

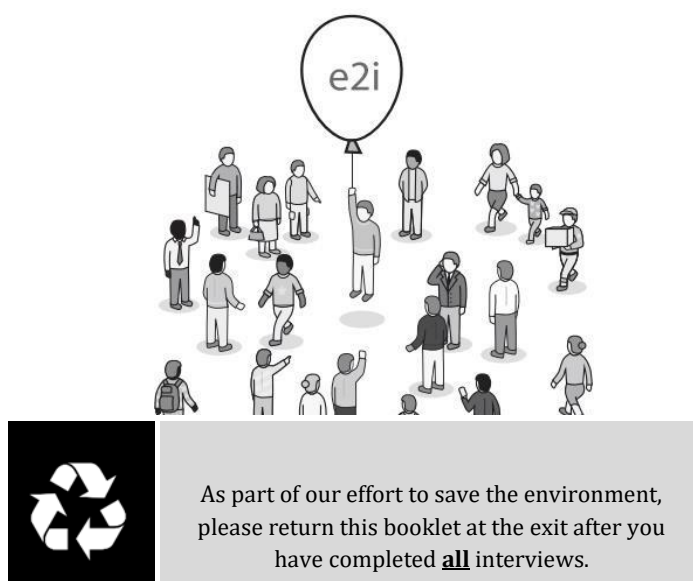
Career & Skills Level Up **SkillsFuture Festival @ North East**

Date: 3 August 2024 (Saturday)

Time: 10am to 6pm

Venue: Buangkok CC, Level 3 MPH

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

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#1 ABR Holdings

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Cook (Full Time)	No Experience needed	Prepare quality food for customers according to standard recipes.	As rostered
Supervisor	Experience in F&B	Responsible for the supervision of staff in the dining area, constantly upholding the standard of service in restaurant.	As rostered
Customer Service Representative (Full Time)	No Experience needed	Keep a consistent standard of service, quality and cleanliness in the dining area in accordance to standard operating procedures.	As rostered
Deputy Restaurant Manager	Experience in F&B	Assist the Restaurant Manager to lead the team in attainment of quality in service, food and cleanliness. Handle restaurant administrative matters.	As rostered
Cook (Part Time)	No Experience needed	Prepare quality food for customers according to standard recipes.	As rostered
Customer Service Representative (Part Time)	No Experience needed	Keep a consistent standard of service, quality and cleanliness in the dining area in accordance to standard operating procedures.	As rostered
Dishwasher (Full Time)	No Experience needed	Keep a consistent standard of tidiness, cleanliness in the dishwashing area in accordance to standard operating procedures.	As rostered
Assistant Food Technologist	Food Development & Manufacturing or related field	Product Development, Quality Control, Product & Technology Transfer	8am-5:30pm
Quality Control Officer	Knowledge in Halal, HACCP, ISO and FSMS. Product Specification and SOP. Handle Food Safety. Internal audits	To assist Production Manager/Quality Assurance Manager in audits and maintaining the Quality Assurance System in the Central Manufacturing Plant and entire cold chain.	8am-5:30pm
Senior Cake Decorator	Food Preparation And Kitchen Assistants	Cake decoration, chocolate making for cake decorator.	8am-5:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Cake Decorator	Cake decoration, chocolate making for cake decorator.	To assist Senior Cake Decoration, Ingredient preparation, display cakes, customer order cakes, new cake design, train production assistant for ice-cream cake.	8am-5:30pm
Service Crew	Experience in F&B	Greet and attend to customer with a positive attitude. Maintain product quality and ensure pleasant presentation of products. Provide go-the-extra-mile service to create a positive customer experience To assist in cooking preparation including cutting and washing raw ingredients To assist superior on cooking and cleaning kitchen appliance/tools with care Well-versed in product knowledge to upsell and cross-sell. Assist in opening, operating and closing of shifts Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale. Proficient in operating the POS system – input of orders and cashiering. Pack and serve products according to SOP. Follow Tip Top's personal, food and beverage hygiene standards Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule. Generate sales report from POS at the end of the day	Rostered Shift (8am-10pm)
Service Crew	Experience in F&B	Greet and attend to customer with a positive attitude. Maintain product quality and ensure pleasant presentation of products. Provide go-the-extra-mile service to create a positive customer experience To assist in cooking preparation including cutting and washing raw ingredients To assist superior on cooking and cleaning kitchen appliance/tools with care Well-versed in product knowledge to upsell and cross-sell. Assist in opening, operating and closing of shifts Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale. Proficient in operating the POS system – input of orders and cashiering. Pack and serve products according to SOP. Follow Tip Top's personal, food and beverage hygiene standards Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule. Generate sales report from POS at the end of the day	As rostered
Supervisor	Experience in F&B	Greet every customer with a sincere smile and a positive attitude Maintain product quality and ensure pleasant presentation of products Provide go-the-extra-mile service to create a positive customer experience	Rostered Shift (8am-10pm)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Well-versed in product knowledge to upsell and cross-sell Food and Beverages quality are made consistent in accordance to company's standards. Products are ordered and rotated in accordance to business needs and demands, ensuring freshness and optimum quality. Ensure attractive and enticing product presentation Manage assigned shift in tandem with, or in the absence of Store Manager/Store-In-Charge Delegate tasks to staff, implements follow-up to ensure tasks are completed in a timely manner Place orders according to stock-on-hand as well as business trends Anticipate and communicate product and/or supply shortages to Store Manager/Store-In-Charge Monitor product usage and minimize wastages Maintain a clean, friendly and organized store environment Ensure a clean and tidy store work environment by ensuring that the counters, tables and shelves are clean and floor is swept and mopped regularly Ensure compliance with all safety and security procedures Ensure that cleaning chart is in place and adhered to Strives to meet sales targets during assigned shift Daily banking in of cash sales Participate in monthly stock take	
Outlet Manager	Experience in F&B	Assist the Area Manager in terms of control and guidance in accordance to company's policies and guidelines. Set targets for self and team in achieving sales target and ensures that daily operations run smoothly and efficiently. Assist company in achieving business targets in terms of revenue growth and market share. To ensures compliance with the company's policies and procedures Perform outlet visitation checks regularly Ensure that cash handling procedure is in place. Shares relevant and pertinent news/information with the store/outlets staff on a regular basis Conduct regular store / outlets meeting to disseminate and collect information To ensures thorough and smooth implementation/launch of new programs or products through effective training. To ensures quality of products, services, outlet ambience consistently meets and/or the company standards. Plan and lead the Outlet's profitability and the cost controlling measures. To ensure sufficient stock is in place for the day to day operation of the store. Plan weekly labour and scheduling, ensuring sufficient manpower in the store / outlets to secure a smooth operational flow. To ensure accurate and prompt submission of daily sales to Finance department. To reduce in product waste and minimize loss by monitoring closely on store/outlets performance. Responsible for the Sales and Profit performance of each store/	Rostered Shift (8am-10pm)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		outlets under your supervision. Conduct monthly Sales analysis and implement immediate action plan for areas of improvements. Manage on outlets' petty cash expenditure. Monitor and responsible for Stores' maintenance and repair costs. To ensure proper cash handling controls such as accurate daily cash reports, change funds and petty cash funds. To ensures that all new employees undergo orientation and training. Responsible for continuous training and staff development	

#2 Active Global Respite Care

Active Global Home & Community Care is a leading provider of holistic, professional, and affordable home and community-based eldercare services. Established in 2012 to meet the increasing demand for home-based care in Asia, Active Global provides live-in caregivers for elderly people with complex medical conditions. Appointed by the Ministry of Health in Singapore, Active Global also provides subsidised Home Care Services (Interim Caregiver Service, Home Personal Care, Home Nursing, Home Medical, and Home Therapy), and operates three Active Ageing Care Hubs. Active Global has provided high-quality care to more than 5700 patients regionally to date.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Staff Nurse @ Home Care	• Must be a Registered Nurse with Singapore Nursing Board with a clean disciplinary record (nurses on conditional license may not apply for this role) • Proficiency in Microsoft Office and comfortable with IT would be ideal • Occasional shift work (to support palliative patients) will be required when necessary	• Part of the team to serve a pilot home palliative project with hands-on bedside care. • Take up respite assignments when required • Assist the home care team on other home nursing cases. • Advise care staff as needed if they face medical issues or medical emergencies with clients for home care services or when required • Work alongside external community partners and colleagues in managing client care needs	9am - 6.30pm
Healthcare Assistant - Senior Care Centre	• A relevant WSQ certificate in Healthcare Support /Therapy service will be advantageous • At least 1 year of relevant experience will be advantageous • Ability to understand and speak English, Mandarin and local dialects will be advantageous • A good team player with a pleasant and healthy disposition.	• To engage and assist elderly clients in the Centre and assist in daily Centre programmes and activities • Attend to client's personal care needs including personal hygiene and assist in positioning, transfers and ambulating of clients • Adheres to the centre's operational protocol at all times • Upholds and practice high standards in the care for clients set by the Centre Manager and Rehab Manager • To assist in incidental housekeeping duties such as cleaning and mopping up spillage, discharge and breakages.	7am-4pm 9am-6pm 10pm-8pm
Sales Consultant	2-3 years of experience in a sales or business development capacity. Diploma or Degree in Nursing or equivalent or experience in the ILTC sector would be a good to have but is not necessary. We are open to any profiles who are	Report directly to the General Manager. directly responsible for growth through supporting potential clients in selecting a Caregiver which is in line with their medical and social needs, and guiding them through all contractual requirements. Actively drive sales volume through quick follow-ups with potential clients. Provide accurate information to clients on policies, procedures and service. Pro-Actively perform all necessary compliance tasks &	9am - 6.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	service-oriented and willing to learn in a fast-paced environment. 5-days work week. Some Saturdays required. Good command of English (Written & verbal). Able to work independently. CEI-certified would be good to have but not necessary.	paperwork to ensure that contracts are closed professionally. Represent the company's services with confidence. Communicate clearly and appropriately with clients & business partners. Actively build professional relationships with doctors & nurses within local hospitals, clinics and medical centres.	
Community Outreach Executive	5-days work week. Rotational weekends (Sat & Sun) maybe required. Applicants with operational backgrounds in other industries such as hospitality are welcome to apply. Experience working with the elderly in the community would be good to have. Hands-on and enjoys community setting. Able to work independently with little supervision. Proficient in Microsoft Office and comfortable with IT. Able to communicate effectively with the elderly in their own language. Communicate clearly and appropriately with clients & business partners, always speaking with the understanding of tone and choice of words.	Report directly to the Communications Manager. Conduct/organise befriending visits to identified frail seniors in the community. Ensure the day to day running of our Active Aging Centres are done smoothly and adhering to all measures required by MOH. Assist to develop and plan outreach activities and engagement. Initiate, execute and manage the Active Ageing activities across our centres in Ghim Moh, Telok Blangah and future centres. Assist to formulate and execute plans to recruit, train and manage volunteers. Work closely with the senior care centre teams to ensure the smooth operation of the Alert Alarm System (AAS) at both centres. Ensuring timely and appropriate administration and documentation according to requirements, processes and regulations stipulated by MOH and other relevant government bodies. Assist with goodie bag packing and delivery to partners and for events. Manage and update the goodie bag items inventory Assist with the annual dissemination of calendars to community partners Update and Maintain Media Coverage Records Assist with filming Tiktok videos Regularly capture photos of SCC and AAH activities for social media posting purposes	9am - 6.30pm

#3 APSN

Established in 1976, APSN is a social service agency that provides special education, vocational training and employment support services for individuals with mild intellectual disability (IQ 50-70).

We currently operate four Special Education (SPED) Schools (APSN Chaoyang School, APSN Katong School, APSN Tanglin School and APSN Delta Senior School) for students between the ages of 7 and 21, APSN Student Care Centre for children from 7 to 18 years old, APSN Centre for Adults for persons from 18 years and older, and APSN Learning Hub for working professionals and other stakeholders.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Teacher Aide	Minimum GCE "O" level, NITEC, polytechnic diploma or equivalent Possess good Time Management, Problem Solving and Decision Making and Effective Oral and Written Communications Skills.	The Teacher Aide will be assisting our APSN teachers in planning, developing, delivering and evaluating appropriate individualised educational services, learning programmes and instructions for special needs students in both self-contained and integrated settings.	7.15am to 5.00pm (morning or afternoon session)
Teacher	Diploma/ Degree from recognised Polytechnics and Universities with GCE 'O' level credits in English and Mathematics Prior experience with Students with Mild Intellectual Disabilities (MID) is preferred Specific subject knowledge, knowledge in special needs education and behaviour modification, Microsoft office (Excel, Powerpoint, Word) Interpersonal skills, classroom management skills, takes Initiative, effective communication Strong in verbal and written English Prior experience handling Numeracy/ Literacy, Physical Education, WPLN, Science, HSR, SEL/ CCE and Vocational Guidance is an added advantage. Candidates with recognised Diploma in Special Education, Diploma/ Degree in Education or Post Graduate Diploma in Education is preferred.	Teacher is responsible for planning, developing, delivering and evaluating appropriate individualized educational services, learning programmes and instructions for special needs students in both self-contained and integrated settings in consultation with other school personnel. Successful candidates for the Untrained Teacher position may be selected to attend 1 year Full Time Course of Diploma In Special Education and become a Trained Teacher upon graduation.	7.15am to 5.00pm (morning or afternoon session)

#4 BELLS Institute of Higher Learning

Formerly known as AGB Education, BELLS is an established name in adult learning. Our commitment to building learning communities and enriching lives with in-demand skills has earned us the trust and partnership of leading industry bodies such as e2i Singapore and NTUC. Through these collaborations, we equip our learners with the industry-relevant skills that they need to thrive in today's world of work.

