm activated and, works closely with the Hotel's CERT team and CMT team. Follow property specific procedures for handling emergency situations (e.g., evacuations, medical emergencies, natural disasters). • Report work related accidents, or other injuries immediately upon occurrence to the Loss Prevention team and to Management. Maintain awareness of undesirable persons on property premises. • Follow company and department safety and security policies and procedures to ensure a clean, safe, and secure environment. Identify and correct unsafe work procedures or conditions and/or report them to Management and security/safety personnel. Complete appropriate safety training and certifications to perform work tasks. Policies and Procedures Protect the privacy and security of guests and coworkers. Maintain confidentiality of proprietary materials and information. • Follow all company and department policies and procedures. · Ensure uniform, nametags, and personal appearance are clean, hygienic, professional and in compliance with company policies and procedures. Protect company tools, equipment, machines, or other assets in accordance with company policies and procedures. • Support all co-workers and treat them with dignity and respect. Handle all situations and always act with integrity. • Handle sensitive issues with employees and/or guests with tact, respect, diplomacy, and confidentiality. Develop and maintain positive and productive working relationships with other employees and departments. Involve in planning of Departmental Meetings and gathering. Actively listen to and consider the concerns of other employees, responding appropriately and effectively. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Partner with and assist others to promote an environment of teamwork and achieve common goals. • Serve as a departmental role model or mentor by working alongside associates to perform technical or functional job duties. • Encourage and motivate all associates to perform their best, take responsibility for tasks and assignments, make decisions and provide input on possible improvements. • Ensure that all associates are trained on company core values, job roles, responsibilities, and technical and service aspects of the job. Assign and ensure work tasks are completed on time and that they meet appropriate quality standards. Listen to all associates' suggestions for improving how work is done and how guests are served, gaining management support as needed to act upon suggestions. • Coach and develop associates (e.g., create expectations for continual improvement, provide challenging tasks and assignments, hold development discussions, and construct and execute development plans). Assist management to ensure that all associates have the necessary resources to effectively perform their jobs (e.g., supplies, equipment, and inventory). • Coordinate tasks and work with other departments to ensure that the department runs efficiently. Collaborate with management to develop and carry-out ideas and procedures, and set goals to continuously improve department performance around guest and employee satisfaction scores. Collaborate with management to formally recognize all associates' performance contributions • Serve as the first point of contact representing the Hotel Management in their absence (ie. Weekends, after-hours, Public Holidays) Check-in/Check-out/Cashiering (Duty Manager & Front Desk Duties) · Process all guest check-ins by confirming reservations in computer system, verifying guest identity, requesting form of payment, rooms allocation, and issuing room key in accordance with 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>property policies and procedures. Secure valid form of payment (e.g., credit card, cash) prior to issuing room key. Advise guest of any messages (e.g., voicemail, mail, faxes) received for them, and send to room if required. Activate room keys using electronic key machine and reissue new room keys to guests as necessary (e.g., lost key) by verifying guest identity and using electronic key machine.</p> <ul style="list-style-type: none"> • Verify and adjust billing for guests where necessary. Accommodate requests for room changes when possible. · Assign room according to guest request and preferences whenever possible. File guest paperwork or documentation. Set up accurate accounts for each guest upon check-in according to their requirements (i.e., sharers, separate room/tax/incidentals, comp). Ask for and enter Marriott Bonvoy information (e.g., number, name, address) when taking reservation or checking guest in. Ensure rates match market codes and that any exceptions are documented and include an explanation. Sell a room/accommodation to guests without reservations based on availability. Ensure mobile guests are acknowledged and thank guest for their loyalty & using the APP Print contingency lists to have a record of all guests in case of emergency. Run daily reports (number of arrivals, departures), identify any special requests, and check reports for accuracy. • Complete designated cashier and closing reports in the computer system. Guest Services · Contact appropriate individual or department (e.g., Housekeeping, Engineering, Loss Prevention) as necessary to resolve guest call, request, or problem. • Follow up with guests to ensure their requests or problems have been met to their satisfaction. Receive, record, and relay messages accurately, completely, and legibly. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. • Answer, record, and process all guest calls, requests, questions, or concerns. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Notify Loss Prevention/Security of any guest reports of theft. Report work related accidents, or other injuries immediately upon occurrence to manager/supervisor. • Follow company and department safety and security policies and procedures to ensure a clean, safe, and secure environment. Follow property specific procedures for handling emergency situations (e.g., evacuations, medical emergencies, natural disasters). Maintain awareness of undesirable persons on property premises. Any other duties as may be assigned from time to time. 	
F&B Host/Hostess (Crossroads Cafe)	<ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/NITEC, any field. • 1-2 years of relevant experience. • Great conversational skills and teamwork-oriented. • Positive outlook and outgoing personality. • Able to start work within short notice. 	<ul style="list-style-type: none"> • Greet and seat guests as per SOP. • Handle all guests' enquiries and follow up accordingly. • Handle and manage all reservations ensuring information is recorded correctly and followed up accordingly. • Responsible for guests' check control. • To be aware of all Marriott Guests Incentive Programmes and ensure that the billing is carried out correctly. • Maintain and upkeep the hostess stand. • Maintain adequate supplies of clean and tidy menus. • Maintain excellent inter-departmental relations and share latest restaurant's information with all departments concerned. • Monitor the needs and special requirements of regular guests. • To be fully aware and have knowledge of the restaurant's menus, prices and other operation details at all times. • Maintain guests' mailing list for the Restaurant and main key outlets database. • To actively solicit for new guests in consultation with the Sales & Marketing team. • Participate actively in all F&B promotions, maintain updated details and information through constant communication with parties concerned. • Follow the Hotel's established telephone etiquette. • Attend daily restaurant briefing sessions. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week, 44 hrs/week • Employment Type: Full Time • Location: 320 Orchard Road Singapore 238865

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work closely with the Sales and Marketing Department, all F&B outlets in the Restaurant's promotion effort through the use of flyers, direct marketing and mailing list. • Comply with the Hotel's grooming and hygiene standards at all times. • Assist to ensure a safe working environment and prepare repair orders when necessary. • Assist to train and supervise other associates in the restaurant. • Use Total Quality Management process as a way of improving standards and service for out guests and all internal customers. <p>Cash/Bank Handling:</p> <ul style="list-style-type: none"> • Process all payment methods in accordance with Accounting procedures and policies. • Follow property control audit standards and cash handling procedures (e.g., blind drops). • Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. • Obtain assigned bank and ensure accuracy of contracted monies, obtaining change required for expected business level, and keeping bank secure at all times. • Transport bank to/from assigned workstation, following security procedures. • Set up and organize cashier workstation with designated supplies, forms, and resource materials; and maintain cleanliness of workstation at all times. • To ensure and follow established procedures and compliance as per LSOP guidelines. • Any other duties 	
F&B Service Supervisor	<ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/NITEC, any field. 	<p>Safety and Security</p> <ul style="list-style-type: none"> • Report work related accidents, or other injuries immediately upon occurrence to manager/supervisor. • Follow company and department safety and security policies and procedures to 	<ul style="list-style-type: none"> • Working Hours: 5 days / week, 44 hrs/week • Employment Type:


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • 1-2 years of relevant experience • Great conversational skills and teamwork-oriented. • Positive outlook and outgoing personality. • Able to start work within short notice. • Selected candidates may be posted to any F&B outlets in the Hotel. 	<p>ensure a clean, safe, and secure environment.</p> <ul style="list-style-type: none"> • Identify and correct unsafe work procedures or conditions and/or report them to management and security/safety personnel. • Follow property specific procedures for handling emergency situations (e.g., evacuations, medical emergencies, natural disasters). • Follow policies and procedures for the safe operation and storage of tools, equipment, and machines. • Complete appropriate safety training and certifications to perform work tasks. • Maintain awareness of undesirable persons on property premises. • Use proper equipment, wear appropriate personal protective clothing (PPE), and employ correct lifting procedures, as necessary, to avoid injury. <p>Policies and Procedures</p> <ul style="list-style-type: none"> • Follow company and department policies and procedures. • Protect the privacy and security of guests and coworkers. Maintain confidentiality of proprietary materials and information. • Ensure uniform, nametags, and personal appearance are clean, hygienic, professional and in compliance with the brand, company policies and procedures. • Protect company tools, equipment, machines, or other assets in accordance with company policies and procedures. • Perform other reasonable job duties as requested by Supervisors. <p>Guest Relations</p> <ul style="list-style-type: none"> • Address guests' service needs in a professional, positive, and timely manner. • Assist other employees to ensure proper coverage and prompt guest service. • Welcome and acknowledge each and every guest with a smile, eye contact, and a friendly verbal greeting, using the guest's name when possible. • Anticipate guests' service needs, including asking questions of guests to better understand their needs and 	<p>Full Time</p> <ul style="list-style-type: none"> • Location: 320 Orchard Road Singapore 238865

