

# e2i Skills & Career Fair

## @ Nee Soon East

### 24 October 2025

#### JOB LISTING BOOKLET



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

#### About e2i (Employment and Employability Institute)

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

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# #1 AcePLP

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

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

# #2 AETOS

Our purpose drives us to do what we do best every day – leveraging our security expertise and decades of know-how to protect and keep our clients, communities, and the people around us safe from harm. We go beyond expectations to secure our future - turning belief into positive impact by building a diverse workforce, harnessing innovative technologies and going further with our partners with a collaborative mindset.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Auxiliary Police Officers (Armed)</b>	<ul style="list-style-type: none"> <li>At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all</li> </ul>	<ul style="list-style-type: none"> <li>Attend to security enquiries in the premises.</li> </ul>	<ul style="list-style-type: none"> <li>Rotational day or night shifts</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	5 modules (Writing, Speaking, Reading, Listening and Numeracy)	<ul style="list-style-type: none"> <li>Conduct armed security patrol in the premises.</li> <li>Consolidate incident reports.</li> <li>Perform armed access control and security screenings.</li> <li>Perform armed security surveillance at the command Centre</li> </ul>	
<b>Auxiliary Police Officers (Enforcement) (Unarmed)</b>	<ul style="list-style-type: none"> <li>At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy)</li> <li>Physically fit with normal color vision and no hearing defects</li> <li>Able to work shift duties (Including extended shift, weekends &amp; public holidays)</li> </ul>	<ul style="list-style-type: none"> <li>Attend to security enquiries in the premises.</li> <li>Conduct security patrol in the premises.</li> <li>Consolidate incident reports.</li> <li>Perform crowd control in public areas and manage traffic on the roads.</li> <li>Perform law enforcement duties.</li> <li>Provide quick responses to incidents and emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>Rotational day or night shifts</li> </ul>
<b>Security Officer / Senior Security Officer (Unarmed)</b>	<ul style="list-style-type: none"> <li>Minimum Secondary 2 and above</li> <li>No colour blindness or hearing defects</li> <li>Able to work shift duties (Including extended shift, weekends &amp; public holidays)</li> <li>Proficient in spoken and written English</li> <li>Additional requirements for Part-Time. Must be a trained security officer with a valid PLRD License</li> </ul>	<ul style="list-style-type: none"> <li>Manning of static/access control points</li> <li>Checking of passes and other documents at static/access points</li> <li>Screening and checking of all personnel and vehicles entering and exiting the premises</li> <li>Patrolling and guarding client's personnel and properties</li> <li>Operating metal/explosive detectors/x-ray machines at checkpoints</li> <li>Issuing of visitor/contractor pass in exchange for their identification cards</li> <li>Attending to alarm activation</li> <li>CCTV Monitoring</li> <li>Responding to incidents such as unattended bags, etc.</li> <li>Maintaining records of all incidents</li> </ul>	<ul style="list-style-type: none"> <li>Rotational day or night shifts</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Drone Project Manager</b> 	<ul style="list-style-type: none"> <li>• Diploma with at least 7 years of relevant training and management experience or</li> <li>• Degree with at least 5 years of relevant experience.</li> <li>• Must have Unmanned Aircraft Pilot License (UAPL).</li> <li>• WSQ Advanced Certificate in Learning and Performance (ALCP/ACTA) would be a bonus. SFA, and CPR &amp; AED certification would be a bonus.</li> </ul>	<ul style="list-style-type: none"> <li>• Checking of boarding, staff, and valid entry passes</li> <li>• Manage specialized training course and contracts such as VTOL (BVOC) training.</li> <li>• Liaise with the authority, client and all relevant stakeholders all contract matters as the main POC for the contract.</li> <li>• Attend all the coordination meetings and ensure all the training and safety KPIs are met.</li> <li>• Taking charge of all UAV contracts acting in the capacity of the Management.</li> <li>• Be the management representative for UATO and UABTO related matters such as CAAS audit.</li> <li>• Be the custodian for all UA related training courseware and content in LMS – ensuring that they are always updated and relevant.</li> <li>• Incorporate industry best practices, safety regulations, and company standards into training programs.</li> <li>• Deliver engaging and informative drone training sessions.</li> <li>• Assess student learning and provide feedback to improve performance.</li> <li>• Coordinate and manage drone training programs, ensuring efficient and effective delivery.</li> <li>• Track student progress and maintain accurate training records.</li> <li>• Evaluate the effectiveness of training programs and make</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30pm to 6pm</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>recommendations for improvement.</p> <ul style="list-style-type: none"> <li>Keep abreast of the latest advancements in drone technology, regulations, and training methodologies.</li> </ul>	
<b>Command Centre Operator</b>	<ul style="list-style-type: none"> <li>Candidate must possess at least GCE N/ O level.</li> <li>Proficient in Microsoft Office (Word, Excel, Outlook).</li> <li>Able to work 12 hours shift including weekends or Public Holiday (depend on roster).</li> <li>Relevant training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>Perform monitoring, analysis and escalation of real-time operation events.</li> <li>Monitor attendance records of all AETOS employees and provide detailed reports to management.</li> <li>Monitor security access control points and basic administration of clearance for persons and vehicles into the system.</li> <li>Monitor various alarm alerts, activation of response team and prepare basic reports upon completion of operation.</li> <li>Monitor of video analytics CCTV and response in accordance with procedures.</li> <li>Perform inbound and outbound calls</li> <li>Managing and resolving client's enquiries</li> <li>Any other duties/jobs assigned by supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>Rotational day or night shifts</li> </ul>

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### #3 Agape Services

Agape Services is a Christian social enterprise under Far East Organization, whose aim is to provide meaningful employment and benefits to people with disadvantaged background, as a demonstration of the love and teachings of Jesus Christ.

Agape Services offer services in Agape Cleaning, Agape Laundry as well as moving and disposal. We aim to provide employment through our services to the disadvantaged who would otherwise not be able to cope in a regular work environment.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Delivery Driver (Class 4)</b>	<ul style="list-style-type: none"> <li>• Possess Class 4 Driving Licence, with good driving records</li> <li>• Minimum 3 years of experience as Delivery Driver</li> <li>• Familiar with major roads in Singapore</li> <li>• Good communication skill</li> </ul>	<ul style="list-style-type: none"> <li>• Perform daily collection and delivery of Central Laundry items</li> <li>• Maintain the general cleanliness of the vehicle which shall include car washing</li> <li>• Carry out any other duties as assigned by the management or its representative from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Based on roster, there are 3 shifts, e.g.</li> <li>• 7am to 3.20pm</li> <li>• 9am to 5.20pm</li> <li>• 11am to 7.20pm</li> </ul>
<b>Laundry Attendant</b>	<ul style="list-style-type: none"> <li>• Able to stand for prolonged periods</li> <li>• Able to perform repetitive tasks quickly</li> <li>• Able to operate machinery and follow instructions</li> <li>• Independent and good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Sort and process soiled linen / towels for washing.</li> <li>• Feed clean linen / towels on to flatwork ironer / towel folder.</li> <li>• Count and pack of clean linens / towels for delivery. Maintain cleanliness of working area.</li> <li>• Any other duties as assigned by the Laundry Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Based on roster, there are 3 shifts, e.g.</li> <li>• 7am to 3.20pm</li> <li>• 9am to 5.20pm</li> <li>• 11am to 7.20pm</li> </ul>
<b>Laundry Supervisor</b>	<ul style="list-style-type: none"> <li>• PSLE or equivalent</li> <li>• Minimum 3 years of relevant experience</li> <li>• Candidates with operational backgrounds from other industries are welcome to apply</li> <li>• Good team player with ability to lead a team</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with the efficient running of the laundry section as a Team Lead</li> <li>• Operate and supervise the operation of laundry machinery as assigned</li> <li>• Train and coach new laundry attendants</li> <li>• Ensure and observe workplace safety practices</li> <li>• Ensure and maintain cleanliness of working area</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 5.20pm</li> </ul>
<b>Cleaning Attendant</b>	<ul style="list-style-type: none"> <li>• General Education or WSQ Certificate in Environmental Cleaning</li> <li>• Able to understand basic instructions in English and communicate to customers</li> <li>• Must be able to carry out cleaning duties such as dusting,</li> </ul>	<ul style="list-style-type: none"> <li>• Provide cleaning services at office premises, residential apartments and/or building areas</li> <li>• Carry out general cleaning and maintain cleanliness using appropriate materials, products and equipment</li> <li>• Handle and dispose waste according to standard procedures, instructions and cleaning industry standards</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 5.20pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	wiping, sweeping, mopping, handling and disposing waste <ul style="list-style-type: none"> <li>Diligent, efficient and well-mannered worker, willing to learn and be trained</li> </ul>	<ul style="list-style-type: none"> <li>Comply with performance standards as well as workplace safety and health policy and procedures</li> </ul>	
<b>Business Development &amp; Operations Executive, Central Laundry</b> 	<ul style="list-style-type: none"> <li>Diploma in Business, Marketing or a related field.</li> <li>Minimum 2 years of B2B sales/business development experience, preferably with experience in similar industry.</li> <li>Good negotiation and communication skills.</li> <li>Able to thrive in both team-oriented and independent work settings.</li> </ul>	Business Development <ul style="list-style-type: none"> <li>Identify new businesses and grow relationships that assist in revenue generation.</li> <li>Assist in feasibility studies and cost benefits analysis for new business initiatives.</li> <li>Monitor competitive landscape and customer demand to support business strategy development.</li> <li>Provide support on contract negotiation and contract management with internal and external stakeholders.</li> <li>Proactively prospect new leads through targeted outreach strategies such as cold calling, email campaigns, and networking.</li> <li>Build and maintain strong relationships with clients and other key stakeholders, gathering feedback to refine service offerings.</li> <li>Attend tender interviews and follow up with tender requirements.</li> </ul> Operations <ul style="list-style-type: none"> <li>Work closely with the operations team to track Key Performance Indicators (KPIs).</li> <li>Administrator for the Laundry Management System (LMS).</li> <li>Perform regular reconciliations for variances between laundry delivery and collection quantity.</li> </ul>	<ul style="list-style-type: none"> <li>9am to 6pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Monitor and track financial results throughout the year to meet budget projections.</li> </ul>	
<b>Laundry Technician</b>	<ul style="list-style-type: none"> <li>Minimum NITEC in Electrical Engineering / Mechanical Engineering or equivalent.</li> <li>General mechanical, diagnostic, and troubleshooting abilities.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain tunnel washer, washer extractor and dryers to keep laundry machinery and equipment in operational condition.</li> <li>Troubleshoot and repair inoperative machines.</li> <li>Provide support and assistance by responding appropriately to repair situations, assessing the problem, and taking the appropriate action.</li> <li>Perform preventative maintenance and cleaning of machine ductwork and related equipment.</li> <li>Maintain an inventory of tools and supplies necessary for the completion of repairs, and keep tools in good condition.</li> </ul>	<ul style="list-style-type: none"> <li>7am to 3.20pm / 2pm to 10pm</li> </ul>
<b>Admin &amp; Operations Executive</b> 	<ul style="list-style-type: none"> <li>Diploma in any field</li> <li>At least 1 year of relevant experience</li> <li>Proficient in MS Office, SAP experience preferred</li> <li>Highly resourceful, independent and able to work in a fast-paced environment</li> <li>Excellent communication, organizational and interpersonal skills</li> <li>Adaptable, resilient and able to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Plant Operations Support: Assist in coordinating the daily laundry operations</li> <li>Monitor and maintain inventory levels of laundry supplies</li> <li>Keep accurate records of daily laundry production, consumption of supplies, and other relevant data.</li> <li>Collaborate with the Operation Manager to identify areas of improvement in the laundry process and contribute to enhancing overall efficiency and manpower efficiency</li> <li>Administrative Support Handle incoming and outgoing communication related to laundry operations,</li> </ul>	<ul style="list-style-type: none"> <li>9am to 6pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		including emails, phone calls, and paperwork. <ul style="list-style-type: none"> <li>• Prepare reports and presentations as required by management, highlighting key performance indicators and areas for improvement.</li> <li>• Administer the procurement process, this includes sourcing, requesting quotes in accordance with the procurement policy, obtaining approval, issuing purchase orders, coordinating with vendors for the delivery of goods and services, and managing post-delivery actions.</li> <li>• Managing inventory, including machinery spares and consumables. This involves conducting regular stock checks, administering records to track incoming and outgoing stock, and ensuring proper inventory management.</li> <li>• Perform follow-up actions on credit and debit notes process.</li> <li>• Check and reconcile attendance entries in the Time-Management System, seeking necessary approvals, and providing information to other supporting partners, such as FP&amp;A.</li> <li>• Support the scheduling of roster.</li> <li>• Any other administrative and operational duties assigned by HO</li> </ul>	

## #4 Amara Hotels & Resorts

Our flagship, Amara Singapore Hotel, is conveniently located in Singapore's thriving Central Business District, next to the Tanjong Pagar MRT Station. This business hotel in Singapore is easily accessible by major transportation modes and within walking distance to the fascinating Chinatown, the Tanjong Pagar Conservation District, key office buildings, foreign and local banks, post offices, shops, as well as dining and entertainment establishments. Amara Sanctuary Resort Sentosa is a 140-room boutique resort in Singapore nestled within 3.5 hectares of secluded tropical gardens on the hillside of Sentosa's popular Palawan Beach

