

e2i x Toa Payoh West CC Skills & Career Fair 11 March 2026

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

Legend:

 – PMET Roles

 - Roles open to fresh graduates and entry-level candidates

Content Page

Pages [Click on the specific role to view more details]

#1 Big Heart Student Care	7
• Adhoc Relief Assistant Student Care Officer ★	7
• Chinese Language Student Care Mentor ★	7
• Kindergarten Care Centre Supervisor 📁	8
• Kindergarten – Care Officer ★	8
• Student Care Centre Manager 📁	8
• Student Care Officer ★	8
#2 Carlton Hotel (Singapore)	10
• Bellhop ★	10
• Concierge ★	10
• F&B Attendant ★	10
• Guest Services Officer ★	11
• Housekeeping Attendant (Public Area) ★	11
• Kitchen Cook / Assistant ★	12
• Laundry Manager 📁	12
• Room Attendant ★	12
• Stewarding Staff ★	12
• Technician ★	13
• Technical Officer 📁	13
• Waiter / Waitress (Wah Lok) ★	13
#3 Certis Group	15
• Auxiliary Police Officer ★	15
• Aviation Security Officer ★	15
• Cash Management Officer ★	15
• Cash & Valuables Security Officer ★	16
• Courier Rider ★	16
• Enforcement Officer ★	16
• Security Officer ★	16
#4 CEVA Logistics Solutions Singapore	17

Legend:


📁 – PMET Roles






★ - Roles open to fresh graduates and entry-level candidates

- Customer Service Officer (Contract Logistics)   17
- Logistics Analyst   17
- Logistics Assistant (Contract Logistics)  18
- Marine Operations Executive  18
- Quality Inspector (Contract Logistics, Aviation)   20
- #5 Educare Human Capital..... 21**
- Admin Assistant 21
- Admin cum Receptionist  21
- Campus Manager  22
- Discipline Aide   22
- Graphic Designer  22
- ICT Executive   23
- ICT Trainer   24
- Operations Associate   24
- Operations Support Officer  25
- Research Assistant   25
- Science Lab Assistant/Tech 25
- Special Education Needs (SEN) Officer   26
- Support Services for the Care Corner (School Sector)   26
- Supporting Teachers in Food Laboratory   26
- Teacher Aide/Teacher Assistant   27
- Youth Worker / Student Care Youth Worker   28
- #6 Exceltec Property Management 29**
- Administrative Assistant / Officer 29
- Assistant / Facilities Manager  29
- Assistant Quantity Surveyor   30
- AV & Event Manager  30
- Cleaning Crew 34
- Cleaning Supervisor..... 34
- Condominium / Building / Complex Manager (MCST)  34
- Facilities Executive  35
- Facilities Helpdesk Coordinator (shift) 36
- Facilities Manager (IFM)  37

Legend:


 – PMET Roles

 - Roles open to fresh graduates and entry-level candidates

- Facilities Officer  39
- Junior AV & Event Technical Officer  40
- Operation Executive (Jnr) - Environmental Cleaning Services  40
- Part-Time Facilities Helpdesk Coordinator 42
- Property & Workplace Safety Executive  43
- Property Executive (MCST)  44
- Property Executive (Tenancy)  45
- Property / Facility Executive (IFM)  46
- Property Officer (IFM)  46
- Property Officer (MCST)  47
- Quantity Surveyor  48
- Senior Facilities Manager (IFM)  49
- Senior Fire Safety Manager  50
- Senior Property Executive (IFM)  51
- Software Engineer (IoT)  52
- Supervisor / Senior Supervisor (M&E)  53
- System Administrator  53
- Team Manager (MCST)  55
- Technician (Roving)  56
- Technician (Roving Supervisor - FM)  58
- Technician / Senior Technician (Electrical / M&E)  59
- Technical Officer (FM)  59
- Technology & Innovation Executive  60
- #7 GBS (Singapore)..... 61**
- Assistant Engineer   61
- Semiconductor Technician   61
- #8 LS2 Services..... 62**
- Cleaner  62
- Cleaner Team Leader  62
- Full Stack (Software Developer)  62
- Operations Administrative Support 63
- Maintenance Technician  64
- Quality Controller  64

Legend:


 – PMET Roles

 - Roles open to fresh graduates and entry-level candidates

- Storeman (East)..... 65
- Supervisor 66
- #9 Paris Baguette Singapore 67**
- Assistant Section Head (Bakery / Culinary / Deli)  67
- Assistant Store Manager  67
- Baker (Day / Overnight)  67
- Cook (Outlet)  68
- Management Trainee (Bakery / Cake / Culinary / Deli)   68
- Management Trainee (Operations)   68
- Pastry Chef  69
- PB Future Talent Leader Programme   69
- Section Head (Bakery / Culinary / Deli)  70
- Service Crew..... 70
- Store Manager  71
- #10 Sushi Tei Group 72**
- Assistant Leading Cook  72
- Marketing Executive (1 year contract)   72
- Leading Cook  73
- Part Time (Cook)  73
- Part Time (Waiter / Waitress)  74
- Restaurant Supervisor  74
- Service Crew (Waiter / Waitress)  75
- Senior Cook  75
- #11 Tan Tock Seng Hospital 77**
- Assistant Technician (Operating Theatre)  77
- Patient Service Associate (Emergency Department)  77
- Patient Service Associate (Financial Counselling)  77
- Patient Service Associate (Inpatient Wards)  78
- Patient Service Associate (Specialist Outpatient Clinic)  78
- #12 Trampoline..... 79**
- Job Coach   79
- Partnership Specialist  79

Legend:


 – PMET Roles

 - Roles open to fresh graduates and entry-level candidates

#13 Woodlands Transport Group	80
• Bus Driver (Coach).....	80
• Bus Driver (School Bus)	80
• Bus Driver (Workers).....	80
• Customer Service Executive 	80
• Mechanics / Technicians 	81
• Operations Executive 	81
• Tour Consultants	81
#14 WuXi AppTec	82
• Green Sustainable Development Engineer  	82
• Engineer I , Production  	84
• In-Process-Chemistry Analyst  	84
• Logistics Engineer  	85
• Microbial Test Analyst  	87
• Production Technician / Trainer 	88
• Project Construction Technician 	88
• Special Test Analyst  	90
• Technical Operations Engineer  	91
• Testing Analyst  	92
• Warehouse Specialist 	93
#15 Young Women's Christian Association of Singapore (YWCA)	94
• Assistant Security Manager.....	94
• F&B Executive 	94
• Sous Chef 	94
• Technician 	95
e2i services	96

Legend:

 – PMET Roles

 - Roles open to fresh graduates and entry-level candidates

#1 Big Heart Student Care

We are a not-for-profit organization formed by the 4 Self Help Groups namely CDAC, SINDA, Yayasan Mendaki and Eurasian Association. We partner with MOE to provide high quality and affordable after-school care for children in 30 primary schools islandwide.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Adhoc Relief Assistant Student Care Officer ★	<ul style="list-style-type: none"> • Passion working with children • Good verbal communication skills • Ability to multi-task in a fast-paced environment 	<ul style="list-style-type: none"> • Supervise primary school children for completion of homework and spelling revision • Conduct both indoor and outdoor activities as per set curriculum to develop the children holistically • Ensure the safety and well-being of the children at all times 	<ul style="list-style-type: none"> • Working Hours: During school term: 9.30am to 7pm (Mon to Fri) During school holiday: 9.5-hours shift between 7.30am to 7pm (Mon to Fri) • Employment Type: Part-Time • Location: 436957
Chinese Language Student Care Mentor ★	<ul style="list-style-type: none"> • Passion working with primary school children • Good verbal communication skills and ability to multi-task in a fast-paced environment • Able to guide children with their Chinese homework and spelling during homework time 	<ul style="list-style-type: none"> • Supervise primary school children for completion of homework and spelling revision • Conduct both indoor and outdoor activities as per set curriculum to develop the children holistically • Ensure safety and well-being of the children at all times • Build positive rapport with children and parents. 	<ul style="list-style-type: none"> • Working Hours: During school term: 1pm to 6pm (Mon to Fri) During school holiday: 5-hours shift between 7.30am to 7pm (Mon to Fri) • Employment Type: Part-Time • Location: 436957
Kindergarten Care Centre Supervisor 📁	<ul style="list-style-type: none"> • At least 2 years of senior teacher role or supervisory role in childcare or kindergarten care centre • Has minimum L2 or Diploma in Early Childhood Care & Education. 	<ul style="list-style-type: none"> • Oversee the smooth-running of a school-based kindergarten care centre. Perform efficient administrative duties and manpower planning • Build positive rapport with stakeholders (school leaders, parents, student care staff) • Lead and mentor team of kindergarten care staff 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: During school term: 9.30am to 7pm (Mon to Fri) During school holiday: 9.5-hours shift between 7am to 7pm (Mon to Fri)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Provide effective support and guidance to challenging children 	<ul style="list-style-type: none"> Employment Type: Full-Time Location: 436957
Kindergarten – Care Officer ★	<ul style="list-style-type: none"> Passion working with kindergarten children Good verbal communication skills Ability to multi-task in a fast-paced environment 	<ul style="list-style-type: none"> Conduct routine care for the children Carry out both indoor and outdoor activities as per set curriculum to develop the children holistically Ensure safety and well-being of the children at all times Build positive rapport with children and parents 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: During school term: 9.30am to 7pm (Mon to Fri) During school holiday: 9.5-hours shift between 7am to 7pm (Mon to Fri) Employment Type: Full-Time Location: 436957
Student Care Centre Manager 	<ul style="list-style-type: none"> At least 2 years of student care centre supervisor experience 	<ul style="list-style-type: none"> Oversee the smooth-running of a school-based student care centre Perform efficient administrative duties and manpower planning. Build positive rapport with stakeholders (school leaders, parents, student care staff) Lead and mentor team of student care staff Provide effective support and guidance to challenging children 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: During school term: 10am to 7pm (Mon to Fri) During school holiday: 9-hours shift between 7.30am to 7pm (Mon to Fri) Employment Type: Full-Time Location: 436957
Student Care Officer ★	<ul style="list-style-type: none"> Passion working with primary school children Good verbal communication skills and ability to multi-task in a fast-paced environment 	<ul style="list-style-type: none"> Supervise primary school children for completion of homework and spelling revision Conduct both indoor and outdoor activities as per set curriculum to develop the children holistically 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: During school term: 11am to 7pm (Mon to Fri)

[Type here]

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure safety and well-being of the children at all times • Build positive rapport with children and parents 	<p>During school holiday: 8-hours shift between 7.30am to 7pm (Mon to Fri)</p> <ul style="list-style-type: none"> • Employment Type: Full-Time • Location: 436957

[Click Here for Table of Content](#)

#2 Carlton Hotel (Singapore)

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bellhop ★	<ul style="list-style-type: none"> • Able to speak and read basic English • Well-groomed and Customer-oriented • Received prior training in fire evacuation and emergency procedures will be an advantage 	<ul style="list-style-type: none"> • Provides polite and courteous service to all guests and business partners while supporting hotel entrance operations, including assisting with traffic control, taxi arrangements, and maintaining driveway cleanliness 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: Morning - 07:00 -16:30 Afternoon - 11:00 - 20:30/ 12:30 - 22:00 Midnight - 22:00 - 07:30 • Employment Type: Full-Time • Location: 189558
Concierge ★	<ul style="list-style-type: none"> • Fluent in both written and spoken English • Customer oriented and enjoy meeting new people • Good grooming standard with a pleasant personality • Possesses good knowledge on PMS Opera system 	<ul style="list-style-type: none"> • Provides polite, courteous, and professional concierge service while overseeing daily Concierge Desk operations and managing the Bell team in the absence of the Assistant or Chef Concierge 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: Morning - 07:00 -16:30 Afternoon - 11:00 - 20:30/ 12:30 - 22:00 Midnight - 22:00 - 07:30 • Employment Type: Full-Time • Location: 189558
F&B Attendant ★	<ul style="list-style-type: none"> • Food service experience with general knowledge of restaurant/café operations preferred • Certified competent in WSQ basic food hygiene course or other mandatory food hygiene courses 	<ul style="list-style-type: none"> • Handles guest enquiries and reservations professionally, including phone calls, walk-ins, and food orders, while delivering attentive and courteous service • Maintains cleanliness and organization of the restaurant, café, and room service areas, including table clearing and setup before operations 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: Morning shift: 07:00 – 15:00 Afternoon shift: 12:00 – 20:00 • Employment Type: Full-Time

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	stipulated by the authorities <ul style="list-style-type: none"> • Good customer service 	<ul style="list-style-type: none"> • Responsible for taking and coordinating food orders with the kitchen, serving meals to dining guests or guest rooms, and preparing and serving artisanal coffee, tea, and specialty beverages for dine-in or takeaway • Performs cashiering duties as required to ensure smooth daily operations 	<ul style="list-style-type: none"> • Location: 189558
Guest Services Officer ★	<ul style="list-style-type: none"> • Good knowledge on PMS Opera system • Good grooming standard with a pleasant personality • Good in customer service 	<ul style="list-style-type: none"> • Provides polite, courteous, and professional service to all guests and business partners while attending daily briefings and staying updated on hotel policies and procedures • Manages efficient check-in and check-out processes, cashiering duties, and reception operations with full integrity and in accordance with hotel standards • Responsible for room blocking and assignment, key issuance, guest data updates in the Opera PMS system, and coordination with Housekeeping on room status • Actively upsells rooms to enhance guest experience and maximize revenue, handles guest complaints professionally in the absence of a supervisor, communicates effectively with management on guest-related issues, leads by example in service delivery, and maintains strict confidentiality of all hotel, guest, and associate information 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: Morning - 07:00 - 16:30 Afternoon - 12:30 - 22:00 Midnight - 22:00 - 07:30 • Employment Type: Full-Time • Location: 189558
Housekeeping Attendant (Public Area) ★	<ul style="list-style-type: none"> • Able to speak and understand basic English 	<ul style="list-style-type: none"> • Performs general cleaning duties such as sweeping, mopping etc. at the hotel's public areas (include common corridors at the back of house, restaurants, gym, pool area, offices, staff toilets and service areas). 	<ul style="list-style-type: none"> • Number Of Working Days: 6 Working Days • Working Hours: Various Morning and Afternoon Shift

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Employment Type: Full-Time • Location: 189558
Kitchen Cook / Assistant ★	<ul style="list-style-type: none"> • Certified competent in WSQ basic food hygiene course or other mandatory food hygiene courses stipulated by the authorities 	<ul style="list-style-type: none"> • Assists kitchen operations by preparing ingredients, helping with cooking, maintaining cleanliness, and following quality and safety standards. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: Morning - 0700-1500, 1000-1800, Afternoon - 1500-2300, Midnight - 2300-0700 • Employment Type: Full-Time • Location: 189558
Laundry Manager 🧺	<ul style="list-style-type: none"> • Able to speak and understand English & Mandarin • Organised, self-driven and detail oriented 	<ul style="list-style-type: none"> • The Laundry Manager is in charge of the laundry plant and the daily operations • Ensure optimum efficiency and smooth operations are achieved • He is also responsible for the planning, controlling, cost effectiveness, budgeting, co-ordinating and administration of the laundry, uniform and linen activities. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 8.30am to 6.15pm • Employment Type: Full-Time • Location: 189558
Room Attendant ★	<ul style="list-style-type: none"> • Prior hotel working experience preferred • Able to speak and understand basic English 	<ul style="list-style-type: none"> • Responsible to clean and maintain guest rooms, guest corridor and service pantry in accordance to the standards set by the hotel eg. makes bed, dusts the room and furniture, replenishes the guestroom and bath supplies, cleans the bathroom and bedroom, vacuums carpet. 	<ul style="list-style-type: none"> • Number Of Working Days: 6 Working Days • Working Hours: Various Morning and Afternoon Shift • Employment Type: Full-Time • Location: 189558
Stewarding Staff ★	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • Maintains kitchen cleanliness by washing dishes, cleaning equipment, disposing of waste, 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and supporting hygiene and safety standards	<ul style="list-style-type: none"> • Working Hours: Morning - 0700-1500, 1000-1800, Afternoon - 1500-2300 • Employment Type: Full-Time • Location: 189558
Technician ★	<ul style="list-style-type: none"> • Minimum 2 years of relevant experience in plant facility, hospitality, property management operation & maintenance environment • Diploma / ITC / NTC in Electrical / Mechanical / Plumbing / Refrigeration / Building Services / Facilities Technology Certificate from a recognized training Institute • Independent and responsible individual 	<ul style="list-style-type: none"> • Responsible for the efficient operation, repair, and maintenance of all mechanical and electrical systems and equipment within the hotel, including electrical machinery and kitchen equipment. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: Morning - 08:15 - 18:00 Afternoon - 13:15-23:00 Midnight - 22:20 - 07:15 • Employment Type: Full-Time • Location: 189558
Technical Officer 🛠️	<ul style="list-style-type: none"> • Minimum Higher NITEC in Electrical / Mechanical / Facilities Technology / Mechatronics • At least 3 years of hands on experience in similar capacity • Experience in maintaining, troubleshooting and repairing of building equipment • Possesses good attitude and communication skills • Able to use basic Microsoft office software such as MS Word and MS Excel 	<ul style="list-style-type: none"> • Responsible for the repair and maintenance of all mechanical and electrical systems, including wiring, fixtures, controls, equipment, fire safety systems, chilled water plants, and emergency generators, ensuring regular testing and timely replacement of faulty electrical components • Monitors and reports abnormalities in equipment and facilities, verifies operational checklists, utility consumption records, pool water quality logs, and preventive maintenance reports 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: Morning - 08:15 - 18:00 Afternoon - 13:15-23:00 Midnight - 22:20 - 07:15 • Employment Type: Full-Time • Location: 189558
Waiter / Waitress (Wah Lok) ★	<ul style="list-style-type: none"> • Food service experience with general knowledge of 	<ul style="list-style-type: none"> • Providing excellent customer service by taking orders, serving 	<ul style="list-style-type: none"> • Number Of Working Days:

[Type here]

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	restaurant/café operations preferred <ul style="list-style-type: none"> • Certified competent in WSQ basic food hygiene course or other mandatory food hygiene courses stipulated by the authorities • Good in customer service 	food and drinks, and ensuring a pleasant dining experience.	5.5 Working Days <ul style="list-style-type: none"> • Working Hours: Morning - 1100-1600, Afternoon - 1800-2100 • Employment Type: Full-Time • Location: 189558

Click Here for Table of Content

#3 Certis Group

Certis is a leading outsourced services partner that designs, builds and operates multi-disciplinary smart security and integrated services. Our multi-service offerings leverage our strong heritage in security, and are augmented by applied AI solutions. These solutions are part of our comprehensive technology development and systems integration capabilities that are fully cyber secure by design.