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>watching/listening to guest preferences and acting on them whenever possible.</p> <ul style="list-style-type: none"> • Thank guests with genuine appreciation and provide a fond farewell. • Engage guests in conversation regarding their stay, property services, and area attractions/offering. • Provide assistance to individuals with disabilities, including assisting visually, hearing, or physically impaired individuals within guidelines (e.g., escorting them when requested, using words to explain actions, writing directions on paper, moving objects out of the way, or offering access to Braille or TDD phones). <p>Communication</p> <ul style="list-style-type: none"> • Speak to guests and co-workers using clear, appropriate and professional language. • Provide assistance to coworkers, ensuring they understand their tasks. • Talk with and listen to other employees to effectively exchange information. • Answer telephones using appropriate etiquette including answering the phone within 3 rings, answering with a smile in one's voice, using the callers' name, transferring calls to appropriate person/department, requesting permission before placing the caller on hold, taking and relaying messages, and allowing the caller to end the call. • Discuss work topics, activities, or problems with coworkers, supervisors, or managers discreetly and quietly, avoiding public areas of the property. • Prepare and review written documents (e.g., daily logs, business letters, memoranda, reports), including proofreading and editing written information to ensure accuracy and completeness. <p>Assists Management</p> <ul style="list-style-type: none"> • Serve as a departmental role model or mentor by working alongside employees to perform technical or functional job duties. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Assign and ensure work tasks are completed on time and that they meet appropriate quality standards. • Ensure that hourly employees are trained on company core values, job roles, responsibilities, and technical and service aspects of the job. • Ensure employee compliance with company standards and policies and external regulations (e.g., safety, OSHA, department-specific procedures such as food standards). • Encourage and motivate employees to perform their best, take responsibility for tasks and assignments, make decisions and provide input on possible improvements. • Assist management to ensure that hourly employees have the necessary resources to effectively perform their jobs (e.g., supplies, equipment, and inventory). • Assist management in establishing and communicating goals, performance expectations, timetables and deadlines for shift or departmental operations to hourly employees and ensure that they are understood. • Listen to hourly employees' suggestions for improving how work is done and how guests are served, gaining management support as needed to act upon suggestions. • Coordinate tasks and work with other departments to ensure that the department runs efficiently. • Collaborate with management to develop and carry-out ideas and procedures and set goals to continuously improve department performance around guest and employee satisfaction scores. • Coach and develop employees (e.g., create expectations for continual improvement, provide challenging tasks and assignments, hold development discussions, and construct and execute development plans). • Collaborate with management to formally recognize hourly employees' performance contributions. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure staff is working together as a team to ensure optimum service to guests. • Communicate with guests, other employees, or departments to ensure guest needs are met. • Inspect grooming and attire of staff and rectify any deficiencies. <p>Working with Others</p> <ul style="list-style-type: none"> • Support all co-workers and treat them with dignity and respect. • Handle sensitive issues with employees and/or guests with tact, respect, diplomacy, and confidentiality. • Develop and maintain positive and productive working relationships with other employees and departments. • Partner with and assist others to promote an environment of teamwork and achieve common goals. • Actively listen to and consider the concerns of other employees, responding appropriately and effectively. <p>Quality Assurance/Quality Improvement</p> <ul style="list-style-type: none"> • Comply with quality assurance expectations and brand standards. • Monitor the performance of others to ensure adherence to quality expectations and standards. • Identify and recommend new ideas, technologies, or processes to increase revenue, organizational efficiency, productivity, quality, safety, and/or cost-savings. <p>Physical Tasks</p> <ul style="list-style-type: none"> • Visually inspect tools, equipment, or machines (e.g., to identify defects). • Stand, sit, or walk for an extended period of time or for an entire work shift. <p>General Food and Beverage Services</p> <ul style="list-style-type: none"> • Report any employee, guest, and/or vendor incidents and accidents to management and Loss Prevention at the time of the incident and/or accident. • Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures. • Follow all finance procedures during shift 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Assist your and other departments when needed to ensure optimum service to guests. • Document any and all guest and employee incidents/accidents for management follow up. • Inspect storage areas for food safety and organization, use of FIFO, and cleanliness and rectify any deficiencies. • Notify management of maintenance repairs issues. • Complete work orders for maintenance repairs and submit to Engineering or contact Engineering directly for urgent repairs. • Follow property key policies, including checking out and returning keys to appropriate departments. • Complete scheduled inventories (e.g., opening inventory) of supplies, food, and liquor to check stock and requisition necessary supplies. • Monitor dining and banquet rooms for seating availability, service, safety, and well-being of guests. • Communicate information to manager/supervisor by documenting pertinent information in appropriate department logbook. <p>Cash/Bank Handling</p> <ul style="list-style-type: none"> • Process all payment methods in accordance with Accounting procedures and policies. • Follow property control audit standards and cash handling procedures (e.g., blind drops). • Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. • Obtain assigned bank and ensure accuracy of contracted monies, obtaining change required for expected business level, and keeping bank secure at all times. • Transport bank to/from assigned workstation, following security procedures. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Set up and organize cashier workstation with designated supplies, forms, and resource materials; and maintain cleanliness of workstation at all times. To ensure and follow established procedures and compliance as per LSOP guidelines. <p>Opening</p> <ul style="list-style-type: none"> Complete opening duties including setting up necessary supplies and tools, including bank, and ensuring work area is clean and everything is in working order. <p>Greeting and Seating</p> <ul style="list-style-type: none"> Thank every guest upon departure, invite them to return, and wish them a fond farewell. <p>Closing</p> <ul style="list-style-type: none"> Complete closing duties, including finance closing, storing all reusable goods, breaking down goods, cleaning all equipment and areas, returning equipment to proper locations, locking refrigerators, restocking items, turning off lights, locking doors, and completing daily shift & cleaning checklists. Any other duties 	
Guest Experience Expert (Call Centre, i-Job Program) 	<ul style="list-style-type: none"> Candidate must possess at least a Professional Certificate/NiTEC, Diploma, Advanced/Higher /Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, any field. 1-2 years of relevant working experience in Hotel's Call Centre. No relevant experience are welcomed too. 	<ul style="list-style-type: none"> Manages the console (e.g. DND, busy verify lines). Receives and transfers all calls to respective extensions and rooms. Assisting and providing information for all callers. Take down messages for guests. Ensure checklists are done accurately. Monitoring all the telephone printers – for wake-up calls. Assist to carry out emergency and evacuation procedures. Responsible for morning calls Take down and programme morning calls. Ensure all morning calls are answered. Update the Back Office information white board. Monitor the contingency reports every hour. Maintaining an updated telephone extension list. Assisting guests with outgoing phone calls. 	<ul style="list-style-type: none"> Working Hours: 5 days / week, 44 hrs/week Employment Type: Full Time Location: 320 Orchard Road Singapore 238865

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Integrated-Job (i-Job) program: Rotating to various sections of Front Office such as Front Desk, Concierge, Bell & Executive Lounge. Able to handle cash transactions meticulously. Able to work with hotel's computer system (e.g. Opera, Micros, etc). Customer-oriented. Able to perform rotating shift duties including overnight. Able to start work within short notice period. 	<ul style="list-style-type: none"> Assisting guests with new reservations after office hours. Ensuring all guests' complaints and feedback are recorded in Empower (GXP). Maintain effective service in line with the Hotel's Corporate Image <ul style="list-style-type: none"> Company's Grooming Standard Standard Operation Procedures Departmental Policies Corporate Policies <p>Cash/Bank Handling</p> <ul style="list-style-type: none"> Process all payment methods in accordance with Accounting procedures and policies. Follow property control audit standards and cash handling procedures (e.g., blind drops). Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. Obtain assigned bank and ensure accuracy of contracted monies, obtaining change required for expected business level, and keeping bank secure at all times. Transport bank to/from assigned workstation, following security procedures. Set up and organize cashier workstation with designated supplies, forms, and resource materials; and maintain cleanliness of workstation at all times. To ensure and follow established procedures and compliance as per LSOP guidelines. Any other duties as may be assigned from time to time. 	
Hotel Cleanliness Expert	<ul style="list-style-type: none"> Candidate must possess at least a Professional Certificate/NiTEC 1 year of relevant working experience in handling Hotel Housekeeping & 	<ul style="list-style-type: none"> Hotel Cleanliness Experts will be on their feet and moving around (stand, sit, or walk for an extended time) and taking a hands-on approach to work (move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance). Complete appropriate safety training and certifications to perform work tasks. 	<ul style="list-style-type: none"> Working Hours: 5 days / week, 44 hrs/week Location: 320 Orchard Road