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Assistant Housekeeper</b>	<ul style="list-style-type: none"> <li>• Guest oriented and detailed focused.</li> <li>• Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist housekeeping in overseeing daily housekeeping operations.</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>
<b>Senior Security Officer</b>	<ul style="list-style-type: none"> <li>• Experience as a security in hotel.</li> <li>• Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure safety and security of hotel guests &amp; staff.</li> <li>• Conduct regular patrolling &amp; investigations.</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>
<b>Guest Service Executive</b> 	<ul style="list-style-type: none"> <li>• Experience in customer service preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Greet guests warmly and perform registration procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>
<b>Store cum Receiving Officer</b>	<ul style="list-style-type: none"> <li>• Able to carry heavy goods as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all goods/merchandises received or rejected goods/merchandises are properly documented and accounted for.</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>
<b>Assistant Restaurant Manager</b> 	<ul style="list-style-type: none"> <li>• Good communications and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure smooth daily operations in the restaurant &amp; bar</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>
<b>Senior Room Attendant</b>	<ul style="list-style-type: none"> <li>• Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain cleanliness of the guest rooms in accordance with procedures &amp; guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>
<b>Public Attendant</b>	<ul style="list-style-type: none"> <li>• Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain cleanliness of the resort in accordance with procedures &amp; guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>
<b>Banquet Operations Manager</b> 	<ul style="list-style-type: none"> <li>• Minimum least 3 years of F&amp;B experience with strong background in banquet operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and manage the hosting of banquets to provide excellent guests experience.</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Service orientated with an eye for details.</li> <li>• Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure daily administration and operations requirements of the banquet department.</li> </ul>	
<b>Restaurant Executive</b> 	<ul style="list-style-type: none"> <li>• Service oriented with excellent interpersonal and communication skills.</li> <li>• Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in supervision of daily operations of the outlet. Establish rapport with guests to ensure service excellence.</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>
<b>Marcom Executive</b> 	<ul style="list-style-type: none"> <li>• Strong passion for social media and storytelling.</li> <li>• Proficiency in photo and video editing software (e.g., Adobe Suite, Canva, Final Cut Pro).</li> <li>• A good eye for design, aesthetics, and visual storytelling.</li> <li>• Experience in photography, videography, and managing social media platforms</li> </ul>	<ul style="list-style-type: none"> <li>• Driving brand growth and engagement through creative storytelling and visually compelling content.</li> <li>• Passion for social media, photography, videography, and content creation will be essential in shaping and executing strategies that enhance our online presence, engage our audience, and support overall marketing objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• fixed shift</li> </ul>
<b>HR Executive</b> 	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Minimum 2 years of experience in similar capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Support the Human Resource Manager in full spectrum of Human Resource function.</li> </ul>	<ul style="list-style-type: none"> <li>• fixed shift</li> </ul>
<b>Guest Service Manager</b> 	<ul style="list-style-type: none"> <li>• Minimum 3 years of experience in similar capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests ensuring pleasant and enjoyable experiences</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>
<b>Restaurant Manager</b> 	<ul style="list-style-type: none"> <li>• Minimum 3 years experience in F&amp;B.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure smooth daily operations in the restaurant &amp; bar</li> </ul>	<ul style="list-style-type: none"> <li>• rotating shifts</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Strong communication, problem solving and people skills.</li> <li>Able to work on shifts, weekends and public holidays.</li> </ul>		
<b>Guest Service Executive</b> 	<ul style="list-style-type: none"> <li>Experience in customer service preferred</li> </ul>	<ul style="list-style-type: none"> <li>Greet guests warmly and perform registration procedures.</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>
<b>Senior/Security Officer</b>	<ul style="list-style-type: none"> <li>Minimum 1 year of experience</li> </ul>	<ul style="list-style-type: none"> <li>Ensure security policies and procedures are carried out.</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>
<b>M&amp;E Technician</b>	<ul style="list-style-type: none"> <li>Skilled and knowledgeable in M&amp;E maintenance and is able to troubleshoot M&amp;E</li> </ul>	<ul style="list-style-type: none"> <li>Perform preventive maintenance program on hotel M&amp;E equipment, including plumbing/sanitary system to standard</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>
<b>Waiter/Waitress</b>	<ul style="list-style-type: none"> <li>At least 1 Year(s) of working experience in the related field is required for this position.</li> <li>Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Provide friendly, excellent and professional service to all guests.</li> <li>Responsible for handling food and beverage orders and serving guests.</li> <li>Assist to perform preparation and setting up in the restaurants for service.</li> <li>Check that all amenities and utensils are properly stocked and inspected.</li> <li>Assist guests on their respective requests.</li> <li>Possess knowledge to upsell, well-versed in all aspects of the menu.</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>
<b>Banquet Operations Executive</b>	<ul style="list-style-type: none"> <li>Good communications and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Oversee Banquet operations to ensure high quality of food and service delivered to guests at functions in accordance with the Hotel standards.</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>
<b>Chef De Partie (Local cuisine)</b>	<ul style="list-style-type: none"> <li>Good communications and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all menu dishes of highest quality are prepared</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Sales Mgr/Snr Sales Mgr (Events/Corporate)</b> 	<ul style="list-style-type: none"> <li>Working knowledge of MS office &amp; hotel systems.</li> </ul>	<ul style="list-style-type: none"> <li>maximize sales revenue for the meeting rooms, event space and room sales revenue for the hotel.</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.15pm or 9am to 6.45pm</li> </ul>
<b>Sales Executive (Events/Corporate/Weddings)</b> 	<ul style="list-style-type: none"> <li>Willing to work on weekends &amp; public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Maximise sales revenue for corporate events, wedding events, solemnizations and anniversaries.</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.15pm or 9am to 6.45pm</li> </ul>
<b>Accounts Receivable Officer</b> 	<ul style="list-style-type: none"> <li>Must have hotel experience</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring timely collection of payment and maintaining accurate records</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.15pm</li> </ul>

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## #5 Edwards Lifesciences

Edwards Lifesciences (NYSE: EW), is the leading global structural heart innovation company, driven by a passion to improve patient lives. Through breakthrough technologies, world-class evidence and partnerships with clinicians and healthcare stakeholders, our employees are inspired by our patient-focused culture to deliver life-changing innovations to those who need them most. We thrive on discovery and expanding the boundaries of medical technology, serving patients in 100+ countries, with the help of our employees in areas including Clinical Affairs, Quality Engineering, Research & Development, Regulatory Affairs, Sales & Marketing, corporate functions and more.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Associate Machine Operator</b>	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of raw materials, work-in-process (WIPs), semi-finished and finished goods for the manufacturing process</li> </ul>	<ul style="list-style-type: none"> <li>3.30pm to 12am</li> </ul>
<b>Associate Heart Valve Specialist</b>	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Sewing of tissue and non-tissue components used to produce medical devices</li> </ul>	<ul style="list-style-type: none"> <li>6.30am to 3.15pm</li> <li>3.30pm to 12am</li> </ul>
<b>Associate Inspector</b>	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Assesses devices in-process and upon completion to ensure regulatory and company guidelines have been met and devices meet operational standards as designed</li> </ul>	<ul style="list-style-type: none"> <li>6.30am to 3.15pm</li> </ul>
<b>Associate Packager</b>	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Performs sterile packaging and prepares packaging and labeling for finished products</li> </ul>	<ul style="list-style-type: none"> <li>3.30pm to 12am</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Associate Production Supply</b>	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Ensures the transfer of materials, tools, fixtures, ancillary supplies as needed for manufacturing to ensure continuous production, in compliance with clean room requirements.</li> </ul>	<ul style="list-style-type: none"> <li>6.30am to 3.15pm</li> </ul>
<b>Associate Valve Treatment Operator</b>	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of raw materials for the manufacturing process, in keeping with regulatory and company guidelines</li> </ul>	<ul style="list-style-type: none"> <li>6.30am to 3.15pm</li> </ul>
<b>Engineer I, Manufacturing Quality Assurance</b> 	<ul style="list-style-type: none"> <li>Quality assurance experience</li> </ul>	<ul style="list-style-type: none"> <li>Investigate basic manufacturing product quality and compliance issues (e.g, CAPA, non-conformances, audit observations) for all production processes prior to final product release based on engineering principles; analyze results, make recommendations and develop reports</li> </ul>	<ul style="list-style-type: none"> <li>8am to 5pm</li> </ul>
<b>Senior Technician, Laboratory</b>	<ul style="list-style-type: none"> <li>Microbiology or chemistry related testing</li> </ul>	<ul style="list-style-type: none"> <li>Provide microbiological and/chemistry testing services in a laboratory environment or cleanroom environment.</li> </ul>	<ul style="list-style-type: none"> <li>8am to 5pm (shift required: 3.30pm to 12am)</li> </ul>
<b>Supervisor I, Technical Training</b> 	<ul style="list-style-type: none"> <li>Supervisory of operators</li> </ul>	<ul style="list-style-type: none"> <li>Supervise employees across areas of manufacturing for smooth and continuous operations.</li> </ul>	<ul style="list-style-type: none"> <li>8am to 5pm</li> </ul>
<b>Technician, Calibration</b>	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Perform coordination of routine calibration tasks and preventive maintenance system by maintaining metrology operations</li> </ul>	<ul style="list-style-type: none"> <li>8am to 5pm</li> </ul>
<b>Technician, Facilities</b>	<ul style="list-style-type: none"> <li>Facility maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of facilities and building systems</li> </ul>	<ul style="list-style-type: none"> <li>8am to 5pm (shift required: 6.30am to 3.15pm / 3.30pm to 12am)</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Technologist, Process Technology</b>	<ul style="list-style-type: none"> <li>Support equipment validation and maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Provide engineering support for engineering activities such as machine design, developments and validations in term of mechanical, software and electrical design and development.</li> </ul>	<ul style="list-style-type: none"> <li>8am to 5pm (shift required: 6.30am to 3.15pm / 3.30pm to 12am)</li> </ul>

## #6 Khoo Teck Puat Hospital

Khoo Teck Puat Hospital (KTPH), a 795-bed general and acute care hospital, opened in June 2010. Serving more than 550,000 people living in the northern sector of Singapore, KTPH combines medical expertise with high standards of personalised care, set within a healing environment, to provide care that is good enough for our own loved ones.

From intuitive wayfinding to logical clustering of services, KTPH's design is focused on providing a comfortable and hassle-free experience for patients. The building has garnered numerous awards for its green and energy efficient design, with wards that have views of greenery and naturally cool air. KTPH also provides a wide range of outpatient specialist services.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Senior Executive</b>	<p>(A) EDUCATION, TRAINING AND EXPERIENCE</p> <ul style="list-style-type: none"> <li>Degree with at least 2 years of working experience</li> <li>Work experience in healthcare and/or education industry will be an added advantage</li> <li>Fresh graduates are welcome to apply</li> </ul> <p>(B) PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> <li>Positive work attitude with a 'can-do' spirit</li> <li>Must be able to learn quickly on-the-job</li> <li>Excellent interpersonal, communication and presentation skills</li> <li>Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>The Senior Executive will be responsible to support the Education Development Office by assisting and coordinating postings and evaluations, faculty activities, orientation of residents, programme planning and scheduling, examinations and teaching activities.</li> <li>Support the supervisor in the area of operations &amp; administrative support for postgraduate educational activities for residency programmes.</li> <li>Support the faculty development activities and monitoring of budget for optimisation of funding allocated.</li> </ul>	<ul style="list-style-type: none"> <li>42 hours</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Must possess good coordination and organisational skills Independent and organised worker</li> <li>• Task-oriented yet flexible</li> <li>• Able to multi-task</li> </ul>	<p><b>MAJOR DUTIES AND RESPONSIBILITIES SPECIFIC</b></p> <ul style="list-style-type: none"> <li>• Programme Accreditation and Management Monitor and track resident training requirements and compliance.</li> <li>• Understand the requirements set by MOH, JCST, RAC and ACGME-I/APMES, and assist the Associated Programme Director (APD) in ensuring that programmes meet the requirements.</li> <li>• Provide secretariat support to programme sub-committees and meetings: biweekly ADIO meetings, KTPH teaching committee meetings, ADIO-CMB and any other ad hoc meetings related to resident training. Ensure timely submission of management reports and KPIs to Director and NHG GME for forward submission, e.g., to MOH and relevant professional bodies.</li> <li>• Establish workflow and procedures with the ADIO, APD and Director; and direct workflow for administrative paperwork, records and filing systems for programmes.</li> <li>• Administering and Maintaining a Conducive Educational Environment</li> <li>• Organise and coordinate programmes' curricula and teaching.</li> <li>• Coordinate rotations by trainees from respective</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>sponsoring institutions. Manage and supervise administration of the evaluation and assessment of programmes.</p> <ul style="list-style-type: none"> <li>• Manage the collation of duty hours, programme data and feedback received. Liaise with departments on training programmes.</li> <li>• Identify and implement AI-enabled solutions to enhance operational efficiency</li> <li>• Lead data collection and analysis initiatives. Support the implementation of AI solutions to streamline workflows. Expertise in the use of MS Excel (VBA/Macro).</li> <li>• Data Collection and Analysis for Continuous Improvement</li> <li>• Oversee the collection and analysis of data from faculty / trainees' feedback.</li> <li>• Oversee the generation of feedback and analytical reports.</li> <li>• Liaise with internal and external stakeholders to collect and review feedback data from trainees and faculty.</li> <li>• Business Process Improvement and decision making through data analyses.</li> <li>• Faculty Appointment, Management and Development</li> <li>• Assist in the appointment of faculty members and keeping record of their involvement, updating the</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>various databases where applicable.</p> <ul style="list-style-type: none"> <li>• Disseminate training-related information appropriately and timely to faculty.</li> <li>• Coordinate programme-specific faculty development courses and briefings.</li> <li>• Monitor and track faculty attendance in common and programme-specific faculty development programmes.</li> <li>• Provide advice to faculty on residency related administrative matters.</li> <li>• Ensure optimisation of faculty development funding budget through monitoring and tracking.</li> <li>• Coordinate and liaise with HR and department on resident appraisal.</li> <li>• Monitor and track end-of-posting residents' evaluation of programmes; and faculty evaluation.</li> <li>• Track and monitor KTPH and YCH junior doctor mandatory training courses.</li> <li>• Funding and Department Assets Monitoring</li> <li>• Oversight of the department assets and purchases are in proper record and documentation and are readily available in the event of audit.</li> <li>• Preparation of documentation for Audit Documentation of data and information for annual audit.</li> </ul> <p>GENERAL</p>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Programme Coordinators will also be required to support the ADIO and Director on:</li> <li>• Logistic support during Open House and ah-hoc event like Education Award.</li> <li>• Orientation of Residents and Faculty as required.</li> <li>• Publicity support, inclusive of content and materials collation.</li> <li>• Policies and procedures pertaining to the programme and/or the site. Provide support for exams and workshops when required.</li> <li>• Lead and participate in assigned initiatives and projects to achieve the institution's vision, mission, and strategic objectives. Actively contribute to the development of graduate medical education and health professions education in NHG.</li> <li>• Actively contribute to the development of other colleagues and the team. Assist to collate and information / reports /statistics to internal and external stakeholders.</li> <li>• Logistical and administrative support for any other NHG-, hospital-, and EDO- wide events or projects.</li> <li>• Other ad hoc duties and projects assigned by ADIO and Director from time to time.</li> </ul>	
<b>Associate Executive</b>	EDUCATION, TRAINING AND EXPERIENCE	<ul style="list-style-type: none"> <li>• Support the Education Development Office by assisting and coordinating in</li> </ul>	<ul style="list-style-type: none"> <li>• 42 hours</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Diploma holder with at least 2 years of relevant work experience</li> <li>• Healthcare or education background would be an advantage</li> </ul> <p><b>PERSONAL ATTRIBUTES</b></p> <ul style="list-style-type: none"> <li>• Positive work attitude with a 'can-do' spirit</li> <li>• Must be able to learn quickly on-the-job</li> <li>• Good interpersonal, communication and presentation skills</li> <li>• Attention to detail</li> <li>• Independent and organized worker</li> <li>• Task-oriented yet flexible</li> <li>• Able to multi-task</li> </ul>	<p>the area of trainee matters, evaluations and assessment, trainings, secretariat and other administrative functions.</p> <ul style="list-style-type: none"> <li>• Assist the Assistant Designated Institutional Officer, Program Director, Assistant Program Director and Faculty to support the operations of the office so as to provide the best learning environment and quality clinical education for medical post-graduate Year 1 (PGY1) training for House Officers in KTPH.</li> <li>• <b>MAJOR DUTIES AND RESPONSIBILITIES (A) SPECIFIC</b></li> <li>• Support the Assistant Designated Institutional Officer and Program Director in overseeing the activities associated with graduate programs (residency and post-graduate year 1) in the Education Development Office. This involves: Provide administrative support on trainees' rotation to the hospital, on-the job training, assessment and evaluation and any other training needs of house officers (HOs).</li> <li>• Support in clinical training matters such as orientation, collation of assessment forms, tracking training hours and log books of HOs and Faculty appointments.</li> <li>• Ensure all necessary evaluation takes place &amp; submit in a timely manner</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Provide secretariat support for meetings with program stakeholders</li> <li>• Assume the role as the point of contact for trainee doctors and Faculty</li> <li>• Coordinate department and hospital wide faculty development activities and other training courses for the department</li> <li>• Develop and maintain a filing system for the department for reporting and audit purposes</li> <li>• Engage with process improvements to ensure smooth operations of EDO in KTPH.</li> <li>• (B) GENERAL The person will also be required to support the supervisor in the following: Events management e.g. orientation, workshops, Teachers Day, etc</li> <li>• Publicity support, inclusive of content and materials collation</li> <li>• Education Technology and E-Learn, where needed.</li> <li>• Other duties and projects may also be assigned by the supervisor from time to time.</li> </ul>	
<b>Senior Executive</b>	<b>(A) EDUCATION, TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Degree in any discipline</li> <li>• Knowledge of hospital operations.</li> <li>• Fresh graduates are welcome to apply.</li> <li>• Excellent verbal and written communication skills.</li> <li>• A team player who can collaborate well and work</li> </ul>	<ul style="list-style-type: none"> <li>• The Senior Executive will be responsible for overseeing the operations of assigned clinical division and departments, managing resources to ensure operational efficiency, and achieving the goals and mission of the hospital.</li> <li>• He/she will work closely with the Chair of clinical</li> </ul>	42 hours

