

Details of Job Opportunities for Feb 2026

Company Name	Job Title	Job Description	Job Requirement
Eng Leng Contractors Pte Ltd	Finance Executive	<p>The Finance Executive supports the finance department in carrying out a wide range of accounting responsibilities. This role is integral to the accurate processing of financial transactions, maintenance of data integrity, and the timely closing of monthly and annual accounts. The position offers exposure to various functions, including accounts receivable, accounts payable, tax filing, billing, payroll, and fixed assets accounting, with opportunities to contribute to financial reporting and ad-hoc projects.</p>	<p>Key Responsibilities: Transaction Processing: Assign account codes to all transactions. Record and process all business transactions using double-entry accounting principles. Record transactions relating to sales, purchases, receivables, payables, cash, inventory, accruals, prepayments, capital structure, and finance costs. Process payroll transactions into the accounting system. Data Integrity & Analysis: Enter accurate and timely data into the accounting system. Calculate and reconcile customer/supplier account balances. Compile business documentation for banking processes. Use relevant IT systems and tools effectively for data analysis. Reporting & Closing: Maintain accurate financial records and statements. Perform month-end and year-end closing activities. Retrieve system reports for management's use. Assist in preparing the trial balance, basic financial statements, and simple consolidated statements. Participate in ad-hoc finance-related projects and systems testing.</p>
Green Environmental Engineering Pte Ltd	Financial Controller/Finance Manager	<p>This position is responsible for oversee all functions of financial management across the company SEA which includes reporting activities of the company and is responsible for budget planning as well as supporting executive management team in offering insights and financial advice that will allow them to make the best business decisions for the company. High-level analytic skills Negotiation skills and the ability to develop strong working relationships. Commercial and business acumen</p>	<p>Candidate must possess at bachelor's degree in related field or others. (Accountancy, Finance or Economics). Minimum 10 years working experience in the Finance and Accounting field. Experience in managing, preparing & analysing reports, making improvements to fiscal tools & systems. An analytical mind with problem-solving skills. Excellent organizational and</p>

	<p>with good interpersonal skills. A keen eye for detail and desire to probe further into data. Ability to stick to time constraints. Excellent Written & spoken communication skills, an ability to communicate with impact, ensuring complex information is articulated in a meaningful way to wide & varied audience. High learning curve, adaptability & able to work under pressure. Team Player and willing to go the extra mile. Developing financial strategy, policy and procedures including risk minimization plans and opportunity forecasting together with MD and subgroup management. Overseeing the daily financial operational to ensures that accurate records are kept by standard practices. Providing up-to-date reports on financial covering accounting transactions for management review, resources, and corporate performance. Providing financial analysis and recommendations for management decision making. Analysing financial KPI's of corporate controlling – focus on sales & margin, indirect costs. Responsible for the company's cash flow planning, provides periodic financial analysis, Monitors budget performance, expenditure efficiency across the business. Collaborates with other department in the preparation of the plan and Forecasts. Handles payment and communication with banks. Works with the group to ensure optimal use of Cash Pooling. Responsible for the development and innovation of the finance information system. Working closely with management or executive teams to share reports and analysis findings on the development of their costs. Proposes measures to optimize expenditure. Liaising with external auditors and tax agents. Ensures the creation of documents</p>	<p>multitasking abilities.</p>
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		<p>and analyses for the needs of the Company/Group. To build a sustainable & high performing team. May required to travel to carry out the above duties and for training from time to time. Other duties as requested/assigned by Managing Director, SEA.</p>	
Green Environmental Engineering Pte Ltd	Process and Project Manager	<p>Preparation of technical and commercial proposal including equipment specification, costing and drawing. Liaising with customers for project execution and other related matters upon company's requirement. Experience in process design basis, philosophies, specification and sizing of equipment and related components. Providing engineering process calculation and process equipment selection and sizing based on PFD, P&ID and specification. Responsible for the overall planning, execution and completion of projects which include coordination, budgeting, scheduling and achieving the targeted project profitability. Provide engineering and technical support to meet customers goals and expectation. Ability to work with all levels of people and adapt to any kind of working environment. To organize, coordinate and supervise delivery of equipment, site erection, pre-commissioning and commissioning work with vendors, sub-contractors and client. To liaise effectively with client, authorities, contractors, suppliers and consultants. Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion. Position requires travel to customer sites for appropriate support. Pursue APAC projects with industrial customers in the region.</p>	<p>Bachelor's Degree/ Post Graduate Diploma/ Professional Degree in Chemical Engineering or Mechanical Engineering or Environmental Engineering or equivalent Minimum 5 years of working experience in project management/ furnace & incinerator design/ air pollution control system (APCS)/ wastewater treatment and/ or in engineering services catered for the above industries. Technically competent in mechanical design, engineering analysis, equipment specification and project execution. Proven track record of successfully delivering complex engineering projects on time and within budget. Excellent problem-solving, critical thinking, and decision-making skills. Strong communication and stakeholder management abilities. Proficient in project management software and tools. Adaptable and able to thrive in a fast-paced, dynamic environment. Required language(s): English and (Japanese to effectively communicate with Japanese-speaking clients is a plus). Exposure to overseas projects.. Excellent opportunity for personal growth and career development. Candidates from EPC Or with Experience in Incineration Or Wastewater Or Air Pollution Control System are welcome to apply</p>
Rainbow Drone Services Pte Ltd	Facade Inspection Pilot	<p>Conduct Drone facade inspections and capture high quality image. Ensure safe , compliant flight operations and equipments check.</p>	<p>Valid UA Pilot Licence and ability to operate inspection drones safety. Basic knowledge of building</p>