We forge deep partnerships with our customers in the private and public sector. Our customers trust in our unique principle of Operational-Design First, and share our belief that technology and operations must work hand-in-hand, not in silos.

With your business needs firmly in mind, we first seek to understand your operations thoroughly, so that we co-create the perfect experience that drives optimal outcomes for you. Underpinned by robust process design, we will operationalise the full turn-key solution that guarantees results.





At Certis, we seamlessly orchestrate security, facilities management and customer experience for greater cost efficiencies that empower your future. We are committed to building a safer, smarter, better and more sustainable business for you.

Certis is headquartered in Singapore, with an international presence that extends to Australia and Qatar.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Auxiliary Police Officer ★	<ul style="list-style-type: none"> Minimum 3 GCE 'N' Levels. Nitec / Higher Nitec / Diploma Holders from local institutions may be considered for direct entry to Corporal / Sergeant rank Applicants must undergo 9 – 10 weeks of training and be able to pass IPPT Able to perform 12 hours rotating shift 	<ul style="list-style-type: none"> Responsible in maintaining law and order Primary duties include deterring and preventing unlawful activities, safeguarding persons and protecting properties from loss and damage Secondary duties include crowd and traffic control, perform patrolling, access control or enforcement of security at events. 	<ul style="list-style-type: none"> Weekly Commitment: 5.5 days Working Hours: 12 hours Employment Type: Full-Time Location: 149547
Aviation Security Officer ★	<ul style="list-style-type: none"> Min 'N' level Willing to work 12 hour shift 	<ul style="list-style-type: none"> Responsible for conducting security screening checks and ensuring safety of the passengers while maintaining its high security standard 	<ul style="list-style-type: none"> Weekly Commitment: 5.5 days Working Hours: 12 hours Employment Type: Full-Time Location: 149547
Cash Management Officer ★	<ul style="list-style-type: none"> Minimally 1 O level Credit Willing to work 12 hours shift 	<ul style="list-style-type: none"> Handling of cash with the aid of cash sorting machine Moving of cash boxes / cash bags / coin boxes from time to time 	<ul style="list-style-type: none"> Weekly Commitment: 5.5 days Working Hours: 12 hours





[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good attention to detail and sense of responsibility • Physically fit and comfortable handling bulk cash (required to carry up to 12kg load) 	<ul style="list-style-type: none"> • Packing of cash into boxes / containers / cartridges • No fronting of customers / clients 	<ul style="list-style-type: none"> • Employment Type: Full-Time • Location: 149547
Cash & Valuables Security Officer 	<ul style="list-style-type: none"> • Singapore Citizen • Min 1 'N' Level • Valid Class 3/3A License (Min. 1 year experience) 	<ul style="list-style-type: none"> • Play a critical role in the cash management ecosystem • You will be trained to handle cash replenishment at ATMs and the collection and delivery of cash and valuables to banks and retail stores 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 days • Working Hours: 12 hours • Employment Type: Full-Time • Location: 149547
Courier Rider 	<ul style="list-style-type: none"> • Singapore Citizen • Min. Secondary Education • Valid Class 2B License (Min. 1 year experience) • Willing to work rotating shifts including weekends and public holidays 	<ul style="list-style-type: none"> • As a Business Logistics Rider, you'll be part of the trusted team that ensures the secure and timely transportation of cash and valuables between clients, banks, and operations hubs • You'll play a vital role in supporting Singapore's financial and retail systems — ensuring every delivery is made safely, on time, and with professionalism 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 days • Working Hours: 12 hours • Employment Type: Full-Time • Location: 149547
Enforcement Officer 	<ul style="list-style-type: none"> • Candidate must possess at least Secondary education • Candidate must possess class 2/2A/2B license • No work experience required as training will be provided 	<ul style="list-style-type: none"> • Carry out enforcement duties at public roads according to patrol schedule and attend to public feedback on parking • Enforce against illegal parking, perform checks against unlicensed operator and unlawful activities 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 days • Working Hours: 12 hours • Employment Type: Full-Time • Location: 149547
Security Officer 	<ul style="list-style-type: none"> • Min education: Secondary 2 • Singaporeans only • Shift work required 	<ul style="list-style-type: none"> • The primary job scope includes performing access control duties (to prevent unauthorized entry into the premises), patrolling/clocking and attending to any security related matters. 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 days • Working Hours: 12 hours • Employment Type: Full-Time • Location: 149547

#4 CEVA Logistics Solutions Singapore

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Officer (Contract Logistics)  	<ul style="list-style-type: none"> • Preferably Diploma in Logistics or Business Admin • Product and System knowledge & MS Office Skills • Customer Service Orientated 	<ul style="list-style-type: none"> • Communicate with customers, warehouse and forwarder in day-to-day operations • Responsible for meeting all operational key performance indicators and required service standard • Ensure proper keeping of cycle count sheet by respective Customer Service Executive / Officer for audit trail purpose • Responsible in reconciling all stock discrepancies • Shipment booking and transport arrangement • Experience in order processing • Collate and compute the monthly KPI report • Ensure the Customer Service Executive / Officer submit the KPI per established schedule • Maintain inventory accuracy between us and customer's WMS system 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Working Hours: 8am - 5pm 8am - 5.30pm (Monday - Thursday) 8am - 6.30pm (Friday) • Employment Type: Full-Time • Location: 498793
Logistics Analyst  	<ul style="list-style-type: none"> • Degree or Masters in Logistics, Supply Chain Management, Engineering, or Business with a relevant specialization • Awareness and understanding of lean principles and continuous improvement tools • Strong in data crunching and analysis • Proficient in Microsoft PowerPoint and Excel (including pivot tables) • Knowledge in VBA / SQL / database management structure is not necessary but will be a plus 	<ul style="list-style-type: none"> • Leverage on lean principles to increase operational performance and optimise warehouse resources, creating value for internal and external stakeholders • Spearhead continuous improvement projects within the warehouse, from process gap identification to solution design and implementation, as well as operational change management • Support the Operations Manager in the monitoring and analysis of performance data such as KPI and productivity reports, as well as financial data such as billing reports and account P&L • Partner with the Key Account Manager in business 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Working Hours: Monday - Friday: 9am - 5.45pm • Employment Type: Full-Time • Location: 627575

[Type here]

Click Here for Table of Content



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Comfortable with presenting and communicating with customers and stakeholders within all levels of the organization • Good and adaptive team player with strong interpersonal skills • No experience needed 	<p>development efforts through maintenance of customer satisfaction and solutioning of value creation opportunities</p> <ul style="list-style-type: none"> • Collaborate with subject matter experts from the Innovation, Automation, and Warehouse Management System (WMS) team to implement new technology or fine-tune existing solutions within the warehouse • Contribute to the Operational Excellence (OpEx) community by sharing knowledge of best practices and new solutions, and participating in technical trainings and focus group workshops • Support the OpEx core team in OpEx-led events and group collateral 	
<p>Logistics Assistant (Contract Logistics) ★</p>	<ul style="list-style-type: none"> • Possess working experience in warehouse environment and knowledge in WMS / SAP system will be an advantage • Possess forklift license or other experience in operating MHEs will be an advantage • Pleasant and friendly disposition with good communication and strong interpersonal skills • Willing to work long hours and able to work under pressure in a fast-moving environment • Physically fit, meticulous and able to multi-task 	<ul style="list-style-type: none"> • Responsible for the good running of the warehouse operation picking and packing based on the order sheet by customer • Perform scanning and putting away of goods. Checking on the quality and quantity items for receiving & releasing of goods • Liaising with internal customer service team and external service providers / suppliers. Perform cycle count and stock take • Perform system transaction (GR / GI) in Warehouse Management System (WMS) and SAP 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Working Hours: 8am - 5.30pm (Monday - Thursday) 8am - 6.30pm (Friday) • Employment Type: Full-Time • Location: 498793
<p>Marine Operations Executive 📁</p>	<ul style="list-style-type: none"> • Diploma or equivalent qualification in Logistics, Supply Chain, or related field 	<ul style="list-style-type: none"> • Act as the main contact for marine customers regarding ship spares logistics • Provide standby support for urgent shipment enquiries from 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 days • Working Hours:

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum 3 years of experience in freight forwarding or marine logistics preferred • Strong knowledge of import/export procedures, shipping documentation, and customs clearance • Proficient in logistics systems (e.g., Cargowise) and Microsoft Office applications • Able to work independently, handle multiple priorities, and remain calm under pressure • Willingness to be on standby for urgent marine logistics support 	<p>vessel captains, service engineers, bunker surveyors, purchasers, etc</p> <ul style="list-style-type: none"> • Coordinate with internal stakeholders and customers • Receive pre-alerts (air, ocean, courier, self-delivery) from global customers and vendors • Arrange and coordinate shipment delivery via trucking, courier, and other modes • Prepare Pick List from Logiswift WMS to send to warehouse • Monitor vessel ETA daily via Portnet and update customer inventory accordingly • Open job files in Cargowise, ensure timely cost accrual, billing, and upload of Proof of Delivery (POD) to eDocs • Prepare and submit permit declarations for shipments via TNETS • Generate shipping documents including Delivery Notes, Ship Supply Notes, and Delivery Advice for drivers • Send pre-loading advice to vessel and purchasers 24hours before • Liaise with local product (Air/Ocean) team to ensure timely customs clearance and delivery to the Marine warehouse • Assign drivers based on urgency and route, serving as the traffic coordinator for collection and delivery • Ensure all customer emails are responded to within 24 hours • Obtain rates from product teams and provide quotations for cross-border trucking and courier services • Prepare and send inventory reports to customers and follow up on any enquiries or discrepancies 	<p>Mon to Thurs (9am – 6pm), Fri (8:30am - 5:30pm), Sat (9am - 1pm)</p> <ul style="list-style-type: none"> • Employment Type: Full-Time • Location: 128470

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Quality Inspector (Contract Logistics, Aviation)  </p>	<ul style="list-style-type: none"> • Work experience in the aviation industry would be an advantage • CAAS M10 / L11 / L12 would be an advantage • Proficient in Microsoft Office & presentation skills • Excellent interpersonal & influencing skills 	<ul style="list-style-type: none"> • Inspect aircraft spares • Verify aircraft spares to ensure appropriate accompanying documents from the OEMs, vendors and suppliers • Work on continuous improvement projects to improve work areas and procedures • Facilitate period audits from civil aviation authorities and customers • Maintain shelf-life records for aircraft spares with limited life • Monitor and conduct surveillance audits on all store's activities within the bonded stores • Raise discrepancy reports for any discrepancies found on any aircraft spares in the bonded stores 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Working Hours: 8am - 5.30pm (Monday - Thursday) 8am - 6.30pm (Friday) • Employment Type: Full-Time • Location: 819829





#5 Educare Human Capital

Founded in 2004 under Educare Co-operative (Singapore Teachers' Union). Piloted Teacher-Assistant scheme & provided HR/manpower support to MOE schools. Since 2013, we are a part of Ascendo corporate group, accessing integrated training, consultancy & human capital resources. Today EHC Supports public & private organisations with end-to-end HR solutions, training, certification, deployment, workforce management & continuous development. Our affiliation with Ascendo enhances capacity, credibility & ability to deliver large-scale, high-quality workforce solutions

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Admin Assistant	<ul style="list-style-type: none"> The candidate should have at least two years of experience in administrative work, with prior experience in school administration preferred Proficiency in Microsoft Office applications is required, along with effective communication skills 	<ul style="list-style-type: none"> The role involves performing general administrative duties including typing, printing, filing, and issuing items within the school The candidate will handle general inquiries via telephone and in-person, manage data entry tasks, assist with event logistics, and carry out any other administrative responsibilities as assigned. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide
Admin cum Receptionist ★	<ul style="list-style-type: none"> Applicants should possess at least one relevant qualification, such as a Certificate in Office Skills, Certificate in Business Skills (Accounting), NITEC in Office Skills, NITEC in Service Skills (Office), Higher NITEC in Business Studies (Administration), or a minimum of three GCE O-Level passes in English, Mathematics, and ESS, or equivalent subjects including numeracy. A minimum of two years of relevant working experience in customer service and general administration is required. Proficiency in Microsoft Word, Excel, and PowerPoint is expected, and basic knowledge of first aid 	<ul style="list-style-type: none"> The role involves providing frontline customer service by handling enquiries via phone and in person, and rendering assistance to students and staff. Responsibilities include managing and compiling data, drafting simple correspondences, collecting and verifying documents, and carrying out general office administrative duties. The position also supports ad-hoc logistics and operational needs, as well as other general duties or projects assigned by the school. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide



Click Here for Table of Content

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	would be an added advantage.		
Campus Manager 	<ul style="list-style-type: none"> The candidate should possess relevant qualifications or skill accreditations and have at least three years of related experience. The role also requires strong organizational abilities, as well as good interpersonal and communication skills. 	<ul style="list-style-type: none"> The role involves financial and administrative support, including maintaining daily accounting transactions, filing and record keeping, preparing budgets, financial statements, and monthly reports, managing books, issuing payment vouchers and receipts, performing general administrative duties, and carrying out ad hoc tasks as assigned by the supervisor. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide
Discipline Aide  	<ul style="list-style-type: none"> The candidate should possess a full GCE 'O' Level qualification or equivalent work experience and be able to connect with students and maintain good rapport. Proficiency in Microsoft Office, particularly Word and Excel, and the ability to manage online school data management tools are required. The role calls for strong attention to detail, the ability to multitask effectively, a keen willingness to learn, and the ability to work well as a team player. 	<ul style="list-style-type: none"> The role involves coordinating and supervising after-school detention sessions to ensure consistent enforcement and follow-up with students, maintaining detention records, and communicating with form teachers. It includes managing the Student Management Centre operations by handling student attendance, late-coming records, and student inquiries. The candidate will collaborate with the Student Management Team on case management, monitoring disciplinary measures, following up on student behavior, and assisting with home visits and liaising with authorities. Additional duties include maintaining school security and discipline through regular patrols and visitor management, supporting examination and sports events, monitoring after-school programmes for at-risk students, and managing data and records related to student conduct and attendance. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide
Graphic Designer 	<ul style="list-style-type: none"> The candidate should have at least two years of experience with a strong portfolio demonstrating skills in 	<ul style="list-style-type: none"> The role involves creating on-brand visual, digital, print, and multimedia materials for the school. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours