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>efficiently under tight deadlines in a fast-paced dynamic environment, and able to manage projects independently</p> <ul style="list-style-type: none"> <li>• Able to lead a team well and build strong working relationships with diverse group of stakeholders at all levels.</li> <li>• Self-motivated and driven, enthusiastic about learning on the job and willing to go the extra mile to see things through.</li> <li>• Methodical and precise, with strong skills in project management, time management, and numerical proficiency</li> </ul> <p>(B) SPECIALISED TRAINING</p> <ul style="list-style-type: none"> <li>• Knowledge of computer software.</li> <li>• Knowledge of statistics.</li> </ul>	<p>division and Heads of clinical departments to drive the service development in line with the strategy of the hospital. He/she will be responsible for leading partnerships with key stakeholders.</p> <ul style="list-style-type: none"> <li>• MAJOR DUTIES AND RESPONSIBILITIES</li> <li>• (A) SPECIFIC</li> <li>• Partner and support the designated Chair of Clinical Division and Heads of Clinical Departments for the development and operational management of clinical services throughout the care continuum. This collaboration will include on identifying and driving opportunities for the growth of both new and existing clinical services.</li> <li>• Joint accountability with the designated Chair of Clinical Division and Heads of Clinical Departments in meeting business, financial and operational performance indicators of the division/department. This would include, but not limited to, patient workload in various care settings, Financial Performance, SOC appointment lead time and surgical lead time (if applicable) and relevant patient outcomes.</li> <li>• Collaborate with Chair of Clinical Division and Heads of Clinical Departments on regular review of Clinical Department/ service line performance indicators (i.e.</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Balance Score Card, Financial Performance) and ensure optimum utilization of resources to improve efficiency and patient care outcomes through innovation and improvement.</p> <ul style="list-style-type: none"> <li>• Assist Director/Deputy Director of Operations and designated Chair of Clinical Division and Heads of Clinical Departments on matters related to clinical service strategies and implementation plan.</li> <li>• Develop and execute business plans and marketing strategies to improve workload identified for growth to meet organizational and population needs.</li> <li>• Work closely with Clinical HODs and other stakeholders to raise the profile and image of the department and its doctors.</li> <li>• Work closely with stakeholders on the purchase of medical equipment/ equipment to support clinical services of the department.</li> <li>• Lead a team and provide supervision and guidance to the team reporting to you on aspects of clinical operational matters but not limited to project management, data management, budgetary planning, procurement, event management and logistics and other</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		secretariat / administrative responsibilities. (B) GENERAL <ul style="list-style-type: none"> <li>• Be a leader in embracing change.</li> <li>• Align the department's goals with the business goals and strategy of the hospital.</li> <li>• Support staff development, build and groom a strong team with succession planning.</li> <li>• Support all corporate activities.</li> <li>• Foster continuous improvement as our way of life by encouraging staff efforts at improving processes to achieve operational excellence.</li> <li>• Perform any other duties as assigned by Reporting Officer</li> </ul>	
<b>Associate Executive</b>	<ul style="list-style-type: none"> <li>• (A) EDUCATION, TRAINING AND EXPERIENCE</li> <li>• Minimum GCE "A" level or Diploma in any discipline</li> <li>• Prior experience in Executive Assistant position will be advantageous but not a pre-requisite.</li> <li>• Good verbal and written communication skills.</li> <li>• A team player who can collaborate well and work efficiently under tight deadlines in a fast-paced dynamic environment, and able to work independently.</li> <li>• Self-motivated and driven, enthusiastic about learning on the job and</li> </ul>	<ul style="list-style-type: none"> <li>• The Associate Executive provides high-level administrative and operational support to the department, focusing on tasks such as managing administrative function, ensuring compliance and improve service delivery.</li> <li>• Requires exceptional organizational skills, attention to detail, and the ability to handle sensitive information with discretion.</li> </ul> <b>MAJOR DUTIES AND RESPONSIBILITIES</b> (A) SPECIFIC <ul style="list-style-type: none"> <li>• Manage calendars, schedule meetings, prepare reports and handling of administrative tasks for the section / department.</li> </ul>	<ul style="list-style-type: none"> <li>• 42 hours</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>willing to go the extra mile to see things through.</p> <ul style="list-style-type: none"> <li>• (B) SPECIALISED TRAINING</li> <li>• Knowledge of computer software.</li> <li>• Knowledge of statistics.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in data extraction, generation of performance reports, not limited to Balance Scorecards, and monitoring of key performance indicators for the section / department.</li> <li>• Work collaboratively with various departments and stakeholders.</li> <li>• Manage the on-boarding administrative work for new staff and off-boarding of resignee of the section / department.</li> <li>• Organize and coordinate section/ department meetings, including preparing agendas and taking minutes.</li> <li>• Perform any other administrative duties to support the section/ department.</li> </ul> <p>(B) GENERAL</p> <ul style="list-style-type: none"> <li>• Support all corporate activities.</li> <li>• Foster continuous improvement as our way of life at improving processes to achieve operational excellence.</li> <li>• Perform any other duties as assigned by Reporting Officer</li> </ul>	
<b>Senior Executive</b>	<p>(A) EDUCATION, TRAINING AND EXPERIENCE</p> <ul style="list-style-type: none"> <li>• Basic Degree</li> <li>• 1-3 years in service industry. Knowledge of hospital operations would be an advantage</li> <li>• Experience in a supervisory role would be preferred</li> <li>• Good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• The Senior Executive (Clinic Manager) will be responsible for overseeing the operations of assigned clinic(s), managing resources and providing leadership to ensure an efficient, personalized service in a pleasant and comfortable environment.</li> </ul>	<ul style="list-style-type: none"> <li>• 42 hours</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possess positive attitude, initiative and keenness to learn</li> <li>• Possess strong analytical, good interpersonal and communication skill</li> </ul> <p>(B) SPECIALISED TRAINING</p> <ul style="list-style-type: none"> <li>• Knowledge of computer software</li> <li>• Knowledge of statistic</li> </ul> <p>ABNORMAL PHYSICAL WORKING CONDITION</p> <ul style="list-style-type: none"> <li>• Be able to respond to emergency recall depending on exigencies of services</li> </ul>	<p>MAJOR DUTIES AND RESPONSIBILITIES</p> <p>(A) SPECIFIC</p> <p>MANAGEMENT OF EFFICIENCY</p> <ul style="list-style-type: none"> <li>• Overall responsible in ensuring a smooth operation with focus on clinic profit &amp; loss (P &amp; L), deployment, availability of care, customer service and efficiency</li> <li>• Support coordination of ambulatory care for ancillary services e.g. Cardiovascular Centre, Diagnostic Radiology. Streamline work processes, maintain operational and service standards in clinics, working closely with Nurse Clinicians, Doctors and other departments</li> <li>• Accountable for key performance indicators and management reports in alignment with the hospital's strategic plans</li> <li>• Ensure that clinic assets are in optimal working condition; through planned review cycles and collaboration with users, BME and FM teams. Ensure systems used in clinics are in optimal working condition; through review of system enhancement and troubleshooting of system issues</li> <li>• Oversee patient feedback and frontline personnel as assigned</li> </ul> <p>TEAMWORK, KAIZEN AND PRODUCTIVITY</p>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Drive system level improvement of services with regular reviews with stakeholders</li> <li>• Collaborate with A&amp;E, Inpatient, Peri-ops and support departments to ensure safe and seamless patient and information flows. Design initiatives and improve patient-centric work processes</li> </ul> <p><b>FINANCIAL VIABILITY</b></p> <ul style="list-style-type: none"> <li>• Ensure accurate billing of services in clinics</li> <li>• Ensure charges are reviewed according to price changes and market adjustments</li> <li>• Facilitate review of budget-related matters with Service Operations</li> </ul> <p><b>(B) GENERAL</b></p> <ul style="list-style-type: none"> <li>• Assist the Clinical and Operations HODs in the review, implementation and enforcement of Business Continuity Plan (BCP) and Data Protection measures (PDPA)</li> <li>• Participate in risks review initiatives (Enterprise Risk Management, Hazard Identification, Patient Safety Walkabout) with stakeholders and execute measures to mitigate risks</li> <li>• Align department’s goals with the business goals of the hospital</li> <li>• Plan and review staff development and training</li> <li>• Support all corporate activities, as well as motivate and encourage</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		staff participation in community projects	
<b>Patient Service Associate (SOC)</b>	<ul style="list-style-type: none"> <li>• N Level</li> <li>• With experience will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• To provide and implement patient services in doctors' consultation, financial counselling and patient appointments.</li> <li>• To implement service assistance to patients in the Specialist Outpatient Clinics which primarily includes (but is not limited to) registration appointment making, billing and payment and other administrative and counter duties.</li> <li>• To ensure patients' information is kept up-to-date and compliance with Personal Data Protection Act (PDPA).</li> </ul> <p>MAJOR DUTIES AND RESPONSIBILITIES (A) SPECIFIC</p> <ul style="list-style-type: none"> <li>• Operational (Consultation room) Adhere to room assignments given by Nurse Manager (NM)/Assistant Nurse Clinic (ANC)/Senior Staff Nurse (SSN).</li> <li>• Perform the following basic nursing procedures/activities                             <ul style="list-style-type: none"> <li>a) Ensure service readiness of consultation rooms including adequate inventory of forms, stationery and equipment are in good condition.</li> <li>b) Retrieve and return patient's record before and after appointment.</li> <li>c) Chaperone doctors and provide language translation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 42hrs per week</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>during consultation.</p> <p>d) Prepare and assist patient for physical examination or minor procedures to be done by the doctor.</p> <p>e) Perform simple patient care services such as taking vital signs and record in the patient's notes.</p> <p>f) Collection of specimens</p> <p>Provide co-ordination of appointments with other clinics/hospitals where possible.</p> <ul style="list-style-type: none"> <li>• Give clear and accurate post-consultation instructions to patients pertaining to investigations, follow-up, and others relevant information. Accompany patients to other departments when necessary.</li> <li>• Co-ordinate patients' appointment when doctor is on leave or contact patients when the doctor is away on urgent / medical leave. Team leader among the room PSAs to support running of clinic.</li> <li>• To ensure service readiness of counter to receive patients and visitors. To attend to enquiries from both internal and external customers.</li> <li>• To ensure services rendered are entered promptly for charging purposes.</li> <li>• To assist with appointment scheduling and payment matters.</li> <li>• To reconcile all transactions and be accountable for</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>cashier opening and closing. Maintain high standards of service delivery at all times and to be a role model for the junior staff.</p> <ul style="list-style-type: none"> <li>• Inform patients of the estimated waiting time or period of absence when the doctors are called away. Perform patient care services such as taking weight and height for the patients.</li> <li>• Responsible and responsive to patient's feedback/complaints before referring to the supervisor or Executive/Manager. Keep track of daily workload in various clinics and implement actions when necessary.</li> <li>• Deputise supervisor and oversee handover confirmation during the absence of the supervisor.</li> <li>• Assist the Executive/Manager in the handling of staff and other matters when necessary. Conduct On-the-Job training (OJT) for new staff in the clinic.</li> </ul> <p>(B) GENERAL</p> <ul style="list-style-type: none"> <li>• Assist NM, SSN, Executive, Manager in supervision, guidance and teaching of new staff.</li> <li>• Participate in initiating and implementing change to improve the quality of care and work processes in the unit.</li> <li>• Assist in evaluating effective new methods and to communicate outcome to</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		supervisor. Attend continuing education and training on regular basis to maintain one’s competency. <ul style="list-style-type: none"> <li>• Embrace continuous improvement as our way of life by improving and refining work performance on a daily basis.</li> <li>• Assist with template build matters for NGEMR.</li> <li>• Perform other duties as assigned by NM, SSN, Executive, Manager.</li> </ul>	
