

Nee Soon Career Marketplace

5 June 2025

JOB LISTING BOOKLET




















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

About e2i (Employment and Employability Institute)

























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





















Participating Companies













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#1 ASE Singapore



The ASE Group is the world's largest provider of independent semiconductor manufacturing services in assembly, test, materials and design manufacturing. As a global leader geared towards meeting the industry's ever growing needs for faster, smaller and higher performance chips, the Group develops and offers a wide portfolio of technology and solutions including IC test program design, front-end engineering test, wafer probe, wafer bump, substrate design and supply, wafer level package, flip chip, system-in-package, final test and electronic manufacturing services through Universal Scientific Industrial Co., Ltd. and its subsidiaries, members of the ASE Group.



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Associate Engineer – Facilities 	<ul style="list-style-type: none"> NITEC / Diploma in Electrical / Mechanical / Building Facilities / CEE or equivalent with 1-year relevant experience Working knowledge in cleanroom environment is preferred Able to commit to rotating 12-hr day / night shift Entry level candidates are welcome 	<ul style="list-style-type: none"> Conduct routine monitoring and spot checks of all the building facilities such as: central chiller system, cooling towers, pumps, AHU, compressors, BMS, plumbing and electrical system Attend to all facility works and M&E installations as well as to co-ordinate with contractors on repair works Provide support to production and assist in machine installations: power hook-up, CDA, vacuum and process cooling water, exhaust pipe and other set-up in the production floor Perform in-house servicing of cooling towers, AHU, FCU, FFU, filter cleaning and replacement, strainers and other HVAC equipment 	8am - 8pm / 8pm - 8am 2 Woodlands Loop, Singapore 738074
Associate Engineer - Test Equipment 	<ul style="list-style-type: none"> Diploma / Degree in mechanical/electronics/ electrical, or any Engineering field or equivalent Strong understanding of manufacturing and quality processes and experience with handler systems and integration processes are advantages Analytical and problem-solver with good communication skills Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> Manage new handler buy-off lifecycle including documentation, system updates, procedure standardization, matrix maintenance & change control Assess and improve handler capabilities to meet production and customer needs, including capability studies and new handler evaluations-provide daily progress updates Ensure handler compatibility with design rules through implementation and collaboration with engineering and NPI teams to minimize constraints Identify and resolve handler-related issues and contribute to process improvements 	8am - 8pm / 8pm - 8am 2 Woodlands Loop, Singapore 738074
Associate Engineer - Test Equipment (NPI) 	<ul style="list-style-type: none"> Holds a Diploma or Degree in mechanical/ electronics/ electrical or any Engineering field 	<ul style="list-style-type: none"> Responsible for leading smooth production transfers by collaborating effectively with both internal and external stakeholders 	8am - 8pm / 8pm - 8am 2 Woodlands

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Preferably 2 years of experience • Basic knowledge of Microsoft office • Observant, team-player, able to work under minimal guidance • Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> • Establish and maintain a robust communication system to manage the dynamic priorities inherent in New Product Introduction (NPI) processes • Manage consignment hardware setup, resolve test setup challenges, and oversee tooling and spare parts procurement, including acting as a liaison with suppliers • Ensure supplier compliance with quality standards via product assessments • Develop and maintain documentation for design rules, improvements, and related hardware and software • Collaborate with the engineering and preventive maintenance team for continuous process improvement 	Loop, Singapore 738074
Associate Engineer - Test Equipment (PM) 	<ul style="list-style-type: none"> • Diploma / Degree in mechanical/electronics/ electrical, or any Engineering field • Preferably minimum 2 years of working experience • Observant, team player, able to work under minimal supervision • Basic knowledge of Microsoft office • Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> • Perform internal/external calibrations, generate verification criteria • Coordinate with planners for efficient handler swaps/ releases • Track post-release handler performance and maintain detailed records • Develop and refine PM/calibration checklists to minimize machine failures • Manage daily inventory handovers and maintain optimal spare stock levels • Partner with Engineering and NPI teams on workflow and improvement projects • Integrate improvement projects during scheduled PM/calibration • Establish a system for efficient handler release to support 12 by 7 operations • Attend production meetings, troubleshoot machine issues, and develop/distribute "one-point lessons" for line maintenance 	8am - 8pm / 8pm - 8am 2 Woodlands Loop, Singapore 738074
Associate Engineer - Test Equipment (WLCSP) 	<ul style="list-style-type: none"> • Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical / Mechatronics Engineering or equivalent • Tape and Reel experience in wafer level and knowledge on vision system is preferred • Possess strong analysis and good teamwork. 	<ul style="list-style-type: none"> • Responsible for daily operational equipment issues and strategize recovery actions to support production requirement • Perform equipment buy-off and qualification for machine installation, modification, upgrade and maintenance • Involve in WLCSP process (Taping & Detaping, Wafer Mount, Backgrinding, Laser Grooving, Laser Mark, Dicing, AOI, Die Sort etc.) 	8am - 8pm / 8pm - 8am 2 Woodlands Loop, Singapore 738074

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Able to commit to either 12-hr permanent day / night shift 	<ul style="list-style-type: none"> Monitoring and analysis of equipment performance and reliability 	
Associate Engineer - Test Maintenance 	<ul style="list-style-type: none"> Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical/ Mechatronics Engineering or equivalent Specialized knowledge of equipment, testers, handlers, probers, etc is preferred Possess Trouble shooting skills on equipment maintenance and repair Possess strong analysis and good teamwork Good communication and presentation skills Able to commit to either 12-hr permanent day / night shift 	<ul style="list-style-type: none"> Responsible for troubleshooting, calibration, repair and maintenance of assigned Testers and Handlers / Probers platform Ensure equipment are in production condition with minimum downtime and running at yield specified Responsible for tracking, monitoring and reporting daily equipment downtime Responsible for daily house keeping 	8am - 8pm / 8pm - 8am 2 Woodlands Loop, Singapore 738074
Associate Engineer – Test / Product Engineering 	<ul style="list-style-type: none"> Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical/ Mechatronics Engineering or equivalent with 1 year experience Entry level candidates welcome to apply Possess strong technical analysis and excellent teamwork Able to commit to 12-hr rotating shift 	<ul style="list-style-type: none"> Provide timely reports on lot performance to internal teams and external customers Perform basic troubleshooting and provide reports of low yield or failure rates Disposition of engineering lots in manufacturing line Support engineering team for various engineering activities such as test program checkout, hardware buy-off, and machine qualification Participate in daily operations meetings and follow up on production issues Responsible for daily housekeeping and any other responsibilities as assigned 	8am - 8pm / 8pm - 8am 2 Woodlands Loop, Singapore 738074
Engineer - Test Maintenance (Wafer Sort) 	<ul style="list-style-type: none"> Degree or Diploma in any Engineering field or equivalent Prior experience in troubleshooting equipment, maintenance, and repair Experience in manufacturing 	<ul style="list-style-type: none"> Perform troubleshoot, calibration, repair and maintenance of assigned testers and probers platform Ensure equipment are in optimum production condition, with minimum downtime and running at yield specified Support new product offload to production and perform new machine buyoff / evaluation 	8am - 5:15pm 2 Woodlands Loop, Singapore 738074


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	environment is an advantage <ul style="list-style-type: none"> Analytical, problem-solver with good verbal and written communication skills Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> Initiate improvement project or DOE for process or yield improvement Maintain spare parts inventory 	
Engineer - Test/ Product 	<ul style="list-style-type: none"> Degree in any engineering field Good communication and interpersonal skills Possess good project management, analytical and problem-solving skills Ability and passion to work in and foster a teamwork environment Positive attitude with good communication and interpersonal skills Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> Responsible for new product off-loads and qualifications to meet customers' requirements Work closely with customers to analyze and improve product yield and performance, and optimize the testing process Implement and maintain test programs/hardware to support product sort and final test operations Prepare engineering reports and conduct regular technical reviews with customers Development and transfer of test solutions for both Wafer Sort and Final Test to production sites Define, document and specify test process / procedures for new products 	8am - 5:15pm 2 Woodlands Loop, Singapore 738074
Engineer – QA 	<ul style="list-style-type: none"> Degree in Electronics or Engineering or related field Relevant experience in electronics / semiconductors / or other manufacturing industry is an advantage Knowledge in basic manufacturing solving problem tools (8D, FMEA) and statistical tools (SPC) is an advantage Basic knowledge in MS office (Word, Excel, PowerPoint) Strong communication and interpersonal skills Highly deadline-driven and self-directed Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> Provide analysis and dispositions on non-conformance products in accordance with requirements Perform inspection and verification on products on hold due to quality issues Work closely with supervisor & team to monitor project status and closures Communicate with customers on status of quality projects Prepare regular reports and meet submission deadlines Participate actively in internal team projects analysis 	8am - 5:15pm 2 Woodlands Loop, Singapore 738074

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Production Specialist	<ul style="list-style-type: none"> Understand and able to speak basic English Basic Computer Knowledge Electronics Manufacturing experience an advantage Able to commit to 12-hr day/night shift 	<ul style="list-style-type: none"> Operate machine to meet expected output and quality standard Ensure good housekeeping in the production floor 	8am - 8pm / 8pm - 8am 2 Woodlands Loop, Singapore 738074
Security Officer	<ul style="list-style-type: none"> Posses valid Security license issued by PLRD Able to work on 12-hour rotating day/night shift including weekends and Public Holidays Mature and able to work independently 	<ul style="list-style-type: none"> Prevent losses and damage by reporting irregularities Investigate any incident and accident reports Respond to security assistance or emergency from employees and external parties Patrol and conduct security inspections at access points Manage traffic and direct drivers safely to parking areas 	8am - 8pm / 8pm - 8am 2 Woodlands Loop, Singapore 738074
Senior Engineer - Facilities 	<ul style="list-style-type: none"> Bachelor Degree / Diploma in engineering related discipline At least 5 years' relevant experience, preferably in a cleanroom environment Having AutoCad drafting skills will be an advantage 	<ul style="list-style-type: none"> Responsible for the operations and general maintenance of the plant, machinery, and associated building facilities Ensure that the facilities' systems and processes function efficiently and meet the organization's needs. Works includes a range of engineering disciplines such as mechanical, electrical, plumbing, HVAC, and energy management Troubleshoot equipment / facility breakdown and carry out basic repairs Supervise and coordinate with vendors and service providers on activities regarding daily routine facilities, maintenance work and execution of engineering projects within the facility Attend to any facility works and M&E installations, as well as development of project plans Provide technical guidance and mentorship to team members 	8am - 5:15pm 2 Woodlands Loop, Singapore 738074
Senior Engineer - Test Product 	<ul style="list-style-type: none"> Bachelor's Degree in Electronics Engineering or related field Minimum 5 years' working experience in similar capacity preferred 	<ul style="list-style-type: none"> Responsible for the operations and general maintenance of the plant, machinery, and associated building facilities Ensure that the facilities' systems and processes function efficiently and meet the organization's needs. Works include 	8am - 5:15pm 2 Woodlands Loop, Singapore 738074

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Excellent project management, analytical and problem-solving skills • Familiar with SPC and FMEA, proficient in coding using Python and other related languages 	<p>a range of engineering disciplines such as mechanical, electrical, plumbing, HVAC, and energy management</p> <ul style="list-style-type: none"> • Troubleshoot equipment / facility breakdown and carry out basic repairs • Supervise and coordinate with vendors and service providers on activities regarding daily routine facilities, maintenance work and execution of engineering projects within the facility • Attend to any facility works and M&E installations, as well as development of project plans • Provide technical guidance and mentorship to team members 	


#2 Creative Eateries

Founded by Mr. Anthony Wong in 1992, Creative Eateries introduced a unique dining concept as an alternative to hotel restaurants. With over 30 years of experience, we have grown into a trusted brand offering diverse cuisines—Thai, Western, Chinese, Japanese—and catering services. Whether it's a casual meal, a birthday celebration, or a themed wedding, we strive to create memorable dining experiences. Committed to innovation, we continue to fill market gaps and delight guests with a variety of dining options.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Restaurant Manager 	<ul style="list-style-type: none"> • Customer-driven and vigilant • Passionate in providing excellent management • Diligent and dedicated to improve service quality and bring in more revenue for the business • Work independently and in a team • Possess enthusiasm and keen to get feedback for improvement • Open-minded to receive feedback and different ideas • Keen on details, organised and meticulous • Self-starter and possess a positive 'can do' attitude 	<ul style="list-style-type: none"> • Assist in managing restaurant operations, including menu planning, marketing strategies, and financial targets • Oversee inventory, purchasing, compliance, and crisis management • Ensure adherence to hygiene policies, regulatory requirements, and service standards • Facilitate stakeholder relationships, business continuity, and innovative practices • Lead and delegate effectively, upholding service standards • Address complaints and enhance customer satisfaction • Maintain service quality and continuously improve customer experience • Conduct hygiene audits and ensure workplace safety 	44 hours Islandwide
Catering Admin Assistant	<ul style="list-style-type: none"> • At least 1 year of administrative experience in the related field • Ability to work independently and in a team • Good Interpersonal Communication Skills • High level of responsibility and initiative • 5 Days Work Week (4 Weekdays & 1 Weekend) 	Administrative Matters <ul style="list-style-type: none"> • Prepare inventory listing of the pastry & production team and submit to the Account Department • Maintain pending GRN Invoice on the Procurement System • Vet through orders for the Production Team from the restaurants and ensure request are categorized accordingly • Prepare petty cash claims • Any other adhoc administrative duties as required Logistics-related Matters <ul style="list-style-type: none"> • Ensure food tags, menu cards and time stamp are printed before food 	44 hours FoodAxis @Senoko, Singapore 758297

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		delivery <ul style="list-style-type: none"> Ensure stock check is conducted and items below par level are submitted for order Checking of the Sales Order System and ensure function orders are printed out for the drivers and kitchen team Booking of delivery drivers for adhoc deliveries Certification-related Matters <ul style="list-style-type: none"> Ensure implementation of Food Safety System and ISO22000 (forms recording, equipment temperature checks, etc) Maintain the Food Hygiene Certification File and ensure all food handlers have valid certificates 	
Catering Assistant	<ul style="list-style-type: none"> At least 1 year(s) of working experience in the related field Excellent customer service and able to interact well with clients Ability to work independently and in a team Physically fit and able to work in a fast paced environment Willing to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> Adhere to schedule of delivery orders Coordinate with sales person on customer's order before delivery Liaise with customer during on-site setup requirement Organise set-up & clean-up after each delivery such as buffet reception, seminar events etc. Inventory control for catering equipment used for upon collection of order Understanding with and complying with the mandatory hygiene standards and requirements Perform any other duties assigned by Operation Manager 	44 hours FoodAxis @Senoko, Singapore 758297
Catering Driver	<ul style="list-style-type: none"> At least 1 year(s) of working experience in the related field Excellent customer service and able to interact well with clients Ability to work independently and in a team Physically fit and able to work in a fast paced environment Willing to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> Adhere to schedule of delivery orders Coordinate with sales person on customer's order before delivery Proper loading / unloading of catering equipment into delivery vehicle Delivery and collection to island wide catering places Liaise with customer during on-site setup requirement Organise set-up & clean-up after each delivery such as buffet reception, seminar events etc. Inventory control for catering equipment used for upon collection of order Maintaining cleanliness and provide 	44 hours FoodAxis @Senoko, Singapore 758297

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Must possess class 3 driving license with clean records and good driving skills 	basic service for assigned delivery vehicle <ul style="list-style-type: none"> Understanding with and complying with the mandatory hygiene standards and requirements Perform any other duties assigned by Operation Manager 	
Central Kitchen - Kitchen Assistant / Junior Sous Chef	<ul style="list-style-type: none"> Relevant experience will be an advantage Ability to work independently and in a team Physically and mentally fit and able to work in a fast-paced and demanding environment Basic food hygiene certificate Willing to work on weekends and public holidays 	<ul style="list-style-type: none"> Assist in food preparation Verify that prepared food meets requirement Adhere to safety procedures Handle equipment, appliances, supplies and tools Prepare and cook customer's food order Maintain cleanliness and the hygiene of the kitchen Understanding with and complying with the mandatory hygiene standards and requirements Perform any other duties assigned by Head Chef 	44 hours FoodAxis @ Senoko, Singapore 758297
Management Trainee 	<ul style="list-style-type: none"> Strong communication, interpersonal and management skills Passionate in providing excellent management and interpersonal skills Able to work independently and in a team Able to communicate in fluent English Pleasant, polite manner, energetic, cheerful, and hardworking Possess enthusiasm in learning and keen to get feedback for improvement 	<ul style="list-style-type: none"> Assisting the Restaurant Manager in working with chefs and other personnel to plan menus in line with the brand's culinary direction Work with chefs for efficient provisioning and purchasing of supplies Perform frequent checks to ensure consistent high quality of preparation and service Work with other management personnel to plan marketing, advertising, and any special restaurant functions Investigate and resolve complaints concerning food quality and service Perform other duties as assigned by management 	44 hours Islandwide

#3 Global Eduhub

All around the world, over 10,000 children and their parents' lives have been positively enriched through our innovative future-ready curriculum, passionate educators, and delivery of quality education. Established in 1995, Global EduHub is a leading private education group headquartered in Singapore with over 8 brands offering infant care, preschool, student care and enrichment programmes across 70 schools in multiple countries.