[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>both print and digital design, including layout, typography, and photo/video editing.</p> <ul style="list-style-type: none"> The role requires the ability to create engaging video content and simple motion graphics for social media, strong illustration skills with a definable style adaptable to the school’s needs, and meticulous attention to detail to work within an existing brand identity using provided logos, colour palettes, and fonts consistently. Excellent communication skills are essential to understand requirements, present concepts, and incorporate feedback effectively. Experience in designing media assets and collaterals such as website graphics, slides, and images, as well as prior experience working in a school environment, is preferred. 	<ul style="list-style-type: none"> Responsibilities include designing publications and website visuals, producing video and social media content, developing branding and promotional materials, and creating custom illustrations. Deliverables include print-ready files, high-resolution digital assets, complete source files, edited videos with project files, and original illustration files. 	<ul style="list-style-type: none"> Employment Type: Contract Job Type: Islandwide
<p>ICT Executive  </p>	<ul style="list-style-type: none"> Candidates should possess a Diploma in Information Technology or an equivalent qualification, with at least two years of relevant experience, including experience working in an iPad PDL P computing school environment. 	<ul style="list-style-type: none"> The role provides comprehensive ICT and AV support while upholding the school’s mission and ethos. Key responsibilities include supporting ICT initiatives, delivering technical helpdesk services, managing user accounts and digital platforms, and maintaining ICT and AV equipment. The position also involves procurement support, asset 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> The role requires a team-oriented individual with a positive attitude, a willingness to learn, and the ability to work effectively in a fast-paced setting. Key skills include proficiency in ICT systems, software, and hardware, the setup, operation, and maintenance of audio-visual systems, strong troubleshooting abilities, and effective communication skills in English and the relevant Mother Tongue. 	<p>management, device loans and insurance handling, event recording, and AV setup for school activities, along with other duties assigned by school leadership.</p>	
<p>ICT Trainer </p>	<ul style="list-style-type: none"> Candidates should possess a diploma in Infocomm and Technology, Multimedia, Graphic Design, or a related field, and have a minimum of three years' experience conducting similar ICT-related programmes in Singapore primary schools. 	<ul style="list-style-type: none"> The ICT Trainer will design and deliver an ICT training programme aligned with MOE Digital Literacy, working closely with the ICT HOD and other department heads. Responsibilities include coordinating training schedules, developing teaching resources, supporting ICT competitions, and assisting with ICT-related tasks beyond training hours. The role also involves updating the school website, and managing photography and videography for school events and classroom observations, with proficiency in editing tools and equipment handling required. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide
<p>Operations Associate </p>	<ul style="list-style-type: none"> The candidate should possess a minimum of NITEC certification or an equivalent qualification and have at least two years of experience in operations or facilities management. 	<ul style="list-style-type: none"> The role encompasses facilities, cleaning, event, and operational management. Responsibilities include overseeing school facility maintenance and upgrades, coordinating contractors, supervising cleaning staff and ensuring hygiene standards, planning and executing logistics 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide







[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Proficiency in Microsoft Office Suite is also required. 	<p>for school events, and assisting in workflow coordination and process improvement to support smooth school operations.</p>	
<p>Operations Support Officer ★</p>	<ul style="list-style-type: none"> The candidate should have completed at least Primary School education or an equivalent qualification and preferably have prior experience working in a school environment. The role requires good health with no physical limitations that would impede daily operational duties, the ability to understand and converse in simple English, and the ability to follow verbal and written instructions accurately. 	<ul style="list-style-type: none"> The role ensures the smooth day-to-day operation of the school, maintaining systems, resources, and equipment. Key responsibilities include opening and closing college venues and classrooms, managing traffic and school gates, arming and disarming the security system, performing cleaning duties, and providing logistical support for school events, functions, and examinations, including moving furniture. The position also involves supervising contractors working on campus, performing gate duties during peak periods, and carrying out other aspects of estate management or assigned tasks as required. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide
<p>Research Assistant 📁 ★</p>	<ul style="list-style-type: none"> The candidate should possess at least a Bachelor’s degree in Psychology, Education, Special Education, or an equivalent qualification. Preferably, the candidate has three or more years of experience conducting literature reviews and research in the fields of psychology, education, or special education. 	<ul style="list-style-type: none"> The role supports a SPED research study by assisting with the implementation and evaluation of teaching and learning syllabuses. Responsibilities include collecting, analysing, and evaluating research data, supporting syllabus implementation in SPED schools, and conducting literature reviews to inform and strengthen implementation efforts. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide
<p>Science Lab Assistant/Tech</p>	<ul style="list-style-type: none"> Candidates should possess at least an ‘N’ or ‘O’ Level qualification. The role requires good interpersonal skills and a meticulous, organised approach to 	<ul style="list-style-type: none"> The role involves setting up and cleaning science laboratories before and after experiments or activities, ensuring the safe-keeping and proper maintenance of science apparatus and equipment, and 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract



[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>work. Applicants with a minimum of one or two years of experience working in a science laboratory are preferred.</p>	<p>conducting stock takes of laboratory resources.</p> <ul style="list-style-type: none"> Responsibilities include assisting with the replacement of broken apparatus and the replenishment of perishable materials, supporting staff in science-related activities or programmes, and performing any other school duties as required. 	<ul style="list-style-type: none"> Job Type: Islandwide
<p>Special Education Needs (SEN) Officer  </p>	<ul style="list-style-type: none"> The candidate should possess a Diploma in Special Education and have at least three years of relevant working experience in MOE mainstream schools supporting students with or suspected of special educational needs (SEN). In addition, the candidate should have a minimum of three years of experience conducting School-based Dyslexia Remediation (SDR). 	<ul style="list-style-type: none"> Provide support to students with special needs through implementation of Individual Education Plans (IEPs), in-class assistance, and withdrawal interventions. Collaborate with teachers, parents, and external professionals to address learning and behavioral needs. Develop teaching resources, facilitate skills training, support peer interactions, maintain student records, and monitor progress to enhance students' academic, social, and emotional development. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide
<p>Support Services for the Care Corner (School Sector)  </p>	<ul style="list-style-type: none"> The candidate should possess a minimum of GCE 'O' or 'N' Level qualification and hold a basic first aid certification. At least three years of relevant experience in handling children is required, along with good telephone skills The role also requires the ability to speak and write effectively in English. 	<ul style="list-style-type: none"> The role involves providing support in both student care and administrative tasks. The successful candidate will man the school's care corner during school hours, perform basic first aid such as cleaning minor wounds and applying bandages, and assist with administrative duties after school dismissal. In addition, the candidate will carry out any other administrative tasks as assigned by the school. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide
<p>Supporting Teachers in Food Laboratory  </p>	<ul style="list-style-type: none"> The candidate should be able to understand and communicate in English and have at least two years of experience working in 	<ul style="list-style-type: none"> The role supports food safety, kitchen maintenance, and lesson preparation in the school's food laboratories. Key responsibilities include assisting teachers with food 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours


[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>a secondary school, preferably assisting teachers with the preparation of food for lessons.</p> <ul style="list-style-type: none"> The role requires someone who is mindful of hygienic practices when handling food, responsible, proactive, and able to work both independently and collaboratively in a team. (With valid Basic Food Hygiene cert) 	<p>preparation and cooking, cleaning and resetting kitchen areas, managing inventory of food and supplies, supervising students during cooking activities, reporting safety issues or student misconduct, tracking assets, and performing other assigned duties to ensure smooth and safe operation of the food labs.</p>	<ul style="list-style-type: none"> Employment Type: Contract Job Type: Islandwide
<p>Teacher Aide/Teacher Assistant  </p>	<ul style="list-style-type: none"> Candidates should possess a minimum of GCE 'O' Level with a pass in English and have at least two years of experience in administrative work. Experience in event management and prior work experience in an educational institution are preferred. Applicants with a valid First Aid certification with CPR and AED will have an advantage. Proficiency in written and spoken English, Microsoft Office applications, and basic digital tools such as Google Sheets is required. The role calls for strong organisational, communication, and interpersonal skills, the ability to work independently as well as collaboratively in a team, and a resourceful, proactive approach with the ability to multitask 	<ul style="list-style-type: none"> Key responsibilities include supporting the planning and execution of school events such as camps, celebrations, learning journeys, and enrichment programmes, including vendor coordination, procurement, logistics arrangements, and the preparation of event materials and schedules. The role also involves assisting teachers with learning materials, classroom displays, and interactive teaching aids, as well as providing administrative support, maintaining records and inventories, and carrying out additional duties as required to ensure the smooth day-to-day operations of the school. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide


[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	effectively in a dynamic school environment.		
<p>Youth Worker / Student Care Youth Worker</p> 	<ul style="list-style-type: none"> The ideal candidate should hold a degree in counselling or an equivalent qualification and possess experience in counselling or working with adolescents and teenagers. 	<ul style="list-style-type: none"> The role supports the planning, delivery, and supervision of the After-School Engagement (ASE) / GEAR-Up programme. Responsibilities include engaging and mentoring students, designing and running termly and holiday programmes, monitoring attendance, safety, and well-being, and collaborating with teachers to motivate students and develop skills and values. The role also requires clear communication, adherence to school rules, ethical conduct, and providing an end-of-year programme review. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8 hours Employment Type: Contract Job Type: Islandwide

#6 Exceltec Property Management

Incorporated in 1997, Exceltec is an established property and facilities management company providing one-stop property solutions in Singapore. These solutions cater to commercial, retail and industrial sectors and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up its ranking in the SME 1000. The ranking helps in credibility building, raising visibility, benchmarking, and employee motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Administrative Assistant / Officer	<ul style="list-style-type: none"> • "N" & "O" Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field • Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage • Minimum one (1) year experience in property management, particularly in strata-living contexts • Familiarity with regulations governing MCSTs, e.g. BMSMA. • Basic competency in Microsoft Office Suite. Familiarity with property management software is a plus • Familiarity with property management software is a plus 	<ul style="list-style-type: none"> • The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team. • This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders. • The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties and professionally. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601
Assistant / Facilities Manager 	<ul style="list-style-type: none"> • Relevant bachelor's degree holder in Engineering, Facilities Management, or equivalent. • Minimum 3 years of post-degree experience in related Facility Management or equivalent 	<ul style="list-style-type: none"> • Ensure that a building or facility is properly maintained, operated, and managed • Oversee maintenance and repair work • Manage operating budgets and resources • Ensure compliance with safety and environmental regulations • Manage staff and contractors • Coordinate with other departments and stakeholders, and plan and implement facility improvements 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Possess strong organizational and leadership skills • Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously • Experiences in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred 	
<p>Assistant Quantity Surveyor 📁 ⭐</p>	<ul style="list-style-type: none"> • Degree / Diploma in Building / Quantity Surveying • At least 3 years of working experience in building/ quantity surveying experience • Pro-active attitude • Fresh graduates are welcome to apply. 	<ul style="list-style-type: none"> • Responsible for quantity take off and cost estimation • Preparation of tender submission with specific deadline • Source, negotiate and award of contracts to vendors • Responsible for material order processing and cost control. Evaluate and process vendors claims • Prepare progress claims for submission in timely manner • Finalise project accounts with clients and vendors • Any other duties as assigned by Contracts Director / Manager • Experience in pre & post contract-administration • Prepare cost submission / pricing / quantity take off / cost evaluation • Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player & able to meet tight deadlines • Able to carry out procurement and cost management process • Source for subcontractors and suppliers. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601
<p>AV & Event Manager 📁</p>	<ul style="list-style-type: none"> • Diploma or Degree in Audio-Visual Technology, Electrical/Electronic Engineering, Media Technology, Information Technology, 	<ul style="list-style-type: none"> • The AV & Events Manager leads the end to end delivery of audio visual and event operations across campus venues and teaching spaces. • The role governs AV systems lifecycle (from cost estimation and procurement to asset 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type:

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Broadcast/Media Production, or an equivalent technical discipline.</p> <ul style="list-style-type: none"> • Candidates with strong practical AV/event leadership experience may be considered in lieu of degree requirements. • Minimum 5 years of relevant experience in AV, event operations, and logistics support (preferably in multi-venue environments such as campuses, convention facilities, or public venues). • Proven experience managing IP-based AV technologies and modern AV systems. • Strong working knowledge of audio-visual systems, sound systems, lighting systems, and event/exam venue setups. • Familiarity or hands-on experience with centralised AV control/monitoring and asset management systems (e.g., Extron, Wolfvision or equivalent). • Ability to troubleshoot AV issues under time pressure and coordinate vendor support when needed. • Strong planning, coordination, and stakeholder management skills. • Good documentation discipline (maintenance logs, inventory records, monthly reporting). 	<p>management, preventive maintenance, and disposal), coordinates event/exam setups and ensures operational readiness and service excellence through a trained, well rostered team and managed vendor ecosystem.</p> <ul style="list-style-type: none"> • Where applicable, the environment leverages IP based AV infrastructure and centralised control/monitoring platforms (e.g., Extron GVE; WolfVision vSolution Link Pro). <p>Key Responsibilities:</p> <p>AV & Event Operations</p> <ul style="list-style-type: none"> • Plan, coordinate, set up, operate, monitor, and troubleshoot Audio-Visual, Sound, and Lighting systems for on-site events/exams; manage feedback during live operations, including emergency breakdown response and immediate rectification. • Conduct venue readiness checks (sound, lighting, projection, control) to ensure “event/exam-ready” state at least one day in advance; where setup time is constrained, establish N-2 readiness as the benchmark. • Maintain high standards of show control, recording/streaming (where applicable), and live mix quality; drive post-event reviews for continual improvement. <p>Centralised Control & Systems Operations</p> <ul style="list-style-type: none"> • Oversee and continually uplift team proficiency on the site’s AV Asset Management & Centralised Control & Monitoring System; ensure healthy system baselines, alarms triage, and remote support response. 	<p>Full-Time</p> <ul style="list-style-type: none"> • Job Type: 609601

[Type here]

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • People leadership skills to manage technicians and train ad-hoc crews. • Cost estimation and procurement capability (evaluation, vendor coordination, scheduling). • Standard hours with extended/split shifts, evenings, weekends, and public holidays as events/exams require; on call/standby rotations for critical coverage. • Physical activity includes lifting, rigging assistance, and frequent movements across campus venues. 	<p>Asset, Inventory & Logistics Governance</p> <ul style="list-style-type: none"> • Own the AV equipment & store inventory (loaning processes, chain-of-custody, storage, and safekeeping). • Ensure accurate point-to-point transfer controls, loss prevention, and timely return/turnaround of loaned assets aligned to the Equipment & Store Inventory Listing. <p>Preventive Maintenance & Repairs</p> <ul style="list-style-type: none"> • Develop and manage the quarterly preventive maintenance plan for all equipment; publish the maintenance timetable to the SO for review and approval before execution. • Issue monthly maintenance reports (equipment serviced, faults, corrective actions, parts used). • Maintain comprehensive checklists and service/repair records; escalate vendor repairs and warranty claims effectively. <p>Procurement, Budgeting & Costing</p> <ul style="list-style-type: none"> • Perform cost estimation, options analysis and manage procurement (sourcing, technical evaluation, vendor management) of AV systems, parts and services, in line with client requirements and procurement policy. <p>Team Leadership & Training</p> <ul style="list-style-type: none"> • Lead, roster and develop an AV & Events team (including supervisors/technicians) for multi-venue concurrency; manage standby coverage during events/exams and coordinate cross-deployment. • Train and certify ad-hoc AV technicians engaged for 	

[Type here]

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>sound/lighting operations; implement skill matrices and SOPs to standardise delivery.</p> <p>Stakeholder & Vendor Management</p> <ul style="list-style-type: none"> • Work closely with client stakeholders, faculty/event owners, facilities teams, external contractors and suppliers for setup and dismantling; ensure method statements and risk controls are adhered to. • Provide clear timelines, technical riders, and house rules; drive accountability for handovers/handbacks. <p>Documentation, Compliance & Disposal Governance</p> <ul style="list-style-type: none"> • Uphold proper documentation: job logs, incident records, inventory movements, PM checklists, service dockets, and training attendance. • Govern asset disposal strictly under SO instruction; proceed only with approved asset disposal forms—no disposal without approval; ensure controlled removal and auditable records <p>EHS, Quality & Policy Adherence</p> <ul style="list-style-type: none"> • Enforce Workplace Safety & Health (WSH) requirements (lifting, working-at-height, lasers/pyro if applicable), electrical safety, and lock-out/tag-out practices; comply with client/Company AUP/handbook and site procedures. • Ensure work practices, job ads and hiring support comply with MOM/TAFEP guidelines when coordinating ad-hoc manpower. <p>Other Duties</p> <ul style="list-style-type: none"> • Ad hoc duties when required 	

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaning Crew	<ul style="list-style-type: none"> • Minimum completion of PSLE or its equivalent. • Willing to work rotating shifts. • Positive attitude with an outgoing personality and good communication skills. • Preferred experience in the hospitality industry, along with familiarity of the Opera system. 	<ul style="list-style-type: none"> • General cleaning duties • Vacuuming, sweeping, and mopping floors of various types • Dusting ceilings, light fittings, countertops, and loose furniture • Scrubbing and sanitizing toilets, sinks and fixtures • Emptying waste bins • Washing and drying windows 	<ul style="list-style-type: none"> • Number Of Working Days: 5-6 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601
Cleaning Supervisor	<ul style="list-style-type: none"> • 2 years experience in relevant industry will have an added advantage • Good communication skills, both written and spoken • Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> • Check equipment condition • Monitor the Service team • Coordinate and liaise with clients at work site • Facilitate effective communication and engagement at the workplace • Handle complaints and feedback from clients • Handle reassignment of tasks when needed • Identify training needs for all soft-skill staff • Inspect work done daily • Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications • Monitor cleaning material stock level and re-order materials, if required • Provide help and guidance to immediate reports • Submit report, if required • Any other ad hoc duties as and when required 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601
Condominium / Building / Complex Manager (MCST) 	<ul style="list-style-type: none"> • Education: Diploma/Degree in real estate management, business administration, or a related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. 	<ul style="list-style-type: none"> • Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained. • Budget Management: Prepare and manage the annual budget for building operations, including maintenance and 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