		Assist with data review , reporting and coordination with site teams	defects and strong attention to detail. Able to work outdoors and coordinate with site teams during inspection. Shift work required occasionally(nigh shift). Mid-career switchers, candidates without experience(Training and licence suponsorship provided. On the job training provided
Rainbow Drone Services Pte Ltd	Facade Cleaning Pilot	Operate cleaning drones with water-jet systems for safe & efficient façade washing. Perform pre-and post-cleaning checks and follow strict safety protocols. Coordinate with ground crew, monitor cleaning results and maintain equipment.	Valid UA Pilot Licence and ability to operate inspection drones safety. Physically fit with a good understanding of safety protocols and site operations. Basic technical skills to handle water-jet troubleshoot minor issues. Shift work required occasionally(nigh shift). Mid-career switchers, candidates without experience(Training and licence suponsorship provided. On the job training provided
Rainbow Drone Services Pte Ltd	Spotter/ Operation Assistant	A spotter supports safe drone operations and identifies hazards on-site. Assist with site setup,equipment handling and basic document. Support admin tasks such as scheduling, checklists and updating cleaning records.	Able to observe surroundings and follow safety procedures. Basic admin & documentation skills and comfortable using checklist and simple record. Physically able to support site setup and handle light equipment. Shift work required occasionally(nigh shift). Mid-career switchers, candidates without experience(Training and licence suponsorship provided. On the job training provided
Aplus Clean Solutions Pte Ltd	Sales Administrator	<ul style="list-style-type: none"> · Prepare, process, and track sales quotations, contracts, purchase orders, and invoices · Maintain accurate sales records, customer databases, and pricing information · Follow up on quotation status (pending / confirmed / lost) together with sales team · Coordinate sales-related documentation and ensure compliance with company procedures 	<ul style="list-style-type: none"> · Diploma or equivalent; background in business administration, sales, or related fields preferred · Fresh or 1-2 years of experience in administration or customer support (preferred but not mandatory) · Candidates without the academic qualification but have relevant working experience may be considered as well. · Strong organisational,

		<ul style="list-style-type: none"> · To be able to source and perform general procurement with three quotes · Process confirmed sales orders and job activation forms promptly · Coordinate with Operations Team for job commencement, scheduling, and manpower planning · Ensure all required documents (PO, LOA, contracts) are received before job start · Update internal systems once jobs are confirmed or completed · Generate regular sales reports (e.g. pipeline, revenue, forecasts, performance tracking) · Update sales tracker regularly (lead status, quotation status, closure outcome) · Track renewal dates, contract expiry timelines, prepare renewal quotations. · Support monthly and quarterly sales reporting <p>General Administrative Duties</p> <ul style="list-style-type: none"> · Maintain organized digital and physical filing systems · Support coordination between Sales, Operations, and Finance teams · Assist with invoicing coordination and documentation handover to accounts · Perform other office administrative duties · Support ad-hoc projects and administrative tasks as required 	<p>communication and multitasking skills</p> <ul style="list-style-type: none"> · Good attention to detail and accuracy · Proficient in Microsoft Office (Excel, Word, PowerPoint); · Ability to work independently and collaboratively in a fast-paced environment
<p>K.C. DAT (SINGAPORE) PRIVATE LIMITED</p>	<p>Logistics Supervisor</p>	<p>Packing of household goods for international shipment at client's residence</p> <p>Supervises daily warehouse activities, including shipping, receiving, and inventory control</p>	