Global EduHub has once again been recognized as a preferred employer in the education industry, proudly earning the Best Companies to Work for in Asia 2024 award at the annual HR Asia Awards, making us a two-time winner! In addition, we are honoured to receive accolades in the Most Caring Company and Diversity, Equity & Inclusion categories, reflecting our steadfast commitment to excellence, care, and inclusivity.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Pre-School Educator 	<ul style="list-style-type: none"> Diploma/Advanced Certificate in Early Childhood Care & Education – Teaching (DECCE-T or ACECCE), or Diploma in Child Psychology & Early Education, or Higher Certificate in Infant Care (HCIC) / Advanced Certificate in Early Years (ACEY) Minimally GCE 'O' Level credit in English Team player with passion in working with young children Excellent communication and interpersonal skills Ability to build good rapport with parents and various stakeholders Enjoy and love the company of young children Preferably energetic, vibrant and animated! 	<ul style="list-style-type: none"> Execute & conduct age-appropriate curriculum according to the Company's curriculum framework Maintain quality classroom and learning environment that promotes learning in accordance with the curriculum framework Forster a trusting and respectful relationship with children and parents by being a positive role model Execute daily routine according to time schedule Maintain minimum admin work for reference / record purpose 	9.5hrs including break 32 Sam Leong Rd, Singapore 207922
Student Care Mentor	<ul style="list-style-type: none"> Must have at least 3 passes in GCE 'O', 'N' Levels, 'A' Levels, Nitec or Diploma In-house training and sponsored certificate training will be provided if without relevant experience Working experience in student care or tutoring is advantageous Keen passion to mentor, guide and engage children (aged 7 to 12) with dedication Friendly and cheerful with good interpersonal and communication skills 	<ul style="list-style-type: none"> Facilitate and execute daily activities in accordance with timetable Provide care and guidance to a group of students and supervise the completion of homework assignments from school or in-house prepared materials Maintain classroom discipline and ensure safety and security protocols are met at all times 	11am - 7pm 32 Sam Leong Rd, Singapore 207922



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#4 GreyTree Executive Search






A premier talent acquisition firm specializing in placing top-tier executive talent across industries.



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Account Manager 	<ul style="list-style-type: none"> Excellent communication, project management, and client-facing experience. Strong organizational skills and the ability to manage multiple accounts simultaneously. 	<ul style="list-style-type: none"> Manage client relationships and ensure delivery of tailored solutions Collaborate with internal teams to meet client expectations and drive account growth 	44 hours
Actuarial Manager 	<ul style="list-style-type: none"> Qualified actuary with proficiency in modelling software and statistical tools Solid background in insurance or pensions with team management experience 	<ul style="list-style-type: none"> Lead actuarial analysis and pricing strategies to support risk assessment and business planning Mentor team members and deliver regulatory reporting 	44 hours
Assistant Outlet Manager 	<ul style="list-style-type: none"> Diploma in Hospitality or related field; prior experience in a supervisory or assistant managerial role 	<ul style="list-style-type: none"> Support the Outlet Manager in managing the team and day-to-day outlet activities Assist in staff training, inventory control, and implementing promotional strategies 	44 hours
Boutique Manager / Director 	<ul style="list-style-type: none"> Proven experience in luxury retail with strong leadership and customer service skills Exceptional communication, people management, and inventory control capabilities 	<ul style="list-style-type: none"> Lead daily operations and drive luxury retail performance Enhance client experience, manage high-performing teams, and ensure brand consistency across the boutique 	44 hours
Business Development Executive 	<ul style="list-style-type: none"> Strong communication and sales skills; prior experience in automotive or service-related industries is an advantage 	<ul style="list-style-type: none"> Identify new business opportunities, build client relationships, and propose tailored solutions for automotive workshop services. Conduct market research and support marketing initiatives. 	44 hours
Business Development Manager 	<ul style="list-style-type: none"> Solid experience in business development, with strong negotiation and networking skills Analytical mindset with a proven track record in achieving targets 	<ul style="list-style-type: none"> Identify new business opportunities and build strategic partnerships to drive revenue Develop and execute growth plans aligned with company objectives 	44 hours
Cargo Operator (Oil and Gas) 	<ul style="list-style-type: none"> Experience in oil and gas logistics and knowledge of international shipping standards Attention to detail and ability to work under pressure are critical 	<ul style="list-style-type: none"> Coordinate logistics for oil and gas cargoes and ensure timely and safe delivery Monitor shipment schedules, documentation, and port operations 	44 hours

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Catering & Kitchen Assistant	<ul style="list-style-type: none"> Minimum 1 year of kitchen experience; strong understanding of food hygiene and kitchen operations 	<ul style="list-style-type: none"> Assist in daily food preparation assigned by Chef Comply with hygiene and safety regulations set by the Company, clients and government Perform duties to keep all areas of the kitchen clean and sanitized including floors, walls, drains, food processing equipment, cooking utensils and other light equipment daily and periodically Ensure proper usage of all cleaning equipment and report any faulty equipment to superior immediately Serve and attend to customers promptly and politely Keep all food counters and display clean and tidy at all times Ensure food displays, serving gears, cutleries, and price of food are in place and available to customers at all times Serve food on the assigned plates in the portions approved by the client Comply with hygiene and safety regulations set by the Company, clients and government Perform any other related duties as assigned by immediate supervisor 	44 hours
Chef-De-Partie 	<ul style="list-style-type: none"> At least 2–3 years of experience in a similar role; culinary certification preferred 	<ul style="list-style-type: none"> Manage a specific section of the kitchen, supervise junior staff, and ensure high-quality food preparation Maintain cleanliness and ensure consistency in food presentation 	44 hours
Commercial Manager 	<ul style="list-style-type: none"> Extensive experience in commercial roles, especially contract and pricing management Excellent negotiation and stakeholder engagement skills 	<ul style="list-style-type: none"> Oversee commercial operations including contracts, tenders, and client negotiations Drive profitability and build sustainable client relationships 	44 hours
Cook	<ul style="list-style-type: none"> Minimum 1 year of kitchen experience; strong understanding of food hygiene and kitchen operations 	<ul style="list-style-type: none"> Prepare and cook assigned dishes for serving according to the menu Keep kitchen area, processing equipment, and cooking utensils clean and sanitized at all times Process all food according to companies and government regulatory control 	44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensure safe operations of all equipment and report any faulty equipment to superiors immediately Comply with hygiene and safety regulations set by the Company, clients and government Perform any other related duties as assigned by immediate superior 	
Credit Control and Legal Manager 	<ul style="list-style-type: none"> Strong knowledge of credit control, legal frameworks, and financial risk management Legal or finance qualification with hands-on experience in collections and contracts 	<ul style="list-style-type: none"> Oversee credit risk, collections, and legal compliance across financial processes Work closely with external counsel to manage disputes and enforce legal agreements 	44 hours
Demi Chef 	<ul style="list-style-type: none"> Minimum 1 year of kitchen experience; strong understanding of food hygiene and kitchen operations 	<ul style="list-style-type: none"> Assist in food preparation and cooking under the supervision of the Chef-De-Partie Ensure kitchen stations are clean and meals are prepared to the restaurant's standards 	44 hours
Digitalisation Manager 	<ul style="list-style-type: none"> Strong knowledge of digital platforms, IT project management, and change management Background in tech consultancy or enterprise-level digital adoption 	<ul style="list-style-type: none"> Drive digital transformation initiatives across business units for operational efficiency Evaluate and implement emerging technologies aligned with company goals 	44 hours
Finance Manager 	<ul style="list-style-type: none"> Professional qualification in accounting or finance with corporate experience Proficiency in Excel, ERP systems, and financial analysis 	<ul style="list-style-type: none"> Manage financial planning, reporting, and compliance within the organization Lead budgeting cycles and support strategic financial decisions 	44 hours
Financial Controller 	<ul style="list-style-type: none"> CPA/CA qualification with extensive experience in financial leadership roles Strong analytical, ERP system, and reporting skills are essential 	<ul style="list-style-type: none"> Manage the company's financial operations, reporting, and internal controls Oversee audits, budgeting, and compliance with statutory requirements 	44 hours
General Manager, Fleet Division 	<ul style="list-style-type: none"> Senior-level maritime operations experience and strong leadership capabilities Expertise in fleet planning, budgeting, and performance management 	<ul style="list-style-type: none"> Lead overall fleet operations including safety, budgeting, and crewing Develop long-term strategies for fleet optimization and regulatory compliance 	44 hours
Head of Crew Training 	<ul style="list-style-type: none"> Experience in maritime education and training management 	<ul style="list-style-type: none"> Design and manage training programs for crew competency development 	44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Knowledge of STCW, simulator-based training, and accreditation standards 	<ul style="list-style-type: none"> Ensure adherence to global maritime training standards and audits 	
Head of Gaming 	<ul style="list-style-type: none"> In-depth knowledge of the gaming industry and product lifecycle management Leadership experience with a creative and analytical mindset 	<ul style="list-style-type: none"> Lead the strategic development and execution of gaming products and services Monitor trends, oversee game launches, and drive player engagement 	44 hours
Kitchen Operations Crew	<ul style="list-style-type: none"> Physically fit with willingness to work shifts; no experience required but kitchen exposure is a plus 	<ul style="list-style-type: none"> Assist in basic food prep, maintain cleanliness in kitchen areas, and support kitchen operations during peak hours Ensure hygiene standards are followed 	44 hours
Medical Doctor 	<ul style="list-style-type: none"> Medical degree (accredited institution) + full SMC registration Postgraduate qualifications (e.g., GDFM, GDSM, MMed) are a plus Experience in primary/ urgent care (all ages) Team-oriented with strong interpersonal skills Adaptable to shift work, including nights/weekends 	<ul style="list-style-type: none"> Provide high-quality primary and urgent care for adults and children Manage administrative tasks efficiently (e.g., documentation, insurance claims) Maintain compassionate, patient-centered care in a fast-paced setting 	40 hours
Outlet Supervisor	<ul style="list-style-type: none"> Minimum 2 years of experience in F&B operations; good leadership and communication skills 	<ul style="list-style-type: none"> Oversee daily operations, manage staff schedules, and ensure customer satisfaction Monitor stock levels and enforce service quality standards 	44 hours
Paper Broker 	<ul style="list-style-type: none"> Strong sales or trading background with knowledge of paper/ commodity markets Negotiation skills and the ability to work in a fast-paced environment 	<ul style="list-style-type: none"> Facilitate sales and purchases of paper products between suppliers and buyers Maintain market intelligence and build a network of reliable clients 	44 hours
Sales Manager 	<ul style="list-style-type: none"> Strong track record in B2B or B2C sales, with team leadership experience Strategic thinker with excellent interpersonal and CRM skills 	<ul style="list-style-type: none"> Lead the sales team to achieve performance targets and expand market share Develop sales strategies, pipeline tracking, and reporting mechanisms 	44 hours
Scrub Nurse / Registered Nurse 	<ul style="list-style-type: none"> Supports surgical procedures by collaborating with the operating room team and assisting surgeons as needed Duties include maintaining sterile conditions, adhering to 	<ul style="list-style-type: none"> Nursing skills and experience in surgical procedures Knowledge of medicine for plastic surgery and/or orthopedic surgery Expertise in operating room protocols and surgical assistance 	40 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	aseptic protocols, managing surgical instruments, and ensuring a safe and organized operating room environment	<ul style="list-style-type: none"> Ability to coordinate effectively with surgical teams Excellent communication and teamwork skills Attention to detail and strong organizational skills Previous experience in an aesthetic or surgical setting is a plus Degree in Nursing or related field preferred 	
Senior Financial Advisors 	<ul style="list-style-type: none"> Certified financial planner or advisor with investment advisory experience Strong client relationship, risk analysis, and presentation skills 	<ul style="list-style-type: none"> Deliver high-quality financial advice and wealth strategies to individual and corporate clients Monitor market conditions and tailor financial portfolios accordingly 	44 hours
Service Crew	<ul style="list-style-type: none"> Friendly and energetic personality; able to work shifts, weekends, and public holidays Prior F&B experience is a bonus but not required 	<ul style="list-style-type: none"> Provide excellent customer service by taking orders, serving food, and attending to guest needs Maintain cleanliness of the dining area and ensure smooth front-of-house operations 	44 hours
Service Crew (Part-Time)	<ul style="list-style-type: none"> Customer Service Skills: Being friendly, approachable, and able to handle customer inquiries and requests effectively Positive Attitude: Maintaining a cheerful and enthusiastic demeanor, even during busy periods Willingness to Work Shifts: Being flexible and able to work various shifts, including weekends and public holidays Communication Skills: Being able to communicate clearly and effectively with customers and colleagues Teamwork: Being able to work collaboratively with other crew members Food Safety and Sanitation: Understanding and adhering to food safety and hygiene standards 	<ul style="list-style-type: none"> Greet and welcome customers in a friendly and professional manner Present menus, take orders, and answer customer questions about menu items Make food and beverage recommendations Ensure customer satisfaction and address any concerns promptly Provide excellent customer service and maintain a positive attitude Clear tables and maintain a clean and tidy dining area Prepare the outlet for service, including setting tables and stocking condiments Assist with other duties as assigned by management 	3 days/ 24 hours per week
Vessel Manager 	<ul style="list-style-type: none"> Maritime engineering or nautical background with vessel management experience 	<ul style="list-style-type: none"> Oversee operational readiness, maintenance, and performance of assigned vessels 	44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">Excellent technical, problem-solving, and communication skills	<ul style="list-style-type: none">Ensure compliance with industry standards and manage technical budgets	


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#5 HYSSES Singapore

HYSSES is a leading Singapore-based brand specializing in natural and organic products. With a deep understanding and appreciation for nature, HYSSES has built a reputation for crafting high-quality products that promote holistic wellness and a healthier lifestyle. Our wide range of products includes essential oils, skincare, haircare, and body care. Our commitment to sustainable and eco-friendly practices is evident in every aspect of our business, from sourcing raw materials to packaging and shipping. At HYSSES, we believe that nature provides the best solutions for our well-being, and we are passionate about sharing this belief with our customers. Join us on our journey towards a healthier, more sustainable future.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Associate (Full-Time/ Part-Time)	<ul style="list-style-type: none"> • Experience in retail sales or customer service is preferred • Strong communication skills and a friendly, outgoing personality • Ability to work effectively as part of a team and maintain a positive attitude • Flexibility to work various shifts, including evenings, weekends, and holidays 	<ul style="list-style-type: none"> • Customer Service: Greet customers warmly and assist them in finding products that fulfill their needs. Answer questions and provide recommendations based on their preferences and requirements. • Sales Support: Assist in driving store sales by promoting current promotions, loyalty programs, and new products. Engage with customers on the floor to enhance their shopping experience. • Product Knowledge: Stay informed about new products and services offered by the Company. Participate in training and development sessions to improve your knowledge and skills. • Inventory Management: Help manage inventory by stocking and organizing products on the sales floor and backstock. Assist with inventory counts and placing orders for replenishment as necessary. • Store Maintenance: Ensure the store is clean, organized, and well-maintained. This includes tasks such as dusting, sweeping, arranging merchandise, and setting up promotional materials. • Checkout Operations: Handle checkout functions by using the POS (Point of Sale) system to process sales, returns, and exchanges efficiently. • Team Collaboration: Work collaboratively with team members to meet store goals and enhance the 	<p>Full-Time (5 days)</p> <ul style="list-style-type: none"> • 11am-930pm <p>Part-Time (3 days)</p> <ul style="list-style-type: none"> • 11am-930pm • 11am-6.30pm • 2pm-9.30pm <p>Islandwide</p>


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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		overall team performance. Participate in team meetings and contribute ideas for improving customer service and operational efficiency.	
Retail Supervisor (Brand-In-Charge) 	<ul style="list-style-type: none"> • Proven experience in retail sales or supervisory roles • Strong leadership and team-building skills • Excellent communication and customer service abilities • Detail-oriented with good organizational skills • Flexibility to work various shifts, including evenings, weekends, and holidays 	<ul style="list-style-type: none"> • Sales Management: Monitor daily sales activities, set goals for team members, and track performance against targets to drive store revenue. • Team Supervision: Train, mentor, and oversee the retail team, ensuring they deliver exceptional customer service and meet sales objectives. • Customer Engagement: Handle escalated customer inquiries and provide resolutions, fostering a positive shopping experience and customer loyalty. • Inventory Control: Manage stock levels, conduct regular inventory checks, and coordinate with the logistics team to ensure product availability. • Store Operations: Maintain store organization, cleanliness, and visual merchandising according to brand guidelines to enhance the shopping environment. 	11am-930pm Islandwide



#6 ISS Facility Services

Headquartered in Copenhagen, Denmark, ISS is a leading global provider of facility services, offering services on an international scale with leveraged knowledge and experience. The secret to our success lies in how we tailor our solutions to client needs, how we manage risk, and how our engaged team of more than 490,000 staff members add the power of the human touch in everything we do.