[Type here]


Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property management software and office applications. 	<p>repairs, and ensure financial efficiency.</p> <ul style="list-style-type: none"> • Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community. • Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping • Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes • Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies • Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. 	
<p>Facilities Executive </p>	<ul style="list-style-type: none"> • Minimum Diploma in Building, Facilities Management, or related disciplines from a recognised institution. • 2 years relevant experience. • Prior experience in public space management will be an advantage. 	<ul style="list-style-type: none"> • The Facilities Executive is responsible for supporting the effective daily operations, maintenance, and compliance of building facilities in accordance with Singapore's regulatory requirements and service standards. • The role involves coordinating with vendors, conducting inspections, and ensuring a safe, functional, and customer-focused environment for building users. • Support daily building and facilities operations, ensuring smooth functioning of essential systems (M&E, fire protection, lifts, water, etc.). 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Conduct regular inspections to identify defects, safety hazards, and ensure compliance with BCA, SCDF, NEA, and WSH regulations. • Plan and monitor preventive, corrective, and ad hoc maintenance works across M&E and civil systems. • Supervise vendors and contractors to ensure quality service delivery, safety compliance, and adherence to timelines. • Handle tenant feedback and service requests, and assist in preparing operational reports. • Oversee tenancy fit-out, renovation, and improvement works in accordance with building guidelines. • Maintain accurate maintenance records, asset registers, and operate FM and building management systems (BMS). • Manage soft services such as cleaning, security, landscaping, pest control, and car park operations. • Support emergency response, evacuation procedures, and safety drills. • Perform any other duties assigned by the Facilities or Account Manager. 	
<p>Facilities Helpdesk Coordinator (shift)</p>	<ul style="list-style-type: none"> • Prior experience in helpdesk, customer service, or facilities coordination roles is preferred. • Good communication and interpersonal skills, with the ability to handle inquiries professionally. • Able to multitask, stay organised, and manage follow-ups effectively. • Basic knowledge of building services or 	<ul style="list-style-type: none"> • We are seeking a responsible and service-oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations. This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively. • Operate the facilities helpdesk to receive, log, track, and manage all user feedback, 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 12 hours rotating • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>facilities operations is an advantage.</p> <ul style="list-style-type: none"> • Familiarity with CMMS or other ticketing systems is a plus. 	<p>service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms.</p> <ul style="list-style-type: none"> • Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors. • Provide regular updates and closure on feedback to users, ensuring clear communication on actions taken and resolution timelines. • Manage requests and responses related to: • General services and event support Faults, complaints, and maintenance related issues • Temporary service adjustments • Emergency incidents and alarm monitoring • Maintain accurate records of all reported issues in the Computerised Maintenance Management System (CMMS) or equivalent platforms. • Categorise and prioritise feedback based on service level agreements and urgency. • Prepare and submit monthly reports on service requests, complaints, incidents, and resolutions. 	
<p>Facilities Manager (IFM) </p>	<ul style="list-style-type: none"> • Minimum five (5) years of relevant experience in a similar capacity, preferably in managing properties of similar scale and nature • Experience in the takeover of at least two (2) new developments in the past five (5) years • At least three (3) years of experience providing integrated facilities management services to Government 	<ul style="list-style-type: none"> • (Note: The duties outlined below are not exhaustive and may be subject to change as required.) • Coordinate with the Client’s representative (SO) on the rectification of defects, tracking of outstanding works by the Main Contractor, maintenance programs, and sub-contractor schedules using appropriate software and tools • Ensure all outstanding works are completed satisfactorily • Manage emergency repairs, ad-hoc breakdowns, 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Procurement Entities (GPEs) is preferred.</p>	<p>troubleshooting activities, and provide technical support where necessary</p> <ul style="list-style-type: none"> • Act as a point of coordination between the Main Contractor, sub-contractors, and the Client. Consolidate and submit technical reports and findings to the Client and SO as required. Oversee Permit-to-Work (PTW) processes and related compliance matters • Manage workplace health and safety requirements, including ensuring risk assessments are submitted and adhered to by all sub-contractors • Conduct inspections and spot checks to maintain compliance • Oversee works management processes, including preparation of monthly progress reports, certification of completed works, and administration of variation orders • Conduct regular statutory and compliance inspections (e.g., fire safety, structural inspections) and submit corresponding management reports to the Client • Manage customer service matters, ensuring timely and professional resolution of feedback or complaints from tenants, users, or members of the public • Support general office management activities, including maintenance of supplies, coordination of bill payments, and other administrative support as required by the Client • Carry out any other tasks necessary for the smooth operations of the property or as directed by the Client SO • Prepare and submit periodic reports on the status of 	

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		operations in a format acceptable to the Client SO <ul style="list-style-type: none"> • Represent the Client in managing tenant-related matters professionally and efficiently • Ensure the smooth day-to-day operation of all facilities management services 	
Facilities Officer 	<ul style="list-style-type: none"> • Min Nitec in Electrical/Mechanical Engineering with 1 year experience 	<ul style="list-style-type: none"> • Working in a team to manage daily works • Involve in inspection of horticultural works, upgrading building projects and building maintenance issues • Liaising with contractors and attending to improvement works and feedback from the customers • In addition, you are required participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers. • Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulation. • Plan and schedule preventive maintenance and identify improvement works. • Supervise the contractor's works • Update maintenance records and stock inventory in the system • Attend to tenants' requests, feedback and complaints • Monitor tenancy fit-out and building improvement works • Response/Operate the fire alarm system • Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations • Any other duties as assigned 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Junior AV & Event Technical Officer ★</p>	<ul style="list-style-type: none"> • NITEC, Higher NITEC, or Diploma in AV Technology, IT, or related fields. • 1–2 years of experience in AV/event support preferred (internships or part-time roles count). • Basic understanding of AV systems and willingness to learn. • Good communication and teamwork skills. • Physically fit and able to work flexible hours, including weekends and evenings. 	<ul style="list-style-type: none"> • We are looking for a motivated and hands on Junior AV & Event Officer to support the setup, operation, and maintenance of audiovisual (AV) systems for events, meetings, and campus activities. This is an excellent opportunity for someone early in their career to gain practical experience in AV technology and event logistics. • Assist in setting up AV equipment for events, meetings, and training sessions • Operate basic AV systems including microphones, projectors, and video conferencing tools • Support preventive maintenance and basic troubleshooting of AV equipment • Help manage AV inventory and ensure equipment is stored and handled properly • Provide on-site support during live events and assist with logistics • Work closely with senior AV officers and vendors to ensure smooth event execution 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601
<p>Operation Executive (Jnr) - Environmental Cleaning Services 📦</p>	<ul style="list-style-type: none"> • 2 years of experience in the relevant industry will have an added advantage • Good communication skills, both written and spoken • Team player, able to work independently with minimal supervision • Diploma in Building/Property Management or equivalent 	<ul style="list-style-type: none"> • The Cleaning Operations Executive assists with managing cleaning operation duties as directed by the manager. • This includes managing resources, work procedures, service contracts, and work incidents. They are also required to implement and recommend operation plans to improve the organisation's work processes and service quality. • They work in an office and perform site visits when necessary • As part of their operational duties, they are expected to communicate with relevant stakeholders and clients. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • They are organised, responsive, approachable, able to multi-task and capable of interacting with stakeholders. • Manage cleaning services • Assist in budget planning for cleaning operations • Coordinate with supervisor and client to ensure quality service delivery • Review daily cleaning job reports for submission to management. • Assist in developing and reviewing operation plans to improve work procedures and quality service delivery. • Compile and analyse relevant data to propose recommendations for cleaning process improvement. • Ensure cleaning teams adhere to safety measures during cleaning operations. • Manage Incidents • Guide teams to respond to major incidents and emergencies. • Report and update on major incidents and emergencies to the management. • Manage inventory, equipment and maintenance schedule • Maintain stock of supplies of materials and equipment • Identify and recommend suitable equipment and/or technologies to improve cleaning operations • Allocate equipment and/or technologies and supplies to project sites • Implement maintenance schedules for tools and equipment • Managing Cleaning Teams • Facilitate effective work processes • Facilitate the capability development of staff 	

[Type here]

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Facilitate planning of work schedules and deployment of manpower • Managing Contracts • Ensure contractual payments are followed up • Liaise between internal and external parties to analyse and solidify an overall contract strategy • Interpret tender specifications and prepare quotations for cleaning operations. o Report potential risks on contractual changes to the management. • Assist in resolving existing contract conflicts • Raise requests for purchases as required within agreed limits. • Ensure that budget guidelines set are followed and deviation to these should be communicated with explanations • Assist in negotiating terms, conditions and pricing and ensure they are accurately executed and satisfied • Ad hoc duties may be required on an as-needed basis 	
<p>Part-Time Facilities Helpdesk Coordinator</p>	<ul style="list-style-type: none"> • Preferred competencies and qualifications • Prior experience in helpdesk, customer service, or facilities coordination roles • Ability to communicate professionally and handle inquiries with good interpersonal skills • Capability to multitask, stay organised, and manage follow-ups effectively • Basic knowledge of building services or facilities operations 	<ul style="list-style-type: none"> • We are seeking a responsible and service oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations. This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively. • Operate the facilities helpdesk to receive, log, track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Familiarity with CMMS or other ticketing systems • Work Schedule Flexibility: We understand the importance of work-life balance and offer flexibility for this role. Candidates who prefer part-time arrangements, night shifts (6PM to 11PM), or are only available on weekends are welcome to apply. We are open and adaptable to accommodate different schedules. 	<ul style="list-style-type: none"> • Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors for prompt resolution • Provide regular updates and closure notifications to users on feedback, clearly communicating actions taken and resolution timelines • Manage requests and responses related to general services, event support, faults, complaints, maintenance issues, temporary service adjustments, emergency incidents, and alarm monitoring • Maintain accurate records of all reported issues in the Computerised Maintenance Management System (CMMS) or equivalent platforms to ensure data integrity • Categorise and prioritise feedback based on service level agreements and urgency to support effective issue resolution • Prepare and submit monthly reports summarising service requests, complaints, incidents, and resolutions to inform management decisions 	
<p>Property & Workplace Safety Executive </p>	<ul style="list-style-type: none"> • Diploma in Workplace Safety & Health, Facilities Management, Engineering, or related discipline. • WSQ Advanced Certificate in Workplace Safety and Health (Level B) preferred. • Minimum 2 years of relevant experience, ideally in facilities management, building maintenance, or construction. 	<ul style="list-style-type: none"> • We are seeking a proactive and detail-oriented Property & Workplace Safety Executive to join our growing team in the facilities management sector. In this role, you will play a key part in maintaining a safe and compliant environment across multiple properties, working closely with internal teams and external contractors. • If you're passionate about workplace safety and have experience in site-based environments, we'd love to hear from you. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

[Type here]


Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Sound knowledge of WSH regulations and safety practices in Singapore. • Strong interpersonal and communication skills. • Able to work in a rotating shift pattern (excluding nightshifts), including weekends and public holidays if needed. 	<ul style="list-style-type: none"> • Conduct regular site inspections, safety audits, and risk assessments. • Monitor compliance with Workplace Safety and Health (WSH) regulations and company policies. • Support the implementation of safety programs, permit-to-work systems, and emergency response plans. • Lead toolbox talks, site safety inductions, and awareness briefings. • Investigate incidents and near-misses; recommend and follow up on corrective actions. • Maintain accurate safety records and prepare reports for management and regulatory bodies. • Liaise with authorities (e.g., MOM, SCDF) and ensure proper documentation is in place. • Promote a strong safety culture among employees, vendors, and stakeholders. 	
<p>Property Executive (MCST) </p>	<ul style="list-style-type: none"> • Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property management 	<ul style="list-style-type: none"> • The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title. • These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environments for all residents and owners. • Key Responsibilities: Strategic Management: Overseeing, developing, and implementing property management strategies to enhance asset value. • Operational Leadership: Leading the property management team, including Property Officers and other staff, in day-to-day operations. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>software and office applications.</p>	<ul style="list-style-type: none"> Stakeholder Relations: Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers. Financial Oversight: Managing budgets, financial planning, and reporting for the property. Contract Administration: Overseeing the negotiation and management of contracts with external vendors. Compliance and Risk Management: Ensuring all property operations comply with local regulations and standards and managing risks associated with property management. Ad hoc duties may be required on an as-needed basis. 	
<p>Property Executive (Tenancy) </p>	<ul style="list-style-type: none"> Diploma in Real Estate, Facilities Management, or related discipline 2–3 years of relevant experience in tenancy or property management Good communication and coordination skills Proficient in Microsoft Office and property management systems A team player with strong attention to detail <p>Why Join Us?</p> <ul style="list-style-type: none"> Competitive salary and performance incentives Opportunities for growth within a structured and supportive team 	<ul style="list-style-type: none"> We are looking for a proactive and service-oriented Property Executive to support tenancy-related matters within our Integrated Facilities Management (IFM) operations. You will be responsible for managing day-to-day tenancy matters, ensuring smooth coordination between tenants, contractors, and stakeholders, and maintaining high service standards throughout the lease period. Assist in the processing and documentation of tenancy applications, renewals, and terminations Coordinate fit-out, reinstatement, and inspection activities in accordance with guidelines Liaise with tenants to address feedback and ensure compliance with lease terms Conduct regular site inspections and follow up on tenancy-related issues 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 9am - 6pm, 9am - 1pm Employment Type: Full-Time Job Type: 609601

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Support tenancy reporting and documentation for client submission Work closely with internal teams to ensure seamless service delivery 	
<p>Property / Facility Executive (IFM) </p>	<ul style="list-style-type: none"> Minimum Diploma in Building or Facilities disciplines from a recognised tertiary establishment (with M&E background is preferred) At least three (3) years of relevant working experience. Able to commit to staggering shift work (44 hours per week) 	<ul style="list-style-type: none"> The duties of the Property Executive shall include but not limited to the following: Supervise workers on maintenance matters, service facilities, conservancy work and others. Manage the day-to-day permit to work system; Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting. Provide technical support and attendance where necessary and act as an authorised person. Manage and act as the co-ordination point between the Main Contractor and the client; Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner; Co-ordinate, manage and monitor all corrective and preventive maintenance programmes. Attend to complaints and feedback from tenants. Investigate and report tenancy infringements by tenants. Assist in all surveys required by the client. Attend to any other matter as assigned from time to time. 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 9am - 6pm, 9am - 1pm Employment Type: Full-Time Job Type: 609601
<p>Property Officer (IFM) </p>	<ul style="list-style-type: none"> Minimum Diploma in Building, Facilities or Engineering; OR Minimum Higher NITEC (relevant) with 2 years of related working experience 	<ul style="list-style-type: none"> Provide support to the Property Executive on FM matters Supervise and ensure that all types of routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract. 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 9am - 6pm, 9am - 1pm

[Type here]

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge of facilities operations & maintenance • Team Player and willing to learn • Effective communications with stakeholders 	<ul style="list-style-type: none"> • Oversees preventive and corrective maintenance works in regard to cleaning, pest control, security, fire protection system, security system, plumbing & sanitary system, building works, etc. • Liaise and coordinate with Contractors to ensure timely maintenance works are done. • Compile all term contract service reports • Attend to all complaints/feedback, incidents and crisis situations and submit incident report. • Inspect site areas and report all defects and non-compliances to the Management. • Update the Client on any disruptions, feedbacks, fitting-out and maintenance works conducted on site. • To undertake other work assignments which the Management may assign 	<ul style="list-style-type: none"> • Employment Type: Full-Time • Job Type: 609601
<p>Property Officer (MCST) </p>	<ul style="list-style-type: none"> • Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property management software and office applications. 	<ul style="list-style-type: none"> • The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value. • These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners. • Maintenance and Upkeep: Ensuring regular maintenance and repair of communal facilities. • Financial Management: Assisting in budget preparation, managing expenditures, and overseeing service charge collections. • Regulatory Compliance: Ensuring the property complies with local building codes, safety 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>regulations, and environmental laws.</p> <ul style="list-style-type: none"> • Communication and Coordination: Acting as a liaison between the Management Corporation, residents, and other stakeholders. • Contract Management: Negotiating and managing contracts with various service providers. • Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs. • Emergency Response: Coordinating with emergency services and implementing procedures during emergencies. • Ad hoc duties may be required on an as-needed basis. 	
<p>Quantity Surveyor </p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Responsible for quantity take off and cost estimation • Preparation of tender submission with specific deadline • Source, negotiate and award of contracts to vendors • Responsible for material order processing and cost control • Evaluate and process vendors claims. Prepare progress claims for submission in timely manner. Finalise project accounts with clients and vendors. Any other duties as assigned by Contracts Director / Manager. Experience in pre & post contract-administration. Prepare cost submission / pricing / quantity take off / cost evaluation. Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player& able to meet tight deadlines. Able to carry out procurement and cost management process. Source for subcontractors and suppliers. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601