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Laundry Operations.</p> <ul style="list-style-type: none"> • Fresh graduates are welcome too. Rotating shift work basis, including weekends commitment. • Passionate in hospitality industry. Great customer service & interpersonal skills. • Great teamwork. Able to start work within short notice. 	<p>Follow company and department safety and security policies and procedures to ensure a clean, safe, and secure environment. Report work related accidents, or other injuries immediately upon occurrence to manager/supervisor. Identify and correct unsafe work procedures or conditions and/or report them to management and security/safety personnel.</p> <ul style="list-style-type: none"> • Follow Hazardous Material Management Program procedures for handling and disposing chemicals, fertilizer, pesticides, blood borne pathogens, etc., including using Material Safety Data Sheets (MSDS). • Follow property specific procedures for handling emergency situations (e.g., evacuations, medical emergencies, natural disasters). • Maintain awareness of undesirable persons on property premises. Support all co-workers and treat them with dignity and respect. • Ensure uniform, nametags, and personal appearance are clean, hygienic, professional and in compliance with company policies and procedures. Follow company and department policies and procedures. • Perform other reasonable job duties as requested by Supervisors. Protect company tools, equipment, machines, or other assets in accordance with company policies and procedures. Protect the privacy and security of guests and coworkers. • Welcome and acknowledge each and every guest with a smile, eye contact, and a friendly verbal greeting, using the guest's name when possible. Anticipate and address guests' service needs, including asking questions of guests to better understand their needs and watching/listening to guest preferences and acting on them whenever possible. • Assist other employees to ensure proper coverage and prompt guest service. Actively listen and respond positively to guest questions, concerns, and requests 	<p>Singapore 238865</p>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>using brand or property specific process (e.g., LEARN, PLEASED, Guest Response, LEAP) to resolve issues, delight, and build trust.</p> <ul style="list-style-type: none"> • Speak to guests and co-workers using clear, appropriate and professional language. Discuss work topics, activities, or problems with coworkers, supervisors, or managers discreetly and quietly, avoiding public areas of the property. Support all co-workers and treat them with dignity and respect. • Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time or for an entire work shift. 6. • Contact Engineering, At Your Service (AYS), Delighted to Serve (DTS), or Housekeeping office directly for urgent repairs and preventative maintenance issues. Respond promptly to requests from guests, Front Desk, or At Your Service requests. Select appropriate cleaning chemicals and necessary personal protective equipment for various surfaces and cleaning jobs, following OSHA regulations and corporate standards. • Fill cart with supplies (e.g., chemicals, rags, linens, amenities) as needed. Report room status (e.g., Do Not Disturb notice on room, discrepant rooms) to Main Linen Room, Housekeeping manager/supervisor, or Front Desk. Comply with quality assurance expectations and standards. Return cart to designated area at the end of shift. • Clean and organize items stored in laundry room, supply/storage closets, linen room, and/or uniform room. Fold cleaned linen into designated size, either by hand or using folding machine. Perform other reasonable duties as requested. 7. Guest Rooms, Villas, and Suites Check that all appliances are present in the room and in working order (e.g., hair dryer, TV, remote, microwave). 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Clean bathrooms, including bathtub/hot tub/shower, toilet, floor, sink, and mirror. Dust, polish, and remove marks from walls and furnishings (e.g., appliances, furniture, ice bucket, honor bar, baseboards, ledges, entrance door). Enter guest rooms following procedures for gaining access, such as knocking three times, saying "Housekeeping," and ensuring vacancy before entering. Limit access to guest rooms while cleaning by following departmental procedures. Remove trash, dirty linen, and room service items from room and balcony/patio. Replace dirty linens (e.g., sheets, pillow cases) and terry (e.g., towels, bathrobes) with clean items, following correct bed making and folding standards. • Replace guest amenities and supplies in rooms, such as toiletries, glasses, mugs, linens, towels, tissues, coffee, printed materials, and laundry bags according to standards. Report missing hotel/resort property and damages to room to manager/supervisor. 8. Laundry and Runner Identify all the different types of linens and uniforms including casual labour Ensure the correct procedures to issue new uniform and resignee' uniforms Identify and rectify uniform that requires alteration/repair and offer basic tailoring services Manage missing uniforms, condemn linens/uniforms, F&B linens • Understand the different charges for guest laundry Collection of laundry from guest room (e.g check laundry chit, guest's instructions, bulk laundry, check defect) Delivery of laundry to guest's room (e.g do not disturb, room change) To ensure that all guest request are send in prompt and timely manner • To ensure all broken or damaged items are kept and properly recored To maintain cleanliness and tidiness of storage and store room Understand how to make up the bed for Sofa bed, Extra bed, Baby cot/crib To be able to know on baby items (e.g baby cot, baby bottle sterilizer, baby blanket, baby amenity, soft toy) and 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		special guest request items (e.g Types of pillows, Humidifier/Dehumidifier) 9. Any other duties as may be assigned from time to time.	
Senior / F&B Service Expert (F&B Ops)	<ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/NiTEC, any field. • Previous F&B experience is a big plus. Fresh graduates are welcome too. • Great conversational skills and teamwork oriented. • Positive outlook and outgoing personality. • Able to start work within short notice. • Selected candidates may be posted to any F&B outlets in the Hotel. 	<p>Safety and Security</p> <ul style="list-style-type: none"> • Report work related accidents, or other injuries immediately upon occurrence to manager/supervisor. • Follow company and department safety and security policies and procedures to ensure a clean, safe, and secure environment. • Identify and correct unsafe work procedures or conditions and/or report them to management and security/safety personnel. • Use proper equipment, wear appropriate personal protective clothing (PPE), and employ correct lifting procedures, as necessary, to avoid injury. • Follow property specific procedures for handling emergency situations (e.g., evacuations, medical emergencies, natural disasters). • Follow policies and procedures for the safe operation and storage of tools, equipment, and machines. • Complete appropriate safety training and certifications to perform work tasks. <p>Policies and Procedures</p> <ul style="list-style-type: none"> • Protect the privacy and security of guests and coworkers. • Follow company and department policies and procedures. • Ensure uniform, nametags, and personal appearance are clean, hygienic, professional and in compliance with company policies and procedures. • Maintain confidentiality of proprietary materials and information. • Protect company tools, equipment, machines, or other assets in accordance with company policies and procedures. • Perform other reasonable job duties as requested by Supervisors. <p>Guest Relations</p> <ul style="list-style-type: none"> • Address guests' service needs in a professional, positive, and timely manner. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week, 44 hrs/week • Employment Type: Full Time • Location: 320 Orchard Road Singapore 238865