At ISS we deliver a wide range of self-performed services that can be combined in numerous ways according to the customer's requirements. Creating a flexible, transparent and tailor-made FM solution in close dialogue with the customer is critical for scaling services to meet the changing needs of the organisation.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
ACMV Engineer (OCH) 	<ul style="list-style-type: none"> Degree in Mechanical Engineering with minimum 3 years' relevant experience Pro-active, ability to prioritize work and achieve desired result Independent, able to work with minimum supervision and have a good understanding of critical workflow This role is required to be based on site at the customer's premises Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements 	<ul style="list-style-type: none"> Responsible for mechanical services, system operations and maintenance program not limited to systems such as Chillers, AHUs, FCUs, MV, Cooling Towers, Autotube etc. Ensure all works are carried out safely and in accordance with safety work procedures. Ensure all system are statutory compliance. Provide support and advice to Technical officer and technicians on ACMV system activities. Review, update and maintain ACMV system drawings, etc. Manage and guide a team of Technical Officers and Technicians in attending to breakdown calls. Investigate and determine root cause of faults and report Carry out Engineering analysis on poor performing equipment. Prepare and submit Incident Report in a timely manner. Review the performance Technical Officers and Technicians. Develop working schedule / duty roster of the Technical Officer and Technicians. Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations Conduct regular inspection of existing mechanical system and its serviceability status. Review service reports and escalate any finding or action that is required Assist in the development, maintenance and the regular review and test of SOP/EOP. Participate with the client on site walkabout 	<p>44 hours</p> <p>5 Lower Kent Ridge Road, S119074</p>


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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		as and when required. <ul style="list-style-type: none"> • Advice and lead the technical investigation / troubleshooting for rectification works • Provide training to technician /technical officers, and technicians as and when necessary. • To carry out or perform tasks / activities as instructed by Manager from time to time. 	
ACMV Technician (KTPH) 	<ul style="list-style-type: none"> • Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical) with minimum one to two (1-2) years working experience • Comfortable to be working in a healthcare environment • Able to commit to 5.5-day work week Office hours 	<ul style="list-style-type: none"> • Responsible for the rectification and maintaining the facilities in good condition of internal and external features such as Air-Con and Mechanical Ventilation System (ACMV). • The ACMV Technician is responsible for the following key areas: <ol style="list-style-type: none"> 1. To perform ACMV operation. 2. To perform any ad hoc tasks as required <p>Responsibilities</p> <ul style="list-style-type: none"> • Responsible for mechanical services, system operation and maintenance program such as Chillers, AHUs, FCUs, MV, Cooling Tower, Auto tube etc. • Ensure all works are carried out safely and in accordance to the Safe Work Procedures. • Conduct inspection (before and after the work), perform task / activities according to Preventive Maintenance or Corrective Maintenance schedule and able to complete it safely and timely. • Able to communicate with the User. • Hands-on support ACMV operation. • Knowledge in repairing of Air-Con system. • Troubleshooting for Air-condition system such as single split units & multi system of wall mounted type unites, ceiling cassette type units, ceiling-suspended type units, ceiling-concealed type units, single package unit system, VRV system, AHUs, etc. • Knowledge and competence in iHAM software such as monthly scheduled of PM work, to be attend on time work orders and follow up KIV would be advantageous. • Responsible for any ad hoc duties tasked by direct Supervisor or Management. 	44 hours 5 Lower Kent Ridge Road, S119074
ACMV Technician (NUH) 	<ul style="list-style-type: none"> • Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, 	<ul style="list-style-type: none"> • Responsible for the rectification and maintaining the facilities in good condition of internal and external features such as Air-Con and Mechanical Ventilation System (ACMV). 	44 hours 5 Lower Kent Ridge

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Mechanical) with minimum one to two (1-2) years working experience</p> <ul style="list-style-type: none"> Comfortable to be working in a healthcare environment Able to commit to 5.5-day work week Office hours 	<ul style="list-style-type: none"> The ACMV Technician is responsible for the following key areas: <ol style="list-style-type: none"> To perform ACMV operation. To perform any ad hoc tasks as required <p>Job Responsibilities</p> <ul style="list-style-type: none"> Responsible for mechanical services, system operation and maintenance program such as Chillers, AHUs, FCUs, MV, Cooling Tower, Auto tube etc. Ensure all works are carried out safely and in accordance to the Safe Work Procedures. Conduct inspection (before and after the work), perform task / activities according to Preventive Maintenance or Corrective Maintenance schedule and able to complete it safely and timely. Able to communicate with the User. Hands-on support ACMV operation. Knowledge in repairing of Air-Con system. Troubleshooting for Air-condition system such as single split units & multi system of wall mounted type unites, ceiling cassette type units, ceiling-suspended type units, ceiling-concealed type units, single package unit system, VRV system, AHUs, etc. Knowledge and competence in iHAM software such as monthly scheduled of PM work, to be attend on time work orders and follow up KIV would be advantageous. Responsible for any ad hoc duties tasked by+B4 direct Supervisor or Management. 	Road, S119074
Admin Assistant/ Executive (SGH)	<ul style="list-style-type: none"> Minimum O-Level qualification or equivalent Effective communicator with strong problem-solving skills, particularly in staff-related matters High level of accuracy and attention to detail Able to adapt to a fast-paced and challenging environment Capable of working both independently 	<ul style="list-style-type: none"> Draft & brief Service Contracts for all new staff. Submit contracts to Head Office. Prepare nametags for new staff. Start personnel files for new employee. Maintain p-file for each employee. Assist in arrangement and follow up for staff pre employment check up and vaccination when due. Maintain efficient and accurate records or email correspondences in line with best practice. Check daily roster & attendance. Ensure full compliance with Employment Act. Update & apply staff leave in ETMS & SAP. Record all planned & unplanned leave. Comply with export deadline to ensure staff salary is paid on time. Monitor staffing levels. Prepare manpower 	44 hours 5 Lower Kent Ridge Road, S119074



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and as part of a team	& other reports on a regular basis. Draft meeting minutes if required. <ul style="list-style-type: none"> Engage & retain staff by addressing their concerns. Conduct exit interviews & clearance for resigned staff. Liaise with Head Office on any queries and relevant information. Implement Company's procedures and systems. Monitor all Health & Safety Environmental procedures and practices and report incidents immediately. Manage & exceed client expectations. Undertakes any other duties/ activities/ projects, etc. as and when instructed by the supervisor or management. 	
Assistant Facility Manager (SGH) 	<ul style="list-style-type: none"> Degree in Mechanical, Electrical Engineering or Facilities Management discipline with minimum 5 years' experience in facilities maintenance, including 2 years in healthcare or Diploma in Mechanical, Electrical Engineering or Facilities Management discipline with minimum 10 years' experience in facilities maintenance, including 2 years in healthcare Hold a detailed understanding of building procedures and infrastructure Proven experience of having a flexible approach and the ability to work under pressure 	<ul style="list-style-type: none"> Drive and ensure compliance with legislation & Health & Safety practices and procedures in accordance with the site requirements and company's values. Attend to Client & Service Partners meetings. Ensure SLA Delivery Control of client's procedures, and drive operational efficiency and effectiveness Review plant and system performance and alert client on areas of concern Establish buildings inspections and regular site audits to ensure compliance to contract Management of suppliers in the delivery of subcontracted services People management of the engineering technicians, engineers and managers at site Management of local site facilities maintenance budget and ensure company's profitability Conform to internal reporting procedures for timesheets, expenses and other processes as required Familiar with Profit and Loss will be advantageous Undertake strategic teams' development and progression plan to achieve higher competency and service delivery Undertake responsibility during incident and emergency incidents of building(s) assigned or on rotating assignment of Duty Manager Undertake responsibility & management to the team's alignment with the overall client's expectations and contractual requirements, including achieving KPIs and 	44 hours 5 Lower Kent Ridge Road, S119074


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • A working appreciation of contracts and contract management • Track record of leading, motivating and developing teams • Flexible in working hours to meet the needs of the business • Understanding of related trades in ACMV, Mechanical, Electrical, Building and BASCO/FRC • Basic knowledge of space planning and utilisation would be good to have • Good stakeholder management and able to engage with Senior Management confidently • Able to commit to 5.5 days work week with possibility of staggered rest days implemented due to operational requirements • Able to adapt in working in a hospital setting and adhering to hospital PPE requirements • Able to attend in the event whereby the breakdown requires after office hours and/or weekends • Possess certification of Fire Safety Manager (SCDF) will be advantageous <p>Skills</p>	<p>support the operations in general maintenance and customer support.</p> <ul style="list-style-type: none"> • Undertake responsibility & management to the team's coordination and/or fix-it tasks within the framework of the allocated resources • Undertake responsibility & management to the team's resources available to meet daily operational requirements • Undertake responsibility & management to the team's identification of competency gaps in the team members and to train staff accordingly. • Undertake responsibility & management to the team's organisational and operational requirements in all maintenance works, operations, fault reporting, QEHS, fire safety management, crisis management and ad-hoc issues. • Manage and foster positive working relationship with key stakeholders in the customer organisation. • Undertake any other responsibility or attend to any duties as assigned by Facilities Manager. 	


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability to take initiative and effectively operate with general direction Excellent written and verbal communication skills Strong organisational and analytical skills Independent, able to work with minimum supervision and have a good understanding of critical workflow Pro-active, ability to prioritize work and achieve desired result Ability to provide efficient, timely, reliable and courteous service to customers Ability to respond effectively to sensitive issues Ability to solve problems involving several options in situations Advanced analytical and quantitative skills Good presentation and inter-personal skills to communicate effectively to staff of various nationalities Possess strong leadership & management skills 		
Building Engineer (OCH) 	<ul style="list-style-type: none"> Degree in Civil Engineering / FM / Architectural discipline with minimum 3 years' 	<ul style="list-style-type: none"> Responsible for building services such as Civil, Structural, infrastructure works, namely: External and internal Walls including repairs and painting 	44 hours 5 Lower Kent Ridge

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> experience • Preferably minimum 2-3 years of working experience in a facility management environment • Pro-active, ability to prioritize work and achieve desired result • Independent, able to work with minimum supervision and have a good understanding of critical workflow • Proficient in Microsoft Office - Words, Excel and PowerPoint • Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements 	<ul style="list-style-type: none"> • Painting and maintenance of service pipes • Walkways, ramps, footpaths, staircase, hand railing and circulation spaces • Roads, elements, road signs and Road curbs, • Walkway shelters, awnings, overhangs, canopy and covers • Walls and partitions • False ceiling boards including framework and paintwork • Architectural finishes such as Floor Tile/Ceramic Tile, vinyl flooring and epoxy coated floor • Drain pipe, Floor trap, Rain water pipes, gutters and flashings. • Inspection of Building Structures, earth retaining structures, civil/structural elements, slope, handrails • - Coordination with PE on certification. • - Internal and external drainage, plumbing, sanitary and sewer systems above ground and underground • Ensure all works are carried out safely and in accordance with safety work procedures. • Provide support and advice to Technical officer and technicians on Building Services. • Review, update and maintain any building related drawings etc. • Manage and guide a team of Technical Officer and technicians in attending to breakdown calls as well as their performance • Investigate and determine root cause of faults and report • Carry out analysis on poor performing equipment. • Prepare and submit Incident Report in a timely manner • Develop working schedule / duty roster of the Technical Officer and Technicians. • Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations • Liaison with OEM / building contractor for all building services & regularly solicit feedback from maintenance staff regarding fault status and feedback to users. • Conduct regular inspection of existing mechanical system and its serviceability status. 	Road, S119074


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Review service reports and escalate any finding or action that is required Assist in the Development, maintenance and the regular review and test of SOP/EOP. Assists in Business Continuity, Emergency Operations and Exercises such as Fire Drill/Evacuation exercise, major equipment breakdowns, major power shutdown, disease outbreak and incidents where deemed to be of top priority. Activates Recall protocol for emergency situation. Participate with the client on site walkabout as and when required. Provide training to technician /technical officers, and technicians as and when necessary. Review service reports and escalate any finding or action that is required. Advice and lead the technical investigation / troubleshooting for rectification works. Investigate and determine root cause of faults and report. Undertake any ad hoc assignment requested or delegated by the AFM/FM as required for the operational needs. 	
Building Technician (KTPH) 	<ul style="list-style-type: none"> Nitec / Higher Nitec / in Building / Mechanical / Electrical Engineering or equivalent Possess technical knowledge of general building systems Minimum 2 years of relevant experience as Building Technician or similar capacity Familiarity with building maintenance practices and safety procedures is preferred Organised and have good interpersonal skills Pro-active, 	<ul style="list-style-type: none"> Work safely in accordance with HSE regulations and policies Coordinate, supervise and perform building facility maintenance and rectification Facilitate interface with suppliers and term contractors for regular and ad-hoc maintenance activities Conduct routine checks including air-conditioning system, electrical, fire protection, plumbing system, etc. to ensure they are operating correctly Identify potential issue and highlight to supervisor/manager proactively Respond to users' requests and alarms and report any fault to the supervisor Perform preventive and corrective maintenance for building facilities and services including plumbing systems Conducting the necessary mitigations in order to make safe, isolate fault and resume operation Troubleshoot and rectify minor maintenance issues (bulb replacement, plumbing and part replacement) 	<p>44 hours</p> <p>Outram Road, S169608</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	independent, able to work with minimal supervision and perform under pressure		
Building Technician (NUH) 	<ul style="list-style-type: none"> Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years' relevant experience; or NITEC (or equivalent) in relevant FM discipline, with minimum 5 years' relevant experience; or Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or Minimum 10 years of experience. Able to work in hospital setting Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements Able to work Overtime as and when operational requirements or work urgency entails 	<ul style="list-style-type: none"> Preparing the list of works, materials, tools, machineries, and other things to be used. Planning of works for the task given. Conduct inspection before and after the work. Able to communicate with the User Communicate closely to Supervisors by updating the works such as before, progress, after or completion of works on site. To attend and assisting in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak. Routine servicing, repairs and replacement of spares, consumable materials, items and components to all systems and equipment to ensure that they are operational. Knowledge in repairing of door accessories and hardware, painting works, carpentry. Hands-on support to Building operations Responsible for any ad hoc duties tasked by direct Supervisor or Management. Carry out preventive and corrective maintenance of the designated Building premises. Documentation of scheduled routine findings and rectification. Attend to all work orders issued by the operations and management Knowledgeable in repairing of plumbing & sanitary fitting & fixtures. Daily routine inspection on building premise, Building fixtures and fittings etc. To handle & manage external Specialist contractors awarded jobs on-site. 	<p>44 hours</p> <p>Outram Road, S169608</p>
Electrical Supervisor (SGH) 	<ul style="list-style-type: none"> Diploma in relevant engineering with at least 5 years' experience in facilities maintenance Pro-active, ability to prioritize work and achieve desired 	<ul style="list-style-type: none"> Manage maintenance to electrical service including transformers, switchboards, generators, UPS, and electrical distribution boards. Manage building A&A/ defect rectification works Ensuring all work are carried out safely and in accordance with safety procedures. Supervise technician and sub-contractor for 	<p>44 hours</p> <p>Outram Road, S169608</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> result Independent, able to work with minimum supervision and have a good understanding of critical workflow Able to commit to 5.5 days work week and comfortable to work in healthcare environment 	<ul style="list-style-type: none"> equipment maintenance and rectifications Prepare and submit monthly facilities maintenance/repair reports Manage all minor work repairs/rectification to electrical services or equipment's. Liaison with customer on all maintenance program ensuring minimum disruption to their operations 	
Electrical Technician (KTPH) 	<ul style="list-style-type: none"> Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years' relevant experience; or NITEC (or equivalent) in relevant FM discipline, with minimum 5 years' relevant experience; or Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or Minimum 10 years of experience working in healthcare environment Prepared to work in hospital setting Able to commit to 5.5 work week with staggered rest days, due to operational requirements Able to work Overtime as and when operational requirements or work urgency entails 	<ul style="list-style-type: none"> Accountable for handling & executing Electrical related works for: <ul style="list-style-type: none"> - Preventive Maintenance - Corrective Maintenance - Reactive Maintenance - Ad-hoc jobs <p>Job Responsibilities</p> <ul style="list-style-type: none"> Preparing the list of works, materials, tools, machineries, and other things to be used. Planning of works for the task given. Conduct inspection before and after the work. Communicate closely to Supervisors by updating the works such as before, progress, after or completion of works on site. Hands-on and Key Mechanical experience needed 1. Local wire colour code. 2. Able to perform hands-on troubleshooting on electrical faults & trips (MCB, RCD, RCCB etc). 3. Experience / taken part in Building Electrical Shutdown (annual/planned) and unplanned (genset switch) would be advantageous. 4. Knowledge in cable sizing, local electrical codes and electrical loading. 5. Awareness in electrical hazards & safety Routine servicing, repairs and replacement of spares, consumable materials, items and components to all systems and equipment to ensure that they are operational. Carry out preventive and corrective maintenance of the designated Building premises as assigned. Documentation of scheduled routine findings and rectification. 	<p>44 hours</p> <p>Outram Road, S169608</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Job Skills</p> <ul style="list-style-type: none"> • Able to work independently as well as in a team environment with individuals of diverse background • Willing to learn • Have good moral and right conduct • Pro-active, independent, able to work with minimal supervision and perform under pressure • Good team worker with service-oriented mindset • Organizational and time management skills • Advanced critical thinking and problem-solving skills for fixing maintenance issues • High sense of integrity and able to adhere to strict compliance with hospital rules and regulations • LEW would be an advantage 	<ul style="list-style-type: none"> • Attend to all work orders issued by the operations and management. • To handle & manage external Specialist contractors awarded jobs on-site. • To perform any ad hoc tasks as required 	
Electrical Technician (NUH) 	<ul style="list-style-type: none"> • Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years' relevant experience; or • NITEC (or equivalent) in relevant FM discipline, with minimum 5 years' relevant experience; or • Minimum SEC (Skill 	<ul style="list-style-type: none"> • Accountable for handling & executing Electrical related works for: <ul style="list-style-type: none"> - Preventive Maintenance - Corrective Maintenance - Reactive Maintenance - Ad-hoc jobs <p>Job Responsibilities</p> <ul style="list-style-type: none"> • Preparing the list of works, materials, tools, machineries, and other things to be used. • Planning of works for the task given. • Conduct inspection before and after the work. • Communicate closely to Supervisors by 	<p>44 hours</p> <p>Outram Road, S169608</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or Minimum 10 years of experience working in healthcare environment</p> <ul style="list-style-type: none"> • Prepared to work in hospital setting • Able to commit to 5.5 work week with staggered rest days, due to operational requirements • Able to work Overtime as and when operational requirements or work urgency entails <p>Job Skills</p> <ul style="list-style-type: none"> • Able to work independently as well as in a team environment with individuals of diverse background • Willing to learn • Have good moral and right conduct • Pro-active, independent, able to work with minimal supervision and perform under pressure • Good team worker with service-oriented mindset • Organizational and time management skills • Advanced critical thinking and problem-solving 	<p>updating the works such as before, progress, after or completion of works on site.</p> <ul style="list-style-type: none"> • Hands-on and Key Mechanical experience needed • 1. Local wire colour code. • 2. Able to perform hands-on troubleshooting on electrical faults & trips (MCB, RCD, RCCB etc). • 3. Experience / taken part in Building Electrical Shutdown (annual/planned) and unplanned (genset switch) would be advantageous. • 4. Knowledge in cable sizing, local electrical codes and electrical loading. • 5. Awareness in electrical hazards & safety • Routine servicing, repairs and replacement of spares, consumable materials, items and components to all systems and equipment to ensure that they are operational. • Carry out preventive and corrective maintenance of the designated Building premises as assigned. • Documentation of scheduled routine findings and rectification. • Attend to all work orders issued by the operations and management. • To handle & manage external Specialist contractors awarded jobs on-site. • To perform any ad hoc tasks as required 	