[Type here]

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Senior Facilities Manager (IFM)</p> 	<ul style="list-style-type: none"> • Minimum 5 years of experience in a senior facilities management role, with proven experience managing large-scale properties. • Valid Fire Safety Manager (FSM) certification with at least 3 years of FSM experience (if required). • Experience in the successful handover of at least two new developments in the last 5 years. • At least 3 years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred. • Strong leadership, communication, and stakeholder management skills. • Proficient in FM software and reporting tools. 	<ul style="list-style-type: none"> • We are looking for a highly experienced and proactive Senior Facilities Manager to lead and oversee all aspects of facilities management operations. This role involves managing a team, coordinating with client representatives and contractors, ensuring regulatory compliance, and driving service excellence across assigned properties. The ideal candidate will bring strong leadership, technical knowledge, and stakeholder management skills to ensure smooth daily operations and long-term asset performance. • Lead and manage all facilities management functions, including maintenance, inspections, safety, and tenant services. • Liaise with client representatives on outstanding works, defect rectification, and maintenance schedules using appropriate software/tools. • Supervise emergency repairs, breakdowns, and provide technical guidance to teams and subcontractors. • Oversee Permit-to-Work (PTW) processes and ensure compliance with statutory and workplace safety regulations. • Conduct regular statutory and compliance inspections (e.g., fire safety, structural) and ensure timely submission of reports. • Manage workplace health and safety, including review of risk assessments and conducting spot checks. • Oversee operational reporting, including monthly progress reports, certification of completed works, and variation orders. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

[Type here]

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Handle complex customer service and tenant-related issues professionally and efficiently. • Support contract administration and operational budgeting as required. • Guide junior staff and contractors to maintain high service delivery standards. • Represent the client in key discussions and manage high-level operational decisions. 	
<p>Senior Fire Safety Manager</p> 	<p>Professional Certificate:</p> <ul style="list-style-type: none"> • Senior FSM • ACTA/ACLP/DDDLP /DACE Certified • WSHO <p>Education/Experience:</p> <ul style="list-style-type: none"> • Min 3-5 years of related experience • Diploma/Degree in a related field 	<ul style="list-style-type: none"> • To oversee the general fire safety and maintenance of firefighting facilities for the assigned property, as well as the planning and execution of fire emergency procedures for the occupants. • To carry out routine inspections to exercise supervision over the maintenance of fire safety measures within the assigned property. • To submit the annual report to the Fire Safety Bureau (FSB) for the renewal of fire certificate. • To conduct monthly inspections and assist the Employer/Client in developing an effective Fire Safety Management Programme for the assigned property. • To assist in the preventive maintenance of all fire protection systems provided in the assigned property is carried out by the vendors or their local agents. • To ensure the occupants' load of any part of any building does not exceed the capacity prescribed under the fire code. • To check whether any fire hazard condition is found within the assigned property. • To assist the Employer/Client in complying with all fire safety requirements and providing an 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		emergency plan according to the Fire Safety Act. <ul style="list-style-type: none"> • To assist the Employer/Client to ensure at all times that fire safety requirements contained in the fire emergency plan are complied with. • To prepare and formulate a fire emergency plan for the assigned property and to assist the Employer/Client in organizing fire drill as regulated by the Fire Safety Act in order to ensure that all persons employed in or using the property or part thereof, are familiar with all means of escape in case of fire. • To assist and train the site staff to co-ordinate and supervise the occupants in the property in firefighting and evacuation in the event of fire or other emergencies. • To assist the Employer/Client to supervise and control the operation of fire command centre in the event of fire or other emergencies. • To carry out such other duties as the Commissioner may require under Fire Safety Act. 	
Senior Property Executive (IFM) 	<ul style="list-style-type: none"> • Minimum Diploma in Building, Facilities Management, or related disciplines from a recognised institution. • Candidates with Mechanical and Electrical (M&E) background are preferred. • Prior experience in public space management will be an advantage. 	<ul style="list-style-type: none"> • As this role pertains to public space management, the successful candidate should be prepared to undertake shift work when necessary. <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • (Note: The duties outlined below are not exhaustive and may be subject to change as required.) • Supervise maintenance workers and contractors on service facilities, conservancy work, and related maintenance activities. • Manage and administer the Permit-to-Work (PTW) system effectively. • Manage emergency and ad-hoc repairs, breakdowns, and 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>troubleshooting activities. Provide technical support, act as an authorised person, and coordinate between the Main Contractor and Client.</p> <ul style="list-style-type: none"> • Handle customer service-related matters by ensuring timely and professional responses to feedback from tenants or members of the public. • Coordinate, manage, and monitor all corrective and preventive maintenance programmes to ensure timely execution. • Attend to complaints and feedback from tenants, ensuring follow-up actions are taken promptly. • Investigate and report tenancy infringements committed by tenants. • Assist in conducting surveys and data collection exercises as required by the Client. • Attend to other duties as assigned from time to time by the Client or Management. 	
<p>Software Engineer (IoT) </p>	<ul style="list-style-type: none"> • Bachelor / Master's Degree in Computer Science, Electrical Engineering, or related field • Good electronics background and familiar with embedded system programming in C, C++, and Python language, • Good experience on setting up Arduino IDE for sensor testing, • Good understanding on IoT data formatting, generation, management, and processing, • Comfortable working with Git for version control, 	<ul style="list-style-type: none"> • We are looking for a highly motivated candidate with strong interest in working with IoT and facilities management systems. We are developing new IoT solutions for smart facility management applications. The team is exploring new frontiers and developing applications around cutting edge IoT technologies. • The role encompasses using C, C++, and Python programming for the sensor node, LoRa gateway, and fabrication of Internet of Things (IoT) devices. This role will work with existing developers on maintaining existing IoT devices & systems and developing new IoT hardware, devices, and systems. • Candidates with similar skills are welcome to apply. Shortlisted 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

[Type here]

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Self-motivated, problem-solver and ability to work independently and as a member of a team. 	<p>candidates will be contacted for an interview.</p>	
<p>Supervisor / Senior Supervisor (M&E) </p>	<ul style="list-style-type: none"> Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent. Minimum 3 years of related experience. General competency in the use of computer Capable of English writing and reporting. 	<ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures Conduct technical investigations in response to fault calls Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices Report accidents, near misses and incidents in accordance with WSH reporting practices Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 9am - 6pm, 9am - 1pm Employment Type: Full-Time Job Type: 609601
<p>System Administrator </p>	<ul style="list-style-type: none"> Degree/Diploma in Computer Science/Information Technology. Basic knowledge of computer networks/ infrastructure Strong analytical and problem-solving skills Good understanding and possess troubleshooting know-how on IT infrastructure and software. 	<p>System Maintenance and Configuration:</p> <ul style="list-style-type: none"> Install, configure, and maintain hardware and software for the organization’s infrastructure. Monitor system performance to ensure everything runs smoothly and securely. Regularly update systems to provide necessary patches and upgrades. <p>Network Management:</p> <ul style="list-style-type: none"> Manage network servers and technology tools. 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 9am - 6pm, 9am - 1pm Employment Type: Full-Time Job Type: 609601

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to handle sensitive information confidentially. • Minimum 2 years of experience in a similar field. • Strong knowledge of MS 365 and Azure. 	<ul style="list-style-type: none"> • Set up user accounts and workstations. • Monitor network performance and integrity. <p>Security:</p> <ul style="list-style-type: none"> • Ensure security through access controls, backups, and firewalls. • Frequently review security protocols and make adjustments as needed. • Respond to and resolve help desk requests. <p>Data Management:</p> <ul style="list-style-type: none"> • Oversee data storage solutions and database systems. • Ensure data recovery and backup procedures are in place and functioning correctly. • Manage and store backups. <p>Troubleshooting and Support:</p> <ul style="list-style-type: none"> • Troubleshoot issues and outages. • Upgrade systems with new releases and models. • Provide technical support and training to other employees. <p>Documentation and Policy Development:</p> <ul style="list-style-type: none"> • Develop expertise to train staff on new technologies. • Build an internal wiki with technical documentation, manuals, and IT policies. • Document system performance and plan for future upgrades. <p>Collaboration and Communication:</p> <ul style="list-style-type: none"> • Work closely with IT project managers and other technical staff. • Collaborate with other departments to understand their technical needs and implement IT solutions. • Report regularly on operation status. 	

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Team Manager (MCST) </p>	<ul style="list-style-type: none"> • Education: Bachelor’s degree in Property Management, Real Estate, Business Administration, or related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role. • Computer Literacy: Proficiency in property management software and office productivity tools. 	<ul style="list-style-type: none"> • The Property/Team Manager (HQ) Senior Manager Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health. • This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction. • Leadership and Team Management: Lead and develop a high-performing property management team, setting clear objectives that align with business goals. Foster a collaborative environment that encourages innovation and efficiency. • Operations Management: Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. Drive initiatives that enhance property functionality and resident satisfaction. • Financial Management and Business Results: Develop and rigorously manage the property’s budget, optimising costs, and maximising financial performance. Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals. • Stakeholders Relations: Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Compliance and Regulatory Adherence: Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities. Maintain readiness for audits and ensure compliance with all documentation practices. Strategic Planning and Execution: Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency. Lead sustainability initiatives to position the property as eco-friendly and cost-efficient. Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. Ad hoc duties may be required on an as-needed basis. 	
<p>Technician (Roving) </p>	<ul style="list-style-type: none"> Min. Higher Nitec or Diploma in Facilities Management related Prior experience in the facilities maintenance field with a minimum of 2 or more year's related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects. Valid Driving License, own reliable vehicle preferred 	<ul style="list-style-type: none"> Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations. Maintain and ensure efficient operation of properties/facilities Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility Excellent Customer Service and good communication skills. Site-to-Site Travel required Key Responsibilities <ol style="list-style-type: none"> Maintenance and Repairs - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. Troubleshoot and diagnose equipment and system issues; 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 8:30am - 6pm, 8:30am - 1pm Employment Type: Full-Time Job Type: 609601

[Type here]

Click Here for Table of Content



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>including appliances where applicable. Execute repairs and replacements while adhering to safety standards</p> <p>2. Preventive Maintenance - Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues.</p> <p>3. Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety</p> <p>4. Documentation - Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks</p> <p>5. Vendor Management - Coordinate with external service providers and evaluate their work</p> <p>6. Emergency Response - Maintain accurate records of maintenance activities and logs On-call coverage for emergencies after office hours, weekends, and holidays</p> <p>7. Energy Efficiency - Identify opportunities for energy-saving initiatives</p> <p>8. Health and Safety - Adhere to safety guidelines and report hazards promptly</p>	

Click Here for Table of Content

<p>Technician (Roving Supervisor - FM) </p>	<ul style="list-style-type: none"> • Min. Higher Nitec or Diploma in Facilities Management related • Prior experience in the facilities maintenance field with a minimum of 3 or more year's related job experience with basic carpentry, electrical, plumbing, overseeing capital improvement projects, and leading a team. • Valid Driving License, own reliable vehicle preferred 	<ul style="list-style-type: none"> • Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations. • Maintain and ensure efficient operation of properties/facilities Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility • Excellent Customer Service and good communication skills. Site-to-Site Travel required • Key Responsibilities <ol style="list-style-type: none"> 1. Maintenance and Repairs - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. Troubleshoot and diagnose equipment and system issues; including appliances where applicable. Execute repairs and replacements while adhering to safety standards 2. Preventive Maintenance - Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues. 3. Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety 4. Documentation - Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks 5. Vendor Management - Coordinate with external service providers and evaluate their work 6. Emergency Response - 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601
---	---	---	---


[Type here]

Click Here for Table of Content

		<p>Maintain accurate records of maintenance activities and logs</p> <p>On-call coverage for emergencies after office hours, weekends, and holidays</p> <p>7. Energy Efficiency - Identify opportunities for energy-saving initiatives</p> <p>8. Health and Safety - Adhere to safety guidelines and report hazards promptly</p>	
<p>Technician / Senior Technician (Electrical / M&E) </p>	<ul style="list-style-type: none"> Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Min 2-3 years of related experience. General competency in the use of computer; and Capable in English writing and reporting 	<ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures Conduct technical investigations in response to fault calls Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organisational Workplace Safety and Health (WSH) policies Ensure compliance with Quality and Environmental Sustainability regulatory and organisational requirements Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 9am - 6pm, 9am - 1pm Employment Type: Full-Time Job Type: 609601
<p>Technical Officer (FM) </p>	<ul style="list-style-type: none"> Minimum 2 years of relevant experience in facilities or building maintenance, with a focus on builders work. Diploma or NITEC in Building Services, Facilities Management, or related field. Familiarity with local building codes, safety regulations, and permit-to-work systems. Strong coordination and communication skills. 	<ul style="list-style-type: none"> Oversee and coordinate builders work, including minor A&A, structural repairs, and general building maintenance. Supervise term contractors and ensure quality and timely completion of works. Conduct regular site inspections and manage defect rectification. Liaise with vendors and stakeholders for permits, approvals, and work scheduling. Support procurement processes including cost estimation and purchase requisitions. 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 9am - 6pm, 9am - 1pm Employment Type: Full-Time Job Type: 609601





[Type here]

Click Here for Table of Content

	<ul style="list-style-type: none"> • Able to work independently and as part of a team. • Preferred Qualifications • Experience in managing term contractors and supervising in-house technicians. • Exposure to multi-disciplinary facilities operations is a plus. 	<ul style="list-style-type: none"> • Maintain accurate records of work progress, reports, and compliance documentation. • Support the use of the latest smart facilities management trends or technologies. 	
<p>Technology & Innovation Executive </p>	<ul style="list-style-type: none"> • Minimum ITE (NITEC/Higher NITEC) or Polytechnic diploma in IT, Electronics, or Engineering Familiarity with Electronics and (Arduino OR Arduino IDE OR Microcontroller) • Basic understanding of programming and computer systems • Knowledge of Python is a plus • Comfortable with on-site installation work (including wiring, soldering, and equipment setup) • Self-motivated, problem solver, able to work independently and in a team • Experience/Skills: Hands-on electronics assembly, soldering, and fault diagnosis Arduino/Microcontroller and Electronics 	<ul style="list-style-type: none"> • We are seeking a hands-on, motivated individual with a strong interest in electronics and Internet of Things (IoT) technologies to join our Technology & Innovation team. You will be involved in the installation, configuration, and deployment of electronic and IoT systems for smart facility management applications. • This is a practical, field-based role that will also provide opportunities to learn and contribute to the design, development, and testing of IoT solutions. <p>Primary Duties:</p> <ul style="list-style-type: none"> • Plan and carry out installation, wiring, and setup of IoT/electronic systems • Execute on-site fabrication, assembly, and deployment of equipment • Assist in hardware and software testing, troubleshooting, and maintenance • Support project development activities, including prototype building and field trials • Provide basic IT administration and system configuration support 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 9am - 6pm, 9am - 1pm • Employment Type: Full-Time • Job Type: 609601

#7 GBS (Singapore)

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Engineer  	<ul style="list-style-type: none"> Able to work shift, weekend, OT and in cleanroom 	<ul style="list-style-type: none"> Perform Corrective and Preventive Maintenance of wafer fab manufacturing equipment. Support the running of production in the module and ensure the readiness for production Maintain 6S practices in the Fab and maintenance support areas Participate and follow up on continuous improvement projects Provide clear and accurate pass down of line issues and documentation 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Employment Type: Full-Time Job Type: 528559
Semiconductor Technician  	<ul style="list-style-type: none"> Able to work shift, weekend, OT and in cleanroom 	<ul style="list-style-type: none"> Perform Corrective and Preventive Maintenance of wafer fab manufacturing equipment. Support the running of production in the module and ensure the readiness for production Maintain 6S practices in the Fab and maintenance support areas Participate and follow up on continuous improvement projects Provide clear and accurate pass down of line issues and documentation 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 12hrs shift for 4,3,3,4 (shift work) Normal shift will be normal office hours Employment Type: Full-Time Job Type: 528559