		<p>Manages, schedules, and trains logistics staff to ensure high productivity</p> <p>Monitors stock levels, coordinates transportation, and resolves shipment discrepancies</p> <p>Ensures compliance with all safety regulations, including, but not limited to, ISO standards and proper handling of goods</p>	
MARAN SHIP SUPPLIES PTE LTD	Warehouse Sourcing Specialist	Process purchase orders for vessel needs and inventory, liaising with suppliers to confirm details and timelines. Coordinate with internal teams to ensure smooth order fulfilment.	Willing to learn and adapt in a fast-paced environment with basic MS Office skills. Detail-oriented, responsible, and no prior experience required—training will be provided.
SUPREME COMPONENTS INTERNATIONAL PTE LTD	Customer Service Executive	Manage supplier relationships, quotations, and logistics while updating customers on deliveries and reschedules. Prepare purchase/sales orders in ERP, support product certifications, and assist sales and management with customer requirements and daily tasks.	Degree in Electronics, Business, or related field with strong organisational skills and attention to detail. Proficient in MS Office, CRM/ERP systems, and familiar with incoterms; effective communicator with experience in electronics components industry preferred. Multilingual ability is an advantage.
RMS MARINE & OFFSHORE SERVICE (SINGAPORE) PTE LTD	Senior Business Analyst	Analyse business processes and lead requirements gathering to drive improvements and digitalisation. Develop dashboards and reports for management visibility, ensuring alignment between business needs and technology solutions.	Degree in Accountancy or related field with at least 3 years' experience in business analysis or data-driven roles. Strong analytical skills, proficiency in Excel/Power BI, and ability to translate business needs into technical requirements; excellent communication and stakeholder management.
RMS MARINE & OFFSHORE SERVICE (SINGAPORE) PTE LTD	Senior Finance Executive	Manage full sets of accounts (AR/AP/GL) and month-end closing, including financial reporting and reconciliations. Support budgeting, forecasting, and cashflow while ensuring compliance and liaising with auditors and external stakeholders	Degree in Accountancy (or equivalent) with at least 3 years of experience in accounting/finance. Strong knowledge of accounting principles, financial reporting, and proficiency in MS Excel and accounting software; meticulous and able to work independently.
RMS MARINE & OFFSHORE SERVICE (SINGAPORE) PTE LTD	Accountant	Oversee full accounting operations including consolidation, reporting, audits, and compliance with statutory requirements and GST. Review financial schedules, journal entries, and reconciliations while improving processes and internal controls. Partner with Finance and Management on financial planning	Degree in Accountancy with at least 3 years of relevant experience and strong technical accounting skills. Ability to meet deadlines and deliver accurate reports; consolidation experience is a plus.