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	skills for fixing maintenance issues <ul style="list-style-type: none"> • High sense of integrity and able to adhere to strict compliance with hospital rules and regulations • LEW would be an advantage 		
Electronics Engineer (SGH) 	<ul style="list-style-type: none"> • Diploma or Degree in Engineering (Electronic, Electrical) with minimum ten (10) years or three (3) years relevant working experience • Able to commit to 5.5 days work week • Comfortable to be working in hospital 	<ul style="list-style-type: none"> • To supervise the supervisor and technician, lead and manage the day-to-day operations as outsourced facility management service provider in the specific area to take a fresh look at the hospital facilities and provide best practices in engineering maintenance so as to achieve a safer environment for patients, visitors and staff. • Experience in Electronic repair and maintenance works • Able to operate building automated system (BMS) • To manage the team consist of technicians, supervisor in the respective areas or central operations to carry out daily front end engineering maintenance works and ensuring excellency in operational supports to various specialist clinics, wards, operating theatres, retail shops, back of the house etc. • To manage the customers and end users relationship and meet customer and end user's expectations with reference to the KPI and service level agreement spelt out in the contract. • Strategize, plan and implement business process and procedure aligning with the operational requirements of the Outram Community Hospital • To continue to seek for opportunity to improve and enhance the structure, working hours and shift detailing and the supports of supervisor and technician to support the hospital operations to a new level. • To work closely with the client to identify opportunities to improve the facilities and generate additional revenue by securing additional works • To address principal concerns from the client on Fix IT program and devise system to improve it by working closely with the team 	44 hours 10 Hospital Boulevard S168582

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To obtain quotation from sub contractor and process purchase order for all repair works and work with all sub contractors to perform repair works to maintain the facilities within the improving expectations of the client To stabilize the team during upon operations and continued to seek improvement in the organization structure and operations process to improve supports to the hospital. Identify engineering issues and trouble shooting to response to end users' request. Resolving and mitigating potential engineering problems and potential cause to system breakdown. Work closely with the Central Operations to tackle engineering problems. 	
Facility Executive (SGX) 	<ul style="list-style-type: none"> Proven experience in project management and facilities management Strong organizational and multitasking skills Excellent communication skills to engage with customers, service providers, and internal teams Ability to manage and lead a team effectively Proficient in Microsoft Office and facilities management software Knowledge of M&E services, pest control, and landscaping maintenance is a plus Strong attention to detail and problem-solving abilities Ability to work independently and manage multiple 	<ul style="list-style-type: none"> Project Management: Oversee projects from initiation to completion, ensuring timelines, budget, and quality standards are met. Ensure all relevant documentation is maintained. Facilities Management: Manage the ongoing maintenance of facilities, including Mechanical & Electrical (M&E) services, pest control, and landscaping (both indoor and outdoor). Customer Engagement: Act as the point of contact for customers and service providers, addressing concerns and ensuring satisfaction with services provided. Service Request Management: Create and manage service request tickets, monitor the progress of requests, and ensure timely resolutions. Maintenance Records: Update and maintain detailed records of all maintenance activities, including completed tasks and scheduled inspections. Service Request Reporting: Generate and analyze service request reports to identify trends, track performance, and improve service delivery. Monthly Reporting: Prepare and deliver comprehensive monthly reports on all facilities-related activities, maintenance, and service requests. Meeting Coordination: Take accurate minutes during meetings, ensuring all action items and decisions are properly recorded 	44 hours 10 Hospital Bouleva rd S168582

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	priorities	<p>and communicated.</p> <ul style="list-style-type: none"> Team Management: Lead and manage a team of cleaners, tea ladies, and events support staff, ensuring that tasks are completed efficiently and to a high standard. Health and Safety Compliance: Ensure that all facilities operations are carried out in compliance with health, safety, and environmental regulations. 	
Facility Manager (KTPH) 	<ul style="list-style-type: none"> Degree in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management) with minimum five (5) years of experience in the healthcare industry Strong organizational and multitasking skills in project management and facilities management An ability to manage and lead a team effectively and excellent communication skills to engage with customers, service providers, and internal teams Proficient in Microsoft Office and facilities management software 	<ul style="list-style-type: none"> To lead and manage day-to-day operations, ensuring that the hospital facilities provide best practice in engineering maintenance to achieve a safer environment for all patients, staff and visitors. To manage all specialist sub-contractor to ensure compliance in term of KPI, response time, frequency, quality and completeness of maintenance To manage the team in areas, central operation and respective support departments to carry out daily back-end engineering maintenance work, ensuring excellency and consistency in operational support according to the design intents of various mechanical, electrical, medical and specialist systems. Work closely with Manager, area and central operations and the team to meet end user requirement in the M&E system and its distribution. Support in manage customers and end user relationship with reference to the KPI and service level agreement. Strategize, plan, and implement all business process and procedure that align with the operation requirements of the hospital. Seek opportunity to improve and enhance the work structure, in terms of the working hours, the shift detailing and the support of the team to support the hospital operations. To be responsible for the response to the voices of customer/end users, process, employee, finance and sub-con/specialist and monitor, accessing the performance with balanced score card. To manage and monitor the operational costs and expenses against budget. To work closely with client to identify areas of opportunities to improve the facilities and all engineering system and generate additional revenue by securing additional 	<p>44 hours</p> <p>10 Hospital Boulevard S168582</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		works. <ul style="list-style-type: none"> Work with the area operations to address fix IT program and support in term of system deliverables. 	
Facility Manager (SGH) 	<ul style="list-style-type: none"> Degree in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management) with minimum five (5) years' experience in supervision works. Minimum of ten (10) years' working experience. 	<ul style="list-style-type: none"> To lead and manage day to day operations, ensuring that the hospital facilities provide best practice in engineering maintenance to achieve a safer environment for all patients, staff and visitors. To manage all specialist sub-contractor to ensure compliance in term of KPI, response time, frequency, quality and completeness of maintenance To manage the team in areas, central operation and respective support departments to carry out daily back-end engineering maintenance work, ensuring excellency and consistency in operational support according to the design intents of various mechanical, electrical, medical and specialist systems. Work closely with Manager, area and central operations and the team to meet end user requirement in the M&E system and its distribution. Support in manage customers and end user relationship with reference to the KPI and service level agreement. Strategize, plan, and implement all business process and procedure that align with the operation requirements of the hospital. Seek opportunity to improve and enhance the work structure, in terms of the working hours, the shift detailing and the support of the team to support the hospital operations. To be responsible for the response to the voices of customer/end users, process, employee, finance and sub-con/specialist and monitor, accessing the performance with balanced score card. To manage and monitor the operational costs and expenses against budget. To work closely with client to identify areas of opportunities to improve the facilities and all engineering system and generate additional revenue by securing additional works. Work with the area operations to address fix IT program and support in term of system deliverables. 	44 hours 10 Hospital Boulevard S168582

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Facility Supervisor (NUP) 	<ul style="list-style-type: none"> At least Diploma or NITEC certification 5 years of working experience (Relevant healthcare experience is preferred) 	<ul style="list-style-type: none"> Manage housekeepers' claims and leaves accordingly. Responsible for daily inspection of polyclinics according to required standards of housekeeping. Regular checkup and maintenance of machinery, equipment, supplies and consumables. Prepare, file, complete and maintain necessary reports for future references. Provide professional advice to all housekeepers for proper and appropriate methods of cleaning Managing the sufficiency of supplies, inventories, and equipment for housekeeping duties Provide rightful briefing and feedbacks to housekeepers relating to their performance and progress of work Train, supervise and monitor the quality of work of other housekeepers Plan tasks schedule for housekeepers in a proper manner Ensure the tidiness and neatness of all stores and offices in polyclinic. Establish a good network and work closely with Executives Conduct weekly technical inspection by using checklist and file the report <p>Additional Tasks</p> <ul style="list-style-type: none"> Attend and take action to complaints and enquiries from all staffs (nurses, officers, doctors etc.) of NUP Provide assistance in housekeeping duties if necessary Maintain professional appearance of all time in polyclinics Manage and submit monthly fault report to FM by end of the month Report immediately to FE/FM for any incident or accident in clinic Conduct monthly inspection for store by e-Inspection App Manage ISS/NUP vendors with proper PTW application to clinic Ops Duty cover for Technician when required 	<p>44 hours</p> <p>10 Hospital Boulevard S168582</p>
Facility Technician (NUP)	<ul style="list-style-type: none"> At least GCE "O" Level or NITEC certification 	<ul style="list-style-type: none"> Responsible for the maintenance and installation of all matters relating to technical services in NUP polyclinics. 	<p>44 hours</p> <p>10</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> 2 years of working experience (Relevant healthcare experience is preferred) 	<ul style="list-style-type: none"> Perform daily routine inspection on M&E equipment operation. Perform utilities reading and record. Attend to any equipment breakdown and rectify it. Follow up rectification on monthly Facility inspection finding and report on completion. Perform monthly checks and maintenances of all machinery and equipment in NUP polyclinics as per schedule. Report to Facility Engineer for any major issues or defects encountered. Respond and carry out action of all demands raised from NUP relating to technical services. Responsible for high rise cleaning which is more than 2 meters tall when required. Manage spare parts and consumable parts and order to engineer monthly basic. <p>Additional Tasks</p> <ul style="list-style-type: none"> Attend and take action to complaints and enquires from all staffs (nurses, officers, doctors, etc.) of NUP. Report defects on finding and to follow up on rectification. Submit to Facility Engineer monthly basic. Report to TO or Facility Engineer on finding and rectification. Report to TO or Facility Engineer for beyond capabilities Manage report and submit to FM by end of the month. Maintain professional appearance of all time in polyclinic. Carry out ad hoc housekeeping duties requested by Facility Supervisors, Facility engineer and FM. Report to Facility Engineer for beyond capabilities. Duty cover for FS when required. Maintain and keep standard of store room. 	Hospital Boulevard S168582
Fix it Engineer (OCH) 	<ul style="list-style-type: none"> Minimum Degree in Electrical Engineering with at least 3 years' relevant experience Able to commit to 5.5 days work week and comfortable to 	<ul style="list-style-type: none"> To be responsible for all deliverables required in the agreement with client To align with overall's client expectation and contractual requirements and support the operations of the hospital, especially in the front end engineering To execute all fix it and programmed maintenance within the frame work of the 	44 hours 10 Hospital Boulevard S168582


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	work in healthcare environment"	allocated resources <ul style="list-style-type: none"> Managing all minor repairs and fix it works Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for -the patients, staff and visitors, especially ISS Housekeeping and Portering team to demonstrate the strength and capability of ISS's integrated service model to be productive, efficient and effective Manage relationship with all specialist sub-con and contractors appointed by the hospital to achieve the require KPI, client's expectations and deliverables in the contract Identify engineering issues and troubleshooting to response to end users' request. Resolving and mitigating potential engineering problems and potential cause to system breakdown. 	
FRC Customer Service Technician (SGH)	<ul style="list-style-type: none"> Minimum NITEC in technical education Working experience in technical field preferably in the control room Computer knowledge in Microsoft Office 	<ul style="list-style-type: none"> Attend to user's calls, create work orders and workflow distribution and coordination. Assisting and reporting to FRC Supervisor/ FRC team leader. Monitoring of all FRC system and report status of any alarms /faults / trips. Issuing / control of keys and ROFs. Updating of events / information / data in records books. Attend to emergencies / major incidences. Notify and feedback users / personnel. Able to work 3 rotating shifts. 	44 hours 10 Hospital Boulevard S168582
FRC Supervisor (OCH) 	<ul style="list-style-type: none"> Minimum Diploma in Electrical/Mechanical Engineering; or Diploma in relevant FM discipline with minimum 3 years relevant experience; or Higher NITEC in relevant FM discipline, with minimum 5 years relevant experience; or NITEC in relevant FM discipline, with minimum 10 years relevant experience. Independent and 	<ul style="list-style-type: none"> Assist the FRC Engineer in the management of the Fault Reporting Centre Ensure all the works are carried out safely and in accordance with safety procedures Ensure all FRC systems are operational within the acceptable limits and are run safely, effectively and economically Manage and assign Corrective Maintenance (CM) and Preventive Maintenance Work order (PM) using the CMMS (Computerized Maintenance Management System) to the maintenance staff accordingly. Review completed works and checklists and ensure accurate recorded work order completion Coordinate the rectification of faults between the maintenance staffs, vendors and contractors. 	44 hours 10 Hospital Boulevard S168582


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> able to work with minimum supervision Team player, enjoy working with team of technicians Good working knowledge with computer such as MS Office Responsible, willingness to learn and take up additional tasks Able to work on rotating shifts Able to work under time pressure 	<ul style="list-style-type: none"> Conduct audit and site inspection. Supervise and audit on subcontractor for equipment maintenance and rectification Liaison with customer on all maintenance program ensuring minimum disruption to their operations Operate the Building Automation System (BAS) to control M&E equipment and monitors the alarm. Alerts the maintenance teams of any alarms generated by the BAS system. Assists in Business Continuity, Emergency Operations and Exercises such as Fire Drill/Evacuation exercise, major equipment breakdowns, major power shutdown, disease outbreak and incidents where deemed to be of top priority. Activates Recall protocol for emergency situation. Assist in the Development, maintenance and the regular review and test of SOP/EOP Support incident investigation and root cause analysis Prepare and submit Incident Reports and monthly facilities maintenance/repair report Attend to Critical & Non-Critical Breakdown faults upon activation within stipulated KPI timing. Undertake any ad hoc assignment requested or delegated by the AFM/FM as required for the operational needs. Be member of the hospital CERT and HDS team during emergency activation and carried out the necessary rescue as assign by the manager of the team. 	
FRC Technician (KTPH)	<ul style="list-style-type: none"> NITEC /Higher NITEC/Professional Certificate in Electrical / Aircon / Mechanical Services Able to speak fluently and communicate effectively in English Customer-oriented Good in PC Skills Able to work in rotating shift environment (a must) and thrive in a fast-paced 	<ul style="list-style-type: none"> Handle calls at Fault Reporting Centre for customer complaints Assign jobs to on-site technical team and work with them to resolve issues Prioritize jobs and escalate to higher management / client in an appropriate manner Monitor Building Management System (BMS), Fire Alarm Systems and other alarm monitoring systems Provide regular updates and reports to higher management / customers / end-users Part of on-site response team for high priority jobs and emergency cases 	44 hours 90 Yishun Central, S768828


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	challenging environment <ul style="list-style-type: none"> Team player with good interpersonal skills 		
FRC Technician (NUH)	<ul style="list-style-type: none"> NITEC /Higher NITEC/Professional Certificate in Electrical / Aircon / Mechanical Services Able to speak fluently and communicate effectively in English Customer-oriented Good in PC Skills Able to work in rotating shift environment (a must) and thrive in a fast-paced challenging environment Team player with good interpersonal skills 	<ul style="list-style-type: none"> Handle calls at Fault Reporting Centre for customer complaints Assign jobs to on-site technical team and work with them to resolve issues Prioritize jobs and escalate to higher management / client in an appropriate manner Monitor Building Management System (BMS), Fire Alarm Systems and other alarm monitoring systems Provide regular updates and reports to higher management / customers / end-users Part of on-site response team for high priority jobs and emergency cases 	44 hours
General Technician (OCH)	<ul style="list-style-type: none"> Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year working experience Willing to learn attitude Able to work on rotating shifts and/or 5.5 days work week Able to work overtime due to operational requirements Willing to work in hospital environment 	<ul style="list-style-type: none"> Carry out repairs and trouble-shooting of back end engineering maintenance works and ensuring excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, electrical, medical and specialist systems. To be responsible for all deliverables required in the agreement with Singapore General Hospital. To align with the overall client's expectation and contractual requirements and support the operations of the hospital, especially in the front end engineering. To execute all fix it and programmed maintenance within the frame work of the allocated resources. Managing all minor repairs and fix it work. Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and capability of ISS's integrated service model to be 	44 hours 90 Yishun Central, S768828