We operate seven training centres across Singapore, where our seasoned trainers have helped more than 140,000 adults learn with zest.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Trainer	Ability to collaborate with management team Ability to meet deadlines on a recurring basis Ability to report training data to relevant authority, using provided tools Ability to travel to client site as needed Ability to stand for prolonged periods of time in the classroom Self-motivated, detail-oriented, problem solver Working knowledge of voice recognition software Demonstrate the ability to work independently or in a team environment Ability to collaborate with team lead or principal trainer to troubleshoot application problems or training and implementation challenges Prepared to innovate by employing tools to enhance the end-user learning experience	Primary Classroom Trainer for multiple applications Maintains the physical Classroom spaces to make sure they present a professional and friendly environment. Responsible for training materials upkeep, making sure that everything is ready and available when end users come to class. Work with different skill levels of adult learners Manage training schedules Conduct user needs assessment and evaluate knowledge retention Assist in the creation of tools to make the process more efficient and accurate Protects data integrity and validity Follows policies and procedures to respect the internal or external client's expectations Comply with company policies regarding attendance and dress code	9am-6pm
Sales Executive	Share exciting leveling up Technology courses that's impacting the world Share Baking courses to unearth baking talent! Good service and attitude towards lifelong learning Acquire new learners 5 days work inclusive of weekends	Share with learners baking / technology courses and our state-of-art facilities Passionate about promoting lifelong learning Good service attitude	Shift hours
Centre Manager	Competency in interpersonal and communication skills Computer literacy with proficiency in MS Office applications Excellent in service skills Negotiation skills At least 5 year(s) of relevant experience in Supervisory role in Customer Service Dynamic individual with service aptitude, passion for service delivery and a proactive approach Strong written and oral communication	Manage day to day operations of the Training Centre assigned to you is well-managed and daily operations are carried out without any lapses; Ensure overall customer service of the reception counter is maintained at a satisfactory level, where visitors visit and leave the space delighted Manage staff under your supervision complete their daily operation duties to facilitate class administration processes To ensure that all documentation for	Shift hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	skills, analytical, administrative and interpersonal skills A strong team player with positive work attitude and committed to work duties to maintain and exceed the expected service level where required Ability to function effectively and multi-task in a fast-pace, dynamic environment IT savvy with good working knowledge of Microsoft, web-based applications and Training Management System (Preferably) Support work before office commencement and/or extended hours under staggered shift duty arrangement as well as weekend a must	class start is readily prepared and completed for Trainers to apply during the start of classes Ensure all transfer and withdrawal processes are completed accurately and timely as per required by the Company and/or Program Partners Ensure that all documents submitted meet the standard for invoicing Report in a timely fashion, any disruptions, challenges, and non-compliant behaviours that are affecting daily operations at the Training Centre.	
Student Service Executive	Priority & better compensation for candidates who able to work Weekend shift Minimum A level / Diploma in any discipline will have an advantage. Dynamic individual with service aptitude, passion for service delivery and a proactive approach Good written & oral communication skills Strong team player with self-initiatives & commitment to excel. Ability to function effectively and multi-task in a dynamic environment. Structured career progression plan to groom potential candidates Local & Msian Candidates preferred (please state the type of work pass you are currently holding, if any)	Provide personalized assistance to students regarding academic, administrative, and personal matters. Offer guidance on academic programs, course selection, and career pathways to students. Delivery & inoculate an excellent service culture to enhance student experience. Work closely with inter departments and partners to ensure high quality and timely expedition of customers' inquiries and/or requests. Maintain accurate records of student interactions, issues raised, and resolutions provided. Handle collection of payments and all centre related administrative duties	Shift hours
Baking & Operations Assistant / Packer	Able to to work shifts / weekends / flexible hours No experience needed Willing to learn Able to carry light load (eg: Box of flour) Able to converse simple English Immediate employment available	Baking Assistant to the Chef Teaching basic baking steps to customers Tidying and washing up at the studio Attending to customers Flexible hours Able to learn and experience cake baking, decorating and customer service To pack all required ingredients in a timely manner Assist in the preparation of ingredients, which includes weighing, packing, cutting, and sorting all dry and wet ingredients Follow house rules for all perishables	9am-6pm

#5 Chye Thiam Maintenance

CTM was founded in 1979 and has grown to be one of Singapore biggest environment and building maintenance companies. Since the conception of the company, our commitment is always to care for the environment that contributes in creating better life. We are honoured to have collaborated with many valuable clientele, including Changi Airport Group, SATS, OCBC, NEA, SMRT, Resort Worlds Sentosa, and many more. We strive to build partnership in delivering the right solution for their needs. Through combination of dedicated people, progressive equipment, we deliver performance to preserve our environment.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Environmental Service Specialist (Full-time)	Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHub	To operate various types of ES machinery and equipment to ensure the project sites environmental services are carried out as per customers' requirements. Review and propose continuous improvement initiatives to improve time, cost & quality management through analysis of ES data	44 hours per week
Environmental Service Specialist (Part-time)	Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHub	General Cleaning and operating of various types of ES machinery and equipment	Min 16 hours per week
Supervisor	Able to lead and supervise, possess WSQ Supervise Service Operations an advantage	To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area.	0800-1700, 1700-2200, 0700-1500, 1500-2100, 2300-0700
Indoor Cleaner	Able to work shifts	General Cleaning	0800-1700, 0800-1200
Street/ Estate Cleaner (Central Area)	General Cleaning and able to withstand adverse weather conditions	Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor	0700-1700
Night Shift Outdoor Cleaner	General Cleaning and able to withstand adverse weather conditions	Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor	2200-0600
Multi Skilled Cleaner cum Machine Operator	Able to operate machineries	Manage high-jet pressure flooring and using scrubbing machine	0700-1500
Food Handler	F&B knowledge	Heat and top up food, display can drinks/beer at the chillers	0700-1500, 1500-2100, 2300-0700
Table-Top Cleaner (Full & Part Time)	Positive attitude & able to work night shift	Collect & Wash Plates, Arrange all the dishes/glasses/cutleries keep at the buffet area	0800-1500, 1600-0000, 1700-2100, 1500-2300, 0700-1500

#6 Elitez

Elitez Pte Ltd is the largest Fast-Moving Consumer Goods (FMCG) promoter management agency in Singapore, providing support for direct and retail store marketing for many of the established global FMCG market leaders. Over the last few years, Elitez has expanded and diversified into providing a full spectrum of HR services to support clients that face teething human resource issues in a few growing industries such as logistics, healthcare, F&B and technology. Elitez has a strong foothold in Singapore and is looking to expand into regional markets like Malaysia, Indonesia, Vietnam, Thailand and India.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Civil and Structural Engineer	Min Degree in Civil engineering	Site inspection, Coordination, Design	8 hours
Mechanical Engineer	Min Degree in Mechanical engineering	Site inspection, Coordination, Design	8 hours
Electrical Engineer	Min Degree in Electrical Engineering	Site inspection, Coordination, Design	8 hours
Property Officer	Min Diploma in Property or Facility Management	Facility Management	8 hours
Technical Executive	Min Diploma in Property or Facility Management	Facility Management	8 hours
Supply Chain Executive	Demonstrate basic understanding of clients' industry/business/products Demonstrate basic client management and communication skills Proven advanced numeracy and quantitative analysis Proficient in Microsoft Office Fluent in English.	Client Management and Inventory Management. Coordinate closely with logistics (DC) for incoming shipment tracking. Ensure inventory levels is within the contractual inventory holding target. identify key service areas and KPIs. Align the KPI definition and targets with cross-functional team. Liaises with Clients on their requirements & assist to resolve daily problems encountered. Maintain high frequency of engagement with Clients to build effective and strong working relationships.	8.30am - 6pm
Logistics Coordinator	Familiar with shipping Incoterms and good knowledge of export customs procedures Possess knowledge in dangerous goods management and transportation (IMDG / IATA) Good interpersonal and communication skills Proficient in MS Office (Words, Excel, Powerpoint), SAP Possess good analytic	As a Traffic Clerk, you will support Freight Management Team in managing the daily planning and execution of shipments: - Ensure consistent, timely and cost-efficient parts delivery to and from ADC (ex-suppliers/DCs, to dealers/DCs) - Support execution of ADC's outbound / inbound transportation services, in a way that meets ADC internal/external customers' expectation in terms velocity and cost while maximizing profit	8.30am - 5.30pm or 2.15pm - 10.45pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	skills Possess positive and willing-to-learn attitude; and a self-starter who takes initiative to proactively seeks clarity when in doubt and resolve issues independently Willing to take on additional new tasks proactively when assigned and capable of achieving result Strong adaptability in working with uncertainties and capability in embracing change positively Able to plan, prioritize and multi-task to meet tight datelines and monthly KPI metrics		
Property Officer	Min Diploma in Facilities Management or equivalent with 3 years of relevant experience in facilities management operations. A team player with good interpersonal and organizational skills	Responsible in the management of facilities management services for site assigned. Responsible in scheduling preventative maintenance, pest control, horticulture, security management. Handles investigate, check and analyze reported breakdowns & faults to determine their cause for the prevention of future occurrences. Supervise contractors to carry out maintenance work to ensure that the upkeep and the site is maintained to meet the service standard.	9am - 6pm
Retail Assistant	Min 1 year in fashion retail On Job Training will be provided	Passionate in delivering customer service, product knowledge, and expertise to customers in retail stores Promote products and handle customer inquiries Achieve personal and shop sales target Retrieve stocks for customers from the stockroom Maintain cleanliness of the retail floor Welcomes customers in a friendly and professional manner Responds to customers' questions. Provides outstanding customer service and recommendations to the custome	44 hours
Warehouse Assistant	Min 1 year in warehousing experience	Picking and packing Receiving/inspecting goods and verifying items against the shipment record Gathering, verifying, and packing items for shipment according to specifications and the applicable transportation method	08:30am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Recording received and shipped items Perform accurate receipt in receiving, picking, verifying, scanning, labeling, palletizing and releasing of Finished Goods	
Sales Admin	Proven experience in sales administration or a related role. Excellent organizational and multitasking abilities. Strong attention to detail and accuracy in data entry. Pleasant disposition and team player. Effective communication skills, both written and verbal. Ability to thrive in a fast-paced and dynamic environment.	Attend to visitors, customers and suppliers or contractors at the office premises. Provide general office administrative support to office manager. Liaise with internal and external teams to ensure smooth communication and operations. Manage and record customer inquiries, providing information about products, pricing, and order status. Assist to address customer issues and complaints in a timely and professional manner. Attend to customers at sales and promotions events. Maintain positive relationships with customers to ensure satisfaction and repeat business. Process sales orders accurately and efficiently. Coordinate with the logistics team and delivery service company to ensure timely delivery of products. Manage documentation for all sales transactions, shipment and deliveries. Assist the sales team in preparing quotes and proposals for clients. Collaborate with the sales team to gather market intelligence and customer feedback. Assist the sales team during sales and promotion events Maintain and update customer records in the CRM system. Keep track of inventory levels and assist in managing stock levels.	9am - 6pm
Technician	At least 1-2 year of working experience on mould and robot setting on injection moulding environment	Carry out mould & robot setting Troubleshooting of moulding defects Material handling Maintain good house keeping and handling automation machines Coordinate with QA to ensure quality requirement	8.15am to 8.15pm /8.15pm to 8.15am
Production Operator	Able to work rotating Shift. Able to work OT. Min 1 experience in Production Operator	"Perform Line assembly operation and Secondary Processes. Understand sub-assembly procedures and safety requirements. Understand and able to identify common molding defects. Understand work-tools, assembly parts / accessories and visually checking requirements. Understand and able to use Jigs and fixtures. Perform pad-printing operation, heat staking operation, ultrasonic operation, hot-stamping	6.45am-6.45pm/ 6.45pm-6.45am

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		operation and manual assembly processes. Perform end-of-shift cleaning."	
Sales Executive	NITEC/Diploma or equivalent Good communication and interpersonal skills Candidates with EPR knowledge and good team player have added advantage	Plan, schedule, coordinate and manage projects Ensure projects launch on schedule Ensure effective communications and coordinations with internal departments on project Coordinate with internal logistics, planners, purchasers, production and accounts receivable teams to process customer orders from purchasing order receipt through to invoicing and payments Maintain regular and extensive communications with client on project status Attend to customer's requirements & coordinate on the necessary support till order is fulfilled Ensure timely response to customers' requests	8.15am to 5.30pm
QA Inspector	At least one year or more experience in a relevant field Ability to understand drawing or inspection plan With hands-on experience in precision measurement devices, e.g. smart scope, digital	Conduct quality control activities (inbound, outbound, returned goods) according to approved regulations and requirements (customer and internal) Daily inspection using CMM, Smart Scope, Microscope, etc Raise internal rejection form and update inspection report into system Approves production by confirming specifications, visual & measurement tools for first off & In-process inspection & Outgoing using specified measuring and test equipment Performs verification of in-process & OQC products per sampling plan and keeps accurate and detailed records Visually compares workpieces against one another to assess/detect manufacturing measurement in the process. Prepare COC, Data Entry & Operate Burst Test Machine Other ad-hoc tasks/assignment assigned by superior	8.15am to 8.15pm / 8.15pm to 8.15am
Precision Mold Maker	8 years experience	Assembly Fitting Know basic tool room machining Mold development Implementing Process improvements for tool manufacturing Liaise with Machining Technician for process planning and scheduling of project	8.15am to 5.30pm
Precision Wire-Cut Machinist	Minimum 5 years in Precision Wire-Cut Machining	Able to read and understand technical drawing well Required to operate wire-cut machines Able to achieve high precision accuracy with minimal supervision Multi tasking required	8.15am to 5.30pm