		and analysis	
RMS MARINE & OFFSHORE SERVICE (SINGAPORE) PTE LTD	Facility & HSE Executive	Oversee facility maintenance and contractor management while implementing WSH policies and procedures. Conduct risk assessments, safety audits, and ensure compliance with statutory requirements, supporting emergency response planning and training	Minimum 3 years' experience in facility or HSE roles with strong knowledge of WSH regulations and safety practices. Excellent coordination and problem-solving skills; WSQ/NEBOSH certification is a plus. Degree in Health, Safety & Environmental or related field required
RMS MARINE & OFFSHORE SERVICE (SINGAPORE) PTE LTD	Marketing Assistant / Executive	Assist in planning and executing marketing campaigns, managing social media and digital platforms, and preparing marketing materials. Coordinate with vendors and internal teams while conducting market research and competitor analysis	Minimum 3 years of experience in marketing or communications with strong knowledge of digital tools and content creation. Creative, organised, and an excellent communicator; degree in Marketing or related field required
RMS MARINE & OFFSHORE SERVICE (SINGAPORE) PTE LTD	Operations Assistant	Assist in vessel and port operations, logistics coordination, and scheduling of ship supplies. Handle documentation, follow-ups with suppliers/customers, and ensure accurate records and compliance for smooth service delivery.	Minimum 1 year of experience in maritime or operations with a relevant certificate/diploma. Able to work in a fast-paced, time-sensitive environment, willing to extend hours when needed; basic understanding of maritime operations preferred
RMS MARINE & OFFSHORE SERVICE (SINGAPORE) PTE LTD	Operations Admin Assistant	Provide administrative support to the Operations team, including preparing delivery forms, job orders, and system entries. Coordinate with warehouse and suppliers, track job progress, and maintain accurate documentation and records	Minimum 1 year of admin or operations experience with proficiency in MS Office and basic system entry. Detail-oriented, organised, and strong in communication and coordination; relevant qualification in maritime or business administration preferred
GROWERS SELECT PTE LTD	Admin Assistant	Provide administrative and coordination support to the sales and management team, ensuring smooth operations and efficient customer service. Handle order processing, shipment follow-ups, and documentation in a timely manner	Diploma in Business Administration, Sales & Marketing, or related field with at least 2 years' experience in sales coordination or admin support (FMCG preferred). Proficient in MS Office, detail-oriented, proactive, and able to multitask independently with strong communication skills
GROWERS SELECT PTE LTD	Sales & Business Development Executive	To drive sales growth, expand market presence, and build strong customer relationships through effective account management, business development, and execution of sales strategies.	Diploma holder in Business, Marketing, or related field with 2-5 years' experience in FMCG sales, distribution, or business development (export experience is a plus). Must have strong

			communication and negotiation skills, be results-driven, and able to work independently with occasional travel
GROWERS SELECT PTE LTD	Marketing Executive	Responsible for planning and executing marketing initiatives to boost brand presence and drive product awareness. Manages both digital campaigns—social media, content, and online promotions—and offline activities including events, trade promotions, and POS materials.	Diploma in Marketing, Communications, Business, or related field with 2–4 years’ marketing experience (FMCG preferred). Strong grasp of online and offline marketing, proficiency in digital tools and social media, plus creative copywriting and visual communication skills
PHOENIX CONTACT (SEA) PTE LTD	Sales Manager	The Sales Manager leads the sales team to achieve growth targets, manages existing accounts, and develops new business opportunities. This role involves driving customer engagement, providing pre- and post-sales support, maintaining product knowledge, and delivering market insights to support strategic objectives.	The ideal candidate has a Bachelor’s degree in Electrical/Electronics, over 10 years of sales experience (including 5 in management), and strong English communication skills. Proficiency in MS Office, strategic leadership, and flexibility to work under pressure and outside regular hours are essential, along with a valid driving licence and own vehicle.
PHOENIX CONTACT (SEA) PTE LTD	Sales Engineer	The Sales Engineer manages existing and new customers, driving revenue growth through strong relationships and technical support. Responsibilities include handling enquiries, preparing quotations, delivering product demonstrations, and supporting marketing events while maintaining up-to-date technical knowledge.	The ideal candidate has relevant academic qualifications in Electrical/Electronics, with experience in industrial electrical component sales and knowledge of control design systems. Strong English communication, negotiation, and presentation skills are essential, along with proficiency in MS Office, customer-focused attitude, and flexibility to work under pressure and outside regular hours. A valid driving licence and own vehicle are required.
PHOENIX CONTACT (SEA) PTE LTD	Application Engineer	The role serves as a technical expert in industrial connectivity solutions, providing support, training, and customised system designs to meet customer needs. Responsibilities include collaborating with sales teams, developing technical materials, conducting product validation, and staying ahead of market trends and emerging technologies.	The ideal candidate holds a Diploma in Electrical/Electronic Engineering with at least 2 years’ experience in industrial connectivity or automation. Strong English communication skills, proficiency in MS Office, customer-focused mindset, and ability to work under pressure are essential, along with willingness to travel at short notice.