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Welcome and acknowledge each and every guest with a smile, eye contact, and a friendly verbal greeting, using the guest's name when possible. • Anticipate guests' service needs, including asking questions of guests to better understand their needs and watching/listening to guest preferences and acting on them whenever possible. • Thank guests with genuine appreciation and provide a fond farewell. • Actively listen and respond positively to guest questions, concerns, and requests using brand or property specific process (e.g., LEARN, PLEASED, Guest Response, LEAP) to resolve issues, delight, and build trust. • Engage guests in conversation regarding their stay, property services, and area attractions/offerings. • Provide assistance to individuals with disabilities, including assisting visually, hearing, or physically-impaired individuals within guidelines (e.g., escorting them when requested, using words to explain actions, writing directions on paper, moving objects out of the way, or offering access to Braille or TDD phones). • Assist other employees to ensure proper coverage and prompt guest service. <p>Communication</p> <ul style="list-style-type: none"> • Speak to guests and co-workers using clear, appropriate and professional language. • Discuss work topics, activities, or problems with coworkers, supervisors, or managers discreetly and quietly, avoiding public areas of the property. <p>Working with Others</p> <ul style="list-style-type: none"> • Support all co-workers and treat them with dignity and respect. • Develop and maintain positive and productive working relationships with other employees and departments. • Partner with and assist others to promote an environment of teamwork and achieve common goals. <p>Quality Assurance/Quality Improvement</p>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Comply with quality assurance expectations and standards. <p>Physical Tasks</p> <ul style="list-style-type: none"> Read and visually verify information in a variety of formats (e.g., small print). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance and objects weighing in excess of 50 pounds with assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. <p>General Food and Beverage Services</p> <ul style="list-style-type: none"> Maintain cleanliness of work and guest areas by clearing, collecting and returning food and beverage items to proper area. Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures. Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. Set tables according to type of event and service standards, including types of linens, glassware, plate/chinaware, and silver/flatware, ensuring all supplies meet quality standards. Pick-up trays and clean tables as needed to ensure a clean dining area. Follow appropriate procedures for serving alcohol (e.g., TIPs (Training for Intervention Procedures), CARE (Control Alcohol Risks Effectively)). Thank every guest upon departure, invite them to return, and wish them a fond farewell. Retrieve and deliver food and beverage orders in a timely manner. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Perform other reasonable duties as requested. <p>Assists Management</p> <ul style="list-style-type: none"> • Communicate with guests, other employees, or departments to ensure guest needs are met. <p>Closing</p> <ul style="list-style-type: none"> • Complete closing duties, including storing all reusable goods, breaking down goods, cleaning all equipment and areas, returning equipment to proper locations, locking refrigerators, restocking items, turning off lights, locking doors, and completing daily cleaning checklist. <p>Beverage/Coffee Cart</p> <ul style="list-style-type: none"> • Inspect the cleanliness and presentation all china, glass, and silver prior to use. • Prepare drink orders for guests according to specified recipes using measuring systems. • Maintain cleanliness and condition of bar, bar unit (CO2 lines, soda tanks, soda guns, drain, etc.), tables, and other tools, following all set-up guidelines. • Requisition all necessary supplies, specifically bottle-for-bottle liquor restock, transporting supplies from storeroom to bar set-up area as required. <p>Banquet</p> <ul style="list-style-type: none"> • Set tables according to type of event and service standards, including types of linens, glassware, plate/chinaware, and silver/flatware, ensuring all supplies meet quality standards. • Prepare coffee breaks, carts, and stations with appropriate food and beverages as stated in Banquet Event Order. • Prepare tables, action stations, buffets, service carts, dessert table/carts and cordial carts with specified tools, wares and equipment according to company standards. • Set up, operate, and troubleshoot audio-visual (AV), projection, lighting, and conferencing equipment, devices, and systems, ensuring all equipment is operational prior to use. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Bus tables by removing and separating tableware, plateware, glassware, and flatware. • Monitor tableware to ensure it is presentable to guests, including checking for cleanliness, cracks, and chips. • Break-down, remove, and secure AV equipment and related equipment, devices, and systems promptly following an event. • Respond to and try to fulfill any special banquet event arrangements requested by guest. • Replenish buffet items to ensure consistency and freshness in presentation from opening to closing. • Follow up on special banquet event arrangements requested by guest to ensure compliance. • Assist and instruct guests/customers regarding proper usage and operation of AV equipment and Internet. • Inspect the cleanliness and presentation all china, glass, and silver prior to use. <p>In-Room Dining</p> <ul style="list-style-type: none"> • Take room service orders over the phone, answering any questions regarding the menu, inputting order into appropriate system, up-selling, following method of payment policies, reading back the order to confirm its accuracy, and providing expected delivery time. • Place and log call back for room service order within appropriate time frame to ensure guest satisfaction. • Notify guests and management of delays in service delivery and record any issues or complaints via GXP system. • Deliver VIP amenities and F&B orders to guest rooms and suites as per sequence of service and standard. • Collect, clear and remove trays and trolleys from corridors and guest rooms <p>Cash/Bank Handling</p> <ul style="list-style-type: none"> • Process all payment methods in accordance with Accounting procedures and policies. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Follow property control audit standards and cash handling procedures (e.g., blind drops). • Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. • Obtain assigned bank and ensure accuracy of contracted monies, obtaining change required for expected business level, and keeping bank secure at all times. • Transport bank to/from assigned workstation, following security procedures. • Set up and organize cashier workstation with designated supplies, forms, and resource materials; and maintain cleanliness of workstation at all times. • To ensure and follow established procedures and compliance as per LSOP guidelines. <p>Steps of Service</p> <ul style="list-style-type: none"> • Present physical and accurate check and process payment, adhering to all cash handling and credit policies/procedures including added and received gratuity. • Check in with guests to ensure satisfaction with each food course and/or beverages. • Answer questions on menu selections, and check with kitchen staff whenever additional clarification is necessary. • Communicate with the kitchen regarding the length of wait for food items, recook orders, and product availability. • Any other duties as may be assigned from time to time. 	

#11 Stuff'd Ventures

Stuff'd is a fast-growing F&B company with an extensive presence locally across our expanding portfolio of exciting and appetizing brands. It is the flagship brand founded in 2014 as a fresh casual, halal-certified Mexican-Turkish concept. The brand has since expanded to become the largest Mexican-Turkish fresh casual chain in Singapore.

We create a positive and inclusive work environment for our family of over 400 employees. We value teamwork, respect and collaboration, creating a supportive atmosphere for everyone. We are actively seeking like-minded, driven individuals looking for professional growth opportunities and rewarding careers to be part of our growing family.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Kitchen Cook	<ul style="list-style-type: none"> NITEC 	<ul style="list-style-type: none"> Assist in the preparation and cooking of dishes according to recipes and standards Ensure that food quality and presentation Maintain cleanliness and sanitation standards in the kitchen area Monitor inventory levels and assist in stock rotation and ordering Follow food safety and hygiene regulations at all times Execute tasks as directed by superior 	<ul style="list-style-type: none"> Working Hours: 5 days / 54 hours Employment Type: Full Time Location: Various locations
Management Trainee	<ul style="list-style-type: none"> NITEC 	<ul style="list-style-type: none"> Prepare and execute food items to our specified recipes and standards Maintain a clean and organised work area, adhering to all food safety and hygiene regulations Complete daily checklists to facilitate correct and prompt opening, shift change and closing of outlets Manage inventory, ensuring proper stock levels and minimising waste Correct rotation and labelling of food and ingredients Efficient and effective management of line food levels to maintain ongoing service delivery Maintain a clean and proper use of uniform Track, reconcile and report all received orders 	<ul style="list-style-type: none"> Working Hours: 5 days / 54 hours Employment Type: Full Time Location: Various locations
Outlet Manager 	<ul style="list-style-type: none"> NITEC 	<ul style="list-style-type: none"> 1. Operational Standards and Customer Experience: Uphold the highest safety, cleanliness, quality, and efficiency levels, ensuring adherence to Stuff'd hospitality standards in all interactions. Oversee timely inventory requisitions and receiving procedures and optimize strategies to minimize waste production. 2. Team Leadership and Implementation: Lead the team in implementing changes to enhance outlet performance and customer experience, ensuring staff readiness to manage crises effectively. Ensure the outlet's functionality and equipment are maintained optimally. 3. Customer Engagement and Communication: 	<ul style="list-style-type: none"> Working Hours: 5 days / 54 hours Employment Type: Full Time Location: Various locations

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Manage customer experiences across various platforms, encouraging and facilitating social media reviews and ratings. • Establish and maintain positive relationships with internal and external stakeholders, ensuring effective and timely communications. • 4. Reporting and Feedback: • Provide comprehensive and timely feedback to the Area Manager regarding outlet activities, achievements, challenges, and recommendations for improvement. • Safety Compliance and Manpower Management: • 1. Compliance and Risk Control: • Conduct scheduled food audits accurately, ensuring compliance with operational, safety, and hygiene regulations. • Enforce adherence to First-In-First-Out and First-Expiry-First-Out guidelines for food and ingredient usage and sales. • Communicate and ensure team members follow safe work procedures, maintaining compliance with SFA guidelines and Stuff'd SOPs for food safety. • 2. Resource Planning and Team Management: • Forecast resource and manpower needs, planning weekly schedules based on business requirements. • Manage staff grievances, conflicts, and disciplinary actions, escalating when necessary to the Area Manager/HR. • On-the-job training for new employees. • 3. Leadership and Performance Management: • Lead, motivate, and train team members, fostering morale and facilitating succession planning. 	
Service Crew	<ul style="list-style-type: none"> • NITEC 	<ul style="list-style-type: none"> • 1) Make wraps, assemble daily bowls to company's established standards of quality, safety and hygiene • 2) Perform light-cooking such as boiling, making side dishes and sauces • 3) Prepare raw food ingredient such as meat, poultry and vegetables • 4) Carry out food preparation processes including thawing, washing, cutting, 	<ul style="list-style-type: none"> • Working Hours: 5 days / 54 hours • Employment Type: Full Time/Part Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		marinating, portioning food ingredients, according to standard operating procedures (SOP) <ul style="list-style-type: none"> 5) Set up and replenishing salad bar with fresh food ingredients 	<ul style="list-style-type: none"> Location: Various locations