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>productive, efficient and effective.</p> <ul style="list-style-type: none"> Manage relationship with all specialist sub-con and contractors appointed by the hospital to achieve the required KPI, client's expectations and deliverables. 	
General Technician (SGH)	<ul style="list-style-type: none"> Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year working experience Willing to learn attitude Able to work on rotating shifts and/or 5.5 days work week Able to work overtime due to operational requirements Willing to work in hospital environment 	<ul style="list-style-type: none"> Carry out repairs and trouble-shooting of back end engineering maintenance works and ensuring excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, electrical, medical and specialist systems To be responsible for all deliverables required in the agreement with Singapore General Hospital. To align with the overall client's expectation and contractual requirements and support the operations of the hospital, especially in the front end engineering. To execute all fix it and programmed maintenance within the frame work of the allocated resources. Managing all minor repairs and fix it work. Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and capability of ISS's integrated service model to be productive, efficient and effective. Manage relationship with all specialist sub-con and contractors appointed by the hospital to achieve the required KPI, client's expectations and deliverables. 	<p>44 hours</p> <p>90</p> <p>Yishun Central, S768828</p>
High Touch Cleaner (TTSH)	<ul style="list-style-type: none"> Comfortable with standing Comfortable with wearing PPE (mask, apron and gloves) 	<ul style="list-style-type: none"> Perform frequent cleaning and disinfection of high-contact surfaces such as lift buttons, handrails, door handles, and seating areas Ensure hygiene standards are maintained throughout public areas Follow infection control procedures strictly Sanitization high footfall areas 	<p>44 hours</p> <p>90</p> <p>Yishun Central, S768828</p>
Inpatient Housekeeper (TTSH)	<ul style="list-style-type: none"> Comfortable with standing Good hygiene practices and attention to detail Willing to undergo training on infection control protocols 	<ul style="list-style-type: none"> Perform general cleaning in inpatient wards, including following SOP of discharge patient Cleaning of washroom Disinfect beds, furniture, and floors in accordance with healthcare standards Safely dispose of medical waste and used materials 	<p>44 hours</p> <p>Location : Subject to NUP site vacancies availability</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			ty
M&E Engineer (SGH) 	<ul style="list-style-type: none"> Comfortable with wearing PPE (mask, apron and gloves) 	<ul style="list-style-type: none"> Responsible for Mechanical & Electrical services, system operations and maintenance program not limited to systems such as Lifts, Escalator, Fire Alarm System, Autodoors, Pumps, Plumbing, wheelchair, macerator, patient bed and electrical trips/faults. Ensure all the works are carried out safely and in accordance with safety work procedures. Ensure all system are statutory compliance. Provide support and advice to Technical officer and technicians on mechanical system related activities. Review, update and maintain mechanical system drawings, etc. Manage and guide a team of Technical Officer and technicians in attending to breakdown calls. Investigate and determine root cause of faults and report Carry out Engineering analysis on poor performing equipment. Prepare and submit Incident Report in a timely manner. Review the performance Technical Officers and Technicians. Develop working schedule / duty roster of the Technical Officer and Technicians. Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations Coordinate with QP and various internal / external stakeholders on Fire Certification activities. Compile all electrical usage on a monthly basis for reporting and analysis. Liaison with electrical LEW on issues at site. Coordinate with LEW and various internal / external stakeholders on Annual Shutdown activities. Keep track of Mechanical & Electrical system License renewal for the building(s) appointed. Conduct regular inspection of existing mechanical system and its serviceability status. Review service reports and escalate any 	<p>44 hours</p> <p>Location : Subject to NUP site vacancies availability</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		finding or action that is required <ul style="list-style-type: none"> Assist in the Development, maintenance and the regular review and test of SOP/EOP. Participate with the client on site walkabout as and when required. Advice and lead the technical investigation / troubleshooting for rectification works Provide training to technician /technical officers, and technicians as and when necessary. To carry out or perform tasks / activities as instructed by Manager from time to time. 	
Mechanical Technical Officer (NUH) 	<ul style="list-style-type: none"> Minimum NITEC / Higher NITEC or Diploma in Mechanical engineering related discipline or relevant Facilities Management discipline. NITEC - Minimum 10 years of relevant experience; Higher NITEC – Minimum 5 of relevant experience; Diploma – Minimum 3 of relevant experience Pro-active, ability to prioritize work and achieve desired result Independent, able to work with minimum supervision and have a good understanding of critical workflow Able to communicate and write well in English. Able to commit to 5.5 days work week with staggered rest days implemented due to operational requirements Able to response and mobilise on site in 	<ul style="list-style-type: none"> Responsible for mechanical services, system operations and maintenance program not limited to systems such as: <ul style="list-style-type: none"> Lifts & Escalators Pneumatic tubes Fire Protection System & Fire Alarm System Autodoors Pumps Piping and Plumbing Wheelchair Macerator Patient beds Mechanical system License renewal Participate with the client on site walkabout as and when required. Ensure all the works are carried out safely and in accordance with safety work procedures. Review service reports and escalate any finding or action that is required Ensure all system are statutory compliance. Provide hands-on support and supervisory advice to technicians on mechanical system related activities and troubleshooting activities. Review, update and maintain mechanical system drawings, etc. Manage and guide a team of Technicians in attending to breakdown calls. Investigate and determine root cause of faults and report Assist Engineer in performing activities but not limited to: <ul style="list-style-type: none"> Engineering analysis or Root Cause Analysis on poor performing equipment. Prepare and submit Incident Report in a timely manner. Review the performance Technical Officers 	44 hours 2 Shenton Way, S068804

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	the event whereby the breakdown requires after office hours and/or weekends.	and Technicians. <ul style="list-style-type: none"> • Develop working schedule / duty roster of the Technical Officer and Technicians. • Implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations. • Coordinate with QP and various internal / external stakeholders on Fire Certification activities. • Keep track of Mechanical system License renewal. • Conduct regular inspection of existing mechanical system and its serviceability status. • To carry out or perform tasks / activities as instructed by Manager from time to time. • Assist in the Development, maintenance and the regular review and test of SOP/EOP. • Provide training to technician / technical officers, and technicians as and when necessary. • Participate with the client on site walkabout as and when required. 	
Mechanical Technician (NUH) 	<ul style="list-style-type: none"> • Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years' relevant experience; or • NITEC (or equivalent) in relevant FM discipline, with minimum 5 years' relevant experience; or • Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or • Minimum 10 years of experience working in healthcare 	<ul style="list-style-type: none"> • Accountable for handling & executing Electrical related works for: <ul style="list-style-type: none"> - Preventive Maintenance - Corrective Maintenance - Reactive Maintenance - Ad-hoc jobs • Preparing the list of works, materials, tools, machineries, and other things to be used. • Planning of works for the task given. • Conduct inspection before and after the work. • Communicate closely to Supervisors by updating the works such as before, progress, after or completion of works on site. • Hands-on and Key Mechanical experience needed: <ul style="list-style-type: none"> - Lifts & Escalators - Pneumatic tubes - Fire Protection System & Fire Alarm System - Auto doors - Pumps - Piping and Plumbing - Wheelchair - Macerator - Patient beds - Mechanical system License renewal 	44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>environment.</p> <ul style="list-style-type: none"> • Prepared to work in hospital setting • Able to commit to 5.5 work week with staggered rest days, due to operational requirements • Able to work Overtime as and when operational requirements or work urgency entails • Able to work independently as well as in a team environment with individuals of diverse background • Willing to learn • Have good moral and right conduct • Pro-active, independent, able to work with minimal supervision and perform under pressure • Good team worker with service-oriented mindset • Organizational and time management skills • Advanced critical thinking and problem-solving skills for fixing maintenance issues • High sense of integrity and able to adhere to strict compliance to hospital rules and regulations 	<ul style="list-style-type: none"> • Participate with the client on site walkabout as and when required. • Routine servicing, repairs and replacement of spares, consumable materials, items and components to all systems and equipment to ensure that they are operational. • Carry out preventive and corrective maintenance of the designated Building premises as assigned. • Documentation of scheduled routine findings and rectification. • Attend to all work orders issued by the operations and management • To handle & manage external Specialist contractors awarded jobs on-site. • To perform any ad hoc tasks as required. 	
Mechanical Engineer (SGH) 	<ul style="list-style-type: none"> • Minimum Diploma/ Degree in Mechanical/ Building engineering related field 	<ul style="list-style-type: none"> • Responsible for mechanical services, system operations and maintenance program not limited to systems such as Lifts, Escalator, Fire Alarm System, Autodoors, Pumps, Plumbing, wheelchair, macerator, patient 	<p>44 hours</p> <p>35 Tuas South Avenue 6,</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum 3-5 years of relevant experience • Pro-active, ability to prioritize work and achieve desired result • Able to commit to 5.5 days work week with staggered rest days implemented due to operational requirements 	<p>bed,</p> <ul style="list-style-type: none"> • Ensure all the works are carried out safely and in accordance with safety work procedures. • Ensure all system are statutory compliance. • Provide support and advice to Technical officers and Technicians on mechanical system related activities. • Review, update and maintain mechanical system drawings, etc. • Manage and guide a team of Technical Officers and Technicians in attending to breakdown calls. • Investigate and determine root cause of faults and report • Carry out engineering analysis on poor performing equipment. • Prepare and submit Incident Report in a timely manner. • Review the performance Technical Officers and Technicians. • Develop working schedule / duty roster of the Technical Officers and Technicians. • Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations • Coordinate with QP and various internal / external stakeholders on Fire Certification activities. • Keep track of Mechanical system License renewal. • Conduct regular inspection of existing mechanical system and its serviceability status. • Review service reports and escalate any finding or action that is required • Assist in the Development, maintenance and the regular review and test of SOP/EOP. • Participate with the client on site walkabout as and when required. • Advice and lead the technical investigation / troubleshooting for rectification works • Provide training to technician /technical officers, and technicians as and when necessary. • To carry out or perform tasks / activities as instructed by Manager from time to time. 	Singapore 637377


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Outpatient Housekeeper (TTSH)	<ul style="list-style-type: none"> • Able to work in a fast-paced healthcare environment • Responsible and detail-oriented 	<ul style="list-style-type: none"> • Clean and maintain outpatient clinic areas including consultation rooms, waiting areas, and carpark • Ensure safe disposal of general and medical waste • Replenish consumables such as tissue paper, soap, and sanitizers • Disinfect furniture and medical equipment surfaces as instructed • Adhere to hospital's infection control guidelines 	44 hours
Storeman (Lonza - Tuas)	<ul style="list-style-type: none"> • Valid Forklift license. • Team Player • Able to commit 5.5 Days 	<p>1. Store Support</p> <ul style="list-style-type: none"> • Perform key functions including inspection, receipting, storage, issuing, and replenishment of stock. • Conduct regular inventory counts and ensure accurate stock levels. • Record all materials and equipment issued, assigned, loaned, or returned with proper documentation. • Carry out packing/unpacking of goods, including operating a forklift when required. • Maintain a well-organized storeroom and ensure adherence to SOPs. • Keep inventory records accurate and up to date at all times. • Perform routine preventive maintenance for store facilities. • Support other tasks as assigned by the Facility Manager or Client. <p>2. Technician Duties</p> <ul style="list-style-type: none"> • Conduct routine and ad-hoc maintenance, repairs, and inspections on facilities and systems. • Escort and supervise contractors during both scheduled and unscheduled maintenance work. • Carry out additional duties as directed by the Facility Manager. <p>3. Compliance & Safety</p> <ul style="list-style-type: none"> • Comply with the Client's SOPs, regulatory requirements, WSH (Workplace Safety and Health) guidelines, and fire safety standards. <p>4. Client Management</p> <ul style="list-style-type: none"> • Address and resolve complaints or operational issues promptly and professionally. 	44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Uphold a high standard of service to enhance user experience and satisfaction 	
Technician (Lonza - Science Park) 	<ul style="list-style-type: none"> Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years' relevant experience; or NITEC (or equivalent) in relevant FM discipline, with minimum 5 years' relevant experience; or Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or Minimum 10 years of experience Comfortable to work in hospital setting Able to commit to 5.5 work week with staggered rest days implemented due to operational requirements Able to work Overtime as and when operational requirements or work urgency entails You may be required to travel to the Tuas site to provide support, if needed 	<ul style="list-style-type: none"> Preparing the list of works, materials, tools, machineries, and other things to be used. Planning of works for the task given. Conduct inspection before and after the work. Able to communicate with the User. Communicate closely to Supervisors by updating the works such as before, progress, after or completion of works on site. To attend and assisting in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak. Routine servicing, repairs and replacement of spares, consumable materials, items and components to all systems and equipment to ensure that they are operational. Knowledge in repairing of door accessories and hardware, painting works, carpentry. Hands-on support to Building operations Responsible for any ad hoc duties tasked by direct Supervisor or Management Carry out preventive and corrective maintenance of the designated Building premises. Documentation of scheduled routine findings and rectification. Attend to all work orders issued by the operations and management Knowledgeable in repairing of plumbing & sanitary fitting & fixtures. Daily routine inspection on building premise, Building fixtures and fittings etc. To handle & manage external Specialist contractors awarded jobs on-site. 	44 hours

#7 Khoo Teck Puat Hospital

Khoo Teck Puat Hospital (KTPH) is under the National Healthcare Group in the north of Singapore, which also includes Yishun Community Hospital and community extension Admiralty Medical Centre.


With innovation in our corporate DNA and an international award winning Global Workplace Healthcare programme for our staff, there are many valued opportunities for you to grow with us. Take up one of these roles to redefine care with us!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive - Clinical Quality, Performance & Value 	<ul style="list-style-type: none"> Degree in medical, nursing or allied health profession or equivalent Post-graduate qualifications in management or healthcare administration or public health preferred Minimum 2 years of healthcare experience or relevant experience in other settings Proficient in Microsoft Office applications Team player, good interpersonal and communication (verbal and written) skills Clinical Practice Healthcare Qualification certification preferred 	<p>The Executive will be responsible in the administrative, management and coordination of the clinical quality, patient safety, clinical risk, quality improvement programmes, and Healthcare Performance Office (HPO) activities across Yishun Health (YH). The Executive / Senior Executive will take on the supervisory role in guiding the junior Executive in CQPV activities.</p> <ul style="list-style-type: none"> Perform the administrative, management and coordination of the YH's patient safety, clinical risk, quality improvement programmes, and HPO activities such as mortality and morbidity review, clinical quality review, focused clinical audits, clinical indicators analysis and reporting, hospital incident reporting, serious reportable events (SRE) and patient safety walkabouts. Identify clinical issues by various means, eg., case review, incident reporting, clinical quality data analytics, which may require escalation and further investigations and subsequent recommendation development and implementation by working with relevant stakeholders to facilitate quality improvement initiatives in YH. Collect, analyse and monitor the performance for clinical indicators of the hospital, committees, departments, HPO and provide updates to the relevant stakeholders in a timely manner. To integrate and provide data analytics for clearer oversight and support clinical decision-making capabilities to improve clinical care. Provide secretariat support to YH Clinical Board and its Quality Assurance subcommittees, SRE committee and HPO Chair within YH. Work with relevant 	<p>8.5 hours</p> <p>90 Yishun Central, S768828</p>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>internal and external stakeholders to resolve these issues and ensure high standards of clinical practice. Manage the investigations with various departments and reporting of corrective actions and recommendations to Ministry of Health, when required.</p> <ul style="list-style-type: none"> • Manage Patient Safety Collaboration Workgroup such as Speaking up for Safety and Implementing Reliability for Safer Healthcare. Point of contact for the Cognitive Institute. • Participate in clinical risk management programmes within YH. • Support, coordinate and manage patient safety programmes and workshops, and engagement of the clinical quality initiatives, eg., Human Factors Workshop for the optimal participation, Clinical Practice Improvement Programme, Harm Reduction Collaborative initiatives etc. across YH and National Healthcare Group to ensure sustainability. • Prepare annual Clinical Board paper and presentation related to the Quality Assurance subcommittees, when required. • Adopting best practices as well as collaborating with relevant external and internal stakeholders. Inculcate a culture of clinical quality and patient safety, which may include raising staff awareness of quality improvement initiatives. • Advance the profile of CQPV in the areas of quality improvement and patient safety across YH. • Perform other duties as assigned by the Reporting Officer and Assistant Chairman Medical Board, CQPV. • Embrace continuous improvement as our way of life by improving and refining work performance on a daily basis. • Senior Executive will take on the supervisory roles or special projects, as directed by supervisor and Assistant Chairman Medical Board, CQPV. 	
Medical Social Work Assistant 🏠	<ul style="list-style-type: none"> • Diploma in Social Work/ Gerontology/ Psychology from a local 	<ul style="list-style-type: none"> • As a SWA, you will be responsible for providing psychosocial care (including financial assistance) to our patients. Working closely with multi-disciplinary team to establish a holistic care plan and 	<p>8.5 hours</p> <p>90 Yishun Central, S768828</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	polytechnic	carry out appropriate interventions are essential aspects of the work as a SWA. You are also required to provide support to the MSW in the casework management and department admin work such as managing front counter duties.	
Patient Service Associate	<ul style="list-style-type: none"> N Level With experience will be an advantage 	<ul style="list-style-type: none"> The Patient Service Associate (PSA) provides frontline administrative and customer service support in a restructured hospital, ensuring smooth clinic or ward operations. Key responsibilities include patient registration, appointment scheduling, billing, financial counselling, and managing medical records. They assist with patient enquiries, facilitate smooth patient flow, and support healthcare professionals in daily operations. PSAs must adhere to hospital policies, ensure data confidentiality, and maintain service excellence. The role requires strong communication skills, proficiency in hospital systems, and the ability to work in a fast-paced environment, including shifts, weekends, and public holidays. 	8.5 hours 90 Yishun Central, S768828
Pharmacy Technician 	<ul style="list-style-type: none"> A minimum of a Diploma in Pharmaceutical Science from a local polytechnic Possession of a Certified Pharmacy Technician Certificate (CPTC) is required 	<ul style="list-style-type: none"> The Pharmacy Technician (PT) assists pharmacists in processing medication orders, compounding preparations, and ensuring inventory management. Key responsibilities include dispensing medications, maintaining cleanliness in work areas, and providing quality customer service. The PT also participates in training new staff and supports continuous improvement initiatives to enhance clinical quality and operational excellence within the hospital. 	8.5 hours 90 Yishun Central, S768828
Research Assistant 	<ul style="list-style-type: none"> Diploma or specialized diploma in health sciences (e.g. nursing, pharmacy, clinical/ public health research) or related field Knowledge or experience in 	<ul style="list-style-type: none"> The responsibilities include liaising with the Principal Investigator and various departments, coordinating research workflows, and screening participants for eligibility. The role involves explaining protocols, obtaining informed consent, enrolling participants, and ensuring compliance. Additionally, it includes scheduling appointments, conducting interviews for data collection, and performing data 	8.5 hours 90 Yishun Central, S768828