PHOENIX CONTACT (SEA) PTE LTD	Events Marketing Executive	Plan and execute corporate events and marketing initiatives across Southeast Asia, ensuring alignment with strategy, budget, and brand standards. Manage vendors, timelines, and marketing assets while driving effective communication strategies to boost brand awareness and sales. Support content creation, branding, and ad hoc projects.	Bachelor's degree in Marketing or related field with 3–5 years B2B experience. Strong communication, creative, and organisational skills, with proficiency in Microsoft Office and design tools (Adobe Suite, Canva). Self-starter who thrives in fast-paced environments and collaborates effectively across teams.
PHOENIX CONTACT (SEA) PTE LTD	Market Intelligence Analyst	Collect and analyse market data to monitor trends, consumer behaviour, and competitor strategies. Prepare actionable reports and collaborate with cross-functional teams to integrate insights into business planning. Identify growth opportunities and support strategic decisions for product development and market expansion.	Bachelor's degree in Business, Economics, Marketing, or related field with 2–5 years' experience in market research or business analysis. Strong analytical and communication skills, attention to detail, and proficiency in Salesforce and research tools. Ability to translate data into actionable insights and identify market opportunities.
CONVERGENT SYSTEMS (S) PRIVATE LIMITED	Product Manager	Manage the full product lifecycle by analysing market trends, coordinating with cross-functional teams, and ensuring product readiness. Build strong partner relationships while driving pricing, marketing, and e-commerce strategies to support product success for global tech brands.	Requires a diploma or equivalent experience in tech retail or consumer goods, with strong skills in product strategy, communication, and multitasking. Must stay current with industry trends and work independently with attention to detail, while benefiting from hands-on growth opportunities in product development and market analysis.
JOKIA PRIVATE LIMITED	Sale Administrator	A Sales Administrator in a meat factory typically supports the sales team by managing administrative tasks and ensuring smooth operations. Order Processing: Handling sales orders, ensuring accuracy, and coordinating with logistics for timely deliveries. Customer Interaction: Addressing customer inquiries, resolving issues, and maintaining strong relationships. Sales Records Management: Keeping accurate records of sales contracts, invoices, and customer databases. Reporting: Preparing sales reports and tracking performance against targets. Support for Sales Team: Assisting with scheduling, travel arrangements,	Applicable to all sales administrative activities, including order processing, customer interaction, and compliance checks. Responsibilities: Sales Admin: Manage sales records, process orders, and coordinate with logistics. Sales Team: Provide necessary information and support for administrative tasks. Quality Assurance: Ensure compliance with food safety and regulatory standards procedures.

		and promotional activities. Compliance: Ensuring adherence to health, safety, and industry regulations.	
JOKIA PRIVATE LIMITED	Procurement Executive	The Procurement Executive/Sourcing Executive supports the development of procurement strategies by monitoring inventory movement and reconciling supplies with established procedures. He/She also supports the overall contractor selection process by analysing proposals and draft contracts based on established supplier selection processes and criteria. Source and negotiate with suppliers on pricing, MOQs and product quality. Work closely with sales team to plan purchased based on forecasts and customer needs. Stay on top of new product trends to keep our offerings competitive. Ensure adherence to company policies and public protocols. Handle stock take and inventory using Navision System.	Minimum 2 years of experience in a Procurement/Buyer role within F&B or Food Manufacturing. Strong negotiation and communication skill. Deploy organisation's procurement activities based on established product specifications and customer needs. Manage working level relationships with organisational network and external vendors for optimal procurement transactions. Gather data on potential sellers that fulfil procurement requirements.
JOKIA PRIVATE LIMITED	Account Assistant	Handle accounts receivable activities, ensuring accurate recording and maintenance of AR transactions. Prepare and issue Credit Notes and Debit Notes as required. Monitor customer payments and perform regular AR aging analysis to ensure timely collections. Maintain proper documentation and systematic filing of all AR records for ease of reference and audit compliance. Provide support for other accounting and administrative tasks as assigned by management.	Diploma or Degree in Accounting, Finance, or related field. Basic understanding of accounting principles and practices. Minimum 1 to 2 years of experience in accounts receivable or a similar accounting role is advantageous. Fresh graduates and entry-level candidates with a strong interest in accounting are encouraged to apply. Strong attention to detail, organizational skills, and the ability to manage multiple tasks efficiently.
KENTUCKY FRIED CHICKEN MANAGEMENT PTE LTD	Project Executive / Senior Project Executive	Manage new store builds, remodels & reinstatements Prepare budgets, track costs & ensure timely delivery Supervise contractors/vendors & verify quality of work Work with landlords/authorities for licenses & clearances Maintain layout drawings (AutoCAD) & documentation	Polytechnic Diploma with relevant contractor/technical experience 2-3 years in project management, contractor-side (F&B/retail preferred) Proficient in AutoCAD; project management tools a plus Strong technical, problem-solving & stakeholder management skills Independent, confident & hands-on
KENTUCKY FRIED	Customer Service	Respond to customer inquiries and orders via phone, email, or chat,	Previous experience in a customer service or call centre role,