#8 LS2 Services

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaner ★	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • Perform cleaning on the premises as directed by your supervisor • Maintain cleanliness of assigned areas • Sweep and vacuum the floor or carpets in the assigned area • Wash and maintain the cleanliness of the surroundings and toilets • Wipe table tops, shelves and partitions of assigned areas • Empty waste bins • Any other duties as assigned. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 8 hours • Employment Type: Full-Time • Location: 658064
Cleaner Team Leader ★	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • Perform cleaning on the premises as directed by your supervisor • Maintain cleanliness of assigned areas • Sweep and vacuum the floor or carpets in the assigned area • Wash and maintain the cleanliness of the surroundings and toilets • Wipe table tops, shelves and partitions of assigned areas • Empty waste bins • Any other duties as assigned. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 8 hours • Employment Type: Full-Time • Location: 658064
Full Stack (Software Developer) 📁	<ul style="list-style-type: none"> • Bachelor’s degree in Computer Science, Software Engineering, or a related field. • 1-5 years of experience in software development, preferably in full-stack roles. • Strong understanding of JavaScript/TypeScript. • Experience with Node.js, Express.js, and Sequelize. 	<ul style="list-style-type: none"> • Develop, test, and maintain backend services using Node.js, Express.js, and Sequelize. • Work on frontend components using React.js. • Design, implement, and optimize PostgreSQL databases. • Collaborate with cross-functional teams in an Agile environment, participating in daily standups, sprint planning, and retrospectives. • Write clean, maintainable, and efficient code while following best coding practices and design patterns. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 8.30am – 5.30pm • Employment Type: Full-Time • Location: 658064



[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Familiarity with React.js and frontend development. • Knowledge of PostgreSQL and relational database design. • Understanding of data structures, algorithms, and best coding practices. • Familiarity with Git and version control workflows. • Experience working in an Agile development environment (Scrum/Kanban). • Strong problem-solving and analytical skills. • Good communication and teamwork skills. 	<ul style="list-style-type: none"> • Participate in code reviews and contribute to technical discussions. • Troubleshoot and debug issues to improve application performance and reliability. • Stay up to date with emerging web technologies and frameworks. 	
<p>Operations Administrative Support</p>	<ul style="list-style-type: none"> • Min 2 year in Operations / Clerical Administrative • Good knowledge of Microsoft Word, Excel and PowerPoint • Able to multi-task and have initiative to respond to various situations 	<ul style="list-style-type: none"> • Coordinate with Operations and Client to ensure quality service delivery. • Maintain stock and inventory. • Implement maintenance schedules for tools and equipment. • Facilitate effective work processes. • Assist in resolving existing contract conflicts. • Support Operations team to perform administrative duties include data entry, prepare report, maintaining and compiling records and org chart etc. • Assist on arranging worker's accommodation and liaising with agent. • Monthly accommodation updates • Monitoring & updating attendance of employees' records and maintaining a proper filing system. • Office administrative duties including courier, provide 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 8.30am – 5.30pm • Employment Type: Full-Time • Location: Bukit Batok - Wcega Plaza (West)

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Maintenance Technician </p>	<ul style="list-style-type: none"> Valid Singapore Class 3 Driving Licence Minimum 2 years of experience in similar capacity and relevant knowledge in electrical and mechanical. Good communication and organisational skills Basic computer and report writing skills. Good time management and planning skills Hands-On Physical work required Driving company lorry (manual) 	<p>clerical support on daily operation, including filing, scanning, photocopying, etc.</p> <ul style="list-style-type: none"> Servicing and repairing industrial cleaning equipment such as high-pressure jet, leaf blower, scrubbing machine, vacuum cleaner, battery operated cart and etc Inspecting and assessing the functionality of equipment Troubleshooting machineries breakdowns Conducting routine maintenance and safety checks Preparation and submission of maintenance reports Liaise with external vendors for necessary equipment repair Inspect and monitor quality standards of equipment / tools Perform asset tagging to ensure accountability of equipment Prepare inspection finding reports and communicate with internal staff / vendors on any faults, and follow up to ensure rectification Any ad-hoc assignments 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 8.30am to 5.30pm (Monday to Friday) 8.30am to 12.30om (Saturday) Employment Type: Full-Time Location: 658064
<p>Quality Controller </p>	<ul style="list-style-type: none"> Minimum 2 years of experience in similar capacity Good communication and organisational skills Basic computer and report writing skills. Good time management and planning skills Hands-on physical work required 	<ul style="list-style-type: none"> Drive innovation in service delivery by identifying and implementing emerging trends, tools, and technologies to support operations Ensure the updates of new quality standards, procedures, and service initiatives, are aligned with organisational objectives Conduct routine inspections and audits to ensure compliance with operational standards, regulatory requirements, and safety protocols Record of audit observations and preparation of summary report for review Analyse audit and inspection results, address non-compliance and provide actionable 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 8am – 6pm Employment Type: Full-Time Location: 658064

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		recommendations for improvement <ul style="list-style-type: none"> • Follow up on audit findings, gaps identified and give recommendations to ensure consistent and assessment standard • Ensure all quality management standards are aligned with regulatory requirements, safety protocols and industry best practices • Oversee the coordination of internal and external audits related to ISO certifications • Governance of all quality control training and operational manuals to ensure consistency across all shifts • Use of electronic cleaning audit system, device, and forms • Ensure quality KPI's are achieved and maintained • Ensure proper grooming standards are adhered to • Create checklist detailing specific tasks and assigning a score to each so as to track performance and identify areas for improvement • Any ad-hoc assignments 	
Storeman (East)	<ul style="list-style-type: none"> • Minimum at least 3 years of relevant experience • Ability to work independently or as part of a team. • Previous experience as a service technician or in a related field. • Hands-on experience in installation, maintenance, and repair of equipment or systems. • Good organizational and time management skills to handle multiple tasks. 	<ul style="list-style-type: none"> • Prepare, count and distribute stocks to various designated locations within the workplace. Receive, inspect, and store stocks in good order. • Ensure the stocks are stored in compliance with safety standards and industry best practices. • Maintain accurate inventory records, tracking stock levels and replenishes supplies, as required, • Monitor stock level and update quantities daily via system. Moving heavy pallets and goods using a forklift. Dilution of chemical daily. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 Working Days • Working Hours: 7.30am – 5pm (Alternate Saturday) • Employment Type: Full-Time • Location: 658064




Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Adherence to workplace safety standards and protocols. 	<ul style="list-style-type: none"> Maintain clean, organised, and safe storage areas. Work closely with procurement to ensure timely availability of materials. Any ad-hoc assignment 	
<p>Supervisor</p>	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Supervise multiple team of cleaners in multiple cleaning projects Train cleaners and team leaders on service standards and provide help and guidance when necessary Assist in planning work schedules and deployment of manpower Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications Implement operation plans to improve work processes and service quality Monitor cleaning material stock level and re-order materials when needed with customers Check cleaning equipment condition Monitor cleaning material stock level and re-order materials when needed Solve operational problems and make decisions Submit daily cleaning report Facilitate effective communication and engagement at the workplace 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 8 hours Employment Type: Full-Time Location: 658064

#9 Paris Baguette Singapore

Born from a love of bread and a passion for quality, we are an international, company-owned and franchised fast-casual bakery-café founded in 1988, specializing in both French and Asian-inspired goods.

Apply to join a talented, diverse, collaborative, and highly competitive team—a collection of individuals united by a desire to have fun and with a passion to succeed. We work hard to bring world-class product and guest experience to our customers. And with your help, we'll continue with that mission!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Section Head (Bakery / Culinary / Deli) 	<ul style="list-style-type: none"> • Minimum WSQ certificate/Nitec in Bread/Culinary and above • At least 3-5 year of proven experience in a similar role • Exceptional proven ability of kitchen management • Able to work well under pressure in a fast-paced environment • Able to work on weekends and Public holidays 	<ul style="list-style-type: none"> • Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. • This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 534138
Assistant Store Manager 	<ul style="list-style-type: none"> • At least 3 Year(s) of working experience in the restaurant industry is required for this position. • Excellent interpersonal skills • Candidate must possess at least a Diploma/Advanced/Higher/Graduate Diploma in any field • Preferably Manager specialized in Food/Beverage/Restaurant Service or equivalent. 	<ul style="list-style-type: none"> • The Assistant Store Manager is responsible for the profitability of the chain restaurant outlet. He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support. • He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 44 hours • Employment Type: Full-Time
Baker (Day / Overnight) 	<ul style="list-style-type: none"> • At least PSLE, technical certificate or any related fields • At least 1 to 2 years of experience working in kitchen as baker or/ & baking preparation. 	<ul style="list-style-type: none"> • The Baker is responsible for making a wide range of breads, pastries, and other baked goods. • This includes ensuring all baking equipment and baking area is clean prior to and post production of any baked items, 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 44 hours • Employment Type:

Click Here for Table of Content

[Type here]

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and ensuring compliance with regulations.	Full-Time / Part-Time • Location: 534138
Cook (Outlet) ★	<ul style="list-style-type: none"> • Min. Certificate/NITEC/Higher NITEC/Diploma in culinary. • At least 1 years of proven experience in a similar role (hot/cold kitchen). • Exceptional proven ability of kitchen management • Able to work well under pressure in a fast-paced environment • Able to work in an outlet kitchen (northeast area) 	<ul style="list-style-type: none"> • Control and direct the food preparation process and all related activities • Review and construct menus with new or existing culinary creations ensuring the variety and quality of the servings • Approve dishes before they reach the customer • Plan orders of equipment or ingredients according to identified shortages • Arrange for repairs when necessary • Remedy any problems or defects • Managing and training kitchen staff • Comply with nutrition and hygiene regulations and safety standards • Foster a climate of cooperation and respect between co-workers 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 44 hours • Employment Type: Full-Time
Management Trainee (Bakery / Cake / Culinary / Deli) 📁 ★	<ul style="list-style-type: none"> • Minimum WSQ certificate/Nitec in Bread/Culinary and above • At least 1 year of proven experience in a similar role • Exceptional proven ability of kitchen management • Able to work well under pressure in a fast-paced environment • Able to work on weekends and Public holidays 	<ul style="list-style-type: none"> • Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. • This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 534138
Management Trainee (Operations) 📁 ★	<ul style="list-style-type: none"> • Excellent Customer Service • Good command of spoken English • Min. GCE "N"/ "O" Level, customer service 	<ul style="list-style-type: none"> • The Management Trainee is responsible for taking customers' orders, answering questions, and making recommendations on menu items, serving food/beverages 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 44 hours


[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> certificate or any related fields No experience/ At least 1 year of experience working in customer service or relevant experience in F&B Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment 	<ul style="list-style-type: none"> to customers, and performing cashiering duties. He/she is responsible for supervising staff working the floor, assigning their work stations, resolving work-related problems and ensuring the shift runs smoothly. 	<ul style="list-style-type: none"> Employment Type: Full-Time
<p>Pastry Chef ★</p>	<ul style="list-style-type: none"> At least PSLE, technical certificate or any related fields At least 1 to 2 years of experience working in kitchen as baker or/ & baking preparation. 	<ul style="list-style-type: none"> The Pastry Chef / Senior Pastry Chef is responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 days Working Hours: 44 hours Employment Type: Full-Time / Part-Time Location: 534138
<p>PB Future Talent Leader Programme 👜 ★</p>	<ul style="list-style-type: none"> Are you: A recent graduate (E.g. ITE, Polytechnics or University) eager to kickstart your career in a dynamic industry? Passionate about food and creating positive customer experiences? A quick learner with a strong work ethic and a desire to lead? Ready to take on challenges and grow with a globally loved brand? This is your chance to bake your success story with Paris Baguette SG! Apply now and embark on an exciting journey to become one of our future leaders! 	<ul style="list-style-type: none"> Imagine this: From Management Trainee to Leader: Dive straight into the heart of our operations, mastering everything from customer delight to smooth store management. Rapid Growth: Our structured programme offers clear milestones and accelerated progression for driven individuals. See yourself taking on more responsibilities and leadership roles in a matter of years! Hands-on Experience: Get ready to roll up your sleeves and gain invaluable experience in all aspects of our bustling stores. You'll be serving customers, learning the ropes of operations, and gradually taking on management tasks. Invest in Your Potential: We're committed to nurturing your growth. You'll receive guidance, training, and the opportunity to develop crucial skills in areas like 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 days Working Hours: 44 hours Employment Type: Full-Time


[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>team leadership, customer service excellence, and operational efficiency.</p> <ul style="list-style-type: none"> What you'll be doing as a Management Trainee (the first step on your leadership journey): <p>Wowing our customers: Delivering exceptional service with a smile and helping them discover their next favourite treat.</p> <p>Keeping things running smoothly: Assisting with everything from order preparation to ensuring our stores are sparkling clean. Becoming a product expert: Sharing your knowledge of our delicious offerings and exciting promotions.</p> <p>Learning and growing: Gradually being introduced to management responsibilities and supporting our leadership team.</p>	
<p>Section Head (Bakery / Culinary / Deli) </p>	<ul style="list-style-type: none"> Minimum WSQ certificate/Nitec in Bread/Culinary and above At least 5 year of proven experience in a similiar role Exceptional proven ability of kitchen management Able to work well under pressure in a fast-paced environment Able to work on weekends and Public holidays 	<ul style="list-style-type: none"> Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 days Working Hours: 44 hours Employment Type: Full-Time Location: 534138
<p>Service Crew</p>	<ul style="list-style-type: none"> Excellent Customer Service Good command of spoken English 	<ul style="list-style-type: none"> Welcome guests in a warm and friendly manner. To provide excellent customer service to guests in a timely and 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 days Working Hours:

[Type here]




Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Min. GCE “N”/ “O” Level, customer service certificate or any related fields No experience/ At least 1 year of experience working in customer service or relevant experience in F&B Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment 	<p>friendly manner, ensuring diners a pleasant dining experience.</p> <ul style="list-style-type: none"> Upsell promotional items. Ensure that food hygiene and safety standards are maintained and comply. Maintain day to day outlet cleanliness. Execute any other duties as assigned. 	<p>44 hours</p> <ul style="list-style-type: none"> Employment Type: Full-Time / Part-Time
<p>Store Manager</p> 	<ul style="list-style-type: none"> Clear verbal communication skills Organization skills Ability to stand and walk for long periods of time Clear attention to detail Problem-solving skills Knowledge of current food and beverage trends At least 3-5 Year(s) of working experience in the restaurant industry is required for this position. Preferably Manager specialized in Food/Beverage/Restaurant Service or equivalent. 	<ul style="list-style-type: none"> The Store Manager is responsible for the profitability of the chain restaurant outlet. He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support. He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet. 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 days Working Hours: 44 hours Employment Type: Full-Time

#10 Sushi Tei Group


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

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Leading Cook 	<ul style="list-style-type: none"> • Diploma, Degree in special education, social work, counselling, psychology, and community care or related. • Passion in social services, education, health services or related areas is preferred. • Patient, observant, flexible and resilient. 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. • Ensure that all work stations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. • Training and uniform will be provided 	<ul style="list-style-type: none"> • Number Of Working Days: 6 days • Working Hours: 44 hours • Employment Type: Full-Time • Location: https://www.sushitei.com/outlets/outlets.aspx
Marketing Executive (1 year contract)  	<ul style="list-style-type: none"> • No experience required as training will be provided. 	Membership Marketing (Main Portfolio): <ul style="list-style-type: none"> • Plan and implement membership campaigns, promotions, and referral programs. • Manage membership communications across email, digital platforms, and social media. • Monitor and track membership data, including points 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 8 hours • Employment Type: Contract • Location: 169208

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		accumulation and redemptions, ensuring accuracy and timely updates. <ul style="list-style-type: none"> Collaborate with internal teams to ensure membership benefits and experiences are clearly communicated. Provide regular reports on membership growth, churn, engagement, and redemption activities 	
Leading Cook 	<ul style="list-style-type: none"> Applicants with prior relevant experience will be advantageous. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to work in fast-paced F&B environment with minimal supervision. Able to start work in a short notice 	<ul style="list-style-type: none"> Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. Ensure that all work stations are clean, tidy and ready for the start and end of the business day. Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. Uphold the hygiene standard of ingredient handling and the dishes served. Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. Perform stock count for monthly closing inventory. Training and uniform will be provided 	<ul style="list-style-type: none"> Number Of Working Days: 6 days Working Hours: 44 hours Employment Type: Full-Time Location: https://www.sushitei.com/outlets/outlets.aspx
Part Time (Cook) ★	<ul style="list-style-type: none"> No experience required as training will be provided. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. 	<ul style="list-style-type: none"> Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. Ensure that all work stations are clean, tidy and ready for the start and end of the business day. 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 days Working Hours: 8 hours Employment Type: Part-Time

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to start work in a short notice 	<ul style="list-style-type: none"> • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. • Training and uniform will be provided 	<ul style="list-style-type: none"> • Location: https://www.sushitei.com/outlets/outlets.aspx
<p>Part Time (Waiter / Waitress) ★</p>	<ul style="list-style-type: none"> • No experience required as training will be provided. • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. 	<ul style="list-style-type: none"> • Responsible for providing courteous and efficient food & beverage services to the guests. • To present menu, take order, suggest and recommend appropriately. • Attend and respond to guests' needs promptly and professionally. • Setting up table arrangement and ensure cleanliness in the restaurant. • To perform other duties as assigned by superior 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 8 hours • Employment Type: Part-Time • Location: 169208
<p>Restaurant Supervisor 📁</p>	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in a short notice 	<ul style="list-style-type: none"> • Greet and lead arriving guests to assigned table in a friendly manner, make them feel welcome and at ease. • Present Ordering iPad /Menu to the customers. • Attend to guest's request, be helpful and answer politely. • Recommend signature and popular dishes to customers. • Check food before presenting to guest and ensure all items ordered are served accordingly. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 8 hours • Employment Type: Full-Time • Location: https://www.sushitei.com/outlets/outlets.aspx