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	research preferred	<p>management tasks.</p> <ul style="list-style-type: none"> The individual will assist in maintaining study documents, arranging clinical tests, coordinating stakeholder meetings, and may require travel to participants' homes. Training and supervising interviewers and performing quality checks as an Institution Monitor are also part of the role. 	
Staff Nurse 	<ul style="list-style-type: none"> Hold a valid registration with the Singapore Nursing Board Possess a Diploma or Bachelor Degree in Nursing educational qualification Must have relevant working experience or relevant post-basic certification for senior positions 	<ul style="list-style-type: none"> Join a team of well-trained professional staff to administer personalised and quality person-centered care in the inpatient wards. Provide professional nursing care, educate patients and their family and perform related duties as required. Supervise and coach a team of nurses to provide optimal care and service to patients. Be provided with opportunities for training and development. 	<p>8 hours</p> <p>90 Yishun Central, S768828</p>

#8 Mandai Wildlife Group


Mandai Wildlife Group is the steward of Mandai Wildlife Reserve, a unique wildlife and nature destination in Singapore that is home to world-renown wildlife parks which connect visitors to the fascinating world of wildlife. The Group is driving an exciting rejuvenation plan at Mandai Wildlife Reserve, adjacent to Singapore's Central Catchment Nature Reserve, that will integrate five wildlife parks with distinctive nature-based experiences, green public spaces and an eco-friendly resort.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive, Park Operation - Singapore Zoo 	<ul style="list-style-type: none"> Diploma or Degree At least 2 years of relevant experience, preferably with experience in leadership and project management Able to work on weekends and public holidays 	<ul style="list-style-type: none"> Perform shift responsibilities and ensure smooth day-to-day operations of the park, including queue and crowd management, and ensuring park cleanliness Ensure delivery of excellent guest experience, including management of guest feedback on-ground and closing service lapses Manage incidents and raise incident reports as required Ensure safe work practices are carried out Review, propose and execute ideas to aid in improvements on park-related and guest experience matters Assist in staff management, including manpower planning/ deployment and training Assist to generate and review reports Assist in wildlife management efforts Manage assigned portfolio and projects Other relevant duties as assigned 	8am-5:30pm/ 8.15am-5:45pm/ 9am-6pm/ 10am-7pm 80 Mandai Lake Rd, Singapore 729826
Guest Service Officer - Bird Paradise/ Rainforest Wild Asia	<ul style="list-style-type: none"> Minimum 1 year of relevant experience in hospitality or tourism industry Prior customer service experience will be an advantage Excellent communications skills Proficient in English and Mandarin preferred in order to communicate with Mandarin-speaking guests Confident, energetic and 	<ul style="list-style-type: none"> Ensure day-to-day operations are carried out smoothly, including daily resource management, and maintain high level of guest service standards in accordance with protocol Identify, propose and execute proposals on areas of improvement to create and enhance guest experience within the park Resolve feedback, issues and concerns raised by guests Motivate and guide part-time staff in delivering guest experiences Assist to conduct training of part-time staff in consultation with 	8am-5:30pm/ 8.15am-5:45pm/ 9am-6pm/ 10am-7pm 80 Mandai Lake Rd, Singapore 729826


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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	outgoing personality <ul style="list-style-type: none"> • Able to work on weekends and public holidays 	section lead <ul style="list-style-type: none"> • Assist in maintenance and enforcement of park safety matters and procedures • Assist in wildlife-human management efforts: • Update and maintain records of sightings and movements of wildlife • Conduct and maintain behavioural enrichments of wildlife through positive reinforcement trainings • Educate guests on wildlife campaigns in the parks • Other relevant duties as assigned 	
Guest Service Officer - Singapore Zoo	<ul style="list-style-type: none"> • Minimum 1 year of relevant experience in hospitality or tourism industry • Prior customer service experience will be an advantage • Excellent communications skills • Proficient in English and Mandarin preferred in order to communicate with Mandarin-speaking guests • Confident, energetic and outgoing personality • Able to work on weekends and public holidays 	<ul style="list-style-type: none"> • Ensure day-to-day operations are carried out smoothly, including daily resource management, and maintain high level of guest service standards in accordance with protocol • Identify, propose and execute proposals on areas of improvement to create and enhance guest experience within the park • Resolve feedback, issues and concerns raised by guests • Motivate and guide part-time staff in delivering guest experiences • Assist to conduct training of part-time staff in consultation with section lead • Assist in maintenance and enforcement of park safety matters and procedures • Assist in wildlife-human management efforts: • Update and maintain records of sightings and movements of wildlife • Conduct and maintain behavioural enrichments of wildlife through positive reinforcement trainings • Educate guests on wildlife campaigns in the parks • Other relevant duties as assigned 	8:00am-5:30pm/ 8:15am-5:45pm/ 8:30am-6:00pm/ 9:00am-6:30pm/ 9:30am-7:00pm 80 Mandai Lake Rd, Singapore 729826
Guest Service Officer (Part-Time) - Bird Paradise/ Rainforest Wild Asia	<ul style="list-style-type: none"> • Minimum 'N' levels • Friendly, approachable and a team player • Willing to work on Saturdays/ Sundays/ Public Holidays 	<ul style="list-style-type: none"> • Ensure day-to-day operations are carried out smoothly, including daily resource management, and maintain high level of guest service standards in accordance with protocol • Resolve feedback, issues and concerns raised by guests 	Up to 35 hours a week 80 Mandai Lake Rd, Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in maintenance and enforcement of park safety matters and procedures 	729826
Guest Service Officer (Part-Time) - Singapore Zoo/ River Wonders/ Night Safari	<ul style="list-style-type: none"> Minimum 'N' levels Friendly, approachable and a team player Willing to work on Saturdays/ Sundays/ Public Holidays 	<ul style="list-style-type: none"> Ensure day-to-day operations are carried out smoothly, including daily resource management, and maintain high level of guest service standards in accordance with protocol Resolve feedback, issues and concerns raised by guests Assist in maintenance and enforcement of park safety matters and procedures 	Up to 35 hours a week 80 Mandai Lake Rd, Singapore 729826
Junior Keeper - Singapore Zoo/ Night Safari/ Bird Paradise/ Rainforest Wild Asia	<ul style="list-style-type: none"> Minimum 'O' levels or Diploma holders (preferably in Life Sciences) Confident, outgoing personality and a team player Willing to work on Saturdays/ Sundays/ Public Holidays Shortlisted candidates will be allocated to the different sections accordingly 	<ul style="list-style-type: none"> Responsible for the care and well-being of animals through proper food preparation and feeding regime, as well as animal husbandry Conduct and maintain proper behavioural enrichments through landscaping and exhibit improvements, and positive reinforcement trainings Assist in guided tours, feedings and other guest interaction sessions/programmes Update and maintain records on daily observations of animals Other relevant duties as assigned 	Depends on park 80 Mandai Lake Rd, Singapore 729826
Membership Officer	<ul style="list-style-type: none"> NITEC/Higher NITEC/Diploma in Hospitality & Tourism Good written and verbal communication skills Dynamic team player with a positive attitude Customer service experience will be an advantage Self-motivated, resourceful, customer-oriented and meticulous Thrives in a fast-paced environment, with the ability to multi-task and meet tight deadlines Proficient in Microsoft Office applications and Galaxy system, CRM+ Able to work on weekends and public holidays 	<ul style="list-style-type: none"> Perform role of Membership Services Counter officer on duty Perform daily membership operational duties, including: Process membership applications in accordance with Company processes and procedures Handle all membership-related enquiries, feedback and requests received onsite or via phone and email Assist to ensure sufficient supplies and stationery for daily operations (e.g. membership application forms, cards, gifts) Ensure Membership's Standard Operating Procedures are adhered to at all times Other relevant duties as assigned 	44 hours a week 80 Mandai Lake Rd, Singapore 729826

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Membership Officer (Part-Time)	<ul style="list-style-type: none"> NITEC/Higher NITEC/Diploma in Hospitality & Tourism Thrives in a fast-paced environment, with the ability to multi-task and meet tight deadlines Willing to work on Saturdays/ Sundays/ Public Holidays 	<ul style="list-style-type: none"> Process membership applications in accordance with Company processes and procedures. Handle all membership-related enquiries, feedback and requests received onsite or via phone and email 	<p>Up to 35 hours a week</p> <p>80 Mandai Lake Rd, Singapore 729826</p>
Retail Associate (Part-Time) - Bird Paradise	<ul style="list-style-type: none"> Minimum 'N' levels Friendly, approachable and a team player Willing to work on Saturdays/ Sundays/ Public Holidays 	<ul style="list-style-type: none"> Acquire and demonstrate product knowledge and recommend suitable merchandise to guests Upkeep the visual displays of merchandise, price tags and ensure store cleanliness and tidiness of displays Process stock count and receiving of stock 	<p>Up to 35 hours a week</p> <p>80 Mandai Lake Rd, Singapore 729826</p>
Retail Associate (Part-Time) - Singapore Zoo/ River Wonders/ Night Safari	<ul style="list-style-type: none"> Minimum 'N' levels Friendly, approachable and a team player Willing to work on Saturdays/ Sundays/ Public Holidays 	<ul style="list-style-type: none"> Acquire and demonstrate product knowledge and recommend suitable merchandise to guests Upkeep the visual displays of merchandise, price tags and ensure store cleanliness and tidiness of displays Process stock count and receiving of stock 	<p>Up to 35 hours a week</p> <p>80 Mandai Lake Rd, Singapore 729826</p>
Senior Executive, Education 	<ul style="list-style-type: none"> Diploma/Degree, preferably major in Life Science, Biology and/or outdoor-related subjects Prior working experience with children will be an advantage Proficiency in spoken and written English with excellent communication and presentation skills and ability to engage Ability to engage people of all ages and in groups Customer-oriented, energetic, with a warm disposition Has deep interest in nature, wildlife and public education 	<ul style="list-style-type: none"> Conduct school and public programmes. These programmes include day & overnight camps, guided tours, indoor programmes, in-park campaign activities, outreach. Facilitate training workshops for teachers Develop educational resources 	<p>Up to 44 hours a week</p> <p>80 Mandai Lake Rd, Singapore 729826</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work in a fast-paced environment • Keen to learn with a positive attitude • Good team player • Must be able to work on weekends and public holidays, when necessary • Proficient in Microsoft Office 		
Senior Guest Experience Officer 	<ul style="list-style-type: none"> • Minimum Diploma • Minimum 1 year of relevant experience • Strong interpersonal and communications skills (English) • As enquiries and feedback may be in various languages, proficiency in other languages, such as Mandarin, Tamil / Hindi, Japanese or Korean will be advantageous • Previous customer service experience will be preferred • Quick-thinking, adaptable, able to thrive in fast-paced environment • Strong team player, but also comfortable to work independently where required • Able to work on weekends and public holidays • Able to work until 8pm or later (as required), on shift 	<ul style="list-style-type: none"> • Be well-versed in information of all 4 Parks (Singapore Zoo, Night Safari, River Wonders, and Bird Paradise) • Effectively manage guests' enquiries and feedback within set SLAs and via various channels and platforms (which include, but are not limited to, emails, calls, livechat, and social media) • Able to identify problem statements / issues and provide appropriate handling to escalated cases • Maintain a high standard of quality responses to guests to uphold service quality standards and ensure consistency • Work with various departments and stakeholders within MWG to enhance guest experience and satisfaction • Support in reporting key feedback cases to management and collaborate with relevant teams to effect satisfactory solutions • Handle rostering and training of staff • Manage situations that require problem solving and innovative solutions • Assist with monthly reports and updating of Standard Operating Procedures (SOPs) • Assist with adhoc projects for the Guest Experience Management team as required 	<p>44 hours a week</p> <p>80 Mandai Lake Rd, Singapore 729826</p>
Service Crew	<ul style="list-style-type: none"> • Minimum 'N/O' Levels • Friendly and approachable • Strong interpersonal and communication skills • Service oriented • Able to work on weekends and Public Holidays 	<ul style="list-style-type: none"> • Provide pleasant and prompt service to our guests at our various Food & Beverage outlets • Cashiering duties • Food Preparation • Ensure cleanliness of F&B outlets • Any other duties as assigned 	<p>44 hours a week</p> <p>80 Mandai Lake Rd, Singapore 729826</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew (Part-Time) - Bird Paradise	<ul style="list-style-type: none"> Minimum 'N' levels Friendly, approachable and a team player Willing to work on Saturdays/ Sundays/ Public Holidays 	<ul style="list-style-type: none"> Provide pleasant and prompt service to our guests Cashiering duties Food preparation Ensuring cleanliness of F&B outlets 	Up to 35 hours a week 80 Mandai Lake Rd, Singapore 729826
Service Crew (Part-Time) - Singapore Zoo/ River Wonders/ Night Safari	<ul style="list-style-type: none"> Minimum 'N' levels Friendly, approachable and a team player Willing to work on Saturdays/ Sundays/ Public Holidays 	<ul style="list-style-type: none"> Provide pleasant and prompt service to our guests Cashiering duties Food preparation Ensuring cleanliness of F&B outlets 	Up to 35 hours a week 80 Mandai Lake Rd, Singapore 729826
Technician (Vehicles), Technical Services - Bird Paradise/ Night Safari/ Rainforest Wild Asia 	<ul style="list-style-type: none"> Minimum ITE/Diploma in Electronics/ Electrical Engineering or equivalent Minimum 2 to 3 years of relevant experience in automotive, equipment and electrical maintenance and troubleshooting; candidates without experience are welcome to apply Possession of Class 2B/3 licenses and proficiency in Microsoft Office will be an added advantage Proactive and a team player with good problem-solving skills and attention to details Able to perform shift work, work on weekends and public holidays Shortlisted candidates will be allocated to the respective parks accordingly 	<ul style="list-style-type: none"> Carry out inspection, servicing and maintenance of vehicles and other automotive equipment Perform electrical and mechanical troubleshooting of automotive system and equipment Other relevant duties as assigned 	Depends on park 80 Mandai Lake Rd, Singapore 729826
Trainer/ Presenter - Singapore Zoo/ Night Safari	<ul style="list-style-type: none"> Minimum 'N' Level Experience in animal care, veterinary medicine, training, or shows is preferred Good written and spoken communication skills 	<ul style="list-style-type: none"> Provide proper and consistent husbandry, housing, care, feeding, training, enrichment, and presentation of the animals to achieve the highest level of positive welfare as per the Group's Animal Welfare Code 	Depends on park 80 Mandai Lake Rd, Singapore 729826


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Effective and motivated team player • Able to present in front of crowds and work with animals • Able to contribute to new concepts and ideas to improve presentations • Able to work on weekends and public holidays • Shortlisted applicants will be allocated to the respective parks accordingly • Candidates with prior experience may be considered for a Senior Trainer/Presenter role 	<ul style="list-style-type: none"> • Identify and report any abnormalities, signs of possible health concerns and/or behavioural issues in animals • Complete daily recordkeeping forms for feeding, weights, behaviour, training, and enrichment as required • Report repairs and renovations as required • Maintain the highest quality of animal presentations and guest interactive programmes with the aim to promote conservation • Participate in shows as presenter, handler, and/or backstage support • Conduct training sessions with assigned animals and behaviours within completion timelines • Participate in discussions and contribute to the design and development of new animal behaviours, routines, and presentation ideas for the shows and programmes • Other relevant duties as assigned 	

#9 MINDS

MINDS has been caring for Persons with Intellectual Disabilities (PWIDs) and their families since 1962. Grounded in the belief that all PWIDs have innate abilities and talents, MINDS is committed to empowering them and enhancing their quality of life, while advocating for greater inclusivity for PWIDs as a nation.

MINDS is today one of the largest charities in Singapore employing more than 850 staff. With the key focus to expand community-based services, improving the employability of PWIDs, strengthening education, and engendering inclusive community living, MINDS offers a holistic range of services and programmes across the PWIDs' lifespan.




These include schools, employment and training development centres, home-based care services and community-based services to cater to the physical, psychological, environmental and social needs of PWIDs. For more information, please visit www.minds.org.sg.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operations Support Assistant (Central Cluster)	<ul style="list-style-type: none"> Minimum O levels / NITEC Certificate Computer literacy skills MS Word, Excel and PowerPoint People-oriented team player 	<ul style="list-style-type: none"> As part of the RCS's centre team, the Operations Support Staff assists to ensure smooth running in the day-to-day operations of the adult services centre. This includes, but is not limited to, direct care of clients, facility management and maintenance, operational support, support for centre activities and events, and simple administrative tasks. 	8.30am - 5.30pm 800 Margaret Drive, Singapore 149310
Training Officer (Central Cluster) 	<ul style="list-style-type: none"> Minimum O levels, or any of the following qualification: NITEC Certificate in Community Care & Social Services (ITE) / Certificate of Special Needs Education (MOE) / Diploma of Special Education (MOE) / Diploma in Disability Studies (SSI) / Diploma of Community Services (SSI) Computer literacy skills MS Word, Excel and PowerPoint People-oriented team player Good interpersonal and communication skills Passion and great deal of patience to work with people with intellectual disabilities 	<ul style="list-style-type: none"> To perform the tasks of teaching, training, supervising, maintaining and developing the functioning level of client to function adequately and independently in the areas of Activities of Daily Living, Community Living, Social and Recreational Skills 	8.30am - 5.30pm 800 Margaret Drive, Singapore 149310

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#10 Mr Bean International


Founded in 1995, Mr Bean is the leading chain soya bean food & beverage retailer in Singapore today. With more than 60 stores in Singapore & Asia, Mr Bean offers a variety of soya bean drinks and snacks. Young and old can enjoy refreshing ice blended flavoured soya drinks, ice-creams, pastries and more.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Area Manager 	<ul style="list-style-type: none"> Minimum 3 years' experience as a store-in-charge or 1 year as an area-in-charge in management of Food and Service Operations 	<ul style="list-style-type: none"> To provide leadership, coaching, consulting and support Assistant Operation Manager's direction to the assigned 6 to 8 stores, in order to maximize the long-term sales and profit potential Builds a positive business relationship with Store-In-Charge and Team 	8.30am - 6pm Islandwide
Operation Manager 	<ul style="list-style-type: none"> At least Diploma in Business Management or any related fields Minimum 8 years' experience in F&B operations with at least 3 years' experience in leading at least a market chain outlets as Operations General Manager or equivalent 	<ul style="list-style-type: none"> Analyse data relationships, patterns and trends to gain important insights and make informed decisions Develop and maintain business continuity strategies, policies and guidelines Establish business continuity processes Provide leadership during crisis situations Direct negotiation policy and develop negotiation limits Facilitate innovation and lead managers to manage change Establish and maintain strategic business partner relationships Resolve conflicts with stakeholders 	8.30am - 6pm Islandwide
Service Crew	<ul style="list-style-type: none"> Minimum 1 year experience in F&B 	<ul style="list-style-type: none"> Perform Order taking, Cashiering, Promote Target Items, assemble and present orders Perform cleaning, sweeping, mopping, washing and weekly housekeeping duties 	8.30am - 6pm Islandwide
Store Manager 	<ul style="list-style-type: none"> Minimum 1 year experience as a store-in-charge in management of Food and Service Operations 	<ul style="list-style-type: none"> Provide leadership, coaching, consulting to the assigned 1 to 3 stores in delivering excellent service and quality to meet customers' satisfactions Support superior in contributing positive business results to the area 	8.30am - 6pm Islandwide

#11 Novotel Singapore on Stevens | Mercure Singapore on Stevens

Novotel Singapore on Stevens and Mercure Singapore on Stevens are committed to attracting, recruiting and retaining diverse talents from all walks of life. At Novotel Singapore on Stevens and Mercure Singapore on Stevens, we value and celebrate diversity, provide pay equity and equal opportunities for promotion, training and development programmes. We pride ourselves in creating and sustaining an inclusive and equitable working and learning environment for all.