CHICKEN MANAGEMENT PTE LTD	Agent	<p>ensuring a positive and efficient experience</p> <p>Troubleshoot customer issues and provide effective resolutions</p> <p>Maintain accurate records and documentation of customer interactions</p> <p>Upsell and cross-sell products and services to enhance the customer experience</p> <p>Collaborate with the team to identify areas for improvement and contribute to the success of the call centre</p>	<p>preferably in the food and beverage industry</p> <p>Excellent communication and interpersonal skills, with the ability to engage with customers in a friendly and professional manner</p> <p>Strong problem-solving and critical thinking skills to effectively handle customer inquiries and concerns</p> <p>Proficiency in using computer systems and relevant software applications</p> <p>Flexibility to work in a fast-paced environment and during peak hours, including weekends and public holidays</p>
KENTUCKY FRIED CHICKEN MANAGEMENT PTE LTD	Real Estate Manager / Assistant Manager	<p>Manage new leases, renewals, and compliance for our outlets</p> <p>Conduct market research, site evaluations, and prepare reports</p> <p>Build strong relationships with landlords, agents, and authorities</p> <p>Negotiate fair and commercially sound lease terms</p> <p>Collaborate with Operations, Projects, Legal & Finance on new sites</p> <p>Maintain lease records and provide market updates</p>	<p>Diploma/Degree in Real Estate, Business, or related field</p> <p>2-3 years' experience in leasing/tenancy management (retail/F&B preferred)</p> <p>Strong negotiation, communication & analytical skills</p> <p>Organized, dependable, and collaborative team player</p>
KENTUCKY FRIED CHICKEN MANAGEMENT PTE LTD	Training Executive	<p>Deliver onboarding and skills training for restaurant managers and crew.</p> <p>Coach and support restaurant teams through field visits to reinforce operational standards.</p> <p>Support training for new store openings, menu rollouts, and operational launches.</p> <p>Design, update, and improve training materials (e.g., charts, workshops, e-learning, videos).</p> <p>Use digital tools to create engaging and practical learning experiences.</p> <p>Coordinate training schedules, logistics, and attendance tracking.</p> <p>Maintain training records and ensure training completion for required operational certifications.</p> <p>Visit restaurants to observe performance and provide on-the-job coaching.</p> <p>Provide feedback to operations leaders on training gaps and opportunities for improvement.</p>	<p>Diploma in Training, Business, Hospitality, or related fields.</p> <p>Experience in F&B operations or training is an advantage.</p> <p>Strong communication and coaching skills.</p> <p>Comfortable designing training content and working with digital learning tools.</p> <p>Comfortable traveling and training in store.</p> <p>Able to work independently and support multiple restaurant locations.</p>
KENTUCKY FRIED CHICKEN	F&B Supervisor/Assist	<p>Be the right-hand wingman/woman to the Restaurant General Manager.</p> <p>Supervise, motivate, and coach your</p>	<p>1-2 years of supervisory experience in a food service or hospitality industry.</p>