#12 Sushi Tei Group

Sushi Tei – where expert culinary skills and an innate appreciation of nature come together to inspire and enhance the Japanese dining experience.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Leading Cook	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 uniform will be provided 	<ul style="list-style-type: none"> Working Hours: 6 days / week 44 hrs/ week Employment Type: Full Time Location: Various locations
Cook (Part Time)	<ul style="list-style-type: none"> No experience required as training will be provided. Able to perform shifts and work on weekends and Public Holidays. 	<ul style="list-style-type: none"> Adhere to SOP on the preparation of food and provide guidance Ensure that all work stations are clean, tidy and ready for the start and end of the business day. 	<ul style="list-style-type: none"> Working Hours: Min 3 days / week , Min 5 hrs/ day Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Great customer service skills with a pleasant smile. Able to start work in a short notice 	<ul style="list-style-type: none"> 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 	Part Time <ul style="list-style-type: none"> Location: Various (https://www.sushitei.com/outlets/outlets.aspx).
Leading Cook	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Working Hours: 6 days / week 44 hrs/ week Employment Type: Full Time Location: Various (https://www.sushitei.com/outlets/outlets.aspx).

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Training and uniform will be provided 	
Restaurant Supervisor	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 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. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs/ week • Employment Type: Full Time • Location: Various (https://www.sushitei.com/outlets/outlets.aspx).
Senior Cook	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs/ week • Employment Type: Full Time • Location: Various (https://www.sushitei.com/

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	with minimal supervision. <ul style="list-style-type: none"> • Able to start work in a short notice 	<ul style="list-style-type: none"> • 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 	outlets/outlet s.aspx).
Service Crew (Waiter / Waitress)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs/ week • Employment Type: Full Time • Location: Various (https://www.sushitei.com/outlets/outlet s.aspx).
Waiter / Waitress (Part Time)	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Working Hours: Min 3 days / week , Min 5 hrs/ day • Employment Type: Part Time • Location: Various (https://www.sushitei.com/outlets/outlet s.aspx).


#13 TAK Products & Services

TAK Products & Services is a leading provider of high-quality decorative surfacing solutions, renowned for innovative designs and exceptional service. With a strong regional presence across the Asia Pacific, we offer premium laminates and interior solutions under our flagship brand, Lamitak, inspiring creativity in residential, commercial, and hospitality projects. Through our overseas distributor subsidiary, Catalyste, we extend our reach and partnerships across the region. Guided by our values of excellence, integrity, and customer focus, we deliver distinctive, sustainable solutions that enhance spaces and set industry benchmarks in quality and innovation.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Sales Coordinator	<ul style="list-style-type: none"> • Minimum educational qualification of GCE O' Level. • Experience in administration and handling high-volume office work will be considered an advantage. • Strong analytical abilities, excellent organizational skills, and effective time management are essential. • The candidate must be a team player who can multitask efficiently and also work independently. • Proficiency in computer applications, particularly Microsoft Excel and Word, is required. 	<ul style="list-style-type: none"> • As a Sales Coordinator at TAK, you will be responsible for attending to enquiry calls from the sales hotline and efficiently creating and processing sales and sample orders in a timely manner. • You will compile and manage a list of sales leads, delegate these leads to the sales team, and provide them with relevant sales data and guides to support their efforts. • Additionally, you will perform data entry tasks related to sales figures and other pertinent information, maintain an organized and easily accessible filing system, and handle any other administrative duties assigned by the company. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week, 8:30am to 5:30pm • Employment Type: Full Time • Location: 14 Senoko Loop Singapore 758150
Sales Representative 	<ul style="list-style-type: none"> • A minimum of tertiary education and at least three years of B2B experience. • A passion for the architectural and interior design industries, coupled with a desire to learn and grow within a cutting-edge company, is essential. • Relevant experience in the interior surfaces industry or a similar field will be an advantage. • The role requires a proactive attitude, 	<ul style="list-style-type: none"> • We are looking for a passionate and energetic Sales Executive/Sales Representative to join our Singapore team. • You will be the go-to expert for promoting our lamination materials and surface solutions to the architecture and interior design community. • This is a client-facing role focused on driving sales target, managing presentations, and supporting project success. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week, 9am – 6pm • Employment Type: Full Time • Location: 33 Ubi Avenue 3 Singapore 408868

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>initiative, and active participation in team activities, along with strong communication skills and the ability to work collaboratively across different teams.</p> <ul style="list-style-type: none"> • Candidates with more extensive experience may be considered for a Senior Executive role 		
Senior Finance Assistant	<ul style="list-style-type: none"> • Diploma or equivalent qualification in Accounting, Finance, or a related field, • a minimum of two years' relevant work experience. • Proficiency in Microsoft Excel and accounting software such as SAP, MYOB, or similar systems is essential. • A good understanding of accounts payable and accounts receivable processes, as well as basic accounting principles, is required. • The candidate must be meticulous, well-organized, and capable of working independently. • Strong interpersonal and communication skills are also important. • Please note that only Singaporean citizens or Singapore Permanent Residents are eligible to apply for this position. 	<ul style="list-style-type: none"> • We are seeking an experienced Assistant, Finance to support the company's financial operations by ensuring accuracy and efficiency in accounts receivable (AR), accounts payable (AP), and financial reporting. • The ideal candidate is a detail-oriented, proactive, and independent professional with strong accounting knowledge who can work with minimal supervision. • This role requires close collaboration with internal teams and external partners, as well as providing administrative support to maintain smooth financial processes throughout the organization. • Key responsibilities include preparing financial reports such as daily and weekly sales reports and AR aging reports, generating and sending AR statements to customers, and issuing Credit and Debit Notes as needed. • The Assistant will also process AP payments, ensure timely invoice settlements, enter AP invoices, and record payments in the accounting system. • Additional general administrative tasks and other duties may be assigned by the Finance Manager. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week, 8:30am-5:30pm • Employment Type: Full Time • Location: 14 Senoko Loop Singapore 758150




Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Showroom Specialist / Customer Experience Executive (Design & Interiors) 	<ul style="list-style-type: none"> Diploma or Degree in Marketing, Communications, Interior Design, Business, or a related field, with 1 to 2 years of experience in showroom operations, retail customer service, client servicing, or sales support. Strong communication skills and confidence in client-facing roles are essential. The role requires someone who is highly organized, detail-oriented, and capable of multitasking effectively. An interest in design, interiors, or materials would be an added advantage. 	<ul style="list-style-type: none"> As the first point of contact, you will be the face of our CATALAB (Showroom) brand space, creating a welcoming and inspiring experience for every visitor. This role blends client service, showroom presentation, and marketing support, making it ideal for someone who enjoys engaging with people while ensuring smooth operations behind the scenes. You will host and assist visitors, present product collections, prepare samples, and maintain showroom-ready visual displays. In addition, you will handle client enquiries across WhatsApp, social media, email, and phone, support marketing campaigns and events, contribute to live content creation, and track showroom inventory in close coordination with warehouse teams. 	<ul style="list-style-type: none"> Working Hours: 5 days / week, 9 am- 6 pm Employment Type: Full Time Location: 33 Ubi Avenue 3 Singapore 408868