Located along the arterial road that leads to Singapore's iconic Orchard Road sits a stunning new lifestyle hub – the 254-room Novotel Singapore on Stevens and 518-room Mercure Singapore on Stevens, along with an eclectic array of F&B outlets. Step into this lush urban paradise equipped with an infinity pool, lap pool, tennis court, 24-hour gym, 9 meeting spaces, ballrooms and 4 hotel restaurants and bars, with 7 additional dining outlets.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bellman	<ul style="list-style-type: none"> Ability to speak other languages and basic understanding of local languages will be an advantage Good communication and customer contact skills Ability to multi-task, work well in stressful & high-pressure situations A team player & builder A motivator & self-starter Well-presented and professionally groomed at all times 	<ul style="list-style-type: none"> Timely delivery of guests' luggage, messages and any other items for delivery within the property Personalize guests' orientation of their room in a professional, friendly and engaging way Maintain a presence in the lobby as an ambassador of the property and brand, offering exceptional service to the guests Service focused personality is essential; customer related experience is an asset Ability to work well under pressure in a fast-paced environment Excellent communication skills and a professional presentation Ability to work cohesively with fellow colleagues as part of a team Perform other reasonable duties assigned by the Management 	44 hours 28 Stevens Road S257878
Finance Executive 	<ul style="list-style-type: none"> GCE 'O' / 'N' Level / Diploma / ITE certificate in business / accounting is preferred Possess basic accounting knowledge Good knowledge of Microsoft Office Excel and Words; able to work independently with minimum supervision and meet deadlines 	<ul style="list-style-type: none"> To collect and review all payment-related documents and initiate creditors' payment in accordance with hotel policies and procedures. To monitor all goods movement; including food and beverage, stationery, other operating equipment etc, in and out of the hotel and ensure that they are properly recorded. To ensure the legitimacy and accuracy of the account payable ageing balances. To ensure that the payment process is initiated on a timely basis. To collect and review all documents necessary for preparation of the payment 	44 hours 28 Stevens Road S257878



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>run (purchase request, purchase order, receiving record, invoice, etc). Ensure the mathematical accuracy, legitimacy and completeness of the transaction before filing them by Supplier name, awaiting payment.</p> <ul style="list-style-type: none"> To perform monthly reconciliations between AP sub ledger accounts and supplier statements. To assist the Purchasing Manager to ensure that any goods coming into the hotel have been properly ordered and met the specification (in quantity and quality). 	
Food & Beverage Waiter	<ul style="list-style-type: none"> Additional certification(s) in Food & Beverage will be an advantage 	<ul style="list-style-type: none"> Perform opening/closing side duties as assigned and set all tables according to standards and procedures Deliver F&B services in accordance to departmental standards and procedures Check on table setting, cleanliness and side station preparation as per work station assigned prior to the start of operation Greet all patrons warmly upon arrival at the door and escort them to the table Ensure that all food & beverage are served according to service standard Apply necessary precautions with regards to the hotel food safety and hygiene standards (HACCP) Pick up and serve food and beverage orders. Ensure that food and beverage are served promptly to the guests once they are ready, such that they arrive at the patrons' table at the correct temperature Try to remember individual patron's names and their preferences to extend a personalized service Up-sell and promote food and beverage offers at every available opportunity in order to maximize sales revenue. Cross sell other dining venue when outlet is full Thank all patrons for patronizing the outlet upon their departure Clear and tidy up tables after the departure of the patrons as quickly as possible to the stewarding area Collect food and beverage supply requisition, ensure that the stock collected is as per requisition Report any complaints, incidents or other irregularities to management Assist other Food & Beverage outlets with 	<p>44 hours</p> <p>28 Stevens Road S257878</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		their operations during peak times or when required	
Guest Services Agent	<ul style="list-style-type: none"> • Excellent reading, writing and oral proficiency in English language • Ability to speak other languages and basic understanding of local languages will be an advantage • Good communication and customer contact skills • Ability to multi-task, work well in stressful & high-pressure situations • A team player & builder • A motivator & self-starter • Well-presented and professionally groomed at all times 	<ul style="list-style-type: none"> • Responsible for ongoing communication of pertinence using the logbook provided to other shifts. • Responsible for ensuring that clear and constant communication lines are kept with all staff, other area and Departments. • To ensure that all guest enquiries and requests are attended to in a helpful, professional yet warm and friendly manner. • To ensure on a daily basis that you are fully aware of all arrivals to the Hotel, and in particular, VIP's and return guests, and that you are aware of any special requests so that they may be acted accordingly. • To ensure that you are completely aware of the complete range of services and facilities that the hotel provides to its guests and visitors. • To ensure you have a complete and thorough knowledge of the outlets of the hotel, their operating hours and the scope of services that they provide. • To ensure that Guest Services Desk is not left unattended at anytime whilst on duty. • To be completely aware of the Fire and Emergency Procedures of the hotel and your responsibilities in an emergency. • To acquire, through training provided, a complete knowledge of all policies and policies as set down by the hotel that relate specifically to the Guest Services. • To ensure at all times that personal presentation is immaculate and your uniform or work clothes are in line with relevant Guest Services and Hotel uniform and clothing codes. • To ensure that you as a Guest Services Executive at the hotel have a comprehensive knowledge of town and what is happening within the city at all times, and to ensure that all guest enquiries are met with prompt, informative yet friendly solution. • To maintain and be aware of the importance of guest recognition. • Responsible for adhering to the rules and regulations of the hotel as set down in the Staff Handbook. • To train and development new GSAs and 	44 hours 28 Stevens Road S257878



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		interns in front office operations <ul style="list-style-type: none"> Perform other reasonable duties assigned by the assigned by the Head of Department 	
Junior Housekeeping Supervisor	<ul style="list-style-type: none"> Meticulous 	<ul style="list-style-type: none"> Conduct daily briefings with staff at floor level Manage and supervise all tasks of his/her team Clean and ensure cleanliness of guest rooms, guest room balconies, guest corridors, linen rooms and housekeeping pantries according to standards and procedures set Maintain a section floor report and conduct regular room checklists Record room status in allocated section accurately Perform other reasonable duties assigned by the assigned by the Management 	44 hours 28 Stevens Road S257878
Safety & Security Officer	<ul style="list-style-type: none"> Secondary / High school education Certificates in National Skills Recognition System, CPR, First Aid Management and Basic Fire Fighting Good reading, writing and oral proficiency in English language No criminal record Strong leadership, interpersonal and training skills Good communication skills Honest with a high level of integrity Ability to remain calm and react fast to situations Results and service oriented with an eye for details Ability to multi-task, work well in stressful & high-pressure situations A team player & builder A motivator & self-starter Well-presented and professionally groomed at all times 	<ul style="list-style-type: none"> Assist with duties at the following <ul style="list-style-type: none"> Duty Posts: <ul style="list-style-type: none"> Security Control Room Duty; Lobby Duty; Loading Bay; Patrolling or Observation Duty; Back of House Or at any position where operations in Security field will benefit Ensure that all security systems function smoothly. Initiate immediate corrective action when fault is detected Assist Management, employees and guests in every way that is consistent with the protection and prevention objectives Coordinate with various departments and government agencies on routine matters and during emergencies Monitor back of house areas with particular attention to unauthorized entry and exit points Maintains records in respective Log Books for future reference Keep Manager or Crisis Management Team informed on the latest development of situation in a crisis Conduct inventory on keys, passes, walkie-talkies, pagers and all other accountable stock Perform other reasonable duties assigned by the assigned by the Management 	44 hours 28 Stevens Road S257878

#12 Oriental Aviation International

With over 15 years of experience in staffing, OAI is well poised to meet all your human resource needs and operational requirements.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Communications Executive 	<ul style="list-style-type: none"> Diploma or degree in media-related field is preferred Good writing skills for website and social media text copies, copyediting Adept at managing social media platforms and Wordpress Able to design simple infographic or electronic mailers, or work with existing design templates Competent in Excel, Photoshop, Illustrator and Canva Ability to handle still photography, video filming and carry out film editing is a plus 	<ul style="list-style-type: none"> Ideate, develop and produce videos, visuals and other multimedia content for the School's various digital and social media channels eg Facebook, Instagram, LinkedIn Create EDMs and graphic visuals for internal and external platforms Upload content onto the School's social media platforms and websites Coordinate photo and video shoots and reces Coordinate the editorial and production of publications and other printed collaterals Compile and update mailing lists Develop communications materials including key messages, press releases, and organise media briefings and interviews Assist in the editorial and development of content for internal communications channels Media monitoring and social media listening as required Track budgets, monitor and record expenditure for projects and retainer account Any other duties as assigned by the supervisor 	8:30am - 6pm
Executive 	<ul style="list-style-type: none"> Minimum qualification should be a Degree in a related discipline Prior work experience in a research or academic environment would be advantageous Meticulous, well-organised and have good time management to work in a fast- 	<ul style="list-style-type: none"> Handle day-to-day finance and operational administration matters Handling of accounts receivable and payable Handling grant administration, budgeting and claims matters Assist in procurement of goods and services through Ariba Smartbuy Assist in preparing monthly management reporting and analysis of financial data Assist in study projects related to the above, including process and controls improvements Assist in centre-related events such as seminar, symposium, SAB etc. Any other ad-hoc duties as allocated by Director/ Reporting Manager 	8:30am - 6pm


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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>paced environment</p> <ul style="list-style-type: none"> • Able to communicate clearly, a strong team player and able to work effectively in a diverse work environment 		
Management Assistant Officer 	<ul style="list-style-type: none"> • A level or diploma holder is preferred • Good communication and organization skills • Meticulous and attentive to details and timelines • Proficient in MS Office applications • Comfortable working with in-house systems • Able to work both independently and as part of a team 	<ul style="list-style-type: none"> • Assist with education matters • Assist with admission matters and examination logistics • Assist with email/phone enquiries from staff and students • Assist with research programmes and seminars • Any other ad-hoc matters as assigned 	8:30am - 6pm
Manager 	<ul style="list-style-type: none"> • A Bachelor's Degree in any discipline from a reputable university • Technologically savvy and proficient in MS Office and Adobe applications. • Knowledge in Power BI would be an added advantage • At least 3 years of relevant work experience in providing office administration and secretarial support 	<ul style="list-style-type: none"> • Support management of placement programmes (e.g., CCPs), including strategy design, outreach, stakeholder engagement, structure, systems, and operations • Assist in implementing manpower redeployment plans across MNCs, LLEs, SMEs, TACs, and Unions • Conduct onboarding for organisations and employees in placement programmes. • Track programme outcomes, success stories, milestones, and grant disbursements • Manage MSc Capstone Projects, including industry outreach, project scoping, timelines, stakeholder coordination, and event organization • Support secretariat duties and administrative functions • Generate reports for updates and decision-making • Liaise with HR, Finance, and corporate services; maintain databases and compile statistics for government submissions 	8:30am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Handle placement administration activities Assist with outreach to organisations (MNCs, LLEs, SMEs, TACs, Unions) and follow-ups Collaborate with partners and government agencies to promote career opportunities and support PMETs in career planning and re-skilling Work with educational institutions and training providers to align course offerings and secure funding Coordinate with the Marketing team to develop promotional materials Support marketing and awareness efforts for the university and placement programmes targeting organizations and individuals 	
Operating Theatre Technician/ Assistant	<ul style="list-style-type: none"> WSQ Higher Certificate in Healthcare Support (Operating Theatre Support) or relevant working experience as an Operating Theatre Technician) Possess initiative and keen to learn Possess good interpersonal and communication skills 	<p>Primary Responsibilities (80%):</p> <ul style="list-style-type: none"> Check the suction and diathermy machines for cleanliness and good working order Check operating lights for clarity and good functioning Clean, check and prepare operating table and accessories Prepare the operating room for each patient scheduled on the operating list Assist in the safe transfer of patient from trolley to operating table and vice versa Assist in positioning the patient Assist surgeon in application of tourniquet Adjust and focus the operating lights and assist nurses in patient care Perform daily inventory check on positioning aids and accessories Perform cleaning of the operating room in between cases within 15mins Clear soiled linen and surgical wastes to the disposal room after the next case had started or when necessary time allows Ensure that the disposable suction liner is capped tightly before discarding into the biohazard bag Maintain proper housekeeping of OT suite which include operating room, prep-room, scrub room, Anaes room and sluice room daily Do terminal cleaning at the end of the list or after infected cases as stated in the protocol 	<p>Shifts</p> <p>378 Alexandra Road, S159964</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To stay in the operating room to assist the surgical team when needed, eg. Change the suction liner, additional adhoc equipment needed etc. <p>Secondary Responsibilities (20%):</p> <ul style="list-style-type: none"> Maintain proper housekeeping of pantry Transport patient from the ward to OT and vice versa Perform routine cleaning of OT equipment e.g. tourniquet, light source etc weekly Perform any other duties as assigned 	
Patient Service Associate	<ul style="list-style-type: none"> Minimum GCE "O" Levels qualification or equivalent Strong analytical, communication and interpersonal skills with positive "can do" attitude Team player with natural ability to interact with healthcare team of all levels Pleasant disposition, approachable, independent worker, have initiative and drive to resolve issues Comfortable with ambiguity, uncharted territory, enjoy challenges and problem solving Able to perform 3 rotating shifts (includes night shifts, weekends, and public holidays). This is a 2-year contract role, subjected to contract extension or permanent 	<p>Financial Counselling /Admission</p> <ul style="list-style-type: none"> Conduct financial counselling to patient/NOK on the estimated hospital bills, available subsidies and schemes and various modes of payment Assist patients to complete the various modes of payment forms Refer appropriate cases to Business Office/Medical Social Worker for financial assistance schemes that patient may be eligible for Ensure proper documentation and follow up is done for all inflight cases until patient discharge <p>Patient Billing Matters</p> <ul style="list-style-type: none"> Assist patients/NOK in their billing enquiries To collect deposits, payments and handle any outstanding bills for eligible patients, or for other items ordered/applied by medical team such as rehabilitation items, mobility aids etc. Perform settlement for NETS / Credit Card transactions daily for patient outstanding payments <p>Handling and processing of National forms (NEFR/MCAF/MT)</p> <ul style="list-style-type: none"> To be able to explain and advise patient and their NOK on the various forms and the necessary proof of documentation needed To ensure the original hardcopy of MCAF M/NEFR forms are submitted and send back to MOHH timely To ensure SAP system is updated whenever these forms are consented by patients <p>Other Responsibilities</p>	<p>8:30am - 6pm</p> <p>378 Alexandra Road, S159964</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	conversion with satisfactory work performance	<ul style="list-style-type: none"> Perform daily housekeeping of the reception areas and workstations to maintain a professional image and neatness of the workplace Reply emails received in the AASC email account daily Ensure all e-BARFs and merge request cases are raised timely and correctly within the department To manage the department supplies inventory Involve and engage in ad-hoc projects as assigned by Reporting Officer 	
Pharmacy Technician 	<ul style="list-style-type: none"> Possess Certified Pharmacy Technician Certification (CPTC) OR Diploma in Pharmaceutical Science Completed Basic Skill Test OR Certified Pharmacy Technician Certification (CPTC) Have initiative and able to work independently to achieve goals of the department Able to communicate effectively Able to function effectively as member of a team Flexibility to work on weekends/ public holidays occasionally 	<ul style="list-style-type: none"> Perform technical duties under the supervision of pharmacists to ensure safe, efficient and timely distribution of drugs in AH Assist the pharmacist in-charge to provide supervision to pharmacy support staff and to coordinate activities within a section to ensure smooth workflow and continuous improvement Dispense medicines to the patients according to department policies and guidelines <p>1) Daily Operations</p> <ul style="list-style-type: none"> Provide professional and courteous service to all patients/customers Process medication orders/prescriptions for both inpatient and outpatient Picking, packing and labelling in accordance with stipulated policies, guidelines and department standard operating procedures Perform billing functions Ensures work area is ready for daily operations Maintains the cleanliness of the pharmacy and ward areas where drugs are stored Involvement in workplace quality improvement projects/activities as and when required <p>2) Inventory Management</p> <ul style="list-style-type: none"> Ensures stocks are stocked up properly and tidily according to First-Expiry-First-Out (FEFO) requirement and stipulated storage condition Performs topping up of omnicell ward stock in the respective wards 	<p>Rostered Shifts</p> <p>378 Alexandra Road, S159964</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensures correct receiving of goods Secondary repackaging/redressing Carry out cycle counts and stock takes periodically according to SOPs <p>3) Dispensing</p> <ul style="list-style-type: none"> Dispensing of medications to patients in accordance with stipulated policies, guidelines and department standard operating procedures 	
Project Executive 	<ul style="list-style-type: none"> Minimum 2 years of experience in a similar Project Executive or Operations Role Strong organizational and multitasking abilities Excellent communication and interpersonal skills Familiarity with employment and contractual matters Proficient in relevant software tools and applications 	<ul style="list-style-type: none"> Support in overseeing daily operations, including roster planning, manpower flow allocation, and staff performance appraisals Manage escalation from team when required Monitor performance real-time and manage resources to meet service level agreements by conducting audits and performance reviews and providing training/orientation if required Prepare and maintain statistics and reports Share updates with the team and execute new workflows and improvement initiatives Handle feedback from internal and external parties by conducting investigations and implementing service recovery measures Manage and resolve complex feedback escalated by Service Team Leaders and handle staff disciplinary issues Manage staffs' employment records, health screening records, vaccination records, training records In charge of manning contractual and billing matters (Timesheet verification) Point of contact for client 	11am - 8pm 17 Woodlands Drive 17, S737628
Surgical Technician/ Assistant	<ul style="list-style-type: none"> NITEC or Diploma 	<p>Primary Responsibilities and Duties (80%)</p> <ul style="list-style-type: none"> Prepare patients and set up the room and equipment, supplies according to the procedure requirement Maintain safe environment through proper use of equipment and adherence to infection control practices Check consent for correct patient, correct type of procedure and site Fetch pre-operative patient to operating/ procedure room Assist in safe transfer and positioning of patient Assist in documentation of patient care record 	Shifts 378 Alexandra Road, S159964