<b>Patient Service Associate (A&amp;E)</b>	<ul style="list-style-type: none"> <li>• N Level</li> <li>• With experience will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• The Patient Service Associate Executive is responsible for providing assistance to patients which includes (but not limited to) reception duties, registration, admissions, payment collections and other administrative duties in the Emergency Department.</li> <li>• To ensure Patient's information are up-to-date and accurate. To be in compliance with personal data protection act (PDPA).</li> <li>• MAJOR DUTIES AND RESPONSIBILITIES (A) SPECIFIC</li> <li>• Liaising with Nurses and Doctors of patients' long wait time to consultation. Maintain Yishun Health Standards of Service Delivery at all times.</li> <li>• To conduct On-the-Job Training (OJT) for new staff in the A&amp;E.</li> <li>• Ensure Service Readiness at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• 40hrs per week</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• To assist the Supervisor in the planning of departmental roster when staff report absents from work.</li> <li>• Assist the Manager/Supervisor or Nursing Officer in continuous work improvements, data collection and other related tasks when necessary.</li> <li>Counter</li> <li>• Receive patients and visitors who present themselves at the counter.</li> <li>• Answer telephone calls and attend to enquiries courteously and promptly at all times.</li> <li>• Demonstrate good interpersonal skills with to members of the public and staff.</li> <li>• Maintain Yishun Health Standards of Service Delivery at all times. Maintain confidentiality of patient's information.</li> <li>Registration</li> <li>• Perform registration for all patients at A&amp;E.</li> <li>• Inform patients of the estimated waiting time for consultation.</li> <li>• Collect payment in advance for A&amp;E service and after end of A&amp;E attendance for non-standard services rendered.</li> <li>• Be accountable for payments collected.</li> <li>Admission</li> <li>• Prepare necessary forms for admission.</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Perform admission paperwork and provide financial counseling to patients and family members.</li> <li>• Financial counseling for decant of patients to other hospitals.</li> <li>• Advise and direct patients who require financial assistance to the appropriate department/s.</li> <li>• Collect payment for services rendered and be accountable for payment collected.</li> <li>• Collect General Consent for admission and proper documentation for any follow-up action required.</li> <li>• Monitor Financial Counselling turnaround time and assign cases to PSA team members on same shift</li> <li>• Appointment</li> <li>• To obtain SOC appointment for urgent cases and advice patient of appointment time via SMS or call.</li> <li>• Inform SOC of OPAT case from EDIEDTU.</li> <li>• Death Registration</li> <li>• Perform death registration for deceased patients. Reporting to ICA for any trouble shooting on the ground.</li> <li>• Other administrative work</li> <li>• To undertake safekeeping of patient's property</li> <li>• Responsible and responsive to patient's feedback/complaints before referring to the Supervisor / Executive / Manager.</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Updating data on chat group for management of bed wait and financial counselling TAT and or other ad hoc data required by management.</li> <li>• Any ad-hoc duties assigned by Supervisor / Executive / Manager.</li> <li>• Trainer for new junior staff for on the job training (B) GENERAL</li> <li>• Arrange and replenish brochures, magazines and newspaper daily.</li> <li>• To maintain the cleanliness and tidiness of all counters and patient waiting area.</li> <li>• Ensure the following equipment are in good working order:                      Fax machine                      Laser Printers                      Photocopier                      Computers and bar code readers                      Labels printing machine</li> <li>• Encourage patients to complete Feedback forms.</li> <li>• Perform all filing work required</li> <li>• Assist in Data collection for statistics purposes.</li> <li>• Call Facility/ Maintenance DepartmentV ITD for repair works.</li> <li>• To participate in Process Improvement Projects and streamline work processes that enhance productivity.</li> <li>• Participate in corporate events whenever necessary. Undertake other duties directed by the Manager/Nurse Manager/Supervisors.</li> </ul>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>JOB REQUIREMENTS (EDUCATION, TRAINING AND EXPERIENCE)</p> <ul style="list-style-type: none"> <li>• Minimum N level, ITE Nitec, ITE Higher Nitec, Diploma</li> <li>• Good communication and interpersonal skills</li> <li>• Minimum one year experience as Team Leader</li> <li>• Minimum two years working experience will be advantageous</li> <li>• For Diploma holder, one year experience with good performance</li> <li>• Basic PC knowledge is required</li> </ul>	
<p><b>Pharmacy Assistant</b></p>	<ul style="list-style-type: none"> <li>• Preferably at least a Diploma in healthcare related.</li> <li>• Candidate who possesses Diploma in Applied Science (Pharmaceutical Science) from Republic Poly will be given training opportunity to be a Pharmacy Technician</li> </ul>	<p>MAJOR DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> <li>• Assist the pharmacist in the processing of medication orders for inpatient and outpatient dispensing which includes typing, packing, labeling and distribution of drug supplies to the wards and other hospital departments</li> <li>• Perform cashier and billing functions</li> <li>• Assist in providing quality customer service</li> <li>• Receive, unpack and check stocks against the appropriate documents, to ensure that items supplied are correct and accounted for</li> <li>• Arrange stocks in FEFO order Topping up of cart-fill orders Assist in repackaging of unit dose including operating machine and perform quality control</li> </ul>	<ul style="list-style-type: none"> <li>• 42hrs per week</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Topping up of medications into Automated Dispensing Cabinets</li> <li>• Assist in monitoring and maintaining inventory of stocks in the areas of work Maintains the cleanliness of the pharmacy work areas, and prepare work areas for daily operations</li> <li>• Embrace continuous improvements as our way of life by improving and refining work performance on a daily basis</li> <li>• Supports the hospital by participating actively in the various activities organized by the hospital. Activities include QC, community projects, staff welfare and recreational activities and etc.</li> <li>• Other duties as directed by the supervisors.</li> </ul>	
<b>Pharmacy Technician</b>	<ul style="list-style-type: none"> <li>• Requirements Diploma in Pharmaceutical Science or a Certificate in Pharmacy Technician Course (CPTC)</li> <li>• Able to commit to shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Job description The job description of a Pharmacy Technician (PT) details the responsibilities and the general duties of the PT.</li> <li>• Foster continuous improvements as our way of life by encouraging staff efforts at improving processes to achieve clinical quality and operational excellence</li> <li>• MAJOR DUTIES AND RESPONSIBILITIES (A) SPECIFIC (90%)</li> <li>• Assist the pharmacist in the processing of medication orders for inpatient and outpatient dispensing which includes typing, packing,</li> </ul>	<ul style="list-style-type: none"> <li>• 42hrs per week</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>labeling and distribution of drug supplies to the wards and other hospital departments</p> <ul style="list-style-type: none"> <li>• Perform billing functions and ensure that cost and revenue of all stocks supplied are recovered.</li> <li>• Assist the pharmacist in the processing of medication orders for sterile and extemporaneous preparations according to USP guidelines.</li> <li>• Perform compounding of antibiotic infusers, eye drops, syringe preparations and topical creams according to the prescriptions and orders.</li> <li>• Ensure maintenance, sanitation and organization of clean room and related equipment according to policies and procedures.</li> <li>• Dispense medications under the supervision of a pharmacist.</li> <li>• Monitor and maintain inventory stock level of drugs in the areas of work. Receive, unpack and check deliveries against the appropriate documents, to ensure the items received are correct and accounted for.</li> <li>• Perform stock receipts and issues in FEFO order</li> <li>• Assist in providing quality customer service.</li> <li>• Assist in planning and managing or performing unit dose repackaging production.</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Assist in overseeing or performing topping up of medications into Automated Medication Cabinets Maintain the cleanliness of the work areas and prepare these for daily operations Any other duties assigned by the supervisor. (B) GENERAL (10%)</li> <li>• Assist in orientating and training new staff assigned to the section.</li> <li>• Assist pharmacist in managing the operations in the assigned section.</li> <li>• Foster continuous improvements as our way of life by encouraging staff efforts a improving processes to achieve clinical quality and operational excellence</li> <li>• Support the hospital by participating actively in the various activities organized by the hospital.</li> </ul>	
<p><b>Research Assistant</b></p>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Biomedical Science or equivalent</li> <li>• Experience as a Research Assistant will be preferred</li> </ul>	<ul style="list-style-type: none"> <li>• DUTIES AND RESPONSIBILITIES (A) SPECIFIC (90%)</li> <li>• Liaison person with Principal Investigator (PI) and site-PI.</li> <li>• Liaison person with various departments for clinical research procedures e.g. Specialist Clinics, Laboratory, wards, etc.</li> <li>• Adherence to protocol procedure.</li> <li>• Screening and recruiting suitable candidates as research participants.</li> <li>• Explain protocol to research participants and ensure that informed consent is taken as per International Council for</li> </ul>	<ul style="list-style-type: none"> <li>• 42hrs per week</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (ICH) Guideline for Good Clinical Practice (GCP) and Human Biomedical Research Act (HBRA) requirements</p> <ul style="list-style-type: none"> <li>• Contact and schedule appointments for research subjects within the time frame required in the protocol.</li> <li>• Centrifuge blood specimens and send specimens to laboratory.</li> <li>• Tracing and returning of case notes, blood results and all other results required in the protocol.</li> <li>• Responsible for data collection and performing research procedures.</li> <li>• Maintain documentation of patient reimbursement logs, hardcopy and electronic case report forms.</li> <li>• Maintain source documentation for each patient accordance to protocol requirements. Identify, document and submit protocol deviations to Institutional Review Board (IRB) according to hospital and sponsor procedures.</li> <li>• Inform PIs and collaborators on any adjustments based on protocol change.</li> <li>• Complete, report and follow up on unanticipated problems involving risk to subjects and adverse events and/or serious adverse events</li> </ul>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Work with in-house Research Database IT Specialist on extraction of patient medical records and data mining.</li> <li>Traveling to research participants' house may be required.</li> </ul> <p>(B) GENERAL (10%)</p> <ul style="list-style-type: none"> <li>To participate in projects and activities as assigned by Director, Clinical Research Unit</li> </ul>	