#7 FirstCom Academy

FirstCom Academy is an registered training provider, offering short and effective WSQ courses with a proven track record in enabling individuals and SME businesses after course completion.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Student Services Executive	Able to commit on weekend classes (5 days work week) Candidate must possess at least "O" Level or equivalent. Minimum 1 year of relevant experience in an Administrative or Customer Service role Good follow up and coordination skills Proficient with Microsoft Office	Liaise with learners, trainers and related departments & organisations to ensure programmes run smoothly Provide support for learners and companies through telephone, emails and walk-ins Ensure smooth daily operational activities Assist in classroom facilitation Preparation of course materials Administrative work (Attendance, Evaluation, Document Filing, etc) Monitor and schedule all trainings to ensure compliance Assist in the company's continuous improvements and training related areas	830am - 6pm
Business Development Executive	Diploma / Degree or equivalent practical experience. At least 2 years of experience in sales or client engagement. Hunter mentality and a "no fear" approach to prospecting clients. Passion in promoting lifelong learning and employability. Ability to communicate efficiently and possess strong presentation skills. A strong work ethic, positive attitude and genuine desire to learn. Highly disciplined and good time management. Able to converse in Mandarin in order to liaise and communicate effectively with Mandarin speaking clients	Be responsible for direct sales to professionals and corporate customers. Identify, build and manage sales pipeline and business relationships. Drive the entire sales cycle – from leads generation, initial customer engagement, qualifying, consultation to closure. Participate in prospecting activities to build a strong pipeline for the company. Consult with prospects and pursue sales opportunities to close the deals effectively. Engage professionals to advance opportunities by sharing on the benefits of our curriculum and understanding their learning aspirations. Engage corporate customers to advance opportunities by carrying out activities such as using relevant marketing tools and platforms such as Google Analytics to understand clients' digital marketing performance and propose training solutions for business digital marketing transformation.	9am - 6pm

#8 Genki Sushi Singapore

Genki Sushi Singapore operates a total of 21 outlets island-wide, with more to come. Focusing on Kaiten (revolving) sushi, a concept pioneered by the brand's founder Fumio Saito, Genki Sushi prides itself on offering quality and contemporary Japanese cuisine at an excellent value.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Service Crew	Minimum secondary school education. At least 1-year relevant experience working in the kitchen. Team player Ability to work in a fast-paced environment.	• Prepare the store (front-of-house and back-of house) for business operations. • Assist to run Shift and to ensure the following practices are carried out in your store. • Performing station functions in Service/Kitchen area. • Handle cleaning of dining and kitchen area. • Carry out stewarding duties. • Perform cashiering duties. • Handle customer queries. • Ensure compliance to food safety, hygiene and sanitation standards.	9am - 6pm 1pm - 10pm
Cook/Kitchen Helper	Minimum secondary school education. At least 1-year relevant experience working in the kitchen. Team player Ability to work in a fast-paced environment.	Handle food and beverage preparation. Maintain and upkeep kitchen equipment. Handle cleaning of dining area, kitchen and storage area. Carry out stewarding duties (in the absence of a dishwasher). Ensure compliance to food safety, hygiene and sanitation standards according to statutory guidelines. Ensure that policies and standard operating procedures are strictly adhered to	9am - 6pm 1pm - 10pm

#9 Grand Hyatt Singapore

We care for people so that they can be their best, and it is our natural propensity to care that differentiates us as the Hyatt family. At Grand Hyatt Singapore, the commitment to care is extended to all stakeholders, including communities, guests, and most importantly our team members. Care is at the heart of our business, and it's this distinct guest experience that makes Hyatt one of the world's best hospitality brands and one of the world's best place to work. Make a difference in the lives around you, and join a company that values respect, integrity, empathy, inclusion, wellbeing, and experimentation.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Materials Clerk	Minimum 'N' / 'O' level / ITE qualification Basic knowledge in Purchasing is preferred Basic computer skills particularly in the use of MS Office	You will be responsible to provide an excellent and consistent level of administrative support to your customers. The Materials Clerk is responsible for purchasing materials and supplies from vendors, ensuring the smooth operation and efficient running of the purchasing function while meeting department's objectives.	8:30am to 6:15pm
Assistant Manager - Materials	Diploma or university degree in Finance, Hospitality, or related field. Minimum 2 years of purchasing experience in F&B or hospitality industry. Strong understanding of purchasing principles and applications. Excellent negotiation, communication, and interpersonal skills. Ability to work independently, prioritize tasks, and meet deadlines. Singaporean citizenship or Permanent Resident status is required.	As Assistant Manager – Materials, you will play a crucial role in ensuring the smooth operation of our procurement processes in accordance with company policies and industry standards. Collaborating closely with the Materials Manager, you will be instrumental in sourcing, negotiating, and selecting suppliers while upholding the highest standards of quality and service. Your responsibilities will encompass a range of purchasing functions, contributing to the overall efficiency and effectiveness of our materials management system. Key Responsibilities: Negotiate with suppliers to secure the best purchase packages in terms of quality, price, terms, deliveries, and services, under the approval of the Materials Manager. Continuously evaluate pricing, payment terms, lead times, and service levels to optimize procurement processes. Coordinate deliveries from local and overseas suppliers to ensure timely receipt of all items. Verify supplier invoices against purchase orders and maintain accurate documentation. Evaluate vendor performance to ensure compliance with standards and expectations. Update and maintain the master price list and manage item records in the procurement system. Manage documentation control, including	8:30am to 6:15pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Supplier SFA License, ISO Certificate, and other relevant certificates. Assist in ad-hoc assignments related to purchasing functions as directed by management.	
Engineering Manager (Projects and Sustainability)	Minimum 3 years of Project Management experience Knowledge in innovation and sustainability industry, green certification, net zero carbon and zero energy. Candidate with certified green mark manager will be an advantage	You will be responsible for the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Engineering Manager is responsible to assist the Director of Engineering and Assistant Director of Engineering in ensuring Capex projects and green projects are completed within scope, time and cost.	8:30am to 6:15pm
Engineering Assistant Manager (Shift Operations)	Possess an Engineering Diploma/Degree in Electrical / Mechanical / Facility Management or equivalent. Competence in financial planning and contract management. Good working knowledge of MS Word, Excel, Powerpoint. Possess good creative-thinking and problem-solving skills. Results-driven individual capable of effective people management, quality control and projects delivery on-time within budget in a fast-paced environment. Pro-active, independent and able to work with minimum supervision. General knowledge of all facility and building systems including HVAC, power distribution, fire protection system, plumbing and building maintenance. Able to perform duty on weekends and public holidays. Prior experience in the hotel industry will be an advantage. Applicants from the building and engineering industries are welcome to apply.	You will be responsible to provide an excellent and consistent level of service to your customers. The Assistant Engineer is responsible to assist in the smooth and efficient running of the Engineering Department in support of all other operating departments.	Rotating Shift
Team Leader - Engineering	Minimum 3 years of relevant working experience in related field is preferred. Qualification in Electrical/Mechanical Engineering and/or Building	You will be responsible to complete all maintenance works/requests and preventive maintenance tasks timely and according to the established schedule and ensure high quality of finishing work; and report any abnormal	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Management/Facility Management Good team player, ability to work with minimal supervision Able to work on rotating shifts, weekends and public holiday	conditions noticed with safety related equipment or installation.	
Event Sales Manager - Weddings	Ideally with a relevant degree or diploma in Hospitality or Tourism management. Minimum 2 years work experience as Wedding Sales Manager. Good problem solving, administrative and interpersonal skills are a must.	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Event Sales Manager - Weddings is responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets.	8:30am to 6:15pm
Event Sales Executive / Manager	Ideally with a relevant degree or diploma in Hospitality or Tourism management. Minimum 2 years work experience as Event / Catering / Sales Manager or Executive. Candidates with more years of relevant work experience may be considered for Senior Event Sales Manager role. Good problem solving, administrative and interpersonal skills are a must.	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Event Sales Executive / Manager is responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets.	8:30am to 6:15pm
Event Planning Manager	Ideally with a university degree or diploma in Hospitality or Tourism management. Minimum 2 years work experience as Catering / Event Manager or Convention Services Manager. Good operational, administrative and interpersonal skills are a must.	You will be responsible for the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Event Planning Manager is responsible to assist the Director of Events in the implementation of all Policies & Procedures specific to Event Sales and Convention Service.	8:30am to 6:15pm
Sales Manager	Minimum 2 years work experience as Sales Manager or Sales Executive.	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting associate, guest and owner expectations. The Sales Manager - Corporate / MICE is responsible to act as a sales specialist and be responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets.	8:30am to 6:15pm
Sales Executive	Ideally with a relevant degree or diploma in Hospitality or Tourism management. Minimum 2 years work experience as Sales Executive in	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Sales Executive is responsible to act as a sales	8:30am to 6:15pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	hotel operations. Candidates with more years of relevant work experience may be considered for Senior Sales Manager role. Good problem solving, administrative and interpersonal skills are a must.	specialist and be responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets.	
Information Systems Coordinator	Ideally with a diploma or certificate in Information Systems and/or Computer Programming. Networking experience would be an advantage. Experience with Property Management System/Point of Sales would be an advantage. Minimum 2 years work experience as Information Systems Coordinator in an operation with advanced technology. Good attitude, problem solving, administrative and interpersonal skills are a must.	You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Information Systems Coordinator is responsible to assist in the smooth and efficient running of the Information Systems Department.	8:30am to 6:15pm
Commis Chef - Le Pristine Singapore	Minimum 1 year of experience in a similar position.	As Commis Chef you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.	Rotating Shift
Demi Chef - Le Pristine Singapore	Minimum 1 year of experience in a similar position.	As Demi Chef, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.	Rotating Shift
Chef de Partie - Le Pristine Singapore	Minimum 2 years' experience in a similar position.	As Chef de Partie, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.	Rotating Shift
Sous Chef - Le Pristine Singapore	Minimum 4 years' experience in a similar position Aware of current trends and kitchen techniques. All-round kitchen experience in gastronomic restaurants.	As Sous Chef, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.	Rotating Shift
Pastry Chef - Le Pristine Singapore	Minimum 2 years work experience as Pastry Chef in a hotel or large restaurant with good standard Aware of current trends and kitchen techniques.	As Pastry Chef, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Commis Chef - Poolside Restaurant	Experience is required Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to provide an excellent and consistent level of service to your customers. The Commis Chef - Poolside Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards.	Rotating Shift
Demi Chef - Poolside Restaurant	Experience is required Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to provide an excellent and consistent level of service to your customers. The Demi Chef - Poolside Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards.	Rotating Shift
Chef de Partie - Poolside Restaurant	Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi / Commis in a hotel or large restaurant with good standards Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	As a Chef de Partie - Poolside Restaurant, you will be responsible to supervise the assigned station / section of the outlet kitchen, contributing to the overall success of the restaurant, in accordance with the hotel's standards and financial goals.	Rotating Shift
Commis Chef - Italian Restaurant	Experience is required Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to provide an excellent and consistent level of service to your customers. The Commis Chef - Italian Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards.	Rotating Shift
Demi Chef - Italian Restaurant	Experience is required Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to provide an excellent and consistent level of service to your customers. The Demi Chef - Italian Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards.	Rotating Shift
Chef de Partie - Italian Restaurant	Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi / Commis in a hotel or large restaurant with good standards Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to supervise the assigned station / section of the outlet kitchen, contributing to the overall success of the restaurant, in accordance with the hotel's standards and financial goals.	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Chef (Indian/Malay Cuisine)	Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi / Commis in a hotel or large restaurant with good standards Able to cook and prepare Indian / Malay cuisine Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to assist with the efficient running of the department in accordance with the hotel's standards and financial goals. The Chef (Indian / Malay Cuisine) is responsible to assist the Sous Chef / Chef de Cuisine in managing the assigned kitchen operation in accordance with the hotel's standards and financial goals, ensuring maximum guest satisfaction, and contributing to the overall success of the restaurant.	Rotating Shift
Pastry Chef	Minimum 2 years work experience as Pastry Chef, or Assistant Pastry Chef in a hotel or large restaurant with good standards; preferably with experience in luxury international brands. Ideally with an apprenticeship or professional diploma in Food Production with pastry specialisation. Good practical, operational and administrative skills with a flair for creativity are a must.	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Pastry Chef is responsible to manage the Pastry Kitchen as a successful independent profit center, ensuring maximum guest satisfaction, through planning, organizing, directing, and controlling the Kitchen operation and administration.	Rotating Shift
Waiter/Waitress - Le Pristine Singapore	Minimum 2 years' experience in a similar position.	For this new restaurant, we can use your positive energy, vibrant personality and work ethic. Sergio's philosophy is that eating at Le Pristine should be a celebration. Do you want to take up the challenge in a team of hospitality professionals?	Rotating Shift
Bartender / Mixologist - Le Pristine	Minimum 2 years' experience in a similar position.	For this restaurant, we can use your positive energy, vibrant personality and work ethic. Sergio's philosophy is that eating at Le Pristine should be a celebration. Preparing our Le Pristine cocktails and various Classic cocktails behind the bar will be your main task. Do you want to take up the challenge in a team of hospitality professionals?	Rotating Shift
Assistant Sommelier - Le Pristine	Minimum 2 years' experience in a similar position.	For this restaurant we can use your positive energy, vibrant personality and work ethic. Sergio's philosophy is that eating at Le Pristine should be a celebration. As Assistant Sommelier of Le Pristine you have the opportunity to work with unique and exclusive wine references. Do you want to take up the challenge in a team of hospitality professionals?	Rotating Shift
Team Leader - Le Pristine Singapore	Hands-on experience with cash register and ordering information systems (e.g., Infrasy, Lightspeed or Toast POS)	Present menus and provide detailed information when asked (e.g., about portions, ingredients, or potential food allergies) Prepare tables by setting up linens, silverware, and glasses	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Basic math skills Basic wine knowledge	Offer menu recommendations upon request Take accurate food and drinks orders, using a POS ordering software, order slips, or by memorization Communicate order details to the kitchen staff Serve food and drink orders	
Host / Hostess - Le Pristine Singapore	Familiar with reservation management systems (e.g., Table Check, Table Solutions, OpenTable)	Greet guests warmly as they enter the restaurant Manage reservations and waitlists using the restaurant's reservation system Escort guests to their tables, providing menus and informing them of the day's specials	Rotating Shift
Assistant Manager - Le Pristine Singapore	Minimum 3 years of experience as a assistant manager in a similar leadership role in the hospitality industry	Oversee the daily operations of the front-of-house, ensuring a smooth and efficient service	Rotating Shift
Waiter / Waitress	Ideally with GCE 'O' Level. Minimum 6 months work experience. Good customer service, communications and interpersonal skills are a must.	You will be responsible to provide an excellent and consistent level of service to guests. The Waiter/Waitress is responsible to serve Food & Beverage to guests in the assigned Place of Work. To Attend to guests' enquiries, taking necessary actions to anticipate their needs and ensure that they have a positive dining experience by exceeding their expectations. Provide a courteous, professional, efficient and flexible service in order to maximize guest satisfaction.	Rotating Shift
Captain	Ideally with GCE 'O' Level or a diploma in Hospitality or Tourism management. Minimum 2 years work experience in hotel operations. Good customer service, communications and interpersonal skills are a must.	You will be responsible to provide an excellent and consistent level of service to your customers. The Captain - Outlet is responsible to serve Food & Beverage to guests in the assigned Place of Work, provide a courteous, professional, efficient and flexible service in order to maximize guest satisfaction. The Captain - Outlet is also responsible to oversee work stations in the assigned Place of Work.	Rotating Shift
Food & Beverage Team Leader	Ideally with GCE 'O' Level or a diploma in Hospitality or Tourism management. Minimum 3 years work experience hotel operations. Good problem solving, administrative and interpersonal skills are a must.	You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Team Leader - Outlet is responsible to assist the Outlet Manager in ensuring that the outlet is managed efficiently according to the established concept statement, providing courteous, professional, efficient and flexible service at all times.	Rotating Shift
Bartender	Minimum 2 years work experience as a Bartender in a bar, hotel or restaurant Have an eye for detail and understanding of drink mixing	You will be responsible to assist the Bar Manager in delivering efficient and quality service to guests according to Hyatt's standards. The Bartender will be responsible for taking and fulfilling beverage orders,	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	tools and techniques Knowledgeable about cocktails, mocktails, liquors and spirits, beers and wines Possesses Strong Money-Handling Skills Available to work nights, weekends, and holidays	maintaining positive guest interactions and performing beverage inventories.	
Guest Service Officer - Guest Service Centre (Telephone Operator)	Possess minimum G.C.E. "O" levels. Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred. Minimum 6 months work experience in hotel operations. Possess good customer relations, communications and interpersonal skills. Able to work night shifts, weekends and public holidays	You will be responsible to provide an excellent and consistent level of service to your customers. The Guest Service Officer (Telephone Operator) is responsible to attend to both internal and external calls, conduct trouble-shooting and direct guest requests to relevant department.	Rotating Shift
Host - Front Office / Grand Club	Possess minimum G.C.E. "O" levels. Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred. Minimum 6 months work experience in hotel operations. Possess good customer relations, communications and interpersonal skills	You will be responsible to provide an excellent and consistent level of service to your customers. The Host is responsible to contribute to the smooth and efficient running of the Front Office within the Rooms Division.	Rotating Shift
Host - Guest Experience	Able to work shifts, weekends and public holidays	You will be responsible to provide an excellent and consistent level of service to your customers as well as assisting the daily shift operations in line with brand standards. The Host - Guest Experience is responsible to contribute to the smooth and efficient running of the Guest Experience team within the Rooms Division, including the Concierge and Belldesk team.	Rotating Shift
Team Leader - Grand Club	Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred. Minimum 2 years work experience in hotel operations. Possess good customer relations, communications and interpersonal skills. Able to work shifts, weekends and public holidays.	You will be responsible to assist with the efficient running of the department in line with Hyatt brand standards, whilst meeting employee, guest and owner expectations. The Team Leader - Front Office / Grand Club is responsible to assist to ensure the smooth and efficient running of the Front Office within the Rooms Division.	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Assistant Manager - Front Office / Grand Club	Ideally with a relevant degree or diploma in Hospitality or Tourism management. Minimum 2 years work experience as Assistant Manager or Team Leader - Front Office / Guest Relations in a hotel. Well-developed communication and customer relations skills. Good problem solving, administrative and interpersonal skills are a must.	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Assistant Manager - Front Office / Grand Club is responsible to assist the Manager in managing the day-to-day operation of the front desk / Grand Club at the hotel.	Rotating Shift
Housekeeping Clerk	Able to work shifts, weekends and public holidays	You will be responsible to assist the efficient running of the department in line with Hyatt brand standards, whilst meeting guest and owner expectations. The Housekeeping Clerk is responsible to provide administrative support to the Housekeeping.	Rotating Shift
Housekeeping Attendant	Possess GCE 'N' level and above Pleasant disposition, well-groom, enthusiastic and energetic Able to work shifts, weekends and public holidays	You will be responsible to provide an excellent and consistent level of service to your customers. The Housekeeping Attendant is responsible to conduct cleaning duties in the assigned place of work and provide a courteous, professional, efficient and flexible service to your customers. The Housekeeping Attendant is responsible to ensure the cleanliness of the hotel's guest rooms and floors, corridors and surrounding back areas.	Rotating Shift
Housekeeping Supervisor	Possess minimum G.C.E. "O" Levels. Minimum 2 years experience in hotel operations in similar capacity. Possess good problem solving, administrative and interpersonal skills.	You will be responsible to assist the efficient running of the department in line with Hyatt brand standards, whilst meeting guest and owner expectations. The Housekeeping Supervisor is responsible to assist to manage all functions related to the cleanliness of the hotel's guest rooms and public area.	Rotating Shift
Garment Cleaner	Able to work shifts, weekends and public holidays	You will be responsible to assist with the efficient running of the department in line with Hyatt brand standards, whilst meeting employee, guest and owner expectations. The Garment Cleaner is responsible to contribute to the smooth and efficient running of the Laundry Department.	Rotating Shift
Laundry Operator	Able to work shifts, weekends and public holidays	You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Laundry Operator is responsible to contribute to the smooth and efficient running of the Laundry Department.	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Assistant Laundry Supervisor	Good communication and customer relations skills. Able to perform duty on weekends and public holidays. Prior supervisory experience in the hotel industry will be an advantage.	You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Assistant Laundry Supervisor is responsible to contribute to the smooth and efficient running of the Laundry Department.	Rotating Shift
Spa Receptionist	Possess GCE 'O' level qualification and above At least 6 months of prior experience in similar capacity in a spa environment Pleasant disposition and well-groomed Good command of spoken and written English Able to work shifts, weekends and public holidays	You will be responsible to provide an excellent and consistent level of service to your customers. The Receptionist is responsible to ensure the smooth and efficient running of the reception within Damai.	Rotating Shift
Spa Attendant	Able to work shifts, weekends and public holidays	You will be responsible to provide an excellent and consistent level of service to your guests. The Spa Attendant is responsible to ensure the overall cleanliness of the Spa and to ensure maximum efficiency, safety and uncompromised attention to our guests or club members.	Rotating Shift