#14 The Providore Singapore

The Providore Singapore Pte Ltd is a lifestyle brand offering a curated experience of food, coffee, wine, and retail. We operate cafés, bakeries, and retail outlets featuring artisanal produce, freshly prepared meals, specialty coffee, and fine wines. Beyond dining, our retail stores showcase premium ingredients, kitchenware, and gourmet products sourced from around the world. With a focus on quality and authenticity, The Providore creates a welcoming space where people can gather to enjoy good food, drinks, and company.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Lead Barista	<ul style="list-style-type: none"> Min 1 year 	<ul style="list-style-type: none"> Support lead barista in operations; ensure consistency in quality; train junior baristas and manage stock of coffee supplies. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide
Assistant Restaurant Lead	<ul style="list-style-type: none"> Min 3 year 	<ul style="list-style-type: none"> Assist in supervising service team; support daily floor operations; handle guest 	<ul style="list-style-type: none"> Working Hours: 6 days / week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		issues; ensure adherence to SOPs.	<ul style="list-style-type: none"> • Employment Type: Full Time • Location: Islandwide
Barista	<ul style="list-style-type: none"> • Min 1 year 	<ul style="list-style-type: none"> • Prepare and serve coffee, espresso, and other beverages; maintain cleanliness of the bar station; engage with customers politely. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week • Employment Type: Full Time • Location: Islandwide
Finance Manager 	<ul style="list-style-type: none"> • Min 5 - 10 years 	<ul style="list-style-type: none"> • Responsible for overseeing the financial health of the F&B business, including budgeting, forecasting, cost control, and financial reporting. • They ensure accurate financial statements, manage P&L, and provide strategic insights to support operational and business decisions. • The role involves close collaboration with operations, procurement, and senior management to improve profitability, monitor inventory costs, and ensure compliance with financial regulations. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Location: 705 Sims Drive. Singapore 387384
Head Chef (Outlet) / Outlet Head Chef 	<ul style="list-style-type: none"> • Min 3 - 5 years 	<ul style="list-style-type: none"> • In charge of the entire kitchen team and operations at the outlet; responsible for menu creation, cost control, quality standards, and kitchen performance. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week • Employment Type: Full Time • Location: Islandwide
Junior Sous Chef	<ul style="list-style-type: none"> • Min 3 years 	<ul style="list-style-type: none"> • Assists Sous Chef with food preparation, coordinates kitchen sections, and ensures food quality and timely service. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week • Employment Type: Full Time • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Logistics & Supply Chain Executive / Coordinator 	<ul style="list-style-type: none"> Min 1 - 3 years 	<ul style="list-style-type: none"> Coordinate inbound and outbound deliveries (suppliers to kitchen/outlets) Maintain optimal inventory levels across multiple locations Plan delivery routes and schedules Handle warehouse or central kitchen logistics (if applicable) Support cross-outlet stock transfers Track and report on KPIs: delivery timeliness, spoilage, breakage, etc. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide
Multi-Outlet Head of Service 	<ul style="list-style-type: none"> Min 3 - 5 years 	<ul style="list-style-type: none"> Lead service operations across multiple outlets; standardize training, monitor KPIs, and ensure service excellence chain-wide. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide
Operations Manager 	<ul style="list-style-type: none"> Min 5 - 7 years 	<ul style="list-style-type: none"> Oversees daily restaurant operations across multiple outlets or a flagship location. Their key focus is ensuring smooth front and back-of-house execution, guest satisfaction, cost control, staff performance, and compliance with hygiene and service standards. They also support budgeting, SOP implementation, and strategic development in line with company goals. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide
Procurement & Sourcing Officer 	<ul style="list-style-type: none"> Min 3 - 5 years 	<ul style="list-style-type: none"> Develop and manage vendor relationships (local and overseas) Evaluate supplier performance: quality, reliability, pricing Forecast supply needs based on sales and seasonal trends Ensure procurement aligns with food safety and sustainability standards Negotiate contracts and monitor compliance Manage procurement budgets, reduce COGS 	<ul style="list-style-type: none"> Working Hours: 5 days / week Employment Type: Full Time Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Restaurant Manager 	<ul style="list-style-type: none"> Min 3 - 5 years 	<ul style="list-style-type: none"> Oversee entire restaurant operations; manage staff, budgets, inventory, and customer service; uphold quality standards and safety regulations. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide
Service crew	<ul style="list-style-type: none"> Min 1 year 	<ul style="list-style-type: none"> Take orders, serve food & beverages, clear tables, handle POS; ensure guest satisfaction and cleanliness of dining area. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide
Senior Sous Chef 	<ul style="list-style-type: none"> Min 3 - 5 years 	<ul style="list-style-type: none"> Leads kitchen operations in absence of Head Chef, trains team members, ensures consistency and quality across all dishes. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide
Sous Chef 	<ul style="list-style-type: none"> Min 3 - 5 years 	<ul style="list-style-type: none"> Second-in-command in the kitchen; manages staff, oversees kitchen workflow, and supports Head Chef with planning and inventory. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide
Stove Chef / Line Cook	<ul style="list-style-type: none"> Min 1 year 	<ul style="list-style-type: none"> Prepare and cook dishes according to menu and recipes; maintain food safety standards and kitchen cleanliness; assist with prep work. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide
Steward	<ul style="list-style-type: none"> Min 1 year 	<ul style="list-style-type: none"> Handles dishwashing, general cleaning of kitchen equipment and areas, supports hygiene standards, and assists with waste management. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Supervising Chef / Chef Supervisor	<ul style="list-style-type: none"> Min 3 year 	<ul style="list-style-type: none"> Oversees a small kitchen team, ensures prep standards, maintains hygiene, and supports Sous Chef in daily operations. 	<ul style="list-style-type: none"> Working Hours: 6 days / week Employment Type: Full Time Location: Islandwide
Trainee Chef / Apprentice Chef	<ul style="list-style-type: none"> Min 1 year 	<ul style="list-style-type: none"> Learns basic kitchen operations, assists in food prep under supervision, and gains foundational culinary skills. 	<ul style="list-style-type: none"> Working Hours: 6 days/ week Employment Type: Full Time Location: Islandwide

#15 Tower Transit Singapore


Tower Transit Singapore (TTS) is a public bus operator and the first to usher in Singapore government's bus contracting model in 2015. Today, it operates 60 public bus services and over 700 buses on behalf of Singapore's Land Transport Authority. TTS manages 7 bus interchanges and employs about 1,700 employees across two bus depots. TTS's vision is to be the most respected public transport operator in Singapore. It is part of the Kelsian Group, Australia's largest integrated land and marine, tourism and public transport service provider with operations in Singapore, the UK, the USA and across Australia.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Bus Captain	<ul style="list-style-type: none"> Valid Certificate 4/4A driving licence or Valid Certificate 3 driving licence for SG/SGPR only Valid Omnibus/Bus Driver's Vocational License (Company sponsor for suitable candidate without ODVL) Secondary 2 education/WPL Level 3, or an equivalent High standard of safe driving skills and behaviour; 	<p>Every passenger enjoys a smooth and pleasant journey. That is why our Bus Captains are the core of what we do at Tower Transit Singapore. Our Bus Captains bring our passengers safely to their destination, all this whilst ensuring that proper bus fares are collected. They are professionals who work with pride and keep Singapore moving.</p> <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> Safe operation of the bus; Drive to the public timetable, not running early or late, unless driving conditions and safety considerations impact journey times; 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week, 8 – 10 hrs/ day Employment Type: Full Time Job Type: Permanent Location: 21 Bulim Drive Singapore 648170

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Demonstrated record of exceptional customer service, exhibiting compassion and empathy for persons with disabilities; • Detailed knowledge of the “HOT” process and other security procedures and protocols; and • Professionally presented. 	<ul style="list-style-type: none"> • Communicate with the Operations Control Centre for instructions when there is a potential timing impact to journey times; • Ensure the bus destination is correct for the journey being undertaken; • Comply with bus ticketing procedures and ensure the correct operation of the bus; • Ensure proper payment of bus fares; • Provide a high standard of customer service at all times, positively influencing the customer experience; • Assist passengers with information regarding journey options or factors that may influence their journey; • Act in a friendly and professional manner to customers, other employees and members of the public; • Be on the alert for anti-social behaviour or activities that may pose a risk to the security and safety of customers, employees and members of the public; • Ensure adherence to company safety policies and procedures at all times, whilst in service and moving within the bus depot and interchanges. This includes (but is not limited to) observing speed limits, wearing a high visibility safety vest and completing a pre-service vehicle check before taking a bus into service; • Ensure health, safety, security, welfare, environmental and fire safety arrangements policies and procedures are strictly adhered to; • Report all accidents and incidents using the Company’s reporting procedures; and • Comply with the rules governing driving hours and rest periods for bus captains and advise operations supervisors of any potential conflict with abiding by the respective legislation and EBA obligations. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
CFMS/ Service Controller	<ul style="list-style-type: none"> This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. Commercial awareness and an understanding of the LTA contract regime; Good geographical knowledge of the Singapore area; Excellent communications skills, both verbal and written. Ability to effectively communicate over the phone and two-way radio to a culturally diverse workforce and community; Computer literate and the ability to be trained in a GPS real-time vehicle management environment such as the LTA CFMS system, and Personal performance will be assessed including overall compliance with Excess Wait Time key performance indicators, efficient use of bus captains in managing issues with the services, on-time performance results, first and last bus key performance indicators and the 	<p>Responsible for ensuring the safe, punctual and cost effective delivery of services by managing the flow of bus captains and vehicles along the route. Liaising with Bus Captains, Interchange Supervisors, Depot Supervisors and maintenance personnel to resolve issues and restore service levels. To ensure that the highest levels of service are provided to ensure a customer centric approach is taken when dealing with service irregularities.</p> <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> Monitoring and controlling services to ensure punctuality, or service headways are maintained; Communicate with bus captains and Interchange Supervisors to enable them to effectively deliver a reliable and safe service to the customer; Communicating in a polite, professional and courteous manner at all times to employees and external parties; Manage on-road issues that potentially impact on service deliver; Maintain a close working relationship with response agencies such as fire and police; Responsible for reporting on punctuality concerns in relation to service issues; Continually liaise with supervisors, particularly the Interchange Supervisors and Depot Supervisors to ensure that services operate in accordance with timetabled instructions; Ensuring that the first and last services on all routes run to the scheduled timetable; Deal with Major Incidents and Security Issues in accordance with the respective procedures; Responsible for building a strong working relationship with the 	<ul style="list-style-type: none"> Working Hours: 5 days / week, 10 hrs/ day Employment Type: Full Time Job Type: Permanent Location: 21 Bulim Drive Singapore 648170