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## #7 Maersk

F Logistics is part of A.P. Moller – Maersk, an integrated container logistics company working to connect and simplify its customers' supply chains. As the logistics partner of choice for major local and multinational companies, LF Logistics offers a suite of integrated logistics and supply chain management services in the Fast Moving Consumer Goods, Food & Beverage, Footwear & Apparel and Retail sectors. Through its comprehensive distribution network in Asia, LF Logistics collaborates closely with over 400 brand owners and retailers to provide tailor-made warehousing and transport management solutions. Through its global freight forwarding presence, LF Logistics connects origins and destinations with flexibility, timeliness and responsiveness. Today, with the increasing importance of e-commerce and cross border trades, LF Logistics provides a total omnichannel-fulfilment solution and operates major regional hubs and consolidation centres to optimise inventory flow and ensure quick response.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Warehouse Assistant (with or without forklift)</b>	<ul style="list-style-type: none"> <li>Minimum Primary/Secondary School/O Level</li> <li>Physically fit and able to carry up to 25kg from time to time</li> <li>Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.)</li> <li>Good initiative, responsible and can-do working attitude</li> </ul>	<ul style="list-style-type: none"> <li>Perform pick and pack of goods</li> <li>Loading and unloading from container and loose shipment.</li> <li>Segregation of stock base on item and put away</li> <li>Pick the order by using RDT scanner and scan pack through WMS system</li> <li>Report any product damages, take photos and document, move to designated stocking location</li> <li>To support general warehouse operations</li> </ul>	<ul style="list-style-type: none"> <li>8.30am - 6.00pm</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Practice good handling and usage of all Material-handling equipment (MHE) for warehouse</li> <li>Any other ad-hoc duties as assigned by superior from time to time</li> </ul>	
<b>Warehouse Assistant</b>	<ul style="list-style-type: none"> <li>Minimum Primary/Secondary School/O Level</li> <li>Physically fit and able to carry up to 25kg from time to time</li> <li>Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.)</li> <li>Good initiative, responsible and can-do working attitude</li> </ul>	<ul style="list-style-type: none"> <li>Perform pick and pack of goods</li> <li>Loading and unloading from container and loose shipment.</li> <li>Segregation of stock base on item and put away</li> <li>Pick the order by using RDT scanner and scan pack through WMS system</li> <li>Report any product damages, take photos and document, move to designated stocking location</li> <li>To support general warehouse operations</li> <li>Practice good handling and usage of all Material-handling equipment (MHE) for warehouse</li> <li>Any other ad-hoc duties as assigned by superior from time to time</li> </ul>	<ul style="list-style-type: none"> <li>8.30am - 6.00pm</li> </ul>
<b>Prime Mover Driver</b>	<ul style="list-style-type: none"> <li>MUST possess Class 4 Driving License</li> <li>At least 1 year of delivery experience</li> <li>Detailed and task oriented</li> <li>Hardworking, Polite, Good attitude and committed to work</li> <li>Familiar with Singapore roads / PSA</li> </ul>	<ul style="list-style-type: none"> <li>Collection, delivery, shifting of containers</li> <li>To ensure that containers are loaded in a safe and secure manner on the trailer</li> <li>Retrieve shipments from clearance agents at port, conduct custom clearance of shipments, scan and send shipments back to distribution centres</li> <li>Compliance to all regulations or company procedures strictly.</li> <li>Carry out daily checks to ensure vehicle's road worthiness before use and maintain vehicle and report any faults immediately to the supervisor for rectifications.</li> <li>Other duties as assigned by Transport Supervisor/Manager</li> </ul>	<ul style="list-style-type: none"> <li>8.30am - 6.00pm</li> </ul>
<b>Logistics Coordinator</b> 	<ul style="list-style-type: none"> <li>Diploma/Degree in Business Studies/Administration /Management,</li> </ul>	<ul style="list-style-type: none"> <li>Liaise closely with customers and operations team on order fulfillment, inventory &amp; shipment related activities</li> </ul>	<ul style="list-style-type: none"> <li>8.30am - 6.00pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Logistics/Transportation or equivalent</p> <ul style="list-style-type: none"> <li>• At least 2 years of relevant working experience in the logistics industry</li> <li>• Computer proficiency (MS Office – Word, Excel and Outlook) &amp; Warehouse Management System (WMS)</li> <li>• Good verbal and written communication skills, including ability to effectively communicate with internal and external customers</li> <li>• Must be able to work as part of a team in a fast-paced and pressured environment</li> <li>• Positive Attitude and Good Team Player</li> </ul>	<ul style="list-style-type: none"> <li>• Working closely with operations team to provide information/ feedback to customers on operational issues and coordinate with customers to resolve all issues</li> <li>• Generate KPIs and transactional reports to internal and external customers on a timely basis</li> <li>• Verify vendor invoices and liaise with vendors for any discrepancies</li> <li>• Monitor the usage of warehouse supplies and raise POs for replenishment</li> <li>• Coordinate the urgent order fulfillment with customer, operations and transporter</li> <li>• Ensure the accuracy and timely update of system transactions</li> <li>• Perform other required duties or tasks when assigned</li> <li>• Maintain compliance with all company policies and procedures</li> </ul>	
<p><b>Facility Technician</b> </p>	<ul style="list-style-type: none"> <li>• Minimum Secondary Levels / ITE with Facility Management experiences and M&amp;E exposures.</li> <li>• Proficiency in MS Office.</li> <li>• Physically fit; this job may requires to carry heavy item.</li> <li>• Hands-on experience in maintenance, troubleshooting and repair of M&amp;E systems and MHE.</li> <li>• Maintain safety, health and operational quality standards</li> <li>• Willingness to work in an oil and grease environment.</li> <li>• Wiling to work overtime whenever required</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct routine checks to ensure smooth operation of facility equipment and systems (ACMV, electrical, fire protection, plumbing, sanitary, BMS, etc.).</li> <li>• Perform scheduled and unscheduled maintenance, inspection, troubleshooting and repairs on material handling equipment (MHE), machinery, equipment and all associated to building services.</li> <li>• Conduct general building facility repairs, including electrical, plumbing, painting, and landscaping.</li> <li>• Supervise and coordinate with vendors, external service providers for services maintenance and repairs.</li> <li>• Support other departments with facility-related needs and maintenance services.</li> <li>• Maintain a good communication, work with team members and</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am - 6.00pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good attendance and attitude</li> <li>• Teamwork orientated, committed and ethical behavior personality.</li> <li>• Strong communication and coordination skills</li> <li>• Possess with forklift license and Fire Safety relevant experiences will be an added advantage</li> <li>• Ability to read and interpret technical diagrams and site plans an added advantage.</li> </ul>	<p>supervisors in coordinating facilities maintenance operations. Providing updates and following up on outstanding repairs and maintenance tasks.</p> <ul style="list-style-type: none"> <li>• Maintain accurate records of services maintenance activities, reports, and inventory.</li> <li>• Respond to emergency repairs and breakdowns, including after-hourssupport.</li> <li>• Perform any other ad-hoc tasks as assigned by supervisor and management.</li> </ul>	
<p><b>ASRS Engineer</b> </p>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent; additional technical training or certification in warehouse operations, material handling, or ASRS operation is a plus.</li> <li>• Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred.</li> <li>• Basic understanding of warehouse operations, inventory management principles, and supply chain logistics.</li> <li>• Ability to operate computerized systems and software applications for data entry, inventory tracking, and system monitoring.</li> <li>• Strong attention to detail, accuracy, and reliability in performing tasks and recording inventory transactions.</li> <li>• Excellent communication skills,</li> </ul>	<ul style="list-style-type: none"> <li>• Operate ASRS equipment, including automated cranes, conveyors, and control systems, to perform material handling tasks such as loading, unloading, and storing goods in designated locations.</li> <li>• Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on ASRS equipment.</li> <li>• Diagnose and troubleshoot mechanical, electrical, and software issues affecting ASRS equipment performance, using diagnostic tools, schematics, and technical manuals.</li> <li>• Conduct repairs and replacements of defective components or parts, such as motors, sensors, actuators, bearings, and PLC modules, to restore equipment functionality.</li> <li>• Coordinate with equipment vendors or service providers for technical support, spare parts procurement, and warranty/contract repairs as needed.</li> <li>• Assist Maintenance Team in implement software updates, firmware upgrades, and system modifications to enhance ASRS</li> </ul>	<ul style="list-style-type: none"> <li>• Shift 1- 08:00am- 05:30pm</li> <li>• Shift 2- 12:30pm- 10:00pm</li> <li>• Shift 3- 08:30pm- 06:00am</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>both verbal and written, with the ability to follow instructions and collaborate with team members.</p> <ul style="list-style-type: none"> <li>Physical stamina and dexterity to perform manual tasks, including lifting, bending, and standing for extended periods.</li> <li>Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required.</li> </ul>	<p>performance, reliability, and safety.</p> <ul style="list-style-type: none"> <li>Monitor system operation through computerized interfaces or control panels, and respond promptly to alarms, error messages, or abnormal conditions.</li> <li>Ensure smooth operation with the aid of warehouse control system (WCS) and Humane Machine Interface (HMI).</li> <li>Ensure compliance with safety regulations and company policies by following proper lockout/tagout procedures, wearing appropriate personal protective equipment (PPE), and adhering to safety protocols during maintenance activities.</li> <li>Document maintenance activities, repair logs, equipment histories, and spare parts inventory using computerized maintenance management systems (CMMS) or other digital record-keeping tools.</li> <li>Provide training and technical support to operators and maintenance personnel on ASRS operation, troubleshooting techniques, and safety procedures.</li> <li>Participate in cross-functional teams for system upgrades, capacity expansion projects, or process improvements related to ASRS operations.</li> <li>Shift schedule planning, arrangement, and execution.</li> <li>Managing inventory accuracy, stock replenishment, and space utilization within the warehouse or distribution center environment. This role involves coordinating with various teams to ensure timely inventory transactions, cycle counts, and adjustments to maintain optimal inventory levels.</li> </ul>	

## #8 Maison Anli

House of AnLi Interiors is dedicated to incorporating premium European home interior pieces – most notably beautiful, world-famous Belgian linen – into the sophisticated tropical lifestyle of Singapore. House of AnLi is adding a Stylish European Bistro dedicated to serve premium food with fresh ingredients.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Marketing Manager</b>	<ul style="list-style-type: none"> <li>Handles Social Media Marketing, Videography &amp; Designing. Manage Website</li> </ul>	<ul style="list-style-type: none"> <li>Handles Social Media Marketing, Videography &amp; Designing. Manage Website</li> </ul>	<ul style="list-style-type: none"> <li>44 hrs</li> </ul>
<b>Chef</b>	<ul style="list-style-type: none"> <li>Able to prepare Greek Food</li> </ul>	<ul style="list-style-type: none"> <li>Able to prepare Greek Food</li> </ul>	<ul style="list-style-type: none"> <li>44 hrs</li> </ul>
<b>Server</b>	<ul style="list-style-type: none"> <li>Serving of Food, take orders etc</li> </ul>	<ul style="list-style-type: none"> <li>Serving of Food, take orders etc</li> </ul>	<ul style="list-style-type: none"> <li>44 hrs</li> </ul>
<b>Retail Assistant</b>	<ul style="list-style-type: none"> <li>Sales of Cultery and Furniture</li> </ul>	<ul style="list-style-type: none"> <li>Sales of Cultery and Furniture</li> </ul>	<ul style="list-style-type: none"> <li>44 hrs</li> </ul>
<b>Restaurant Manager</b> 	<ul style="list-style-type: none"> <li>Have knowledge on Mediterranean &amp; Greek Food</li> </ul>	<ul style="list-style-type: none"> <li>Have knowledge on Mediterranean &amp; Greek Food</li> </ul>	<ul style="list-style-type: none"> <li>44 hrs</li> </ul>