#10 Leathersolution

Dr. Bags is the trusted aesthetics clinic for your designer bags. Using ground-breaking Korean technology, chemicals and techniques. Dr. Bags provides the best care and maintenance for your luxury bags, shoes and wallets

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Customer Service Executive	- needs to provide excellent customer service and meet sales quotas for our business. - Candidates with strong communication skills who can make customers feel welcome in our store will stand out. - You will help identify client needs, present and answer questions about our products and services and recommend solutions. - A positive attitude and a desire to promptly resolve potential customer issues or complaints will make you successful in this role. - Ultimately, you will ensure that customers leave our store satisfied and you will contribute to the store's profitability.	• Manage simple customer enquiries, and processing of bags at counter • Maintain a positive, empathetic, and professional attitude towards customers at all times • Respond promptly to customer inquiries • Communicate with customers through various channels • Acknowledge and resolve customer complaints • Know our products inside and out so that you can answer questions comprehensively • Process orders, forms, applications, and requests • Keep records of customer interactions, transactions, comments, and complaints • Communicate and coordinate with colleagues as necessary • Provide feedback on the efficiency of the customer service process • Ensure customer satisfaction and provide professional customer support • Do skilled checking, assessment and explanation, cleaning, colouring, and repair services for bags, wallets, and shoes • Pack and process the orders of bags, wallets, and shoes for servicing • Manage and follow up on collection deadlines and schedules • Assist to cover colleagues at shop locations when instructed by Management • Any other tasks as assigned by your supervisor or Management	Mon - Fri 10am - 7pm
Repair Specialist	* Craftsmanship: Demonstrated craftsmanship and skill in working with delicate materials and intricate designs. * Problem-Solving: Strong problem-solving abilities and the ability to troubleshoot complex repair issues. * Customer Service: Excellent communication and interpersonal skills for interacting with customers and providing exceptional service.	• Skillfully restore and repair various leather products. • Work closely with our operational team to implement industry best practices and knowledge. • Additional consideration if you possess expertise in both leather and textile arts. • Demonstrate your capability to initiate tasks and successfully bring them to completion. • Join a rapidly expanding and robust team that creates a substantial impact. • Take full ownership of your responsibilities	Mon - Thurs 9am-7pm Friday 9am-6pm.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	* Ethical Conduct: Adherence to ethical standards and respect for the authenticity and integrity of leather goods. * Flexibility: Willingness to adapt to changing repair priorities and customer needs.	and proactively drive your professional growth. • Cultivate proficiency in leather products, including care, materials, and construction for bags. Also, gain expertise in color matching and creation, as well as proficiency in basic tools.	
Cleaning Specialist	- Requires product knowledge of various leathers, fabrics and materials, - Proper cleaning of bags or personal items brought by customers with specialized dry cleaning agents - Good eyesight is sufficient - Good working and learning attitude - Good teamwork and communication skills - Ability to learn and follow protocols and step by step instructions - Detailed and Meticulous	• Clean and repair bags, jackets, footwear, wallets, and accessories • Perform technical repairs for all products according to company repair standards and requirements, and provide appropriate solutions • Restore worn leather products • Assist in inventory control, sourcing, and replenishment of working materials, tools and equipment • Assist to identify and report quality issues encountered while repairing items • Monitor and operate various industrial machines and equipment. This includes adjusting equipment and/or machines, ensuring proper chemicals are used, and following all instructions for each article • Play an active role in the maintenance of materials stocked, as well as tools and equipment • Monitor KPIs to ensure smooth and efficient quality cleaning and restoration • Continuously learn and keep up with the right skills level for high quality repairs of luxury products • Strictly keep to order due dates, production targets, and deadlines of orders, inventory checking, and packing • Assist to cover colleagues at shop locations when instructed by Management • Any other tasks as assigned by your supervisor or Management • Order management, Inventory checking, quality control, packing and keeping strictly to order due dates and production targets and deadlines.	Mon - Thurs 9am-7pm Friday 9am-6pm.
Social Media Content Creator	- ability to make videos/reels - ability to take beautiful still images - marketing related courses - Diploma holder or equivalent - Flexible and Fit in to Dr.Bags brand direction - Creative - Ability to think out of the box	- raw images/videos - creating and optimising company pages on social media platforms and websites - marketing related prints and videos - marketing statistics tracking - designing and executing strategies developed based on research, creating, editing and publishing contents daily to build meaningful connections with customers	Mon - Fri 10am - 7pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	- Need to be able to talk in front of the camera - Confident and able to convey the right message - pleasant demeanor - highly motivated	- work with companies, personalities and co-workers on creating long term partnerships	

#11 Nexus Link

Nexus Link is your reliable partner in market research, offering a comprehensive range of services from innovative research design to actionable insights reporting. Our diverse portfolio includes clients from various industries and prominent public sector organizations, ensuring tailored solutions that meet your unique needs.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Market Research Interviewers	-Minimum Secondary education -Fluent in English and at least one other local language -Good communication and interpersonal skills. - Demonstrate responsibility and commitment to delivering on deadlines. -Willingness to travel extensively within Singapore for interviews. - No prior experience required; comprehensive training will be provided. - Prior experience in market research fieldwork is advantageous but not mandatory.	As a market research interviewer, you will be responsible for conducting face-to-face and phone interviews with members of the public and businesses. Your primary task will be to gather essential data and feedback through these interactions. Key Responsibilities: -Conduct face-to-face interviews with the public and business representatives. -Carry out phone interviews to collect survey data. -Accurately record responses and ensure data integrity. -Follow survey guidelines and protocols to maintain consistency and reliability. -Achieve set quotas for the number of completed surveys.	40 hours

#12 NTUC First Campus

As an industry leader in early childhood education, NTUC First Campus believes in nurturing talent just as we nurture children. You'll join a tight-knit team of educators and corporate professionals committed to our shared purpose and proud of the work we do for good.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Trainee Teacher	Degree or Diploma (in local polytechnic) holder with min 2 years non Early Childhood working experience Minimum C6 in GCE O level English Passion in equipping and inspiring young lives Have some prior experience in taking care or babysitting children	Under the work study scheme, you will assume the role of Trainee Teacher position focus on looking after children from 18 months to 6 years old. For Trainee Infant Care Teacher position focus on teaching infants aged 2 to 18 months. Trainee Teacher Requirements: You will be attached at My First Skool centre and be trained and mentored to equip you with practical teaching skills. You will also be sponsored to pursue the Diploma in Early Childhood Teaching (Conversion) and be provided with a competitive salary while you are on place and train scheme. Upon successful completion of course, you will be re-designated as English Childcare Teacher and serve a year bond.	44 hours per week Alternate Saturdays
Trainee Infant Care Teacher	Possess at least GCE O Levels or GCE N Levels and above Diploma holders are welcome to apply Possess at least a C6 in English 'O' level or a score of an average SOA 5 in the Workplace Literacy Series (WPL), including level 5 for WPL (Written) Enjoys working with infants from 2 to 18 months, and comfortable with performing routine care duties for infants Possess no ECCE qualifications and working experience (including relief work) Graduated at least 2 years ago from the highest academic qualification Good interpersonal and communication skills Able to work rotating day shifts and on one Saturday every 4 weeks Prior experience of taking care of infants will be advantageous Mid-careerists keen to explore a	Under the work study scheme, you will assume the role of Trainee Infant Care Teacher position focus on teaching infants aged 2 to 18 months. Trainee Infant Care Teacher Requirements: Possess at least GCE N Levels or above. Diploma holders and above are welcome to apply Enjoys working with infants from 2 to 18 months, and comfortable with performing routine care duties for infants Good interpersonal and communication skills Able to work rotating day shifts and 1 Saturday every 4 weeks Prior experience of taking care of infants will be advantageous Fresh graduates and Mid-careerists keen to explore a career in the preschool sector are welcome to apply A 1-year bond is applicable.	44 hours per week Alternate Saturdays