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	instance of mileage not operated through missed, or curtailed trips.	<p>maintenance team to ensure effective change overs in relation to vehicle breakdowns;</p> <ul style="list-style-type: none"> • Undertake any additional duties as requested by the CFMS Manager, and • Undertake any training and development activities as requested by the CFMS Manager. 	
Interchange Supervisor	<ul style="list-style-type: none"> • This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. • Commercial awareness and an understanding of the LTA contract regime; • Good geographical knowledge of the Singapore area; • It is essential that you are PC literate and able to use Word, Excel and email, it would be desirable to have experience of the Grampian GUI allocation system. • Must have a working knowledge of Part IV of the Employment Act. • Attention to detail is imperative. • It is essential that you are able to forward plan to ensure operational cover is achieved. • Excellent communications skills, both verbal and written. 	<ul style="list-style-type: none"> • Responsible for ensuring a safe, punctual, reliable and cost effective delivery of services by: • managing the allocations of duty cards and information to Drivers to ensure they leave the interchange on time to commence in service; • managing the flow of drivers and vehicles along Tower Transit Operated routes through liaison with CFMS Controllers on duty; • identifying and communicating issues with schedules, allocations, specific drivers, and/or vehicles; • ensuring the safe movement of vehicles and pedestrians within the interchange whilst at all times having regard for the company safety policies • forward planning on-the-day service requirements through to end-of-day. • undertaking a variety of Administration duties in line with the business requirements. <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> • Responsible for overseeing all driver reporting and daily driver contact at the interchange. • Responsible for ensuring on the day cover is in place ensuring any absences/vacant duties are fully covered. • Responsible for ensuring that drivers absences are accurately recorded and notify the Staff Managers of any staff who have not reported absent and have failed to report for duty. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 10 hrs/ day • Employment Type: Full Time • Job Type: Permanent • Location: 21 Bulim Drive Singapore 648170

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Driver communication and liaison is imperative to ensure success in this role and you must demonstrate that you can efficiently liaise with Drivers in a polite and professional manner. • Organisation skills are essential for you to be able to succeed in this role; • Your measures for performance will include Driver efficiencies and costs as well as punctuality, lost mileage and uniform standards and other Driver related performance measures. 	<ul style="list-style-type: none"> • Responsible for the prompt allocation of duty (including cards and vehicles) to ensure that drivers are ready to leave on time, record any issues of lateness and reasons for delay in service and if any mileage is subsequently lost. • Responsible for ensuring the interchange is a safe environment at all times and that vehicles maintain the standards expected of the LTA. • Responsible for liaising with CFMS Controllers to ensure that services are effective and efficient. • Responsible for communicating with customers and offering help, advice and guidance as applicable. • Responsible for responding to any customer enquiries which may include complaints, take responsibility for dealing with and resolving the complaint. • Responsible for logging any lost property and for dealing with any customer enquiries relating to lost property. If possible identify and contact owners of any lost property. • If necessary take control of any emergency situations that may arise within the interchange, particularly if you are the site responsible person. • Responsible for ensuring a full and effective hand over and coordination across shifts. • Responsible for assisting Managers in tracing Drivers in relation to any incidents that occur and ensuring where necessary a timely request for CCTV footage. • To undertake any additional reasonable duties at the request of your Line Manager. • To undertake any training and development activities at the request of your Line Manager. 	
Quality Assurance Engineer 	REQUIREMENTS: <ul style="list-style-type: none"> • Degree in Mechanical Engineering or 	<ul style="list-style-type: none"> • The Training and Quality Assurance Officer is responsible for ensuring the company maintains and adheres to 	<ul style="list-style-type: none"> • Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>equivalent with at least 2 years of engineering audit experience in an automotive industry or a Diploma with at least 5 years experience.</p> <ul style="list-style-type: none"> • Flexibility in working hours to ensure commitments to operational requirements are fulfilled; • Remain up to date with any new engineering or health and safety legislation, or policy that may affect the working environment or vehicle maintenance regime; • Appropriate trades qualifications; • Experience and thorough knowledge of bus maintenance; • Qualified Auditor; • Experience working at a senior compliance/audit level ideally within the transport industry with a demonstrated track record of results; • Demonstrated leadership and motivation skills; • Build strong working relationships both internally and externally; • Strong communication skills, both written and oral, with ability and 	<p>vehicle engineering maintenance policies, procedures & standards and effectively monitors adherence through regular audits to ensure compliance as well as providing an engineering training service to the Singapore engineering function and assisting in the specification of new vehicles and components, working with the manufacturers to ensure the correct product is delivered on time, to specification and is fit for purpose.</p> <ul style="list-style-type: none"> • The role requires close liaison with staff members at all levels across the business and with the Land Transport Authority (LTA) approved assessors and auditors. <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> • Support the business, particularly the Engineering Director, with engineering compliance, Health and Safety and vehicle maintenance audit requirements; • Coordinate an on-going schedule of internal engineering maintenance audits centred on monitoring compliance with LTA requirements; • Provide the senior executive with regular updates on engineering maintenance audit reports, and if issues exist adopt a supportive and coaching approach to ensure that issues are rectified and to prevent recurrence; • Perform follow-up audits to ensure audit recommendations have been implemented; • Work with purchasing staff to establish quality requirements from external suppliers; • Ensure vehicle inspection and repair processes meet international and national standards; • Identify ways to reduce waste and increase efficiency; 	<p>5 days / week 8 hrs/ day</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 21 Bulim Drive Singapore 648170

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>confidence to undertake group presentations;</p> <ul style="list-style-type: none"> • Understanding or a willingness to learn bus depot operational procedures and working practices; and • Candidate with ACTA certification would preferred. 	<ul style="list-style-type: none"> • Monitor performance by gathering relevant data and producing statistical reports; • Generate and publish reports that summarize engineering maintenance compliance audit findings, safety issues and contractor performance as well as identify any key issues that need to be brought to management's attention; • Generate, develop and integrate preventative maintenance and servicing schedules; • Identify technical issues arising from operational experience and generate solutions either internally or through the vehicle manufacturer; • Conduct complete cost analysis investigations identifying and implementing improvements including (but not limited to) monitoring the life span of high value units and analysis of early life failures; • Devise, review and continuously update vehicle diagnostic procedures, work systems and overhaul procedures; • Identify training requirements covering new technology at both depot shop floor and management level. This will involve supporting the implementation and delivery of training across the business; • Responsible for producing monthly management reports summarizing breaches of engineering compliance, safety issues, and identifying key issues that need to be brought to management's attention; • Provide technical support and guidance to front-line engineering to resolve vehicle problems; • Establish and maintain provision of correct tooling and diagnostic equipment best suited for the depot staff and technician use. Ensure provision of training in the use of the 	


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>equipment and provide front-line support as required by users of the tools and equipment;</p> <ul style="list-style-type: none"> • Support the accreditation of the ISO standards within the business; <p>Specification and Parts Quality:</p> <ul style="list-style-type: none"> • Understand the business requirements of Singapore specification buses; • Liaise with vehicle manufacturers and suppliers on matters related to reliability and quality; and • Work closely with the Engineering Manager to ensure that buses and their component parts are performing to specification at acceptable cost. <p>Quality Management Standards:</p> <ul style="list-style-type: none"> • Have a working knowledge of quality management standards; • Undertake audits at Tower Transit Singapore; • Follow up on non-conformance and assist in providing compliance solutions; and • Liaise with external qualification bodies and assist as necessary in their audits. 	
Vehicle Technician 	<ul style="list-style-type: none"> • Flexibility of working hours is essential as shift and weekend are a feature of this role. • Hold the relevant trades certificates for the functions undertaken within the position. Minimally possess a NITEC in Automotive Technology, Mechatronics or equivalent. • An engineering awareness and familiarity with vehicle component parts 	<p>Work within a team of skilled technicians to provide serviceable vehicles to ensure that service delivery standards are met, whilst maintaining vehicles to the service standards required to comply with the Company's policies and procedures; as well as legislative and LTA contractual obligations.</p> <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> • Responsible for maximising personal performance by working efficiently and effectively which should achieve a minimum of four vehicle inspections in a working day – allowing approximately two hours for each inspection; • Ensure a 'right first time' approach to maintenance, remaining flexible and 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week, 10 hrs/ day • Employment Type: Full Time • Job Type: Permanent • Location: 21 Bulim Drive Singapore 648170