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## #9 Recruit Haus

Recruit Haus is a human resources firm based in Singapore. We offer a total workforce management services that includes recruitment (permanent, temporary or contract) and outsourced payroll services. As your partner in workforce management, we are committed to provide talent solutions that could transform your business. Talents can rely on us unlock to new career opportunities.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Marketing Manager (Events, Partnerships &amp; Projects)</b> 	<ul style="list-style-type: none"> <li>Bachelor's Degree in Business, Communications, Marketing, or related field.</li> <li>4 years of experience in partnership management, community engagement, events, or social impact projects.</li> <li>Possess a strong commercial mindset with business acumen,</li> </ul>	<ul style="list-style-type: none"> <li>Cultivate and manage strategic partnerships with government agencies, community organizations, and social enterprises, focusing on enhancing hawker centre vibrancy and driving meaningful social impact.</li> <li>Develop and execute events that strengthen company's positioning as a community-focused brand and engage diverse population segments.</li> </ul>	<ul style="list-style-type: none"> <li>8.30am-6pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>analytical ability, and effective negotiation skills.</p> <ul style="list-style-type: none"> <li>• Proven ability to develop and manage large-scale events and multi-stakeholder projects with measurable outcomes.</li> <li>• Strong relationship-building skills with external stakeholders (government, NGOs, corporates) and internal teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Drive community engagement by fostering participation from residents and local leaders, ensuring initiatives are co-created and deliver meaningful social impact.</li> <li>• Oversee end-to-end project lifecycles, from concept development and partner acquisition to execution, stakeholder communication, evaluation, and reporting, ensuring alignment with strategic objectives.</li> <li>• Promote hawker centre vibrancy through campaigns and events that enhance their role as community hubs, drive footfall, and support local businesses.</li> <li>• Strategize and lead the expansion of the Community Project, ensuring its sustainable growth and deepening its impact on consumers.</li> <li>• Champion and drive cost-of-living (COL) initiatives for our tenants by developing B2B partnerships and a tenant ecosystem to enhance their commercial viability.</li> <li>• Build and lead a high-performing team by cultivating a culture of learning, feedback, and resilience.</li> <li>• Coach team members to adopt a growth mindset, pursue development opportunities, and take ownership of their growth and performance.</li> </ul>	
<p><b>Part-time Research Interviewers (PM)</b></p>	<ul style="list-style-type: none"> <li>• Minimum GCE N levels</li> <li>• Competent in Spoken, Reading English and one or more of the</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for collecting data by conducting structured surveys over the telephone and</li> </ul>	<ul style="list-style-type: none"> <li>• 1230pm - 430pm</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>following languages Chinese, Malay or Tamil</p> <ul style="list-style-type: none"> <li>• Strong telephone skills and excellent telephone demeanor, prior call center or telephone interviewing experience preferred</li> <li>• Proficiency with computers and able to use MS Excel, Word</li> <li>• Dependable and responsible</li> <li>• Able to work with minimal supervision</li> <li>• Able to handle stressful situations in a calm and professional manner</li> <li>• Comfortable in managing repetitive task</li> <li>• Self-motivated and take a proactive approach to work</li> </ul>	<p>entering the responses into computer systems.</p> <ul style="list-style-type: none"> <li>• No marketing or selling is involved</li> </ul>	
<p><b>Part-time Research Interviewers (Evening)</b></p>	<ul style="list-style-type: none"> <li>• Minimum GCE N levels</li> <li>• Competent in Spoken, Reading English and one or more of the following languages Chinese, Malay or Tamil</li> <li>• Strong telephone skills and excellent telephone demeanor, prior call center or telephone interviewing experience preferred</li> <li>• Proficiency with computers and able to use MS Excel, Word</li> <li>• Dependable and responsible</li> <li>• Able to work with minimal supervision</li> <li>• Able to handle stressful situations in a calm and professional manner</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for collecting data by conducting structured surveys over the telephone and entering the responses into computer systems.</li> <li>• No marketing or selling is involved</li> </ul>	<ul style="list-style-type: none"> <li>• 530pm - 930pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Comfortable in managing repetitive task</li> <li>• Self-motivated and take a proactive approach to work</li> </ul>		
<p><b>Manufacturing Operations Manager</b> </p>	<ul style="list-style-type: none"> <li>• Willing to be based in Vietnam/China</li> <li>• At least 10+ years of experience in manufacturing and has a deep understanding of factory production and manufacturing management processes, management methods and models</li> <li>• Familiar with products in the fields of furniture/kitchen cabinet (sofas / wood / textiles) will be an advantage</li> <li>• Familiar with the requirements of the quality management system</li> <li>• Proficiency in English and Chinese communication and writing as required to liaise with China manufacturing plants as well</li> <li>• Strong analytical, leadership, and communication skills</li> <li>• Possess strong business acumen and operations process driven</li> <li>• Strong stakeholder management capability</li> </ul>	<ul style="list-style-type: none"> <li>• Directs, manages, and optimizes one plant or production facilities' overall operations and financial performance (P&amp;L)</li> <li>• Sets policies and procedures that guide plant operations' productivity, quality, and cost efficiency</li> <li>• Organize the factory's mid-to-long-term plan and annual work plan</li> <li>• Take overall responsibility for the management and formulation of the factory's production line</li> <li>• Ensure the production progress, and be responsible for the company's total production capacity, quality, and production efficiency</li> <li>• Systematically collects operational metrics to analyze productivity and set performance targets to meet revenue and cost goals</li> <li>• Supports the development and deployment of manufacturing practices focused on quality and continuous improvement</li> <li>• Direct Operations by ensuring that teams work closely to analyze the demand and develop production strategies, including supply chain, product rationalization, material flow, information flow, manpower staffing, and equipment to meet</li> </ul>	<ul style="list-style-type: none"> <li>• 830am-530pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		customer requirements. <ul style="list-style-type: none"> <li>• Troubleshoot process-related problems and formulate a corrective action plan to avoid recurrence of shortcomings in the processing line.</li> <li>• Drive industrial relations harmony and accountability for all plant KPIs and ensure adequate training and development at all staff/operations levels</li> <li>• Oversee multi-functional plant teams including finance, engineering, materials, quality assurance, and human resources</li> </ul>	
<b>Manager, Workforce Planning &amp; Analytics and Human Resources Information Services</b> 	<ul style="list-style-type: none"> <li>• Degree in HRM or degree in other discipline with post graduate HRM qualification.</li> <li>• Minimum 5 years of working experience in manpower planning and analytics and/or HRIS with at least 1-2 years in a supervisory role in HRM and/or HRIS and data analytics</li> <li>• Well versed in data analytical tools and HR technology software</li> <li>• Excellent analytical skills Ability to handle confidential information with integrity</li> <li>• Excellent interpersonal, communication and presentation skills</li> <li>• Able to exercise flexibility and creativity yet maintains a fair approach in problem solving and execution</li> </ul>	<ul style="list-style-type: none"> <li>• Setup and manage the workforce planning and analytics function.</li> <li>• Establish framework and workflow process for manpower data collection; identify data issues, cleaning, and integrity checks across systems to achieve accurate manpower reporting.</li> <li>• Design and develop dashboards to analyze trends and provide meaningful HR metrics and insights for manpower planning.</li> <li>• Engage and influence stakeholders and propose recommended solutions through data analysis to drive business decisions, process improvements and supports strategic initiatives.</li> <li>• Work closely with Finance to support the annual headcount budgeting process.</li> </ul>	<ul style="list-style-type: none"> <li>• 830am-530pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>of processes, policies etc.</p> <ul style="list-style-type: none"> <li>• Meticulous with a keen eye for numbers &amp; details</li> <li>• Team Player and Service oriented</li> </ul>	<ul style="list-style-type: none"> <li>• Implement and manage HRIS solutions and support.</li> <li>• Monitor and manage HR policies and procedures to ensure that they are reviewed and up to date and comply with statutory requirements.</li> <li>• Workflow Optimisation and Digitalisation: Engage stakeholders to conduct reviews and experimentation of workflow automation for workforce planning and HRIS processes.</li> <li>• Budgeting and Resource Allocation: Plan and manage the annual budget of the Department. Prioritise the allocation of resources to achieve department's objectives within the approved budget.</li> </ul>	
<p><b>Inpatient Pharmacist</b> </p>	<ul style="list-style-type: none"> <li>• Possess a recognised Bachelor of Science (Pharmacy).</li> <li>• Possess valid practising pharmacist license. Registered with the Singapore Pharmacy Council.</li> <li>• Minimum 1 year of experience in hospital inpatient setting.</li> <li>• On-call required but no overnight shift currently.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform medication reconciliation, medication dispensing, provide specialised counselling to patients and review of patient's medication.</li> <li>• Provide drug information to other healthcare professionals and provide on call services on a rotational basis.</li> <li>• Ensure performance indicators are met and pharmaceutical care is provided according to hospital SOPs and accreditation/legal standards.</li> <li>• Review and ensure appropriateness of medication orders and discharge prescriptions.</li> <li>• Supervise Pharmacy Technicians and Pharmacy Assistants, if required.</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered between 8am to 7pm; 42 hours per week</li> <li>• Rostered to work on Sat/Sun once a month</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Assist in any hospital projects as assigned by Principal Pharmacist and/or Senior Manager.</li> <li>• Maintain the distribution of drugs and to ensure a stringent and accurate inventory control system. E.g. Supply and Distribution of controlled drugs.</li> </ul>	
<p><b>Pharmacy Technician, Inpatient Pharmacy</b></p> 	<ul style="list-style-type: none"> <li>• Minimum GCE “N” Level with a Certificate in Pharmacy Technician course conducted by Pharmaceutical Society of Singapore or Diploma in Pharmacy/Pharmaceutical Science.</li> <li>• One year of experience in acute hospital setting.</li> <li>• Good interpersonal and communication skills.</li> <li>• Resourceful, organized and able to work independently.</li> <li>• Possess strong analytical capabilities and good problem solving skills.</li> <li>• Open to working shift hours/weekends including night shift</li> </ul>	<ul style="list-style-type: none"> <li>• To oversee roster planning to ensure adequate pharmacy technician coverage for inpatient, retail and emergency pharmacies and supervise, coach and train new pharmacy technicians and assistants in work processes.</li> <li>• In addition, he/she is required to work closely with pharmacists for inventory management and procurement as well as aid the pharmacy manager in related projects.</li> <li>• To maintain the distribution of drugs and to ensure a stringent and accurate inventory control system</li> <li>• To assist pharmacist with drugs ordering, processing and replenishment.</li> <li>• Dispense and counsel patients on medications according to Good Dispensing Guidelines.</li> <li>• Provide professional and good customer service to all patients and staff.</li> <li>• Supervise, coach and train new pharmacy technicians and assistants in work processes.</li> <li>• To help out with clerical work and other</li> </ul>	<ul style="list-style-type: none"> <li>• Rostered hours, 5 days inclusive of Sat/Sun</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Radiographer – Gen / MRI / CT</b> </p>	<ul style="list-style-type: none"> <li>• Diploma/Degree in Diagnostic Radiography or equivalent Fully registered with AHPC (Singapore)</li> <li>• Min. 2 years' experience in General X-ray, MRI, or CT</li> <li>• Candidates with other imaging modality experience (e.g. Ultrasound, PET-CT) are also welcome</li> <li>• Strong communication skills; comfortable explaining in English</li> <li>• Willingness to participate in on-call or shift rotations</li> </ul>	<p>administrative functions as assigned by pharmacists.</p> <ul style="list-style-type: none"> <li>• Ensure patient safety and comfort during imaging procedures</li> <li>• Maintain high standards of documentation and quality assurance</li> <li>• Collaborate with radiologists and healthcare teams</li> <li>• Mentor junior radiographers where applicable</li> <li>• Participate in ongoing training and education</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days/week (Mon–Fri 9am–6pm, half-day on Saturdays)</li> </ul>
<p><b>Marketing Lead</b> </p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Marketing, Business Management, or a related field.</li> <li>• Proven experience in digital and social media marketing.</li> <li>• Proficient in tools such as Google Ads, Facebook Ads, LinkedIn Ads, Google Analytics, and Search Console.</li> <li>• Excellent written and verbal communication skills in English and Mandarin.</li> <li>• Ability to manage multiple projects in a fast-paced environment.</li> <li>• Prior experience in the education sector is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• This is a strategic and hands-on role responsible for driving integrated marketing communications, digital campaigns, public relations, and brand-building efforts to support student enrolment and institutional growth.</li> <li>• Key Responsibilities: Develop and execute integrated marketing and communications strategies aligned with organisational goals.</li> <li>• Lead program-specific marketing initiatives and digital campaigns to drive enrolment.</li> <li>• Manage public and media relations, including media outreach and press coverage.</li> <li>• Oversee content creation and ensure consistency across all marketing collaterals.</li> <li>• Plan, manage, and optimise digital</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am to 5.30pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		advertising campaigns (Google, Facebook, LinkedIn). <ul style="list-style-type: none"> <li>• Monitor and analyse marketing performance metrics; propose improvements based on data.</li> <li>• Manage relationships with vendors and external partners.</li> <li>• Collaborate with internal teams including sales (local and international) and academic departments.</li> <li>• Support institute-led branding and recruitment events such as open houses, fairs, and graduation ceremonies.</li> <li>• Take on ad-hoc projects as assigned by management.</li> </ul>	
<b>Program Manager for English and Education</b> 	<ul style="list-style-type: none"> <li>• Master’s in education, English, or a related field, with preferably 5 to 7 years of relevant experience in the education sector. (Masters is compulsory)</li> <li>• Preferably 7 or more years of leadership experience in the industry with a credible portfolio</li> <li>• Meticulous, with good attention to detail and the ability to work within tight deadlines</li> <li>• Self-driven, proactive, and a “hands-on” leader with solid team-building and people management skills</li> <li>• Good working knowledge of prevailing regulatory requirements for Private Education Institutions (PEIs), including familiarity</li> </ul>	<ul style="list-style-type: none"> <li>• Teach English to international students and Master of Arts in Education Studies modules to both local and international students</li> <li>• Serve as Programme Manager and/or module leader for the Master of Arts in Education Studies Programme</li> <li>• Develop curriculum for new courses</li> <li>• Develop and update curriculum</li> <li>• Create educational aids to enhance teaching delivery</li> <li>• Develop and update teaching materials for remedial/enrichment purposes</li> <li>• Set, vet, mark, and moderate assignments and examination scripts for PCIE, English Plus, and English Advanced under the FYC course</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am to 5.30pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	with CPE and EduTrust guidelines <ul style="list-style-type: none"> <li>• Demonstrated success in program development, strategic planning, and budget management</li> <li>• Excellent communication, collaboration, and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Provide additional academic support to students when necessary</li> <li>• Offer consultation and academic counseling when necessary</li> </ul>	