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	career in the preschool sector are welcome to apply		
Assistant Teachers	Secondary 4 education with at least a year of experience working in a preschool / childcare / kindergarten setting Early Childhood qualification is an advantage (e.g. Fundamentals certificate) Pleasant disposition with good communication skills Enjoy working with young children	• Support the main classroom teachers in implementation of daily programs to facilitate learning of children • Daily routine care of children. • Preparation of materials such as teaching resources and children's development profile. • Participate in parents and community engagement activities. • Support the principal with simple administrative duties.	44 hours per week Alternate Saturdays
Assistant Infant Care Teachers	Secondary 4 education with at least a year of experience working in a preschool / childcare / kindergarten setting Early Childhood qualification is an advantage (e.g. Fundamentals certificate) Pleasant disposition with good communication skills Enjoy working with young children	• Daily routine care of infants and toddlers. • Preparation of materials such as teaching resources. • Participate in parents and community engagement activities. • Support the principal with simple administrative duties.	44 hours per week Alternate Saturdays
Childcare Cook	Prior experience in F&B / childcare setting is preferred Candidates with no relevant experience but is keen to learn are welcome Physically able to handle kitchen and cooking duties in large quantity	• Prepares meals • Serves food to children • Maintains cleanliness and hygiene of kitchen/dining area, wash and fold face towels, sweep and mop kitchen, bundle and clear rubbish. • Assists in ordering of rations • Replenishes water supply in classroom • Able to do simple cleaning task when needed especially working on Saturday	44 hours per week Alternate Saturdays
Childcare Cleaner	Prior experience in childcare setting is preferred Candidates with no relevant experience but is keen to learn are welcome Physically able to handle cleaning duties Love to work around children	• Cleans classroom, toilets, common areas, office, reception, parents' area, windows, doors, window grilles, gates, shelves, cabinet, shoe racks, cubbies, children's tables and chairs (including dining area) • Cleans toys, children's mattresses, floor rugs, pet area, art and craft area, and soft covers • Cleans area if children soil themselves • Clears rubbish from classroom/office • Helps maintain garden (if applicable) • Assist in showering the children in the morning or washing of dishes in the afternoon • Prepare simple meals when needed especially working on Saturday	44 hours per week Alternate Saturdays

#13 Paris Baguette Singapore

Born from a love of bread and a passion for quality, we are an international, company-owned and franchised fast-casual bakery-café founded in 1988, specializing in both French and Asian-inspired goods. Apply to join a talented, diverse, collaborative, and highly competitive team—a collection of individuals united by a desire to have fun and with a passion to succeed. We work hard to bring world-class product and guest experience to our customers. And with your help, we'll continue with that mission!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Service Crew	Min. GCE "N"/ "O" Level, customer service certificate or any related fields. No experience/ At least 1 year of experience working in customer service or relevant experience in F&B. Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment.	Welcome guest in a warm and friendly manner. To provide excellent customer satisfaction through exceeding expectations of guests. To provide excellent customer service to guest in a timely and friendly manner, ensuring diners a pleasant dining experience. Upsell promotional items. To perform quality checks in ensuring guests are enjoying their meals and take appropriate action to correct any problems (if any). Perform day to day pre-opening and closing activities as per SOPs. To adhere to service SOPs. Ensure that food hygiene and safety standards are maintain and comply. Maintain day to day outlet cleanliness. Perform general housekeeping and equipment maintenance duties. Report on time, in proper uniform and grooming standard. Work together with other team members to provide good quality service. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	44
Service Crew (Part Time)	Min. GCE "N"/ "O" Level, customer service certificate or any related fields. No experience/ At least 1 year of experience working in customer service or relevant experience in F&B. Pleasant,	Welcome guest in a warm and friendly manner. To provide excellent customer satisfaction through exceeding expectations of guests. To provide excellent customer service to guest in a timely and friendly manner, ensuring diners a pleasant dining experience. Upsell promotional items. To perform quality checks in ensuring guests are enjoying their meals and take appropriate action to correct any problems (if any). Perform day to day pre-opening and closing activities as per SOPs. To adhere to service SOPs. Ensure that food hygiene and safety standards are maintain and comply. Maintain day to day outlet cleanliness. Perform general housekeeping and equipment maintenance duties. Report on time, in proper uniform and grooming standard.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	friendly, cheerful and able to work under pressure and in a high-volume environment.	Work together with other team members to provide good quality service. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	
Service Crew (Flexi Part Time)	Min. GCE "N"/ "O" Level, customer service certificate or any related fields. No experience/ At least 1 year of experience working in customer service or relevant experience in F&B. Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment.	Welcome guest in a warm and friendly manner. To provide excellent customer satisfaction through exceeding expectations of guests. To provide excellent customer service to guest in a timely and friendly manner, ensuring diners a pleasant dining experience. Upsell promotional items. To perform quality checks in ensuring guests are enjoying their meals and take appropriate action to correct any problems (if any). Perform day to day pre-opening and closing activities as per SOPs. To adhere to service SOPs. Ensure that food hygiene and safety standards are maintain and comply. Maintain day to day outlet cleanliness. Perform general housekeeping and equipment maintenance duties. Report on time, in proper uniform and grooming standard. Work together with other team members to provide good quality service. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	44
Senior Service Crew	Min. GCE "N"/ "O" Level, customer service certificate or any related fields. No experience/ At least 1 year of experience working in customer service or relevant experience in F&B. Pleasant,	Welcome guest in a warm and friendly manner. To provide excellent customer satisfaction through exceeding expectations of guests. To provide excellent customer service to guest in a timely and friendly manner, ensuring diners a pleasant dining experience. Upsell promotional items. To perform quality checks in ensuring guests are enjoying their meals and take appropriate action to correct any problems (if any). Perform day to day pre-opening and closing activities as per SOPs. To adhere to service SOPs. Ensure that food hygiene and safety standards are maintain and comply. Maintain day to day outlet cleanliness. Perform general housekeeping and equipment maintenance duties. Report on time, in proper uniform and grooming standard.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	friendly, cheerful and able to work under pressure and in a high-volume environment.	Work together with other team members to provide good quality service. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	
Management Trainee (Operations)	Possess effective management skills. Possess capability to lead, motivate and manage subordinates. Good command of spoken English. Any additional language (eg. Korean) would be an added advantage. PC literate with knowledge in MS Office. Min. Diploma in F&B management or any related fields. At least 3 years of experience in management in Food and Service Operations.	Recruit & select staff that meet set expectations and are suited to work in a customer-oriented environment. Create good working environment and develop subordinates by identifying areas that needs training and action to support it. Orientate and train employees to ensure that each individual has a complete understanding of the company's policies by using the operations training manual. Manage an efficient team of service staff by taking an active interest in their welfare and development. Ensure daily opening and closing duties in the outlet are properly executed. Manage, direct and co-ordinate all operation-related activities in a proficient and pleasant method. Maintain high level of customer service as per QSC standards. Ensure overall store image is maintained and the brand is always well represented at all times. Monitor opening and closing duties of the outlet. Communicate daily and act as liaison between operations staff and management. Ensure that POS system is operational and accurate at all times. Provide co-ordination and services for both kitchen and service. Report on time, in proper uniform and grooming. Provide suggestion or develop new SOP to improve on operation. Execute any other duties as requested by immediate superiors. Achieve Business KPIs set by management. Monitor food and stocks wastage in the outlet. Managing of daily sales transactions and cash float. Monitor handling of vouchers, discount, cash, petty cash and tips in the outlet is adhere to company's cash handling policy and guidelines. Verify & process daily and monthly payroll (Timesheet). Ensure that all the supplies and stocks in the outlet are sufficient for the day to day operations. Maintain an attractive and an orderly appearance in the outlet. Prepare the daily sales report. Monitor proper ordering, receiving, storage procedures are being followed. Motivate, guide and train the staff in upselling the food and beverage items. Attend to guest requests and attend to guest complaints as required. Ensure that all staff are properly informed on the promotions and information.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Assistant Store Manager	Possess effective management skills. Possess capability to lead, motivate and manage subordinates. Good command of spoken English. Any additional language (eg. Korean) would be an added advantage. PC literate with knowledge in MS Office. Min. Diploma in F&B management or any related fields. At least 3 years of experience management in Food and Service Operations.	Recruit & select staff that meet set expectations and are suited to work in a customer-oriented environment. Create good working environment and develop subordinates by identifying areas that needs training and action to support it. Orientate and train employees to ensure that each individual has a complete understanding of the company's policies by using the operations training manual. Manage an efficient team of service staff by taking an active interest in their welfare and development. Ensure daily opening and closing duties in the outlet are properly executed. Manage, direct and co-ordinate all operation-related activities in a proficient and pleasant method. Maintain high level of customer service as per QSC standards. Ensure overall store image is maintained and the brand is always well represented at all times. Monitor opening and closing duties of the outlet. Communicate daily and act as liaison between operations staff and management. Ensure that POS system is operational and accurate at all times. Provide co-ordination and services for both kitchen and service. Report on time, in proper uniform and grooming. Provide suggestion or develop new SOP to improve on operation. Execute any other duties as requested by immediate superiors. Achieve Business KPIs set by management. Monitor food and stocks wastage in the outlet. Managing of daily sales transactions and cash float. Monitor handling of vouchers, discount, cash, petty cash and tips in the outlet is adhere to company's cash handling policy and guidelines. Verify & process daily and monthly payroll (Timesheet). Ensure that all the supplies and stocks in the outlet are sufficient for the day to day operations. Maintain an attractive and an orderly appearance in the outlet. Prepare the daily sales report. Monitor proper ordering, receiving, storage procedures are being followed. Promotion Assistance Motivate, guide and train the staff in upselling the food and beverage items. Attend to guest requests and attend to guest complaints as required. Ensure that all staff are properly informed on the promotions and information.	44
Store Manager	Possess effective management skills. Possess capability to lead, motivate	Recruit & select staff that meet set expectations and are suited to work in a customer-oriented environment. Create good working environment and develop subordinates by identifying areas that needs training and action to support it. Orientate and train employees to ensure that each individual has a complete understanding of the company's policies by using the operations training manual.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	and manage subordinates. Good command of spoken English. Any additional language (eg. Korean) would be an added advantage. PC literate with knowledge in MS Office. Min. Diploma in F&B management or any related fields. At least 3 years of experience management in Food and Service Operations.	Manage an efficient team of service staff by taking an active interest in their welfare and development. Ensure daily opening and closing duties in the outlet are properly executed. Manage, direct and co-ordinate all operation-related activities in a proficient and pleasant method. Maintain high level of customer service as per QSC standards. Ensure overall store image is maintained and the brand is always well represented at all times. Monitor opening and closing duties of the outlet. Communicate daily and act as liaison between operations staff and management. Ensure that POS system is operational and accurate at all times. Provide co-ordination and services for both kitchen and service. Report on time, in proper uniform and grooming. Provide suggestion or develop new SOP to improve on operation. Execute any other duties as requested by immediate superiors. Achieve Business KPIs set by management. Monitor food and stocks wastage in the outlet. Managing of daily sales transactions and cash float. Monitor handling of vouchers, discount, cash, petty cash and tips in the outlet is adhere to company's cash handling policy and guidelines. Verify & process daily and monthly payroll (Timesheet). Ensure that all the supplies and stocks in the outlet are sufficient for the day to day operations. Maintain an attractive and an orderly appearance in the outlet. Prepare the daily sales report. Monitor proper ordering, receiving, storage procedures are being followed. Promotion Assistance Motivate, guide and train the staff in upselling the food and beverage items. Attend to guest requests and attend to guest complaints as required. Ensure that all staff are properly informed on the promotions and information.	
Baker / Pastry Chef / Cook	At least PSLE, technical certificate or any related fields At least 1 year of experience working in kitchen as baker or/ & baking preparation.	Prepare, bake and present all baked items effectively and efficiently, meeting the company operations manual and gold standards. Assist in the preparation, baking and presentation of all baked items. Keep up to date with the current promotions and new items in the menu. Ensure that procedures for suppliers, equipment, and work areas are in compliance to the established standards. Assist in keeping food wastage to minimum, through correct product measurement. Maintain good knowledge on baking preparation through training	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		by immediate superior/ manual provided by the company. Maintain the kitchen cleanliness. Ensure that food hygiene and safety standards are maintained and comply. To adhere to kitchen SOPs. Report on time, in proper uniform and grooming standard. Maintain good personal hygiene as well as high work and safety standards in the workplace. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	
Management Trainee (Bread / Pastry / Cook)	Graduated from a recognized culinary institution, such as Culinary Institute of America, Le Cordon Bleu etc. is preferred At least 1 year of proven experience. Exceptional proven ability of kitchen management Able to work well under pressure in a fast-paced environment	Bake artisan and decorative breads/ cakes. Produces a wide range of breads, pastries and other baked items. Review and construct menus with new or existing culinary creations ensuring the variety and quality of the servings. Keep up to date with the current promotions and new items in the menu. Supervise the baking team in preparing baked items and adopting new baking techniques to add variety to the menu. Guide and train employees on the use of the baking equipment and coordinate provision of appropriate training where needed. Maximize the productivity of the kitchen staff. Ensure that procedures for suppliers, equipment, work areas are in compliance to the established standards. Ensure correctness of food quantities, keeping food wastage to minimum. Ensure production targets of assigned section are met and food products meet required production standards. Report and escalate repairs or preventive maintenance to equipment suppliers and vendors. Monitor the set-up of work stations for cleanliness and safety compliance with local regulations and company requirements. Maintain good knowledge on standard food preparation by immediate superior/ manual provided by the company. Maintain the kitchen cleanliness (housekeeping). Ensure that food hygiene and safety standards are maintained and comply. To adhere to kitchen SOPs. Report on time, in proper uniform and grooming standard. Maintain good personal hygiene as well as high work and safety standards in the workplace. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	44