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Seek customers’ permission prior to clearing of the empty dishes. • Follow service procedures and familiarize with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly. • Take incoming calls and provide information regarding respective restaurant. • Relay customer feedbacks or comments to the duty manager in charge. • Manage daily cashiering duty to ensure all transactions are accurate & done efficiently. • Ensure complete table set up according to service SOP. • To perform other duties as assigned by superior. 	
<p>Service Crew (Waiter / Waitress) ★</p>	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous. • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in a short notice 	<ul style="list-style-type: none"> • Responsible for providing courteous and efficient food & beverage services to the guests. • To present menu, take order, suggest and recommend appropriately. • Attend and respond to guests’ needs promptly and professionally. • Setting up table arrangement and ensure cleanliness in the restaurant. • To perform other duties as assigned by superior. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 44 hours • Employment Type: Full-Time • Location: https://www.sushitei.com/outlets/outlets.aspx
<p>Senior Cook 🍳</p>	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous. • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. • Ensure that all work stations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: 8 hours • Employment Type: Full-Time • Location: https://www.sushitei.com/outlets/outlets.aspx

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to start work in a short notice 	<ul style="list-style-type: none"> • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. • Training and uniform will be provided 	

#11 Tan Tock Seng Hospital

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Technician (Operating Theatre) ★	<ul style="list-style-type: none"> • Able to write and speak simple English • Able to carry heavy load / items • Not blood phobia • Able to perform 3 rotating shifts (6-Day Work, Rotating Off)- • Able to write and speak simple English • Able to carry heavy load / items • Not blood phobia • Able to perform 3 rotating shifts (6-Day Work, Rotating Off) 	<ul style="list-style-type: none"> • You will prepare operating room and equipment for surgical procedures as well as assist in patient care in the theatre. • You will perform portering, housekeeping, despatching duties, including maintaining and replenishing of Operating Theatre supplies. 	<ul style="list-style-type: none"> • Number Of Working Days: 6 days (including weekends and public holidays) • Working Hours: 3 rotating shifts • Employment Type: Full-Time • Location: 308433
Patient Service Associate (Emergency Department) ★	<ul style="list-style-type: none"> • Possess good customer service and people skills • Able to communicate to people at all levels • Able to work in a highly stressful and dynamic environment • Proficient in computer applications 	<ul style="list-style-type: none"> • Handle registration of patients' visits • Appointment scheduling (handling both inbound and outbound calls and emails) • Billing and payment • Observation wards monitoring: prepare the necessary medical documents for doctors' review • Coordinate the admission and discharge of patients • Perform swab tests for patients 	<ul style="list-style-type: none"> • Number Of Working Days: 6 days (including weekends and public holidays) • Working Hours: 3 rotating shifts, 40 hours, 7am to 3pm; 3pm to 10pm; 10pm to 8am • Employment Type: Full-Time • Location: 308433
Patient Service Associate (Financial Counselling) ★	<ul style="list-style-type: none"> • Diploma in any discipline/ GCE 'A'/'O' Level / Higher NITEC / NITEC in any disciplines • Preferably with frontline/customer services experience • Proficient in MS Excel • Able to work in a fast paced environment and able to multi-task • Might need to don PPE (Personal Protective Equipment) and N95 mask when the 	<ul style="list-style-type: none"> • You will be required to perform the multiple tasks of patient registration, deposit collection and provide financial counselling. • You will also be handling decant transfers of patients to other hospitals and other adhoc administrative matters relating to patients' admission. 	<ul style="list-style-type: none"> • Number Of Working Days: 6 days (including weekends and public holidays) • Working Hours: 3 rotating shifts • Employment Type: Full-Time • Location: 308433




[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	situation calls for the need to. <ul style="list-style-type: none"> • Must be able to perform 3 rotating shifts on a 6-day week including weekends and public holidays • Willing to work at Emergency Department and Ward areas. 		
Patient Service Associate (Inpatient Wards) ★	<ul style="list-style-type: none"> • Possess good customer service and people skills • Able to communicate to people at all levels • Able to work in a fast-paced and dynamic environment • Proficient in computer applications 	<ul style="list-style-type: none"> • Handle and facilitate the admission and discharge of patient’s visit • Appointment scheduling • Administration of patient’s records 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days (including weekends and public holidays) • Working Hours: 2 rotating shifts, 8am-5pm, 12pm-9pm • Employment Type: Full-Time • Location: 308433
Patient Service Associate (Specialist Outpatient Clinic) ★	<ul style="list-style-type: none"> • Possess good customer service and people skills • Able to communicate to people at all levels • Able to work in a fast-paced and dynamic environment • Proficient in computer applications 	<ul style="list-style-type: none"> • Handle registration of patients’ visits • Appointment scheduling • Collection of payment and provide financial counselling, when necessary • Handle patients’ medical records • Assist doctors with patient’s medical reviews in the consultation rooms 	<ul style="list-style-type: none"> • Number Of Working Days: 5.5 days • Working Hours: Mon to Fri (8am to 5pm; 8.30am to 5.30pm; 9am to 6pm) Sat (8am to 12pm; 8.30am to 12.30pm; 9am to 1pm) (working hours will be aligned to the operating hours of the clinic) • Employment Type: Full-Time • Location: 308433


#12 Trampoline

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Job Coach  </p>	<ul style="list-style-type: none"> • Diploma, Degree in special education, social work, counselling, psychology, and community care or related. • Passion in social services, education, health services or related areas is preferred. • Patient, observant, flexible and resilient. 	<ul style="list-style-type: none"> • Develop and implement individualized behavioral intervention plans to support trainees with special needs, ensuring consistent monitoring and updates based on their progress. • Provide on-site job support, guiding trainees in meeting work expectations while equipping employers, supervisors, and co-workers with strategies to foster an inclusive and supportive environment. • Act as a key liaison between trainees, caregivers, and workplace stakeholders to resolve issues, support home-based interventions, and ensure successful transition and long-term retention. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 8am – 5pm • Employment Type: Full-Time • Location: 139955
<p>Partnership Specialist </p>	<ul style="list-style-type: none"> • Bachelor's degree in Business, Marketing, HR or related fields • Strong desire to use and impart professional skills to help people with special needs 	<ul style="list-style-type: none"> • Identify and engage potential inclusive employers across diverse industries by researching hiring trends and initiating partnerships that promote workplace inclusion for tertiary-educated adults with special needs. • Cultivate and strengthen relationships with new and existing partners, supporting their commitment to inclusive hiring through tailored outreach, collaboration, and shared objectives. • Advocate for inclusive employment practices by understanding employer needs, aligning them with candidate strengths, and facilitating meaningful opportunities for sustainable, high-skilled placements. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 8am – 5pm • Employment Type: Full-Time • Location: 139955

#13 Woodlands Transport Group

Click Here for Table of Content



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bus Driver (Coach)	<ul style="list-style-type: none"> Class 4 driving licence with valid BDVL 	<ul style="list-style-type: none"> Drive bus to pick up passengers from point A to point B Transport passengers to Genting Highlands 	<ul style="list-style-type: none"> Number Of Working Days: 6 days Employment Type: Full-Time Location: 629564
Bus Driver (School Bus)	<ul style="list-style-type: none"> Class 3 driving licence with valid BDVL 	<ul style="list-style-type: none"> Ferry students to and from school Ensure the bus condition is maintained at all times 	<ul style="list-style-type: none"> Number Of Working Days: 5 days Employment Type: Full-Time Location: 629564
Bus Driver (Workers)	<ul style="list-style-type: none"> Class 4 driving licence with valid BDVL 	<ul style="list-style-type: none"> Drive bus to pick up passengers from point A to point B 	<ul style="list-style-type: none"> Number Of Working Days: 6 days Employment Type: Full-Time Location: 629564
Customer Service Executive 	<ul style="list-style-type: none"> Minimum Diploma / Degree or equivalent 1 to 3 years of experience in a customer service role, preferably in the transportation industry Excellent communication and interpersonal skills Ability to work effectively in a fast-paced, dynamic environment Strong organizational and time management skills Proficient in Microsoft Office suite Able to prioritize and multitask Good written and communication skills 	<ul style="list-style-type: none"> Provide excellent customer service Manage customer complaints and ensure prompt resolution Maintain a strong understanding of our operation and service to effectively support customer inquiries and issues Prepare regular reports on customer service performance Respond to inquiries from parents/guardians regarding bus routes, schedules and other related information Work closely with operation and school officials to ensure timely and safe transportation of students Resolve customer complaints and issues promptly and effectively 	<ul style="list-style-type: none"> Number Of Working Days: 5 days Employment Type: Full-Time Location: 629564

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Maintain accurate records of customer interactions, transactions, and feedback Collaborate with the operation team of optimize route planning and scheduling Assist in following up in Accounts Receivables Any other assignments by the management 	
Mechanics / Technicians 🛠️	<ul style="list-style-type: none"> At least NTC, NITEC or Technical Trade Certificate At least 3 years of hands-on experience in repairing buses/trucks OR motorcycles Preferably with Class 2 or 3 driving licence 	<ul style="list-style-type: none"> Perform Routine Maintenance : conduct regular servicing Component Repairs - repair or replace faulty components such as engines, brakes and suspension Diagnose vehicle fault - use diagnostic equipment and manual inspection to identify faults Ensure Safety and Compliance - follow all safety protocols when using tools and equipment Ensure vehicles meet safety and regulatory standards 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 days Working Hours: 8am-5pm Employment Type: Full-Time Location: 629564
Operations Executive 📁	<ul style="list-style-type: none"> Manage all elements of planning, organization, coordination, supervision and customer service of the operational aspects of assigned school. 	<ul style="list-style-type: none"> Previous experience in managing transport or school bus transport business is advantageous High level of interpersonal skills Communicate effectively both verbally and in writing 	<ul style="list-style-type: none"> Number Of Working Days: 5 days Employment Type: Full-Time Location: 629564
Tour Consultants	<ul style="list-style-type: none"> Certification or training in travel planning, familiar with computer reservation system (CRS) Excellent communication skills 	<ul style="list-style-type: none"> Provide excellent customer service and respond to client inquiries and concerns Book tours, flights, cruises, coaches, accommodations, rental cars and other travel arrangements. 	<ul style="list-style-type: none"> Number Of Working Days: 5days Working Hours: 11am-9pm Employment Type: Full-Time Location: 629564

#14 WuXi AppTec

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Green Sustainable Development Engineer  	<ul style="list-style-type: none"> • Bachelor's degree or above • Background in chemistry-related fields. • Possessing theoretical knowledge of organic synthesis and environmental engineering, and being familiar with various separation techniques, including distillation, extraction, centrifugation, etc. • Good command of English reading and writing. Preferably to have communication skills in Mandarin, to liaise with stakeholders in China and overseas. • Good proficiency in operating office software. • experience in sewage or waste gas treatment. • Have good working abilities in planning and summarizing, communication and coordination. • Have a good ability to make independent judgments and solve problems. • Have good oral and written expression skills. • Have the ability to use computers and be proficient in using MS office software. • Guide and supervise the work of subordinates, lead and cultivate them. 	<ul style="list-style-type: none"> • Responsible for organizing and allocating assigned tasks, fully mastering the process flows and requirements of biochemical and waste-gas systems, and being familiar with the classification and treatment processes of by-products; provide guidance and supervision to ensure employees follow prescribed procedures and safety standards and that processes are executed correctly. • Manage and resolve on-site issues in accordance with relevant requirements, promptly identify and eliminate hazards to ensure site orderliness, efficiency, and safety; ensure stable, normal operation of equipment and facilities. Be responsible for standardized management of by-products and their treatment sites, establish and implement handling procedures and records, keep treatment sites orderly, efficient, and safe, and ensure by-products from production workshops are processed timely and in compliance. • Understand the physico-chemical properties of various by-products and be familiar with reduction treatment facilities and equipment, with the ability to perform risk and suitability assessments. Provide feasible recommendations for improvements to on-site sewage and waste-gas treatment equipment and facilities, establish improvement plans and records, and track 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 8-5pm • Employment Type: Full-Time • Location: 637132





Click Here for Table of Content

[Type here]

Click Here for Table of Content



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Be responsible for the work allocation, assessment and motivation of subordinate employees. 	<p>implementation results to ensure compliance and safety.</p> <ul style="list-style-type: none"> Be familiar with all SOPs, pass relevant assessments, strictly implement and lead subordinates to operate according to SOPs, and participate in improving SOPs. Organize and coordinate the inspection of the operation of source control and end-of-pipe treatment facilities and equipment for individual pollution sources, propose management and control measures and requirements, and ensure that sewage and waste gas are discharged online up to standard. Sewage and waste gas engineers analyze the technical issues of abnormal processes and facilities and equipment during daily operation, formulate optimized technical plans, and complete the improvement and breakthrough work of technical bottleneck problems encountered during operation. Regularly provide work skills training for subordinates. Manage the performance of the management team and subordinates. Promote energy conservation and emission reduction in the project through continuous improvement and reduction of production costs. Complete the assigned tasks and authorized duties related to one's own position. Build an efficient team that brings out the initiative, positivity, and creativity of each team member. Effective inter-departmental communication and cooperation. 	

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Engineer I , Production  </p>	<ul style="list-style-type: none"> • Bachelor’s degree or above • Pharmacy or chemistry related • Strong English and Chinese (Mandarin) communication skills — reading, writing and speaking, to liaise with internal and external stakeholders in China and overseas. • Good computer skills • No work experience required • Good work coordination and communication skills • Good leadership skills and ability to develop subordinates • Strong problem-solving ability 	<ul style="list-style-type: none"> • Train and develop subordinates, improving their work skills and efficiency. • Process safety and unit operation evaluation • Equipment modification implementation and following up • Monitoring project unit operation • Involving in deviation investigation, participate in CAPA and document training • Responsible for the equipment release for cleaning • Managing equipment and facility, drafting equipment URS, supporting engineering department on equipment selecting, new equipment introduction, commissioning, qualification and maintenance etc. (For equipment engineer only) 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 8-5pm • Employment Type: Full-Time • Location: 637132
<p>In-Process-Chemistry Analyst  </p>	<ul style="list-style-type: none"> • Pharmacy or Chemistry related major • Understand pharmaceutical production, testing, and quality management; familiar with GMP regulations. • Preferred to be proficient in English and Chinese, fluent in spoken English and Chinese to communicate with China and overseas internal and external stakeholders • Good computer skills. • Proficient in analytical testing and quality management, familiar with the structure and working principles of analytical instruments 	<ul style="list-style-type: none"> • Perform IPC tests as per analytical procedure. • Perform Lab tests and calculations and necessary reviewing of Lab records. • Timely report lab issues of any case and ensure GMP compliance. • Timely document the observations in case of Lab event, OOX and deviations and involve in the investigations if necessary. • Involve the update the lab procedure, ensure execution. • Use instruments as per Lab procedure, maintain Lab equipment as in good order, conduct preliminary trouble shooting, timely report instrument issues. • Involve in the Lab management, maintain good working environment, ensure 5S and EHS 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 12 hours shift • Employment Type: Full-Time • Location: 637132

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Familiar with industry laws and regulations regarding technical specifications for analytical operation Familiar with industry requirements for data integrity of analytical software; candidates with experience in computerized systems validation will be given priority Strong ability to handle on-site issues, with good coordination, communication, and execution skills; Detail-oriented, proactive, and able to work under pressure Ability to determine problems, gather information, understand facts, and draw correct and effective conclusions through scientific reasoning. Be able to adapt to night shift work 	<p>requirements, ensure Lab safety and the safety of Lab staff.</p> <ul style="list-style-type: none"> Communicate with TO and QC project management team. Ensure smoothness of the tests. Proactively study regulatory documents from various countries, such as BP, USP, JP, and EP, and refer to these documents when updating internal procedures. Participate in customer audits and government inspections, promptly address identified issues, and ensure GMP compliance. Timely track work progress, strengthen communication with internal and external clients, and establish stable and good relationships. Responsible for other tasks temporarily assigned. Assist department leaders in building a high-efficiency team. 	
<p>Logistics Engineer  </p>	<ul style="list-style-type: none"> Bachelor and above Chemical Engineering, Pharmacy, and Logistics-related majors Good English reading and writing skills, prefer to be able to communicate in Mandarin to liaise with internal and external stakeholders in China and overseas warehouse management or logistics work experience in the chemical or pharmaceutical industry preferred 	<ul style="list-style-type: none"> Responsible for implementing and executing GMP and EHS related SOPs and TWI procedures to ensure that all operations comply with GMP and EHS requirements. Responsible for guiding and summarizing warehouse 5S management to ensure a clean warehouse environment and orderly, safe storage of goods. Responsible for guiding the timely and accurate operations of receiving, inspecting, warehousing, location transfers, issuing, and returning goods, and providing suggestions for process improvements to ensure material records are accurate. 	<ul style="list-style-type: none"> Number Of Working Days: 5 days Working Hours: 8-5pm Employment Type: Full-Time Location: 637132

[Type here]

Click Here for Table of Content



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possess good communication, coordination, and problem-solving skills • Strong organizational, coordination, and leadership skills 	<ul style="list-style-type: none"> • Responsible for guiding the repackaging, clearing, and timely recording of materials, inspecting the compliance of repackaging operations, and proposing process improvements. • Responsible for ensuring that warehouse storage conditions meet requirements, and that goods are packaged intact and clean. • Responsible for summarizing and analyzing warehouse cleanliness and inspection conditions, as well as warehouse anomalies, and providing suggestions for corrections. • Responsible for the daily maintenance, repair, scrapping, and replacement statistics and analysis of warehouse facilities and equipment. • Responsible for checking the timeliness and accuracy of warehouse system data, analyzing, handling, and proposing preventive measures for data anomalies. • Responsible for tracking project production plans and the arrival and usage of project materials, providing feedback on unreasonable delivery plans to effectively control inventory. • Responsible for guiding and supervising the application for disposal of obsolete materials and confirming the disposal of scrapped materials. • Responsible for quarterly warehouse inventory, organizing inventory counts and analyzing inventory reports. • Responsible for organizing and guiding the drafting, revision, change, and deviation handling of relevant documents for the position. • Good team spirit. 	