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience using computer-based inventory systems • Hold and retain a valid forklift operator licence, • Possess a valid Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months of commencing employment in the position 	<ul style="list-style-type: none"> • adaptable to the changing maintenance demands; • Deliver a high standard of vehicle repairs in accordance with the approved service regimes and work instructions; • Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors ensuring that the required work is undertaken within the specified timelines; • Diagnosing any possible faults with the vehicles and determining the best and most effective solutions for repair and maintenance; • Remain up to date with the changing technologies of the fleet and attend the relevant courses when necessary; • Proactively contribute to the team performance to ensure that vehicles are maintained to highest standards; • Respond to Operations Control requests to attend to on-road repairs; • Undertake first-line maintenance of the CFMS and BTS equipment in accordance with the relevant maintenance schedule; • Responsible for correctly booking out any parts required to carry out maintenance; • Ensure that parts are used in a cost effective manner and identify any areas of concern to the Engineering Supervisor; • Communicate effectively with the Operations Supervisors, Bus Captains and the Engineering Team to deliver a reliable maintenance service; • Adhere to the Company Health and Safety procedures in relation to working in the Engineering department; • Ensure that the correct PPE is worn at all times and that safety equipment is used when working with machinery; 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices. • Undertake any additional reasonable duties as requested by the Engineering Supervisor and Workshop Planning Manager. • Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager. • Maintain good housekeeping, safety and security of workshop and work areas. • Ensure compliance with all workshop procedures, safe work practices and work instructions. • Mentor and supervise assigned staff under your charge. • Ensure Zero Industrial accident and compliance to all statutory and or government regulations. 	

#16 Woodlands Transport Service

Founded in 1974, Woodlands Transport is one of the largest private transport fleets in Singapore today. With over 1000 vehicles on the roads daily, we are constantly driving towards providing our customers with the best in efficiency, comfort and safety.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Executive / SE 	<ul style="list-style-type: none"> • GCE O level, Nitec or Diploma in a relevant field in Business Administration or Office Management • Proficiency in Microsoft Office (Word, Excel and Powerpoint) Minimum 3 years of relevant experience in an administrative or office environment • Able to start work within short notice 5 days work week Work Location : Gul Circle Transport pick up near Joo Koon MRT 	<ul style="list-style-type: none"> • Data Input - Input and update data into the VMS system • Provide administrative support for fleet maintenance, workshop and parts departments • Manage customer phone calls, email inquiries and requests related to administrative tasks • Submit insurance claims to insurance companies, ensuring all forms are completed accurately and completely Undertake special projects or administrative tasks assigned by direct supervisor • Prepare daily reports such as daily attendance, overtime 	<ul style="list-style-type: none"> • Working Hours: 5 days • Employment Type: Full Time • Job Type: Permanent • Location: 8 Gul Circle Singapore 629564

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		records, inventory reports, and tire reports	
Bus Drivers (Islandwide)	<ul style="list-style-type: none"> • Possess minimum Class 3 or 4 Driving license Bus Driver Vocational Licence (BDVL) is a must • Min 1 year experience • Attractive Joining Bonus Allowances & Performance Incentives • Annual Leave, Dental Benefits, Medical Leave, Medical & Insurance Benefits • Provide Safety & IT Training Monthly income up to SG\$4.5k • Immediate hire 	<ul style="list-style-type: none"> • Primary duties include picking up and dropping off passengers • Following a specific timetable while on duty • Providing basic customer service • Obeying traffic laws including at the airport • Follow safety procedures and assisting passengers 	<ul style="list-style-type: none"> • Working Hours: 6 days • Employment Type: Full Time • Job Type: Permanent • Location: Singapore
Mechanics / Technicians 	<ul style="list-style-type: none"> • At least NTC, NITEC or Technical Trade Certificate • At least 3 years of hands-on experience in repairing buses/trucks OR motorcycles • Preferably with Class 2 or 3 driving licence 	<ul style="list-style-type: none"> • Perform Routine Maintenance : conduct regular servicing • Component Repairs - repair or replace faulty components such as engines, brakes and suspension • Diagnose vehicle fault - use diagnostic equipment and manual inspection to identify faults • Ensure Safety and Compliance - follow all safety protocols when using tools and equipment • Ensure vehicles meet safety and regulatory standards 	<ul style="list-style-type: none"> • Working Hours: 5.5 days • Employment Type: Full Time • Job Type: Permanent • Location: Singapore
MICE Executive 	<ul style="list-style-type: none"> • Minimum Diploma in Tourism will be an added advantage • Minimum 1-year relevant experience 	<ul style="list-style-type: none"> • Assess clients' travel needs and recommend suitable travel options and advice. • Conduct research on destinations, travel options, pricing, requirements, advisories, and reviews. • Prepare and provide trip proposals and quotations based on client requests. • Coordinate travel arrangements from start to finish, including ticket booking, accommodation, and transportation through 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8:45pm – 6:15pm • Employment Type: Full Time • Location: 8 Gul Circle Singapore 629564

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		various booking portals and distribution systems. <ul style="list-style-type: none"> • Provide travelers with necessary information and travel documents. • Ability to tour lead with clientele onsite/overseas • Address any unexpected issues, feedback, and ensure appropriate resolutions. • Maintain and update digital client records. • Foster relationships with key contacts and points of contact. • Collaborate with relevant departments on billing and payment tasks, including invoicing, account statements, accounts receivable, and refunds. • Strive to meet revenue and profit targets. • Facilitate onsite meetings with clients and vendors. • Proven experience as a Travel Consultant handling both independent and group travel. • Proficient in travel software, including Travel Reservation Systems and Global Distribution Systems (GDS) like Sabre. • Strong command of English. • In-depth knowledge of various travel types, including domestic and international, business and leisure, group 	
Operations Executive (Overland Products & Operations - Travel) 	<ul style="list-style-type: none"> • Diploma in travel and tourism or relevant work experience. • Minimum 2 years of experience in similar role, familiarity in travel booking systems and software is highly desirable • Fast-paced working environment • Good communication and interpersonal skills, along with strong organizational 	<ul style="list-style-type: none"> • Oversee and manage the daily operations within the operations team. • You will ensure that all travel-related services are carried out efficiently, effectively, and in line with company standards. 	<ul style="list-style-type: none"> • Working Hours: 5 days • Employment Type: Full Time • Location: Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and problem-solving capabilities		
Prime Mover Driver	<ul style="list-style-type: none"> To succeed in this role, you should possess the following: Valid Singapore LTA-issued Class 4 driving license Preferably one (1) year of relevant driving experience Ability to adapt to the construction working environment Adherence to safety rules and regulations Good navigation skills to use maps and/or GPS for route planning Excellent time management skills to meet delivery schedules Strong listening and communication skills Fast learner On the job training will be provided Physically Fit Able to work till 8pm 	<ul style="list-style-type: none"> Delivery of precast components from precast yards to sites in Singapore Report any defects, accidents or violations to the supervisor Maintain cleanliness and upkeep of the vehicle <p>Interested candidates</p>	<ul style="list-style-type: none"> Working Hours: 6 days Employment Type: Full Time Location: Singapore
Tour Consultants	<ul style="list-style-type: none"> Certification or training in travel planning, familiar with computer reservation system (CRS). Excellent communication skills 	<ul style="list-style-type: none"> Provide excellent customer service and respond to client inquiries and concerns. Book tours, flights, cruises, coaches, accommodations, rental cars and other travel arrangements. 	<ul style="list-style-type: none"> Working Hours: 5 days Location: Singapore

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📍 **e2i Career Centre (DNI)**
Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours

Mondays: 2:30pm to 5pm
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

📍 **e2i Career Centre (OTH)**
ServiceSG Centre
Our Tampines Hub
1 Tampines Walk #01-21
Singapore 528523

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