#14 PCF Sparkletots

Since the 1960s, PAP Community Foundation (PCF) has been running kindergartens. As a Foundation, PCF has touched the lives of many young children in Singapore by providing them with a high quality pre-school education and inculcates in them a culture of life-long learning. It has more than 360 centres strategically located in the heartlands as well as suburban housing estates throughout the island, to serve the needs of the community. At PCF, we are passionate about nurturing the lives of children and we make learning fun and engaging for them. Be part of our journey and make a difference!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Teacher	Diploma in Early Childhood Care and Education (DECCE-T) or equivalent.	Key Responsibilities: The Teacher I create a secure and quality learning environment for children through fostering meaningful relationships with them. He/She supports the holistic development of children by implementing a developmentally and culturally appropriate curricula, and nurturing trusting and respectful relationships with the children. He/She builds partnerships with parents and families, and actively engages in Centre initiatives to support its collaborative efforts with the community. He/She works closely with colleagues and contributes to a culture of collaboration and collegiality. As a Teacher I, He/She participates in professional development and service quality improvement activities Critical Work Functions and Key Tasks: - Plan and Implement Curriculum and Programmes - Implement developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks - Conduct learning needs assessment - Engage children meaningfully in accordance with the curriculum and pedagogical frameworks - Implement classroom management strategies - Enhance the learning environment with developmentally appropriate learning materials and resources - Apply the health, safety, nutritional and hygiene practices in accordance with standards and procedures - Document children's learning and development Build Stakeholder Relationships and Partnerships - Build rapport with colleagues in accordance with Centre's strategies and policies to foster positive workplace relations - Collaborate with families to ensure continuity of care and learning between the home and the Centre Manage Family and Community Programmes - Execute outreach activities to promote Centre programmes and services - Execute collaborative projects with families and community stakeholders - Propose areas for improvements for family and community initiatives and programmes Conduct Routine Caregiving - Conduct caregiving assessment	44 working hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		- Provide caregiving in accordance with standards and procedures - Identify areas for improvements in caregiving routines Uplift Professional Practice - Implement appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools - Identify areas for improvements for professional practice - Participate in professional development and service quality improvement activities - Demonstrate behaviour that is aligned with the Centre's vision, mission and values	
Educarer	Higher Certificate in Infant Care (HCIC) / Advanced Certificate in Early Years (ACEY) / Advance Certificate in Early Childhood Care & Education (ACECCE)	Key Responsibilities: The Educarer is responsive to the needs of young children. He/She creates a secure environment for young children through nurturing respectful, responsive and reciprocal relationships with them. He/She creates a quality learning environment by implementing developmentally appropriate curricula and programmes through the observation and assessment of the children's needs and developmental milestones. To provide a holistic development for the children, He/She forges trusting and respectful relationships and partnerships with families. He/She actively carries out the Centre's initiatives and supports its collaborative efforts with the community. As an Educarer, He/She engages in continuous learning and development. Critical Work Functions and Key Tasks Plan and Implement Curriculum and Programmes - Implement developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks - Enhance the quality of learning environment with developmentally appropriate learning materials and resources - Document children's learning and development - Implement classroom management strategies - Apply the health, safety, nutritional and hygiene practices in accordance with standards and procedures Build Stakeholder Relationships and Partnerships - Build rapport with colleagues in accordance with Centre's strategies and policies to foster positive workplace relations - Engage with families to facilitate the continuity of care and learning between home and Centre - Coordinate activities between home and Centre - Collaborate with families and caregivers to enhance Centre's programmes and services Manage Family and Community Programmes - Implement collaborative project, initiatives and programmes with families and community stakeholders - Implement outreach activities to promote Centre programmes and services - Identify areas of improvements for family and community initiatives and programmes	44 working hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Conduct Routine Caregiving - Conduct routine caregiving assessment - Provide routine caregiving practices in accordance to standards and procedures - Identify areas for improvements for routine caregiving Uplift Professional Practice - Demonstrate behaviour that is aligned with the Centre's vision, mission and values - Implement appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools - Identify areas for personal development to improve work performance - Participate in professional development and service quality improvement activities - Identify new teaching and learning approaches based on observations	
Assistant Teacher	Qualification: Fundamental s in Early Childhood Care and Education Certificate Experience: Other Knowledge / Skills / Attributes	Key Responsibilities (to assist in all duties below): The Assistant Teacher creates a secure and quality learning environment for children through fostering meaningful relationships with them. He/she supports the holistic development of children through implementing a developmentally and culturally appropriate curriculum, and nurturing trusting and respectful relationships with children. The Assistant Teacher is intentional in building partnerships with parents and families, and actively engages in centre initiatives to support its collaborative efforts with the community. He/she works closely with colleagues and contributes to a culture of collaboration and collegiality. As an early childhood educator, the Assistant Teacher engages in continuous learning and reflective practice. Developing the Child Holistically Child Development · Apply understanding of how children (birth to age 8) learn and develop (Beginning Pre-school Teacher) Curriculum & Pedagogy · Evaluate teaching and learning approaches aligned to Curriculum Frameworks · Apply classroom management strategies, and strategies to observe and document children's learning · Inculcate the core values of early childhood education through classroom activities and programmes (Beginning Pre-school Teacher) Learning Environment · Set up quality learning environments (Beginning Preschool Teacher) Interactions & Relationships · Foster trusting, respectful relationships with children through positive interactions with them · Guide the development and enhancement of self-awareness, self-regulation, social awareness and confidence in children Health, Safety & Nutrition · Adhere to health, safety, nutritional and hygiene standards and procedures (Beginning Pre-school Teacher)	44 working hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Collaborating with Families and Community Family & Community Partnerships · Establish home-centre partnerships (Beginning Pre-school Teacher) · Engage in collaborative projects with community stakeholders (Beginning Pre-school Teacher) Building Professional Capacity Professional Mastery · Engage in continuous learning and reflective practice (Beginning Pre-school Teacher) Professional Values & Ethics · Demonstrate ethical behaviour and professionalism (Beginning Pre-school Teacher) Building Organisational Capacity Teamwork & Collaboration · Collaborate with colleagues to foster positive workplace relations (Beginning Pre-school Teacher) · Engage in centre initiatives and programmes Visioning & Planning · Demonstrate understanding of the centre's vision, mission and values (Beginning Pre-school Teacher)	
Cleaner	- Enjoys practical work - Methodical - Able to bend and lift - Honest and trustworthy - Has initiative and is committed	Key Responsibilities: - Operate vacuum cleaners to clean floor, work areas and machinery. - Sweep, mop and scrub the floors. - Shampoo carpets and rugs. - Clean walls and windows. - Remove graffiti. - Empty and clean waste containers. - Clean and disinfect laundry, toilet and bathroom. - Maintain the cleanliness of the office and reception area. - Disinfect premises, furniture, equipment and toys if centre has to be closed.	44 working hours per week
Cook	- Enjoys practical work - Methodical - Able to bend and lift - Honest and trustworthy - Has initiative and is committed	Key Responsibilities: - Prepare daily menu for all meals consumed by the children and staff in the centre. - Strive to ensure food served to children are balanced and met the dietary guidelines for children and youth as recommended by the Singapore Health Promotion Board. - Purchase ingredients used in daily cooking. - Ensure that the food is prepared in a clean and hygienic way. - Ensure meals served are on time. - Ensure that kitchen/cooking area are well cleaned after cooking. - Maintain the cleanliness of the centre during the absence of the Centre Attendant (Cleaner).	44 working hours per week

#15 ROYAL INSIGNIA

ROYAL INSIGNIA is a premier luxury brand for Medals, Jewellery, and Fine Gifts for members of the world's Royal families and international ministries.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
2D Designer	Minimum ITE/Diploma in Graphic and/or Product Design, or any relevant field of study Prior experience as a graphic/product designer would be an advantage	Design and produce artwork, design illustrations, and graphic documents using a range of manual and digital techniques and media Produce 2D drawings & models for 3D presentation purposes. The drafter should be well-versed in design software such as Photoshop, Illustrator, and Rhinoceros Maintain an awareness of trends and developments in design, materials, techniques and technology. Keep abreast of design trends in the luxury lifestyle industry Participate in the product conceptualisation phase and see the product from concept to final design Record measurements, information for design reference, work constructed, and produce design for the purpose of production Provide strategic insight and share expertise to improve the company's design processes and capabilities Generate ideas for new design concepts and prototypes	9am - 630pm
3D Designer	Minimum Diploma in 3D Design/Drafting/ Precision Engineering	Develop technical drawings and engineering designs for manufacture components & end products Produce and post-process the tool path data into machine specific codes for multi-axis computer numerical control (CNC) machining Create prototypes using 3D printing technology Consult with the design team regularly to understand the aesthetics of the design and the effect the designers are trying to achieve Produce 3D models of 2D designs for presentation purposes Conduct extensive research to identify machinery and technology that can make the manufacturing process more efficient and produce interesting effects	9am - 630pm
Interior Designer	Diploma/ Bachelor's degree in Interior Design or a related field. Proven experience as an Interior Designer with a strong portfolio showcasing successful projects. Proficient in AutoCAD, 2D/3D modeling software,	Space Planning and Design Conceptualization And Visualization Material And Furniture Selection Budget Management Collaboration And Coordination Quality Control Trend Research And Innovation	9am - 630pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	and other design tools. Strong understanding of space planning, color theory, and material selection. Excellent communication and collaboration skills. Ability to work within deadlines and manage multiple projects simultaneously. Familiarity with sustainable design practices is a plus.		
Business Development Executive	Min Degree in Sales & Marketing / Business Administration or equivalent Minimum 1-2 years of relevant working experience in sales and marketing Good conceptualizing skills to identify and develop new business ideas Excellent interpersonal, communication, negotiation, and presentation skills	Reporting to the Director, the Business Development Executive's key deliverables will include but not limited to the following: Identify, develop, and execute new revenue streams for the business within APAC Plan and carry out direct sales activities to attain new accounts in accordance with agreed sales and business plans Establish a customer development plan to grow the target accounts (i.e. strategies to leverage existing customers into more Asia Pacific countries) Perform vertical related administrative support (CRM, monthly report) for regional or global stakeholders Support internal parties to develop best possible solutions for the customers Achieve and meet the sales budgets for the defined area for new and/or existing business	9am - 630pm
Accounts Assistant	Minimum Higher Nitec with at least 2 years of relevant working experience	Perform month-end closing activities Perform month-end closing activities Record and process all business transactions in the accounting system using double-entry accounting Record transactions and events relating to inventory, accruals, prepayments, capital structure and finance costs Calculate customer and/or supplier account balances and reconcile with totals Compile the relevant business documentation used in banking processes Process payroll transactions into the organisation's accounting system Record transactions and events relating to sales, purchases, receivables, payables and cash	9am - 630pm
Project Executive	Minimum Diploma in Mechanical Engineering, Industrial Engineering, Interior Design or a related	Assist in developing project plans and schedules to meet customer requirements while optimizing resource utilization and minimizing downtime. Monitor project processes closely to ensure	9am - 630pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	field Previous experience in a manufacturing or production role, preferably within the precision engineering industry. Knowledge in CNC machining, Polishing and other precision manufacturing processes will be advantageous Strong understanding of manufacturing processes, techniques, and technologies. Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines. Effective communication and interpersonal skills, with the ability to collaborate with cross-functional teams. Detail-oriented with a focus on quality and accuracy. Proficiency in Microsoft Office applications.	adherence to quality standards and production schedules, identifying and addressing any issues that may arise. Conduct regular inspections to ensure they meet specified quality standards, working closely with the quality assurance team to implement corrective actions as needed. Support inventory management efforts by monitoring inventory levels, coordinating with procurement to ensure timely replenishment of materials, and minimizing excess inventory. Collaborate with production staff to ensure effective communication and coordination, facilitating smooth workflow and resolving any conflicts or issues that may arise. Assist in maintaining a safe working environment by adhering to all health and safety regulations and guidelines, identifying and addressing potential hazards, and promoting a culture of safety among staff. Generate regular reports on production performance, analyzing key metrics and KPIs to track progress and identify areas for improvement. Contribute to ongoing process improvement efforts by identifying opportunities for efficiency enhancements and cost savings, implementing new techniques and best practices as appropriate. To feedback on potential issues or errors found in 3D drawings. To meetup with designers and production staff to ensure that designs are able to be feasibly worked on by production.	
Driver	Must be familiar with Singapore routes. Safe Driving Record for the past 3 years	Safely transporting company products and materials to and from specified locations in a timely manner.	9am - 630pm
Boutique Ops Manager	Minimum Diploma/Degree in Operations Management, Supply-chain Management or Retail Management Minimum of 3 years' experience in the retail/logistics industry occupying a management position Excellent communication and interpersonal skills with good command of English	Develop and implement plans for the management of the import, export, and logistics requirements of the brand Develop strategies and plans for delivering service and operations excellence across multiple customer touch points Oversee all stock control operations in the warehouse, ensuring that there is adequate stock and all items are accounted for Ensure that all staff adhere to food and beverage hygiene policies and procedures Implement and oversee an inventory management system capable of running	9am - 630pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		smoothly across all channels Forecast and plan for the brand's stock requirements. Receive and process stock requirements from the boutique, corporate orders, and e-commerce site Conduct research and development to further improvement current business processes Oversee the warehouse team, ensuring that all corporate orders and stock requisitions are met within the stipulated timelines Ensure that all warehouse/boutique operations are compliant with WSH guidelines and advisories. Drive organisational discussion on adoption of the latest technology innovations and determine key messages to communicate to stakeholders for application of latest technology trends Plan and oversee the operations of roadshows, promotions and/or other forms of corporate events. Any other duties and responsibilities as deemed fit by the management	
CNC Supervisor	Minimum Diploma in 3D Drafting/ Precision Engineering 5 years in similar role. At least 2-years' experience as a supervisor Demonstrated capacity to keep a safe work environment. Experience hiring, evaluating, and training of CNC Operators. Capacity to read and interpret technical drawings. Knowledge and practical experience using lathe, milling, grinding, cutting, and press machines. Knowledge and practice of fabrication of metal parts similar to those needed in manufacturing of cosmetic products and electronic industries. (sheet metal etc). Experience distributing work to operators. Experience fabricating fixtures and templates for production. Experience interacting with	Apply three-dimensional (3D) computer modelling and programming to create models and drawings for manufacturing. Develop and determine appropriate processes, tools and equipment for manufacturing products Monitor and adjust process parameters to maintain or enhance production systems Oversee shop floor operations for conformance to product and process specifications Implement organisational quality systems in manufacturing production processes Supervise manufacturing activities for workplace safety and health (WSH) Investigate issues in manufacturing processes and product designs to formulate corrective measures Coordinate maintenance of equipment and machinery Apply lean techniques to enhance manufacturing Assist in implementation of improvement projects operations Identify opportunities for continuous improvement projects Perform evaluations and/or experiments Collect data for analysis Align staff development activities with manufacturing and business needs through coaching and mentoring machinists	Mon - Thu 830am - 630pm Fri 830am - 530pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Design Group in fabrication of prototypes. Experience keeping tools and documentation organized. Purchase of some materials used in the shop. Training that demonstrates a systematic approach to his trade. Proficient in CAD/CAM, tool-path analysis and modelling. Experienced in SOLIDWORKS. Knowledge and experience providing equipment maintenance. Experience servicing Production department in a factory. Experience using Lean tools, such as 5s, SMED, Standard Work, or waste reduction		
Retail Sales Assistant	Min ITE/ Diploma / Degree Excellent communication and interpersonal skills Able to converse fluently in English	Interact with customers to sell products and provide customer service Generate new businesses (walk-ins and/or phone enquiries) Attain and maintain required service standards Respond to service challenges, e.g. handling customer queries and / or complaints Provide supporting activities; i.e. invoicing, packing, replenishment, stock-receiving/taking Maintain housekeeping standards at the Boutique	Retail Hours