<b>Technician/ Senior Technician (Control &amp; Instrumentation)</b> 	<ul style="list-style-type: none"> <li>• NITEC/ ITE in Electrical, Electronics, Control or Mechatronics Engineering</li> <li>• Experience in power, utilities, petrochemical or process plant will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the proper supervision and execution of maintenance and overhaul of all control and instrumentation equipment</li> <li>• Supervise contractors to ensure good quality and progress of maintenance works, full compliance with contract specifications</li> <li>• Report on performance of contractors</li> <li>• Assist the TO/ STO/ Engineer in investigation of Plant defects and outages</li> <li>• Perform troubleshooting and rectification of fault and maintenance works, carry out inspections and monitor condition of Plant</li> </ul>	<ul style="list-style-type: none"> <li>• 8.15am – 5.30pm (Monday – Friday)</li> </ul>
<b>Technical Officer/ Senior Technical Officer (Control &amp; Instrumentation)</b> 	<ul style="list-style-type: none"> <li>• Diploma in Electrical, Electronics, Control or Mechatronics Engineering</li> <li>• Experience in power, utilities, petrochemical or process plant will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the proper supervision and execution of maintenance and overhaul of all control and instrumentation equipment</li> <li>• Supervise contractors to ensure good quality and progress of maintenance works, full compliance with contract specifications</li> <li>• Report on performance of contractors</li> <li>• Assist the Engineer in investigation of Plant defects and outages</li> <li>• Perform troubleshooting and rectification of fault</li> </ul>	<ul style="list-style-type: none"> <li>• 8.15am – 5.30pm (Monday – Friday)</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Engineer/ Executive Engineer/ Assistant Manager (Control &amp; Instrumentation)</b> </p>	<ul style="list-style-type: none"> <li>• Degree in Electrical/ Electronic Engineering or relevant degree</li> <li>• Experience in power, utilities, petrochemical or process plant will be an advantage</li> </ul>	<p>and maintenance works, carry out inspections and monitor condition of Plant</p> <ul style="list-style-type: none"> <li>• Responsible for the proper supervision and execution of maintenance and overhaul of all control and instrumentation equipment</li> <li>• Supervise STO/TO/Tech to ensure good quality and progress of maintenance works</li> <li>• Ensure project has full compliance with contract specifications</li> <li>• Assist the Manager in the management and administration of the division and its staff to achieve its objective</li> <li>• Dissemination and enforcement of Company's policy, Station's rule and instruction</li> </ul>	<ul style="list-style-type: none"> <li>• 8.15am – 5.30pm (Monday – Friday)</li> </ul>
<p><b>Marketing Operation Officer/ Senior Officer</b> </p>	<ul style="list-style-type: none"> <li>• Degree in Business / Marketing or related fields</li> <li>• 1-2 years of experience in marketing coordination or admin roles preferred</li> <li>• Detail-orientated with strong organisational and follow-up skills</li> <li>• Ability to manage multiple projects and deadlines in a fast-paced environment</li> <li>• Excellent written and verbal communication skills</li> <li>• Proficiency in MS Office (Excel, Word, PowerPoint); familiarity with Canva is a bonus</li> <li>• Team-oriented with strong interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• This role plays an important role in supporting the Marketing Team in executing day-to-day marketing operations and backend processes that enable effective campaign and event delivery.</li> <li>• The role involves coordinating logistics and vendors for roadshows and events, tracking promotion fulfilment, and managing campaign related admin.</li> <li>• The officer will also be responsible for inventory checks, event setup support, and ensuring timely updates to campaign materials and documentation.</li> <li>• This is a cross-functional support role that works closely with both internal</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am – 6.00pm (Monday – Friday) **Fri work 1/2 day and another 1/2 day working on either Sat or Sun to visit the event/roadshow</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possesses a proactive, can-do attitude with results-oriented mindset</li> <li>• Ability to work on weekends</li> </ul>	<ul style="list-style-type: none"> <li>stakeholders and external vendors.</li> <li>• Coordinate venue sourcing and vendor liaison for roadshows and events</li> <li>• Identify new or possible opportunities at roadshow to engage consumers and encourage enquiries or sign-ups for promotions</li> <li>• Support backend logistics, including roadshow set-up and inventory management</li> <li>• Tracking promo fulfilment and manage Corporate and Group Buy enquiries to support sales acquisition</li> <li>• Assist with sourcing festive gift, managing campaign timelines and preparing Terms &amp; Conditions</li> <li>• Monitor campaign code validity and update marketing assets accordingly</li> <li>• Collate and track roadshow performance data, RSVP responses and event feedback</li> <li>• Manage roadshow and marketing inventory, including merchandise, booth collaterals, and printed materials, and ensure sales kits and flyers are updated with the latest promotional details</li> <li>• Prepare and submit vendor quotes and accruals and track payment processing to ensure timely vendor payments</li> <li>• Generate monthly campaign / roadshow / reseller performance reports</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Conduct weekend spot checks at roadshows and ensure proper set-up and brand compliance</li> </ul>	
<p><b>Senior Contract Administration Officer</b> </p>	<ul style="list-style-type: none"> <li>Degree in any discipline Min 3 years related working experience</li> <li>Proficiency in Microsoft Office - Excel &amp; Word</li> <li>Meticulous, good interpersonal &amp; problem-solving skills</li> <li>Good communication skills</li> <li>Fast learner who can work independently while maintaining a team-oriented mindset</li> </ul>	<ul style="list-style-type: none"> <li>We are seeking dedicated professionals to oversee contract administration, ensuring that all contract documentation and operational processes are aligned with our operational plan and business policies.</li> <li>This role involves managing a variety of customer contracts and includes the following responsibilities:</li> <li>Overseeing/ manage contract matters, including reviewing contracts, account setup, contract activation and termination, vetting summaries, and maintaining physical contract documentation</li> <li>Managing meter-related tasks such as setup, activation, deactivation, and removal</li> <li>Ensuring compliance with audit requirements and retail policies</li> <li>Liaising and managing communication with external parties on customer-related issues</li> <li>Maintaining databases, including SAP, customer portals, and department mailboxes</li> <li>Supervising junior staff and ensuring that operational workflows and manuals are in place for staff training</li> <li>Administering and implementing processes in compliance with requirements</li> </ul>	<ul style="list-style-type: none"> <li>8.30am – 6.00pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Reviewing work processes to simplify, standardize, and automate them</li> <li>Handling ad-hoc projects as assigned</li> <li>Assist in new system processes and documentations</li> </ul>	
<p><b>Outdoor Sales Executive</b></p>	<ul style="list-style-type: none"> <li>Minimum “O” Level Holders</li> <li>On the job training provided</li> <li>Class 3 driving licence Preferably in engine oil and lubricant background. No relevant experience is also welcome.</li> <li>Proficient verbally and written in Basic English</li> </ul>	<ul style="list-style-type: none"> <li>Create sales leads in order to pursue new clients through referrals, business directories and even cold calling</li> <li>Follow up on sales leads that might be generated by other employees or departments within the company.</li> <li>Regularly call or visit existing clients to ensure that they are still happy with using the product or services and to explain new products and services as they are made available.</li> <li>Ensure Customer satisfaction, retention and maintenance of sales accounts.</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.00pm</li> </ul>
<p><b>Sales Executive</b> </p>	<ul style="list-style-type: none"> <li>Minimum Diploma or Degree in Engineering, Business, or a related field.</li> <li>At least 2 years of sales experience, preferably in industrial services, machinery, or logistics.</li> <li>Experience in machinery relocation, equipment handling, or engineering services is an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain and service existing clients to drive repeat sales and increase revenue. Identify new sales opportunities within the machine moving industry and successfully close deals.</li> <li>Make outbound calls and follow up with potential and existing customers to understand project timelines and requirements.</li> <li>Build strong rapport with customers by understanding their operational needs, especially in heavy equipment or relocation services.</li> </ul>	<ul style="list-style-type: none"> <li>9am to 6pm (Mon-Fri)</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Meet clients on-site to assess job scope, provide tailored solutions, and develop long-term business relationships.</li> <li>• Respond promptly to customer enquiries via phone, email, or in-person regarding quotations, order status, and service details.</li> <li>• Prepare and process quotations, monitor item availability, and coordinate delivery schedules to ensure timely project execution.</li> <li>• Coordinate with operations and logistics teams to ensure proper equipment movement, site access planning, and job safety compliance.</li> <li>• Track sales orders, monitor shipment progress, and ensure timely invoicing and payment follow-up.</li> <li>• Handle post-sales enquiries including equipment condition feedback, service satisfaction, and maintenance needs.</li> <li>• Maintain accurate customer records and expand the customer database through proactive outreach and referrals.</li> </ul>	
<p><b>Product Development Sales Executive/ Senior Executive</b> </p>	<ul style="list-style-type: none"> <li>• Degree in Business, Finance, Economics, or any Engineering discipline</li> <li>• Detail-oriented, strong organizational and multitasking skills</li> <li>• Excellent communication and interpersonal abilities</li> <li>• Driven and resourceful, able to</li> </ul>	<ul style="list-style-type: none"> <li>• Support the development of different products</li> <li>• Support the development and implementation of sales strategies and initiatives</li> <li>• Assist in the daily operational management of various products including REC</li> <li>• Coordinate with different stakeholders, cross-departmental teams,</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am – 6.00pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	work independently and as part of a team <ul style="list-style-type: none"> <li>• Strong collaboratively skill with cross-functional teams</li> <li>• Proficiency in Microsoft Office suite (Excel, PowerPoint, Excel)</li> <li>• Experience in the renewables sector is a plus</li> </ul>	vendors and customers to ensure seamless workflow and communication <ul style="list-style-type: none"> <li>• Manage processes for registration, verification, and retirement of renewable projects</li> <li>• Handle inquiries, provide training and resolve issues related to active products</li> </ul>	
<b>Assistant Manager (Large Electricity Sales)</b> 	<ul style="list-style-type: none"> <li>• Tertiary qualifications (Degree) in any discipline Diploma holder with min 5 years relevant sales experiences</li> <li>• 3 to 5 years sales and account servicing experiences with commercial and industrial customers</li> <li>• Prior experience in leading and managing a team</li> <li>• Prior experience in the Power Industry</li> <li>• Good interpersonal skills to manage customers with ease</li> <li>• Analytical and problem-solving skills</li> <li>• Ability to use the Basic Microsoft Word, Excel, PowerPoint to complete essential requirements of the role</li> <li>• Ability to read/interpret tender/contractual documentation</li> <li>• Ability to interpret numerical information, logically analyse complex data</li> </ul>	<ul style="list-style-type: none"> <li>• To plan and oversee all sales activities for the Large Electricity Sales Team and work with various functional team to propose pricing strategies to achieve and exceed Team and Personal Financial and Market Share Target</li> <li>• Foster strong business relationships with existing Commercial and Industrial Key Account customers and prospects and ensure consistent business follow-ups</li> <li>• Work with Product Development Team to identify and develop new business opportunities and programs for Commercial and Industrial Segment</li> <li>• Collection of competitor market pricing, products and services</li> <li>• Ensure compliance of company procedures &amp; proper documentation of electricity documents, security deposits and approval forms</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am – 6.00pm</li> </ul>
<b>Billing &amp; Settlement Officer/ Senior Officer/ Executive</b> 	<ul style="list-style-type: none"> <li>• Local Diploma/ Degree in Business/ Finance/ Accountancy/ IT or other relevant fields</li> <li>• Min 5 years related working experience/</li> </ul>	<ul style="list-style-type: none"> <li>• We are seeking meticulous and experienced candidates to join our team. The successful candidates will be responsible for</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am – 6.00pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Min 2 years supervisory experience for Senior roles</p> <ul style="list-style-type: none"> <li>• Proficiency in Microsoft Officer especially MS Excel</li> <li>• Meticulous and detailed oriented</li> <li>• Able to work independently with minimum supervision and meet deadlines</li> <li>• Excellent inter-personal skills, problem solving skills and a team player</li> </ul>	<p>managing the billing and credit control functions, ensuring accuracy and timeliness in all billing and settlement processes.</p> <ul style="list-style-type: none"> <li>• Setup/ Prepare/ Send customer invoices for various utilities mainly electricity</li> <li>• Troubleshoot and resolving billing and credit control issues</li> <li>• Prepare, review and resolve monthly and daily settlement</li> <li>• Ensure accuracy and timeliness of all bills and settlements</li> <li>• Collaborate closely with different internal departments to ensure high accuracy of customer information and coach Junior Officers (Senior role)</li> <li>• Liaise with external vendors and resolve any issues (Senior role)</li> <li>• Assist with process and system improvements and implementations (Senior role)</li> <li>• Prepare customer/ internal financial or billing related reports as required</li> </ul>	
<p><b>Customer Care Officer/ Executive (Sales)</b> </p>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills to work effectively with various stakeholders, both within and outside our company</li> <li>• Excellent communication skills - able to write, present and correspond effectively with any stakeholder(s) as required</li> <li>• Prior experience or knowledge in relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Adept at growing our Residential and Small Commercial segments through the acquisition of new prospects and retention of existing customers alike</li> <li>• Versatile in selling our Residential and Small Commercial solutions over various channels including hotline, online or even in person</li> <li>• Supporting the team for account servicing matters will also be required from</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am – 6.00pm</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	industries is an advantage <ul style="list-style-type: none"> <li>• Adequate proficiency in MS Office</li> <li>• Experience with CRM, ERP or other relevant enterprise software/ solutions are a plus</li> <li>• Diploma/ Degree in related field(s) is an advantage</li> </ul>	time to time (e.g. peak periods) <ul style="list-style-type: none"> <li>• Support the ongoing development of new/ digital initiatives as the company embraces new technologies to keep up with an evolving market</li> <li>• Supporting the company's other activities in line with its overall vision as a leading electricity retailer in Singapore</li> </ul>	
<b>Customer Care Officer/ Executive (Account Servicing)</b> 	<ul style="list-style-type: none"> <li>• Strong interpersonal skills to work effectively with various stakeholders, both within and outside our company</li> <li>• Excellent communication skills - able to write, present and correspond effectively with any stakeholder(s) as required</li> <li>• Prior experience or knowledge in relevant industries is an advantage</li> <li>• Adequate proficiency in MS Office</li> <li>• Experience with CRM, ERP or other relevant enterprise software/ solutions are a plus</li> <li>• Diploma/ Degree in related field(s) is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently deliver quality customer service via existing channels such as our hotline, email inbox and online enquiries</li> <li>• Familiarise with the three key segments which they are expected to handle day to day: Residential, Small Commercial and Tenants</li> <li>• Support the ongoing development of new/ digital initiatives as the company embraces new technologies to keep up with an evolving market</li> <li>• Supporting the company's other activities in line with its overall vision as a leading electricity retailer in Singapore</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am – 6.00pm</li> </ul>