MANAGEMENT PTE LTD	ant Manager	<p>team to be rockstars in customer service, cleanliness, and speed. Handle shift management in organize manpower, making sure operations run smoothly (and on time!). Keep the vibe positive while making sure health, safety, and food quality standards are met. Assist in training and developing team members to be the best version of themselves (and maybe even future managers!). Assist in maintaining restaurant budgets and controlling costs – but don't worry, you'll still get your bucket of fun! Ensure the store runs as smoothly as a perfectly crispy chicken wing. Be ready to lift and carry items like flour and chicken, up to 20kg – some muscle power is needed!</p>	<p>Strong supervisory, interpersonal, communication (written and spoken) and organizational skills Possess basic computer skills to operate POS (cash registers) systems. Must be willing to work various shifts including weekends and public holidays Physically fit, which need to walk and stand for several hours Must wear safety shoes as need to go into kitchen</p>
FICOFI PARTNERS HOLDING PTE. LTD.	Wine & Business Analyst	<p>FICOFI Wine & Business Analyst Program – Starting January 2026 Join our Junior Desk at FICOFI's Singapore HQ for hands-on training in fine wine distribution and luxury market dynamics. Gain expertise across sourcing, procurement, stock management, pricing strategy, and offer development. Responsibilities include forecasting inventory, designing thematic offers, analyzing client purchase history, and supporting procurement and allocations. Contribute to sales campaigns, prepare presentations, and assist in coordinating tastings, dinners, and estate visits. Develop strong analytical skills through sales dashboards, financial models, CRM updates, and distribution reporting. Engage with internal teams and prepare client communications aligned with brand tone. The role integrates Stock, Offers & Distribution with cross-department collaboration. Learning includes tailored onboarding, mentoring, workshops on wine trends and negotiation, and active participation in flagship events. Quarterly HR reviews ensure progress and career development within a world-class luxury wine organization.</p>	<p>Recent Bachelor or Masters graduate in Business, Finance, Hospitality, Oenology, or a related field, with a couple of years of work experience. Strong analytical mindset and commercial awareness. Highly organized, proactive, and able to work collaboratively across teams. Passion for wine and luxury goods; willingness to travel for estate visits and events. Knowledge of fine wines (WSET 2 or 3 valued).</p>
WING TAI HOLDINGS LIMITED	Personal Driver	<p>Responsible for chauffeuring director, his family members and guests Carry out some ad hoc errands</p>	<p>Candidate must possess Class 3 or 3A Driving License At least 2 to 3 years of driving</p>

		<p>Ensure the cleanliness of the car</p> <p>Responsible to drive the vehicle for routine servicing at workshop</p> <p>Perform any ad hoc duties when assigned</p>	<p>experience</p> <p>Clean driving record</p> <p>Able to commit to do overtime if needed on weekdays/weekends</p>
<p>ANOIV INTERNATIONAL PTE. LTD.</p>	<p>Eyelash Extensions Artist</p>	<p>Provide professional eyelash-related services to customers</p> <p>Maintain cleanliness and tidiness of salon</p> <p>Be willing to learn new beauty techniques provided in salon</p> <p>Be positive, proactive, upbeat, and personable</p> <p>Always maintain a professional appearance</p> <p>Punctual and Reliable</p> <p>Professionally friendly</p> <p>Able to give excellent customer service</p> <p>Any other ad-hoc as per required</p> <p>This role offers a basic salary plus commission</p>	<p>Candidate need to have at least PSLE education</p> <p>Able to converse in English</p> <p>Able to work retail hours and weekends</p> <p>Candidate with no experience but with passion for beauty retail industry will be considered</p> <p>Maintain neat and tidy appearance</p>
<p>ROYAL WINGS TRAVEL SINGAPORE PTE. LTD.</p>	<p>Tour Coordinator</p>	<p>The Tour Coordinator is responsible for planning, organizing, and managing tour operations to ensure a smooth and enjoyable travel experience for customers. This role involves coordinating with suppliers, handling bookings, preparing travel documents, supporting customers before and during the trip, and ensuring all tours run efficiently:</p> <p>Coordinate tour itineraries, bookings, transport, guides, and suppliers.</p> <p>Handle customer enquiries, trip confirmations, payment follow-ups.</p> <p>Prepare itineraries, travel documents, and briefing notes.</p> <p>Monitor tour departures, handle changes, cancellations, and special requests.</p> <p>Communicate with hotels, drivers, guides and ensure smooth operations.</p> <p>Handle post-tour feedback, reports, and customer support.</p> <p>Assist with ad-hoc admin tasks or events.</p>	<p>Qualifications & Experience:</p> <p>Minimum 1 to 2 years experience in customer service, or operations (fresh grads considered).</p> <p>Skills:</p> <p>Strong communication skills (verbal & written).</p> <p>Good customer service with calm handling of last-minute changes.</p> <p>Able to multitask and manage bookings and schedules efficiently.</p> <p>Proficient in Microsoft Office (Excel, Word), booking systems, and WhatsApp/Email communication.</p> <p>Strong organizational and administrative skills.</p> <p>Problem-solving mindset and high attention to detail.</p> <p>Personal Attributes:</p> <p>Positive attitude, team player.</p> <p>Able to work under pressure and tight deadlines.</p> <p>Responsible, proactive, and customer-oriented.</p> <p>Able to work weekends or public holidays if required (off-days provided).</p>