#16 SATS

SATS Ltd. (SATS) is a global leader in gateway services and Asia's pre-eminent provider of food solutions. Using innovative food technologies and resilient supply chains, we create tasty, quality food in sustainable ways for airlines, foodservice chains, retailers, and institutions. With heartfelt service and advanced technology, we connect people, businesses, and communities seamlessly through our comprehensive gateway services for customers such as airlines, cruise lines, freight forwarders, postal services and eCommerce companies. Fulfilling our purpose to feed and connect communities, SATS delights customers in over 210 locations and 27 countries across the Asia Pacific, UK, Europe, the Middle East and the Americas. SATS has been listed on the Singapore Exchange since May 2000. For more information, please visit www.sats.com.sg.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Customer Service Agent/ Officer	• Pleasant with a cheerful disposition and good interpersonal skills • Dynamic individual with service aptitude and willingness to go the extra mile • Proficient in English and a second language for effective communication with international passengers	Oversee and lead a team in managing daily operations, and make final decisions on matters of importance to ensure positive passenger experience and satisfaction • Guide, develop, motivate and mentor new and existing staff alike • Maintains utmost service, grooming and discipline standards amongst staff • Ensures compliance to safety, security and standard operating procedures of the company, airlines and airport authorities • Assist the Duty Manager in the daily deployment based on agreed service standards with the Airlines and Airport Authorities	Shift Hours
Transport Assistant	- Able to read, write and communicate in English - A valid Class 3 driving license - A Class 4 driving license would be an advantage	You will ferry passengers and/or crew between Passenger Terminals within the airport.	Shift Hours

#17 SBS Transit

SBS Transit is a leading public transport operator. It is a member of the ComfortDelGro Group which operates in seven countries around the world. Our people are our strongest driving force and their welfare and development are important to us. We listen to what they have to say and we are constantly grooming them to their fullest potential. Join the SBS Transit family today and let us help you grow.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Senior / Engineer (LRT Signalling & Communications), Systems - NEL / SPLRT	Possess a Bachelor Degree in Electrical / Electronic / Telecommunication / Computer/ Mechatronics Engineering or equivalent. Preferably with at least 6 years of relevant working experience in Signalling or Communication Engineering. Diploma holders with at least 10 years of working experience in Communication Engineering may also be considered. Strong people, planning and organising skills. Good communication, analytical and interpersonal skills. Matured personality and good team player. Resourceful, self-motivated and result-oriented. Able to identify colors in the course of work.	Work closely with Land Transport Authority (LTA), contractors and inter-departments to ensure the smooth handover of New Rail Financing Framework (NRFF) Class E SPLRT Signaling & Communications projects to maintenance team.	8AM - 5.30PM
Assistant Engineer (LRT Power)	Diploma in Electrical/Electronics Engineering or equivalent from a recognised institution Higher NITEC or NITEC qualification in Electrical/Electronics Engineering with a minimum 5 years experience as Technical Officer. Must be prepared to perform duties on shifts	To perform monitoring and control operations for NEL Power Supply & Environment Control System (ECS) via ISCS in the Operational Control Centre.	Rotating Shift
SPLRT S&C - Snr/ Assistant Engineer	Diploma in Electrical or Electronic Engineering Strong interpersonal skills Good planning and writing skills Willing to perform 3 rotating shifts	Assist Snr/ Engineer in the managing of contractors to ensure the implementation and smooth handover of NRFF Class E SPLRT S&C projects. Ensure the installation work and testing does not have any impact on the operation.	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Engineer, Permanent Way & Civil Structures - NEL/SPLRT	Degree in Civil Engineering Min 5 years' maintenance experience in Mechanical, Civil engineering or Permanent Way in a railway environment would be advantageous Possess positive attitude and enthusiastic about acquiring new knowledge and skills Result-oriented team player with good interpersonal and communication skills Self-motivated and resourceful individual Able to work under pressure and independently Receptive towards work arrangements beyond office hours Ability to identify colours	Responsible for effectiveness and efficiency of both in-house and outsourced maintenance contracts as well as the use of assets and spares for NEL / SPLRT Permanent Way & Civil Structures department Manage, plan and execute team maintenance work according to developed plans, procedures and work instructions to meet established safety, reliability and availability targets Conduct periodical quality control inspections. Review, compile and prepare data for departmental maintenance reports. Plan, organize and lead ad-hoc projects contributing to improvement in maintenance processes and reliability enhancement.	8AM - 5.30PM
NEL Customer Service Officer	"Higher NITEC in Engineering or GCE 'A' or 'O' Levels, with minimum 5 credits for 'O' Level holders Preferably with minimum 2 years' working experience in the service or retail industry Good physical health and fitness required to manually operate station and trainborne equipment Possess a pleasant disposition and personality Good interpersonal skills with a passion to work with people Willing to perform shift work Ability to identify colours"	Provide advice and assistance to passengers in response to enquires (for example journey routes and times, fare and ticketing issues, travel on other modes of transport & travel directions and use of travel interchanges) Assist passengers with special needs in boarding/alighting the trains safely Observe and take appropriate action against any failure of equipment and irregularities whilst at stations, including requesting assistance from other railway staff Ensure that all passengers comply with the Rapid Transit Systems (RTS) Regulations Communicate with OCC and passengers as necessary via train communications equipment Monitor the performance of the train whilst travelling and take appropriate action against any irregularities, including requesting assistance from other railway staff Deal with train defects in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures Maintain validity of track access qualification and comply with competency assessment Drive the Passenger Trains Deal with incidents such as Passenger Emergency Communication device being activated, fire on train, detrainment, etc., in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures Perform the duties of Emergency Train Operator	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures Perform other duties as directed by his/ her superiors	
NEL Assistant Station Manager	"Higher NITEC in Engineering or GCE 'A' /'O' Levels or Diploma Good physical health. Able to identify colours Customer service oriented. Able to deal with passengers tactfully under pressure especially when in public. Have to remain calm and make quick logical decisions under stress and in emergency circumstances."	Assist the duty Station Manager in the efficient and effective operation of the station and in the delivery of a quality customer service. Handle all problems and matters that may arise in the day-to-day station and train operations. This includes monitoring passenger flow and exercising appropriate crowd control actions. Ensure that all passengers comply with the Rapid Transit Systems (RTS) Regulations. Assist the duty Station Manager in handling incidents. Ensure the protection of revenue at station, handle all passenger ticketing issues and prepare the required forms related to AFC System. Man the Passenger Service Centre and manage access to the station during Traffic & non-Traffic hour Assist the Station Manager to conduct local and on-the-job training to trainee(s). Manually set routes locally on site, when required in the most safe, efficient and effective manner in accordance with the relevant work instructions and procedures. Conducts security patrol regularly and work closely with the Transit Guards on matters of security. Drive and man the Passengers Trains. Perform the duties of Emergency Train Operator in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures. Perform any other duties as directed by his/her superior(s).	Rotating Shift
LRT Customer Service Officer (2-yr Contract)	"Higher NITEC in Engineering or GCE 'A' or 'O' Levels, with minimum 5 credits for 'O' Level holders Preferably with minimum 2 years' working experience in the service or retail industry Good physical health and fitness required to manually operate station and	Provide advice and assistance to passengers in response to enquires (for example journey routes and times, fare and ticketing issues, travel on other modes of transport & travel directions and use of travel interchanges) Assist passengers with special needs in boarding / alighting the LRT vehicles safely Assist passengers with special needs in ticketing problems at LRT stations Observe and take appropriate action against any	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	trainborne equipment Possess a pleasant disposition and personality Good interpersonal skills with a passion to work with people Willing to perform shift work Ability to identify colours"	failure of equipment and irregularities whilst at stations Deal with LRT vehicle defects in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures Perform the duties of Emergency LRT vehicle Operator in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures	
Bus Captain	Possess a valid Class 3A/3/4 driving license, with minimum 1 year driving experience	Provide a safe and pleasant journey for passengers Ensure revenue collection Ensure proper care of bus	Rotating Shift
Service Controller	Relevant working experience in Operations is an advantage	Work with our specialist team on the Common Fleet Management System (CFMS) Monitor bus service performance in a real-time environment and take the necessary actions to minimise service delays, using online resources and support systems	Rotating Shift
Bus Technician	Minimum 1 to 2 years relevant experience in a similar industry Shift work may be required	Identify and rectify mechanical defects on buses Perform daily preventive maintenance to ensure reliability of buses Perform overhaul of mechanical components, as well as service air-conditioning systems	Rotating Shift
Technician (CRS)	Must possess a minimum Class 3 Licence Knowledge of procedures on towing a breakdown bus Able to write and converse in English Able to perform shift duty	To provide on-road recovery for breakdown buses Attend to all breakdown cases assigned and to drive the recovery vehicle Analyse & diagnose bus defect Handle mechanical, pneumatic and electrical repair of buses	Rotating Shift
Logistic Personnel	At least 1 year of relevant experience work experience Meticulous and systematic Proficient in MS Office, Knowledge of SAP and Flexnet will be an advantage	Conduct regular stock check on a daily basis Verify and inventorise the goods received from Central Warehouse or Supplier Basic housekeeping duties Ad-hoc duties as per assigned	Rotating Shift
Logistic Personnel (Driver)	Preferably 1 - 2 years in a similar industry Preferably Class 4 License Able to perform physical work Willing to learn, meticulous and hardworking	Inspect and check all parts issued to workshops Maintain proper housekeeping at all times To collect all Inter Depot Transfer from workshops and deliver to requestor To maintain company vehicle and drive within vehicle speed limit	Rotating Shift
Technical Officer	Applicants with NITEC in Automotive Technology (Heavy Vehicles) and 10 years of relevant experience will also be considered Proficient in MS Office Good communication and interpersonal skills	Plan and manage daily preventive maintenance and repair activities and maximise manpower resources in the workshop Schedule buses for preventive maintenance and inspections Assess conditions of buses and prioritize buses due for maintenance and repair Liaise with vendors on maintenance issues	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Traffic Controller, Traffic - DTL	Degree in any discipline or Diploma with minimum 5 years working experience, preferably in an Operations Control Room environment Able to operate computer-based control systems Willing to perform shift work Ability to identify colors	Responsible for monitoring and controlling train operational activities to ensure that safe, efficient and reliable train services are provided at all times by making logical decisions Account for punctuality of passenger trains as part of service reliability In event of service delays, degradation or disruptions, introduce necessary adjustments to cope with heightened demands Execute quick recovery remedies to mitigate such hiccups and resume train service as quickly as possible Coordinate and mobilize the relevant Engineering and Operations staff to resolve failures or unexpected events in the most expeditious and safe manner Manage and control Night Possession and Track Access during non-revenue hours in accordance to prescribed rules and procedures	Rotating Shift
[DTL] Assistant Engineer, Rail Power (Power Facility Regulator)	Entry level candidates are welcome to apply Good interpersonal skill Good planning and writing skills Resourceful, self-motivated and result-oriented Good team leader Able to perform 3 rotating shift work Able to identify colours	Regulate the Electrical Power Distribution of DTL HV, LV & DC traction power networks in the operation control center Monitoring and control of power equipment such as HV equipment, DC traction power equipment and LV equipment in the operation control center Monitoring and control of ECS equipment such as Tunnel ventilation system, station air-con, mechanical ventilation Liaise with maintenance team to ensure fast response to clear system faults and carry out the repair servicing works Ensure safety plans are implemented with all safety hazards eliminated Perform works and documentation in accordance to ISO Quality Standards and quality procedures	Rotating Shift
[DTL] Assistant Station Manager	Required to manually operate station and trainborne equipment Able to identify colours Customer service oriented. Able to deal with passengers tactfully under pressure especially when in public. Have to remain calm and make quick logical decisions under stress and in emergency circumstances.	Man & drive Passenger Trains Assist Station Manager in efficient and effective operation of the station, and in the delivery of a quality customer service You will render assistance to passengers, dealing with emergencies calmly and effectively in public Handle all problems and matters that may arise in the day-to-day station and train operations. This includes monitoring passenger flow and exercising appropriate crowd control actions Ensure that all passengers comply with the Rapid Transit Systems (RTS) Regulations Assist Duty Station Manager in handling incidents Ensure the protection of revenue at the station, handle all passenger ticketing issues and prepare the required forms related to AFC System Support Duty Station Manager to man the	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Passenger Service Centre occasionally Man the Passenger Service Centre and manage access to the station during non-traffic hour Assist Station Manager to conduct local and on-the-job training to trainee(s) Manually set routes locally on site, when required in the most safe, efficient and effective manner in accordance with the relevant work instructions and procedures Conduct security patrol regularly and work closely with the Transit Guards Perform the duties of Emergency Train Operator in the most safe, efficient and effective manner in accordance with the relevant work instructions and procedures	
[DTL] Technician (Power & Electrical), Rail Power	Possess NITEC / Higher Nitec in Electrical Engineering or equivalent, preferably with relevant working experience in maintenance of electrical HV or LV equipment Entry level candidates are welcome to apply Able to perform permanent night shift / 3 rotating shift Able to identify colours Good interpersonal skills Good team player Resourceful, self-motivated and result-oriented	Participate in the maintenance and operation of DTL HV, LV and DC traction power equipment to ensure safety, reliability and availability of the equipment Carry out operation, corrective and preventive maintenance works in accordance with the work instruction and procedures	Rotating Shift