## #10 Wok Hey

Inspired by the cornerstone of Cantonese-styled cooking, we seeded an idea to create a modern interpretation of the traditional Asian stir-fry staples.

Hence, WOK HEY sprouted in 2017 as a modern, fast-casual, convenient, take-out only kiosk concept offering tasty, nutritional, value-for-money, customizable fry-to-order wok dishes. As a halal-certified concept, we are able to cater to customers from across all walks of life.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Head Chef</b>	<ul style="list-style-type: none"> <li>At least 5 years of relevant culinary experiences, self-driven and good team player</li> <li>Able to manage stress well</li> <li>Able to multitask, prioritize, and manage time efficiently</li> </ul>	<ul style="list-style-type: none"> <li>Food preparation</li> <li>Supplies/ Stocks control</li> <li>Customer Service</li> <li>Hygiene and work safety</li> <li>Communication</li> <li>Administration</li> </ul>	<ul style="list-style-type: none"> <li>5am to 2pm/6am to 3pm/7am to 4pm/10am to 8pm</li> </ul>
<b>Chef</b>	<ul style="list-style-type: none"> <li>At least 5 years of relevant culinary experiences</li> <li>Self-driven and good team player</li> <li>Able to manage stress well</li> <li>Able to multitask, prioritize, and manage time efficiently</li> </ul>	<ul style="list-style-type: none"> <li>Preparation and cooking of varieties of Western/ Asian/ Muslim cuisine</li> <li>Good Knowledge on different cooking methods, raw materials and culinary nutrition.</li> <li>Exercise good cost and inventory management practices and controls</li> <li>Hygiene and work safety</li> </ul>	<ul style="list-style-type: none"> <li>5am to 2pm/6am to 3pm/7am to 4pm/10am to 8pm</li> </ul>
<b>Cook</b>	<ul style="list-style-type: none"> <li>At least 3 years of relevant culinary experiences</li> <li>Self-driven and good team player</li> <li>Able to manage stress well</li> <li>Able to multitask, prioritize, and manage time efficiently</li> </ul>	<ul style="list-style-type: none"> <li>Preparation and cooking of varieties of Western/ Asian/ Muslim cuisine</li> <li>Good Knowledge on different cooking methods, raw materials and culinary nutrition</li> <li>Exercise good cost and inventory management practices and controls</li> <li>Hygiene and work safety</li> </ul>	<ul style="list-style-type: none"> <li>5am to 2pm/6am to 3pm/7am to 4pm/10am to 8pm</li> </ul>
<b>Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>Candidates with no prior experience are also welcome to apply</li> <li>Self-driven and good team player</li> <li>Able to manage stress well</li> <li>Able to multitask, prioritize, and manage time</li> </ul>	<ul style="list-style-type: none"> <li>Assist in food preparations</li> <li>Serve food behind counter in Staff Cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>5am to 2pm/6am to 3pm/7am to 4pm/10am to 8pm</li> </ul>
<b>Dishwasher</b>	<ul style="list-style-type: none"> <li>Candidates with no prior experience are also welcome to apply</li> <li>Self-driven and good team player</li> <li>Able to manage stress well</li> <li>Able to multitask, prioritize, and manage time</li> </ul>	<ul style="list-style-type: none"> <li>Dishwashing and General cleaning</li> </ul>	<ul style="list-style-type: none"> <li>5am to 2pm/6am to 3pm/7am to 4pm/10am to 8pm</li> </ul>

## #11 WSH Experts

WSH Experts Pte Ltd established in Singapore to provide integrated services to the industry. We provide wide range of services to all the sectors We are dedicative and having capability to provide the best innovative solutions to satisfy your needs. Our Team has the global expertise with local experience to assist the organizations. Our team has worked with international organizations which enables us to give suitable global solutions. WSH Experts team constitutes of experienced professionals who have many years of experience.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Library Assistant</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Print, process and affix colour code spine label, High Frequency and Ultra High Frequency (RFID) tags on library materials.</li> <li>• Sort materials according to the categories.</li> <li>• Retrieve and match copies of materials after cataloging process.</li> <li>• Handling of items based on sets.</li> <li>• Shelving and retrieval of books to-and-fro the bins and shelves.</li> <li>• Input data and create new records of items.</li> <li>• Physical processing of materials which require stapling, attaching or simple taping work.</li> <li>• Print inventory list based on catalogued records</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Admin Assistant</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative duties which include but are not limited to:</li> <li>• Maintain and update administration related data records. Recording &amp; tracking of invoices.</li> <li>• Manage counter operations:</li> <li>• Screening of calls and line transfers</li> <li>• Attending to walk-in customers/ students/ parents/vendors</li> <li>• Handling email correspondence received through the school generic account.</li> <li>• Filing and Organizing</li> <li>• Providing basic support to administer first aid to students who get injured during school hours.</li> <li>• Handling of mails and deliveries with record keeping</li> </ul>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Handling of students' identity cards as well as GCE 'O' Level exam &amp; SGC certificates.</li> <li>• Covering the other Admin assistant counter duty when she is on leave.</li> <li>• Assist in school events.</li> <li>• Perform data entry duties assigned by school.</li> <li>• Other general administration-related duties eg, collation of data, filing of documents, printing and statistics tabulation etc.</li> <li>• Conversant in using apps such as WhatsApp to keep in touch with school staff</li> <li>• Has pleasant character and able to build rapport with parents and Well mannered</li> </ul>	
<b>Part -Time Warden</b>	<ul style="list-style-type: none"> <li>• Able to work weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Opening &amp; closing the sports facility Gate @ School</li> <li>• Checking registered player entry</li> <li>• Take the meter reading before and after the session</li> <li>• Ensure the cleanliness after dismissal</li> </ul>	
<b>Java Developers</b> 	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Code, modify, test, correct and document new and existing programs using assigned languages, tools and coding conventions</li> <li>• Prepare and document test data</li> <li>• Prepare and set up testing and production environment</li> <li>• Prepare and maintain program and system documentation</li> <li>• Assist in establishing file structures and processing logic requirements</li> <li>• Produce deliverables according to group standards and procedures</li> <li>• Assist Project Leaders in the study and design of application systems and work coordination, project management and user training work</li> <li>• Troubleshooting and supporting end-users in the implementation and maintenance of application systems</li> <li>• Train other contract programmers in the relevant skills</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Participate in Disaster Recovery activities eg simulation exercise at Disaster Recovery sites</li> <li>Learn / pick up new programming skills related to System Development</li> <li>Maintenance assigned by the supervisors</li> <li>Any other tasks related to System Development and Maintenance as assigned by the supervisors.</li> </ul>	
<b>Mainframe Developers</b> 	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Code, modify, test, correct and document new and existing programs using assigned languages, tools and coding conventions</li> <li>Code, modify, test, correct and document new and existing JCLs</li> <li>Analyse the program specification to produce all testing condition and produce test data based on identified test conditions</li> <li>Prepare JCL to load DB2 table or define VSAM files with the extracted test data for performing the various tests, eg stress test, regression test, performance test etc. When tested successfully, repeat the process for creating production DB2 &amp; VSAM files</li> <li>Prepare and maintain program and system documentation</li> <li>Assist in establishing file structures and processing logic requirements</li> <li>Produce deliverables according to group standards and procedures</li> <li>Assist Project Leaders in the study and design of application systems and work coordination, project management and user training work</li> <li>Troubleshooting and supporting end-users in the implementation and maintenance of application systems</li> <li>Train other contract programmers in the relevant skills; Participate in Disaster Recovery activities eg simulation exercises at Disaster Recovery site</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Helpdesk Support Officer</b>	<ul style="list-style-type: none"> <li>Experience preferred</li> </ul>	<ul style="list-style-type: none"> <li>Incident and Problem Management</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Application Support</li> <li>• Install other 3-party applications upon request</li> <li>• Fault reporting: CCIS web case assignments and Tebs i-Track ticketing, BC Ticketing, HRiQ Ticketing, etc.</li> <li>• Making support request to issues related to Microsoft Office 365 platform.</li> <li>• Microsoft Office Apps Issues, e.g. OneDrive access issues, etc.</li> <li>• Escalation to L2 Support.</li> <li>• General Support</li> <li>• Fault reporting: Laptop, Printer, Keyboard, Mouse, Headset, etc.</li> <li>• Printer Related Support: Install, Configure, Escalate to Vendor.</li> <li>• Monthly Random Laptop Checks</li> <li>• User Administration: Staff On-boarding, Staff Off-boarding, Password Reset, Group email, Microsoft Admin Portal, Entra Admin Center, Intune, Azure AD, etc.</li> <li>• Corporate SIM Card assignment, maintain Mobile number listing.</li> <li>• Network Support</li> <li>• Fault reporting: VPN, Internet Connection</li> <li>• Fortigate Maintenance and Support, e.g. Firmware upgrade, Policy settings, Virtual Private Network (VPN) Password reset and token issuance, domain blacklisting and whitelisting, etc.</li> <li>• Meraki Device Admin, device whitelisting, blacklisting, etc.</li> <li>• Sophos Central Admin, Device and user group assignment, etc.</li> <li>• Ruckus Admin, reset Ruckus APs, adjust settings, etc.</li> <li>• Cisco Email System support, e.g. Blacklist or whitelist domain, Email tracing, Email policies settings, etc.</li> <li>• Cybersecurity Support</li> <li>• Send Staff Advisory</li> <li>• Create KnowBe4 User</li> <li>• Daily Firewall Security Checks</li> <li>• Daily Sign-In Checks</li> <li>• 3CX Support</li> <li>• Asset Management</li> </ul>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Asset Issuance, Loan Issuance, Track and maintain asset listings.</li> <li>To assist in stock-taking exercise, if required.</li> <li>Hardware vendor liaising and coordination for Return Merchandise Authorization (RMA) and Warranty.</li> </ul>	
<b>ICT Trainer</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Conduct ICT-based customised training workshop for students and teachers, post training surveys, and compile students' work</li> <li>Trainer in charge of Robotics Club</li> <li>Administrator for other ICT-based systems not under MOE</li> <li>Manage and upkeep of the school's website</li> <li>Assist in providing the Audio Visual Technical support for school events and activities</li> <li>Involve in daily assembly, videography, phototaking, video editing during school events, posters/brochures designing and stocktaking, etc.</li> <li>Assist HOD Ed Tech in ICT/AV-related administrative, operational and project management duties when necessary such as inventory checks, loaning process, fault reporting matters and service request.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Airport Baggage Handler</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Safely load and unload passengers' baggage from aircraft cargo holds, baggage carts, and conveyor belts etc</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Call Centre Operator</b>	<ul style="list-style-type: none"> <li>Able to do shift work</li> </ul>	<ul style="list-style-type: none"> <li>To manage feedback received on alleged TCASA offences via specific hotlines and email addresses etc</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Workplace Safety Health Officer</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Carry out the duties of WSHO and daily inspection, recommendation and report submission</li> <li>Share with the Safety Committee on updates, incidents and any new rules from the MOM</li> <li>Track, plan, schedule and conduct safety-related trainings for the client and contractor staff</li> <li>Plan, coordinate, and conduct safety inspections and emergency drills for the location</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Develop Emergency Preparedness and Response Plans and refine plans to cover risks.</li> <li>• Plan and conduct an internal WSH Audit and review on the Safety and Health Management System</li> <li>• Recommend safety improvement measures and draft contract requirements for safety improvements</li> <li>• Carry out the duties as listed in the Fire Safety (Fire Safety Managers) Regulations.</li> <li>• Carry out a fire risk assessment, including the identification and control of hazardous materials</li> <li>• Plan and carry out a tabletop exercise as and when instructed by the client</li> <li>• Plan an annual firefighting exercise with SCDF and conduct fire evacuation exercises Plan annual firefighting exercise with SCDF and conduct fire evacuation exercises for the premises</li> </ul>	
<b>Class 3 Driver</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Drive the provided Baggage tractor or lorry inside the Terminals</li> <li>• Need to drive the truck to transfer the Baggage for the Transit Flight between the Terminals</li> <li>• Proper Handover of vehicles</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Class 4 Driver</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Drive and operate the Molly Buses to and from designated destinations punctually and according to the daily schedule specified by the NLB.</li> <li>• Drive the Molly buses back to Assigned Parking Location at the end of the day and ensure proper parking at designated parking area at all times.</li> <li>• Safely and securely lock the Molly Buses when they are not in use.</li> <li>• General Library Operations Support</li> <li>• Conduct Routine check on the Buses</li> <li>• Maintain Logbook daily Up to 3 Sites per day</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Molly buses are currently parked at Jurong Regional located at 21 Jurong East central 1</li> </ul>	
<b>Enforcement Officer</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Attend to feedback/complaints/tip offs on Tobacco related offences and work assigned by the Authority</li> <li>Conducting observations, patrols and Enforcement activities</li> <li>*Conducting raids and operations under appropriate supervision of the Authority officers.</li> <li>Other consecutive documentation works related to the job assigned and other jobs instructed by the authority</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Operation Executive - Bus Depot</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Use the Scanner to Scan the Bus and Top up Diesel to the Bus Note down the Bus number in the Given sheet</li> <li>Use the scanner to scan the bus registration number/Demount and scan loaded coin boxes with security tie seal/Bring the loaded coin boxes to duty operation personnel for sealing of the coin boxes with security tie seal/Load sealed coin boxes onto trolley.</li> </ul>	<ul style="list-style-type: none"> <li>Work Location: Hougang</li> </ul>
<b>Service Ambassador</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Provide directional guidance to visitors</li> <li>Assist with the use of self-help kiosks</li> <li>Address queries related to cremation and ash collection</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Equipment Operator</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Drive the provided Baggage tractor or lorry inside the Terminals</li> <li>Need to drive the truck to transfer the Baggage for the Transit Flight between the Terminals</li> <li>Proper Handover of vehicles</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Cleaners</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Maintain the general cleanliness of the school and equipment</li> <li>Assist in performing security-related duties</li> <li>Assist in providing logistical support for all school-based activities/ functions till end, including transporting and arrangement of furniture and equipment</li> <li>Assist in the daily operations of the school such as accompanying</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		vendors or term contractors to ensure that work/services are delivered <ul style="list-style-type: none"> <li>Any other duties as assigned by the school</li> </ul>	
<b>HR Assistant</b>	•	<ul style="list-style-type: none"> <li>Prepare and issue offer letters, employment contracts, and onboarding documents.</li> <li>Maintain and update recruitment databases and candidates record etc</li> </ul>	•
<b>Recruitment Executive</b>	•	<ul style="list-style-type: none"> <li>Manages the complete hiring cycle for an organization, including developing recruitment strategies, sourcing and screening candidates via various channels, coordinating interviews, extending job offers, and maintaining relationships with hiring managers and potential applicants</li> </ul>	•
<b>Resident Technical Officer (RTO)</b> 	•	<ul style="list-style-type: none"> <li>Co-ordinate and liaise between the Board and the Project Contractor.</li> <li>The RTO shall also collaborate with and be responsible for the co-ordination of the services to be provided by the other specialists engaged by the Project Contractors, and such other consultants as may be appointed by the Board from time to time etc</li> </ul>	•
<b>Site Inspector (Construction)</b> 	•	<ul style="list-style-type: none"> <li>The Team is to identify all new construction sites / construction activities within the DTSS1 corridor during the combing exercise and immediately call the WRN officer-in-charge to report the location of the new construction site and construction activity observed.</li> <li>The Team shall also take coloured photographs of the construction project signboard, construction equipment/machinery, construction activities on site and send to the WRN officer-in-charge.</li> <li>The Team shall also speak to the workers present on site to obtain the site manager's name, contact number and email address, and</li> </ul>	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		report to the WRN officer-in-charge etc	

## e2i Services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

### Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.sg/cg-cp123?r=qr>



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## Discover our Services at a Centre Near You

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

**Operating Hours**  
 Mondays: 2:30pm to 5pm  
 Tuesdays to Fridays: 9am to 5pm  
 Saturdays: 9am to 1pm  
 Sundays & Public Holidays: Closed

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

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

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