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Effective communication and cooperation between departments. • Cultivate and train subordinate employees to improve work skills and efficiency. 	
<p>Microbial Test Analyst 📁 ⭐</p>	<ul style="list-style-type: none"> • Diploma or above in biology, food, environment, pharmacy or related field • Understand microbiological knowledge • Preferred to be professional Mandarin and English reading and writing ability. • Good communication skills in Mandarin and English to liaise with internal and external stakeholders in China and overseas. • Good PC skills • Strong coordination and communication abilities and executive force • Strong quality awareness to ensure that microbial testing activities meet GMP requirements. 	<ul style="list-style-type: none"> • Perform release test, environment monitoring, methodology study as per procedure. • Perform Lab tests, calculations and necessary reviewing of Lab records. • Timely report lab issues of any case and ensure GMP compliance. • Timely document the observations in case of Lab event, OOX and deviations and involve in the investigations if necessary. • Involve the update the lab procedure, ensure execution. • Use instruments as per Lab procedure, maintain Lab equipment as in good order, conduct preliminary trouble shooting, timely report instrument issues. • Use instruments as per Lab procedure, maintain Lab equipment as in good order, conduct preliminary trouble shooting, timely report instrument issues. • Proactively study regulatory documents from various countries, such as BP, USP, JP, and EP, and refer to these documents when updating internal procedures • Participate in customer audits and government inspections, promptly address identified issues, and ensure GMP compliance • Timely track work progress, strengthen communication with internal and external clients, 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 8-5pm • Employment Type: Full-Time • Location: 637132

Click Here for Table of Content



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and establish stable and good relationships <ul style="list-style-type: none"> Responsible for other tasks temporarily assigned. 	
Production Technician / Trainer 	<ul style="list-style-type: none"> Fresh Graduates with Diploma and above ITE graduates with no less than 1 year working experience in production, or with practical experience in mechanical engineering Pharmacy or chemistry related Good computer skills Advanced English and Mandarin speaking and reading skill to liaise with China colleagues for technical communication is preferred. Good work coordination and communication skills, strong sense of responsibility Has good problem-solving skills 	<ul style="list-style-type: none"> PR technician is responsible for production unit operation, e.g., Production Preparation, Charging, Temperature Control, Sampling, Workup Operations. Batch Record Implementation Equipment Preparation, Cleaning, Operation and Inspection Hands-On Training Execution: Conduct practical training and competency assessments for new hires, making adaptive adjustments to instructional strategies based on trainee performance to ensure training efficacy. Learner Management: Oversee on-site trainee supervision, proactively guide learning engagement and operational readiness, and enhance participation to achieve targeted training outcomes. Maintenance Management: Maintain training equipment/infrastructure through preventive maintenance protocols and real-time troubleshooting to ensure uninterrupted training operations. Training Analytics: Develop and maintain comprehensive databases for in-role employee training metrics, including competency matrices and performance benchmarks, to enable data-driven program evaluation and refinement. Other Ad-hoc work assigned by supervisor 	<ul style="list-style-type: none"> Number Of Working Days: 5 days Working Hours: 12 hours shift Employment Type: Full-Time Location: 637132
Project Construction Technician 	<ul style="list-style-type: none"> Diploma/ITC/ NTC in Mechanical, Mechatronics, Electrical or 	<ul style="list-style-type: none"> Perform testing, commissioning, qualification (IQ, OQ, PQ) activities during project stage. 	<ul style="list-style-type: none"> Number Of Working Days: 5 days Working Hours:

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Instrumentation & Control Engineering with 5 years of experience in maintenance or related fields</p> <ul style="list-style-type: none"> • Work experience in Pharmaceutical or Petrochemical industry is preferred and having hands-on experience in process equipment such as filter dryer, centrifuge, single cone dryer, glasslined reactors, temperature control unit etc. and their respective instrument. • Welding skills will be an added advantage. • Always work towards 'Right First Time' mindset to prevent rework or property damage that can jeopardize project cost or schedule. • Ability to prepare report or Excel tables in MS Office and complete workorders in Computerized Maintenance Management System (CMMS) • Communicates in a clear and unambiguous manner 	<ul style="list-style-type: none"> • Perform P&ID field walk-downs and inspections to review work for conformance with design requirements, applicable codes/standards and project procedures. • Performs calibrations and preventive maintenance on instrument such as temperature, pressure, level, flow, RH and analyzers (e.g. Sensors, indicators, recorders, transmitters, transducers, control valves, annunciators, pH and conductivity meters). • Execute maintenance and repair work orders by adhering to maintenance SOPs and Work Instructions (WI). • Apply LOTO and perform maintenance jobs on static and rotating equipment according to Maximo job plans or WI. • Carryout and coordinate utilities shutdown, startup, swing over and equipment servicing and inspection. • Promptly identify, provide troubleshooting and diagnostic of equipment failure to determine the root cause and perform immediate corrective actions with minimum supervision. • Ensure that all work orders are completed and updated timely in CMMS. • Participate and contribute to plant and equipment improvement efforts to improve reliability and availability of equipment. • Maintain high level of EHS, GMP compliance and good housekeeping regime throughout maintenance activities. • Coordinate with external contractors for specialized maintenance work. 	<p>8-5pm</p> <ul style="list-style-type: none"> • Employment Type: Full-Time • Location: 637132

Click Here for Table of Content



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> As and when required, shift works and 'ON CALL' arrangement will be made by Section Head to ensure Project schedule and milestones are met. Provide feedback on maintenance issues and trends associated with failures and root causes. Any other appointments assigned by Section Head. 	
<p>Special Test Analyst  </p>	<ul style="list-style-type: none"> Pharmacy or Chemistry related major, Diploma or above. Understand pharmaceutical production, testing, and quality management; familiar with GMP regulations. Prefer to be proficient in English and Chinese, fluent in spoken English and Chinese to liaise with internal and external stakeholders in China and overseas Good computer skills. At least one-year experience of Lab related work. Proficient in analytical testing and quality management, familiar with the structure and working principles of analytical instruments Familiar with industry laws and regulations regarding technical specifications for analytical operation Familiar with industry requirements for data integrity of analytical software; candidates with experience in computerized systems 	<ul style="list-style-type: none"> Perform the tests involving with special test instruments (GCMS/LCMS/LCMSMS/IC/PSD/ICPMS). Perform Lab tests, calculations and necessary reviewing of Lab records. Timely report lab issues of any case and ensure GMP compliance. Involved in the procedure update and ensure execution. Use instruments as per Lab procedure, maintain Lab equipment as in good order, conduct preliminary trouble shooting, timely report instrument issues. Assist necessary Lab investigation, keep good Lab environment, meet 5S and EHS requirements, ensure Lab safety and the safety of Lab staff. Follow the requirements of Lab events, OOX, Deviation and involve the investigation if necessary. Proactively study regulatory documents from various countries, such as BP, USP, JP, and EP, and refer to these documents when updating internal procedures Participate in customer audits and government inspections, promptly address identified issues, and ensure GMP compliance 	<ul style="list-style-type: none"> Number Of Working Days: 5 days Working Hours: 8-5pm Employment Type: Full-Time Location: 637132

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	validation will be given priority <ul style="list-style-type: none"> • Strong ability to handle on-site issues, with good coordination, communication, and execution skills; • Detail-oriented, proactive, and able to work under pressure • Ability to determine problems, gather information, understand facts, and draw correct and effective conclusions through scientific reasoning. • Project management and tracking skills. 	<ul style="list-style-type: none"> • Timely track work progress, strengthen communication with internal and external clients, and establish stable and good relationships • Responsible for other tasks temporarily assigned. • Assist department leaders in building a high-efficiency team. 	
Technical Operations Engineer 📁 ⭐	<ul style="list-style-type: none"> • Bachelor’s degree or above, no work experience required • Pharmacy, chemical engineering or chemistry related • Strong English and Chinese (Mandarin) communication skills — reading, writing and speaking, to liaise with internal and external stakeholders in China and overseas. • Skilled in computer • Good coordination and communication skills • High capacity of learning and execution • Strong problem-solving ability 	<ul style="list-style-type: none"> • Be familiar with the procedural documents of relevant project engineers and proficiently operate various project-related systems, such as TrackWise and WMS • Communicate effectively across departments, coordinate resources to improve project production efficiency, and resolve customer issues • Identify potential risks in the project in advance, communicate directly with upstream departments, and provide reasonable suggestions • Responsible for receiving, reviewing, and approving project documentation, completing project transfer, identifying project risk points, and implementing targeted measures to avoid risks during project execution • Select equipment according to process requirements, and develop production plans based on project initiation notices; complete equipment coordination and reservation 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 8-5pm • Employment Type: Full-Time • Location: 637132


[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Prepare for production-related matters, including new product introduction, safety assessment, review of R&D reports, drafting and tracking the implementation of batch records, issuing blank batch records, training production staff, submitting and tracking equipment technical modifications, monitoring material release, change control, etc. • Track project production, resolve abnormal situations in a timely manner, supervise the data integrity of executed batch records, lead deviation investigations and the establishment and implementation of CAPA, etc. • Complete and share project summary 	
<p>Testing Analyst  </p>	<ul style="list-style-type: none"> • Pharmacy or Chemistry related major • Understand pharmaceutical production, testing, and quality management; familiar with GMP regulations. • Preferred to be proficient in English and Chinese, fluent in spoken English and Chinese to liaise with internal and external stakeholders in China and Overseas • Good computer skills. • At least one-year experience of Lab related work. • Proficient in analytical testing and quality management, familiar with the structure and working principles of analytical instruments • Familiar with industry laws and regulations 	<ul style="list-style-type: none"> • Perform release test as per procedure. • Perform Lab tests, calculations and necessary reviewing of Lab records. • Timely report lab issues of any case and ensure GMP compliance. • Timely document the observations in case of Lab event, OOX and deviations and involve in the investigations if necessary. • Involve the update the lab procedure, ensure execution. • Use instruments as per Lab procedure, maintain Lab equipment as in good order, conduct preliminary trouble shooting, timely report instrument issues. • Use instruments as per Lab procedure, maintain Lab equipment as in good order, conduct preliminary trouble shooting, timely report instrument issues. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 8-5pm • Employment Type: Full-Time • Location: 637132



[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>regarding technical specifications for analytical operation</p> <ul style="list-style-type: none"> • Familiar with industry requirements for data integrity of analytical software; candidates with experience in computerized systems validation will be given priority • Strong ability to handle on-site issues, with good coordination, communication, and execution skills; • Detail-oriented, proactive, and able to work under pressure • Ability to determine problems, gather information, understand facts, and draw correct and effective conclusions through scientific reasoning. • Project management and tracking skills. 	<ul style="list-style-type: none"> • Proactively study regulatory documents from various countries, such as BP, USP, JP, and EP, and refer to these documents when updating internal procedures • Participate in customer audits and government inspections, promptly address identified issues, and ensure GMP compliance • Timely track work progress, strengthen communication with internal and external clients, and establish stable and good relationships • Responsible for other tasks temporarily assigned. • Assist department leaders in building a high-efficiency team. 	
<p>Warehouse Specialist </p>	<ul style="list-style-type: none"> • Diploma or above • Logistics, chemical, pharmaceutical and related specialties • Good computer skills, proficient in both Chinese and English • Proactive, studious, responsible • Good communication and execution • Preferably with a forklift operator license 	<ul style="list-style-type: none"> • Responsible for daily warehouse material management, inventory counting, goods distribution, environmental maintenance, record keeping and reporting, collaborative communication, equipment management, material requirements planning, procurement coordination, inventory control, supplier management, data analysis and reporting, and cross-functional coordination. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 12 hours shift • Employment Type: Full-Time • Location: 637132

#15 Young Women's Christian Association of Singapore (YWCA)

The Young Women's Christian Association of Singapore (YWCA) of Singapore is the oldest women's organisation in Singapore. Founded in 1875, the YWCA has always been committed to meeting the needs of our society through her active involvement in community services and its many programmes and activities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Security Manager	<ul style="list-style-type: none"> Min 2 years relevant experience, preferably in hospitality sector. Minimum Diploma or equivalent Possess Security licence and trained in First Aid would be advantageous Able to perform shift Good in Microsoft Office applications in Word and Excel 	<ul style="list-style-type: none"> Responsible for overseeing all aspects of security function for YWCA Fort Canning You will be leading the security team which protects assigned premises, assets and personnel provided 	<ul style="list-style-type: none"> Working Hours: 7am to 3pm 3pm to 11pm 7pm to 11pm Employment Type: Full-Time Location: 179494
F&B Executive 	<ul style="list-style-type: none"> Min GCE'O' Level, Higher NITEC in Hospitality Operations preferred At least 1 year of working experience in Food & Beverage or Hospitality sector Proficiency in computer skills (Microsoft Excel, Microsoft Word) Work on weekends, including public holidays. 	<ul style="list-style-type: none"> To be responsible for developing new F&B business while supporting F&B operations. 	<ul style="list-style-type: none"> Working Hours: 7am to 3pm 3pm to 11pm 7pm to 11pm Employment Type: Full-Time Location: 179494
Sous Chef 	<ul style="list-style-type: none"> Min Diploma in Culinary Arts Minimum 10 years of relevant working experience with at least 5 years' supervisory experience in hospitality sector is preferred Extensive food & beverage knowledge. Familiar with industry practices Proficiency in Microsoft Office in Excel and Word Work on weekends and public holidays 	<ul style="list-style-type: none"> Sous Chef is the second in command in our Kitchen. He/She will assist the Head Chef in ensuring the smooth and efficient operations of the Kitchen Department in accordance with Head Chef's specification, guidelines and standard. Sous Chef also mentor, supervise, motivate and develop the kitchen team. 	<ul style="list-style-type: none"> Working Hours: 7am to 3pm 3pm to 11pm 7pm to 11pm Employment Type: Full-Time Location: 179494

[Type here]

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Technician ★</p>	<ul style="list-style-type: none"> • Min Higher Nitec or Diploma in mechanical & Electrical • Min 2 years relevant experience with hotel/apartment/condominiums experience preferred • Good knowledge of general maintenance processes and methods • Sound working knowledge of mechanical and electrical systems, plumbing and sanitary, air-conditioning and mechanical ventilation, fire protection, chiller and etc. 	<ul style="list-style-type: none"> • Responsible for day-to-day functions and operations of the maintenance department. Maintain the property facilities optimum operating condition by performing preventive maintenance and repairs. 	<ul style="list-style-type: none"> • Working Hours: 7am to 3pm 3pm to 11pm 7pm to 11pm • Employment Type: Full-Time • Location: 179494

e2i services

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

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>



You can also reach them at the following centres (By appointment only):

e2i west
Devan Nair Institute of Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Find us at these other locations.



<https://e2i.sg/locjw2?r=qr>

Operating Hours: Monday till Friday: 9am to 5pm
Saturday: 9am to 1pm
Sunday & Public Holiday: Closed

Click Here for Table of Content

[Type here]

Click Here for Table of Content

NTUC Job Security Council’s Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies.

- Subscribe to **PMET Jobs-Alert**
(e.g. Analysts, Engineers, Executives, Technicians, etc)
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, part-time jobs, operators, packer roles)
<https://bit.ly/jsc-ja-nonpmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.



<https://e2i.sg.crp-yellow?r=qr>

Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!



<https://ntuc.co/4cxkqt4?r=qr>

[Type here]