#18 St Luke's ElderCare

St Luke's ElderCare (SLEC) is a Christian healthcare provider committed to meeting the evolving needs of the community, excelling in social care and clinical excellence for ageing well. SLEC's ecosystem of care service is centre, community, residential and home-based. With a vision of Transforming Community Care, we deliver a full range of integrated services and programmes including maintenance day care, day rehabilitation such as physiotherapy and occupational therapy, dementia, wound, nursing and respite care, wellness programmes and transportation.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Community Care Associate (Senior Care Centre/Nursing Home)	• Minimum Higher Nitec qualifications. • Possesses willingness and patience in serving the elders. • Prior experience in caregiving duties in Hospitals; Nursing Homes or individual parents would be advantageous. • Team player with strong communication, interpersonal and organisational abilities. • Capable of working independently and under time constraints. • Proficient in the use of Microsoft Office applications. • Candidates who are keen on a career switch would be considered.	• Assist elderly in basic activities of daily living (BADL), including assistance with personal hygiene and transfers. • Identify care needs of seniors such as dietetic needs and other areas relating to well-being of elders. • Monitor health status of clients (vital signs, glucose level and oxygen saturation) and escalate to Supervisor or Manager when required. • Assist in serving medication, pre-packed medication and apply prescribed topical medication as instructed by Supervisor or Manager. • Plan and conduct activities suitable for seniors taking into consideration their preferences and interests. • Observe seniors' engagement during sessions and provide feedback on seniors' responses and progress. • Ensure environmental safety and hygiene of the centre, including carrying out the necessary cleaning and disinfection along with looking out for hazards. • Able to do basic documentation of seniors' participation in various engagement activities.	8.30am - 6pm
Care Staff	• Minimum of 'O-Level' qualifications. • Willingness and patience in serving the elderly clients. • Prior experience with caregiving duties in Hospitals; Nursing Homes or individual's parents would be advantageous. • Team player with great interpersonal, communication and organisational skills. • Capable of working independently and under time constraints. • Proficient in the use of Microsoft Office applications.	• Conduct daily visual checks on the clients' health conditions and well-being. • Receive clients upon their arrival at the centre and send them off to the waiting vehicle during their departure. • Supervise clients in carrying out their routine rehabilitation, therapy, and diversional activities. • Lead and support daily activities prescribed by the rehabilitation team. • Serve meals including tea and coffee during breaks to clients. You may be required to feed clients directly as well. • Assist elderly in basic activities of daily living (BADL), including assistance with personal hygiene and transfers. • Ensure the cleanliness and safety of the centre at all times and carry out the necessary daily cleaning. • Any other projects assigned by the manager.	8.30am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	• Candidates who are keen on a career switch would be considered.		
Community Engagement Associate	• Minimum Higher Nitec qualifications. • Prior experience in Senior Care Centre, Active Ageing Centre or similar setting would be Advantageous. • Passionate about serving elders. • Resourceful, proactive, responsible, and focused on clients. • Team player with strong communications, interpersonal and organisational abilities. • Capable of working independently and under time constraints. • Proficient in the use of Microsoft Office Applications.	• Organise community engagement programmes and services. • Conduct needs assessment of tailor engagement plan for each elder. • Prepare collaterals for the promotion of programmes and services. • Assist in the evaluation and review of programmes and services for effectiveness and improvement. • Ensure safety procedures are adhered to for all programmes and services. • Attend to all relevant enquiries and service requests from the community. • Support the needs and well-being of the elders and their caregivers in the community through home visits, care planning, service referrals, activity recommendations, etc. • Plan and coordinate befriending and community screening efforts for elders in the community. • Monitor the alert alarm system (AAS), if any, during office hours including investigating and rendering necessary assistance. • Assist in the management of AAC membership including recruitment, publicity, registration, and retention. • Maintain a database of membership and volunteer management using the in-house AAC management system. • Recruit and manage volunteers to support the AAC programmes and services. • Liaise with internal and external sources of partnerships to conduct and implement programmes and services for the elders in the community. • Prepare relevant reports and claims to various internal and external stakeholders. • Ensure adherence to MOH's requirements for AAC Service Model. • Assist with engagement programme and service administration, operations, and logistics. • Ensure the environmental safety and hygiene of activity areas at all times. • Ensure that all equipment is in good operational condition.	8.30am - 6pm
Centre Admin	• Good organisation skills to handle different tasks and direct information to requesting parties in an efficient and timely manner. • Able to create	• Greet clients, clients' significant others, visitors (prior appointment and walk-in) • Answer phones & transfer calls • Respond to inquiries – from AIC, hospitals and potential future clients • Exit button (for caregivers, volunteers, visitors & workers) for both coming in and going out	8.30am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	processes and procedures when performing your job. • Have the mindset and technical skills to be effective in administrative work. • Proficiency in documentation techniques or customer service skills • Proven experience as an office administrator, office assistant or relevant role • Outstanding communication and interpersonal abilities • Excellent organizational and administrative skills • Familiarity with office management procedures and basic accounting principles • General knowledge on centre operations • Excellent knowledge of MS Office • Diploma in office administration or relevant field is preferred.	• Operation of remote microphone, intercom, scan / fax machine, roller shuttle • To provide and maintain administrative support to ensure accurate and up-to-date daily attendance for the following: • Clients of Maintenance Day Care (MDC) and Dementia Day Care (DDC) • Staff of both Day Care and Rehab • Daily and ad-hoc volunteers (individuals & groups) • Rehab variance management – sessions paid for but not used to bring forward • To provide and disseminate information for Care staff, Nursing & Drivers for the following purposes: • Care staff / Nurses: further actions required (for example: discontinue service, • Transfer of services, medication needs, hospitalisation, fall, illness, no attendance, death) • Drivers (pick up / drop off schedule change, new admissions & discharged clients, route planning) • Issuance of payment advice or chaser by around 2nd to 3rd week of the month – through clients themselves, or SMS, or printed copies, or email or caregivers, whichever means preferred. • Maintain and update billing contents and details – if subsidy % change, service change, or fee structure change • Keep track of number of Rehab session for billing purposes • Collection of payment (cheques, cash, Nets, internet transfer) across the month • Preparation of additional documents required for CPF claimants and filing of records • Client Welfare Fund (CWF) monitoring and billing requirements • Operation of NETS machine • Track payments by Internet Transfer with Finance Division at HQ • Generation of receipts (one each for customer, HQ & centre) and filing • Update receipt numbers at Index (individual file) and Attendance file • Resolve billing & attendance discrepancies • Maintenance and submission of monthly Client's Payment Schedule for Finance Division • Maintenance and update of SCC Income Records – breakdown by modes of payment for submission to Finance Division • Maintenance and update of cash and cheques received for OCBC banking records • Record and keep track of advance and outstanding payments • Preparation of OCBC bank-in slips and run banking	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		errands • Documentation for refund of deposit (\$200) after client is discharged • Refund partial payment (case-to-case basis) as approved by Centre Manager • Generate monthly & quarterly ILTC Portal Management reports • eSMF new application and quarterly submission • NMTS renewal/new application/monthly checking • Weekend respite reporting (if applicable) • Raise Petty Cash vouchers and submit petty cash claims • Assist with translation between English & Chinese (if applicable) • Raising of Purchase Requisition, Goods Received and Invoicing	

#19 UEMS Solutions

Established in 1988, UEMS is a leading Integrated Facilities Management (IFM) company in Singapore, providing both technical maintenance work and support services that help you enhance the quality of your facilities and the performance of your staff. Starting out as a company focusing on housekeeping services for the healthcare and hospitality sectors, we have since evolved into a leading service provider for Healthcare, Commercial, Public, Industrial, Educational and Religious institutions in Singapore.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Healthcare Attendant	No pre-requisites	• Distribute water jugs and cups • Top up patients' water flask • Clearing meal trays, cups & cutleries and put inside the food trolleys • Clearing of patients' tea cups and plates after tea break and put in pantry • Wipe and sanitize each cardiac tables after patients' meals / tea break • Clean sluice room • Clean up patient pantry • Clear soiled linen, put into bags, tie and send to refuse room • Distribute clean pyjamas and towels for next day • Clear rubbish from patient cubicles and staff area (midnight team only) • Any other relevant duties as and when assigned by the Superior	6.45am to 4.15pm or 12.15pm to 9.45pm
Healthcare Attendant	No pre-requisites	• Assisting in sending specimens to labs. • Assisting in sending patients to wards if needed. • Topping up of PPE and consumables in screening area. • Assisting in collection of medications. • Perform any other duties assigned by the department-in-charge.	7am-7pm / 7pm-7am
Linen Attendant	No pre-requisites	• Report to Linen Supervisor/Executive on any linen operational concerns • Receive and verify the quantity of clean linen delivered by launderer • Pack and store clean linen onto linen room rack and/or designated linen locations • Pack clean linen onto linen trolleys for respective user department accordingly and report if otherwise • Collect soiled linen daily as per schedule • Conduct linen quality inspection and prepare linen condemn list in accordance to pre-determined schedule • Examine laundered items to ensure cleanliness and serviceability • Issue memo to launderer for rewash linen • Maintain proper and accurate inventory linen stock movement record • Keep linen room in clean and orderly condition • Assist in answering calls from service hotline • Any other relevant duties as and when assigned by Linen Supervisor/Executive	7.30am to 3.30pm / 7:30am to 4:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Patient Service Associate / Conceirge Specialist	No pre-requisites	• Perform visitor registration, concierge services and information counter services - Handle complaints/ feedback and resolve issues by performing service recovery. • To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues • Assist in kiosk registration, queue management, entry and exit access via gantries • Attend to patients/ visitors' enquiries and feedback • Provide wayfinding and wheelchair assistance	11.30am to 9.00pm
Housekeeping Team Leader / Supervisor	No pre-requisites	• Supervise a team of Housekeepers in carrying out cleaning works and maintaining cleanliness of the assigned areas. • Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. • Handle feedbacks and complaints, respond to customer's request promptly. To escalate to Superior when necessary. • Maintain and ensure that all equipment clean, well labelled and in good working conditions. • Oversee the planning and scheduling of the Housekeepers. • Any other relevant duties as and when assigned by the Superior	7am to 4pm / 8am to 5pm / 9am to 6pm / 12pm to 9pm / 1pm to 10pm / 9pm to 6am / 10pm to 7am
Team Leader (Visitor Management Service)	No pre-requisites	• To carry out counter operations according to the hospital's guidelines, procedures and policies consistently. • Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters. • Supervise and monitor performance of staff to ensure service levels are met. Provide coaching and counselling when necessary. • Manage resources including manpower, equipment and supplies in daily operations. • Investigate causes of discrepancies and complaints and take corrective actions. Raise necessary documentations (Incident Report [IR])	630am to 4pm / 730am to 5pm / 1030am to 8pm / 1130am to 9pm
Room Attendant	No pre-requisites	• Performing in daily cleaning of the guest room, common areas, and replenishment of amenities. - Ensuring cleanliness of the guest rooms and the common area must meet the standard requirement by Management. - To carry out other duties as assigned by the housekeeping supervisor or the Management. - Handle housekeeping requests by guests - To check and deliver the guest's laundry to the guest room daily. - Able to handle all kinds of chemicals required for cleaning duties - Undertake any other ad hoc duties as and when assigned by the superior.	8am to 430pm
Public Area Cleaners	No pre-requisites	- Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times - Maintain cleanliness of walls, floors, doors and table tops as and when necessary, in the lobby area at all times. - Empty and clear trash bins in public areas	7:00 am to 4:00 pm 9:00am to 6:00 pm 2:00 pm to

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		Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior Handle all lost and found properties by following the correct procedure Carry out any projects and assignments as directed by the Superior	11:00 pm 10:00 pm to 7:00 am
Meal Service Associate	No pre-requisites	Updating patient's meal requirements in meal ordering system Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service Preparation and serving of beverages Serving of adhoc beverages, snacks and supper General maintenance and stocking of ward pantry (includes wipe down of ward trolleys) Gather patient feedback and attend to and resolve patients' feedback on meal related issue May be required to conduct beverage preparation in Central Kitchen Any other Meal Service Associate related work scope as required	44 hours / week
Concierge Service	Minimum O' level Ability to handle difficult situations Willing to work on weekends & public holidays Able to start immediately or within short notice	Project an exceptionally professional demeanour with a strong focus on hospitality and top-notch customer service. Ensure every customer/tenant receives a warm and genuine welcome upon arrival and a heartfelt farewell when departing, both from you and your team. Provide assistance at the driveway or entrance while maintaining an elegant appearance in the customer lobby and Concierge areas at all times. Create unforgettable experiences for customers/tenants by delivering swift and personalized service, with a keen eye on recognizing and recording their preferences. Resolve tenant concerns promptly and utilize their feedback to enhance overall service satisfaction. Gather and share local insights to fulfil customer requests, including information about sporting events, points of interest, and local dining establishments. Foster strong customer and tenant relationships in a brief period. Skilfully meet the unique cultural requirements of customers from diverse backgrounds around the world. Extend a tailored service experience to C-Suite or equivalent customers/tenants. Support in any other ad-hoc duties when assigned	7:30am to 5:00pm / 9am to 6:30pm / 12:00pm to 9:30pm