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Establish and maintain sterile field set up Participate in surgical timeout procedure Anticipate the needs of the surgeons/ proceduralists by passing instrument and supplies to surgeon/ proceduralists Assist in collection, labeling and handling of specimens Maintain and protect integrity of sterile instruments and scope for patient use Assist to apply dressing and secure drain Perform cleaning of surgical instrument and disinfect trolley after surgery Assist in safe transfer of patient to recovery area and perform patient handover Clean and re-stock operating room <p>Secondary Responsibilities and Duties (20%)</p> <ul style="list-style-type: none"> Attend in-service education program regularly to continually to keep abreast of knowledge and skills Participate in continuing development activities to maintain competency in areas of practice Contributes to the review & development of clinical standards & guidelines Precepts, mentors and orientates students/newly joined technician Assume additional responsibilities assigned by the RN or Nurse Managers/Clinicians 	

#13 P-Serv

P-Serv is one of Singapore's most established HR solutions providers. We are the local leader in providing Business Process Outsourcing (BPO) solutions in projects related to customer service management, concierge and receptionist management, and payroll administration. We also provide temporary and contract placements that fits the business needs and requirements of our clients.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Officer	<ul style="list-style-type: none"> Minimum GCE O Level with Cashiering / Customer Service experience Able to work rotating shifts (Including weekends & PH) 	<ul style="list-style-type: none"> Assist in cards and collection of payments at the office booths Collection of payment (fees & fines) at manned terminals Process digital applications for vehicle permits and cards and data entry of motorists' particulars Handle motorists' queries and provide good customer service to motorists Issuance of vehicle permits Ensuring operation runs smoothly 	10am-10pm, 10pm-10am 21 Woodlands Crossing Singapore, 738203 Or 501 Jalan Ahmad Ibrahim, Singapore 639937
Receptionist	<ul style="list-style-type: none"> GCE 'O' Level and above 1–3 years of receptionist or customer service experience Proficient in Microsoft Office (Word, Excel, Outlook) Strong communication and interpersonal skills Friendly, organized, and detail-oriented 	<ul style="list-style-type: none"> Greet and assist visitors; handle inbound calls professionally Maintain and update mobile plan pricing and cost allocation Prepare and submit monthly data reports Generate invoices using SAP Coordinate staff photo arrangements with vendors Handle quarterly carpark submissions and payment requests Organize staff visa applications and fruit basket deliveries Provide general administrative support as assigned by your supervisor 	8.30am-5.30pm 83 Clemenceau Avenue, Singapore 239920
Team Lead 	<ul style="list-style-type: none"> 3-5 years' experience in F&B with good oral and written communication skills Experience with developing constructive working and interpersonal relationships with colleagues and client Great Team player Warmth and graciousness with the ability to function in a busy environment 	<ul style="list-style-type: none"> Supervise Event Set-Up & Tear-Down Coordinate with Venue Teams & Vendors Support Event Manager on Proposals & Client Liaison Manage Event Servers' Daily Schedule Handle Guest Inquiries & Ensure Top-Notch Service Track Inventory, Vendors & 	9am-6pm 20 Anson Road, Singapore 79912


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Well-organized with excellent multi-tasking abilities 	Event Costs <ul style="list-style-type: none"> Train & Guide New Event Staff 	
Visitor Service Officer	<ul style="list-style-type: none"> Proactive and willing to work with children Excellent communication and interpersonal skills Experienced in handling payment transactions Comfortable interacting with the public and presenting to groups Able to work on weekends, public holidays, and rotational shifts Prior experience in museums, attractions, hospitality, or service industries will be an advantage 	<ul style="list-style-type: none"> Welcome visitors warmly and provide excellent service according to standard operating procedures Manage reception counter such as ticketing services, and enquiries (Walk-ins, calls, emails), attendance taking (based on time-slots) Roving duties to support visitor engagement across various exhibition spaces Proactively collect feedback from visitors to improve their experience Conduct exhibitions sharing, and facilitate interactive sessions or short skits for the children Cleanup of public spaces during break intervals Report any maintenance or equipment issues to the relevant teams Conduct daily checks to ensure orderliness, cleanliness, and functionality of all visitor amenities, AV/IT equipment, and exhibitions Set up the Museum for the day, including signage, queue management systems, and operational equipment Other ad-hoc duties as assigned 	8.30am-6.30pm 23B Coleman Street, Singapore 179807


#14 Randstad


Randstad is a global talent leader with the vision to be the world's most equitable and specialised talent company. As a partner for talent and through our four specialisations - Operational, Professional, Digital and Enterprise - we provide clients with the high-quality, diverse and agile workforces that they need to succeed in a talent scarce world. We help people secure meaningful roles, develop relevant skills and find purpose and belonging in their workplace. Through the value we create, we are committed to a better and more sustainable future for all.

Headquartered in the Netherlands, Randstad operates in 39 markets and has approximately 40,000 employees. In 2024, we supported over 1.7 million talent to find work and generated a revenue of €24.1 billion).


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Associate Engineer 	<ul style="list-style-type: none"> • Must possess relevant CAAS Examination Credits (SAR 7 or SAR66) • SAR-66 (A&C – certifying complete engine); Total = 7 papers (Old Modules) OR 5 papers (New Modules) • M02 & M08 OR CO2 – Physics & Basic Aerodynamics OR Physics and Aerodynamics. • M06 & M07 OR TM1 – Material and Hardware & Maintenance Practices OR Aircraft Materials and Hardware, and Maintenance Practices. (Mechanical) • M09 – Human Factor and Error Management. • M10 OR CO1 – Airworthiness Administration OR Air Legislation. • M15 – Gas Turbine Engine. • OR • SAR-7 (A&C – certifying complete engine); Total = 6 papers • L11 OR L12 – Airworthiness Administration OR Air Legislation. • H11 – Human Factor and Error Management. 	<ul style="list-style-type: none"> • Lead and supervise a team of technicians. • Ensure technicians perform disassembly, inspect, repair and assembly functions of engines, its associated modules, parts, components or accessories in our OEM MRO facility. • Carry out the work properly for specific aircraft engine parts within the cell with current approved technical data and standard work processes; including level 3 operation procedures. • Perform shift work. • Solve technical issues and problems as appropriate when encounter in their daily work. • Carry out Total Preventative Maintenance (TPM) on equipment. • Comply and adhere to code of ethics as well as EH&S regulations, standards, requirements and procedures. • Assist the Operations Leader/ Assistant Foremen/ Cell Leaders in their day-to-day operations to achieve production targets, corporate goals and discipline. • Carry out SAP transaction. • Perform cross-functional jobs within the department if required. • Carry out any other duties as assigned by supervisor. 	<p>Shift 1: 7.30am - 4.48pm (Morning Shift)</p> <p>Shift 2: 4.15pm - 1.00am (Night Shift)</p>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> B11 – Maintenance Practices and Materials. C14 – Turbine Engine Theory and Construction. C15 – Turbine Engine Systems. The above papers are not required for applicant with AME license. Aircraft Maintenance Engineer (AME) license acceptable to CAAS or equivalency may also apply. Have at least 4 years maintenance experience – preferably Part 145. Experience in aircraft engine build environment as a workshop engineer. (Certifying Staff releasing ARC.) Possess Diploma in Aircraft Maintenance/ Mechanical Engineering/ Mechanical Technology/ Electrical/ Electronics/ Mechatronics or any other relevant courses. 		
CORE Officer (Continuous Improvement) 	<ul style="list-style-type: none"> Diploma in Business Analytics / Engineering / Computer Science Min 1 year of relevant experience managing data analytics and continuous improvement activities Relevant experience in project coordination, administration or collaboration experience in driving transformation or process improvement Good understanding of lean six sigma with a continuous improvement mindset Proficiency in Microsoft Office 365 with Excel and Access skill to update and 	<ul style="list-style-type: none"> Leverage CORE operating system (Customer Orientated Results & Excellence) & SPS (Standard Production System) to achieve organizational excellence Coordinate the Continuous Improvement programs and CORE/SPS activities within the company Facilitate Tier Meetings - SPQDC discussions (Safety, People, Quality, Delivery and Cost) Establish, drive and sustain standardize visuals across organization Troubleshoot data extraction and visualization errors from Tier Boards Oversee employee CORE proficiencies and training program status 	8.30am - 5.30pm



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> process data Detail oriented, well organized with good prioritization skills Excellent interpersonal, communication and presentation skills 	<ul style="list-style-type: none"> Conduct CORE "Superday" training as required Identify areas of improvement and ensure measurable implementation Promote a strong and sustainable culture of continuous improvement Coordinate continuous improvement projects & CORE engagement events Monitor and track employee CORE proficiencies & training program status Prepare monthly reports and presentation materials Participate in the CORE council review Support in the technology and CORE process improvement projects Support and participate in the EH&S programs and activities within the company Manage CORE communications and update to internal stakeholders Carry out any other administrative activities or job duties assigned 	
Customer Service Officer 	<ul style="list-style-type: none"> Diploma in Engineering or Marketing (sales and services) or any other related field. Minimum 4 years work experience in relevant aerospace industry. Possess a mature disposition, keen business acumen, and excellent interpersonal skills to work in a team. Able to work independently at times and support off hours Aircraft on Ground (AOG) requests. Possess analytical mindset to assess customer requirement opportunities effectively, effectively build long-term business relationships with key customers using excellent written and verbal communication+D22 skills. 	<ul style="list-style-type: none"> Management of shop engine events and rental engine events for customers within the Asia Pacific region. Ensure customer requirements and expectations are effectively communicated to the respective department within P&WC for rental engine support and induction to the shop. Collaborate across various department (Sales, Program, Leaseco, Shop) to meet to customer requirement, evaluate alternatives and develop solutions to support customer's needs. Support AOG events after office hours and weekend as required. Ensure that all customer queries are addressed and responded to in a timely manner. Participate in regular meetings with the network in regards to engine deployment and status updates. Liaise with customers to manage a 3-month rental engine requirement 	8.30am - 5.30pm


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and engine shop visit forecast (scheduled/unscheduled removals) <ul style="list-style-type: none"> • Usage of tools such as SAP, CRM, EMF and Sharepoint. • Build and maintain strong relationships with customers within the region. • Participate in cost reduction initiatives and/or other strategic initiative projects. 	
EHS Coordinator 	<ul style="list-style-type: none"> • Diploma in Engineering or EH&S or equivalent. • WSQ Certificate in WSH (Level B) or undergoing registration with Ministry of Manpower as WSHO. • Experience in supporting ISO 45001 or ISO14001 audits and implementation • Meticulous and exhibit a high level of integrity. • Good communication, interpersonal, and team-working skills. • Good working knowledge of MS Office applications (Word, Excel and PowerPoint). 	<ul style="list-style-type: none"> • Implement RTX EH&S Management System to steer company towards an injury-free work environment. • Provide EH&S technical support in EHS program to ensure safety in the implementation of EHS projects and programs (including Risk Assessment, Machine Guarding, Ergonomics Humantech, IH, permit to work etc). • Monitor and ensure completion of regulatory and permit requirements in compliance calendar. • Collect, analyse and report EHS data (safety and sustainability) to monitor performance, conditions and best practices. • Assist to establish, maintain and update of EHS procedures, work instructions, training materials and related documentation. • Assist in maintaining inventory and orders of safety equipment or services to conform to EHS program standards. • Schedule medical and periodic tests at workplaces for hazard monitoring, such as radiation, chemical, biological, noise, laser and other industrial hygiene hazards. • Support and participate in EH&S Council and Sub-committee proactive improvement projects and activities. • Support incident investigation and ensure effective investigation with root cause and timely completion of corrective/ preventive actions. • Perform inspection of shop and contractor compliance to identify 	Shift 1: 7.30am - 3.50pm


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>EHS non-compliance, unsafe work conditions and practices.</p> <ul style="list-style-type: none"> • Conduct EHS orientation for new or transfer employees. • Perform role of assessor to endorse permit (WAH, Confined space, hot work etc). • Coordinate emergency preparedness for CERT through training and drills/ exercises. • Carry out any other duties as assigned. 	
Maintenance Technician 	<ul style="list-style-type: none"> • NITEC in Mechatronics, Electrical, Mechanical Engineering or relevant disciplines. • 2 years of relevant experience in the maintenance and repair of machineries. Open to consider candidates with no experience as training will be provided. • Ability to understand basic technical instructions and standard operation procedures (SOP). • Comfortable with hands-on work to operate with equipment, tools, and machines. • Self-motivated to work independently with a positive attitude towards change management. • Good team player with strong communication and interpersonal skills. • Willing to work on permanent night shift (7.30pm – 5.00am) and overtime on need basis. 	<ul style="list-style-type: none"> • Perform breakdown maintenance to the root cause and preventive maintenance of plant equipment. • Perform critical equipment spare parts management. • Improve equipment performances and the subsequent documentation. • Respond to call-back for machine recovery when escalated after office hours. • Compliance to Ethic & Compliance, EH&S & Quality program. • Support and participate in EH&S, Quality & Continuous Improvement (CORE) activities. 	Shift 2: 7.30pm - 5.00 am
Manufacturing Technician 	<ul style="list-style-type: none"> • Minimum ITE certifications or Diploma in related engineering education background • At least 1 year of experience in manufacturing technician role within semiconductor 	<ul style="list-style-type: none"> • Utilizes routine work orders, schematics, wiring diagrams, parts, and wire lists, written and/or verbal instructions to build, repair and/or test electrical, electro-mechanical, vacuum, pneumatic assemblies, subassemblies, and components. • Performs electro-mechanical 	<p>Day shift permanent - 7am to 4.30pm</p> <p>Night shift permanent - 4pm to</p>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	industry <ul style="list-style-type: none"> Familiar with DDP and MDP tools in semiconductor industry 	assembly operations, troubleshooting and repair. Identifies and corrects errors. <ul style="list-style-type: none"> Observes all safety standards. Maintains a secure, safe, clean, and healthy work environment. Attends required health and safety training and follows safety and security policies, procedures, and practices. Promptly reports accidents, injuries, safety hazards, or emergencies to supervisor or Safety dept. Follows operating instructions, uses protective equipment when required, and uses equipment and materials properly. Actively strives to prevent accidents and injuries. Utilizes test fixtures, electronic measurement equipment, leak detectors, and/or vacuum pumps to test assemblies, subassemblies, and components. Enters data on computer terminal, such as progress, work expense and labor details. May perform computer programming, repair, or software installs Details finished work. Receives parts and performs audits to ensure all necessary parts are available to perform built, test and repair. Inspects parts for defects. Troubleshoots and improves processes and involved in test. 	1.30am
Manufacturing Technician [Pratt & Whitney] 	<ul style="list-style-type: none"> NITEC in Precision, Aerospace, Mechanical Engineering or equivalent. 2 years of relevant experience in Shot Peening/ Media Finish/ Balancing. 2 years of relevant experience in Manufacturing, Precision Engineering or Machining. Comfortable with hands-on work to operate with the tools and equipment. Ability to understand basic technical instructions and standard operation 	<ul style="list-style-type: none"> Set up, operate and maintain shot peen, media finish or balancing machines. Perform simple troubleshooting of machines. Read and follow established procedures and work instructions. Perform risk assessment and take corrective actions as well as preventive measures. Maintain day to day 6S lean activities to create a safe work environment. Work cross functional to support the various manufacturing processes. Participate in the EH&S programs and takes personal responsibility to 	Shift 3: 10.30 pm - 7.30 am


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	procedures (SOP). <ul style="list-style-type: none"> • Meticulous with an eye for details and adopts a hands-on approach. • Willing to work permanent night Shift and overtime on need basis. 	ensure safety adherence. <ul style="list-style-type: none"> • Support the continuous improvement programs, CORE (Customer Oriented Results & Excellence) activities and additional tasks assigned by the supervisor. 	
Manufacturing Technician (WEDM) 	<ul style="list-style-type: none"> • NITEC in Precision, Aerospace, Mechanical Engineering or equivalent. • 2 years of relevant experience in Shot Peening/ Media Finish/ Balancing. • 2 years of relevant experience in Manufacturing, Precision Engineering or Machining. • Comfortable with hands-on work to operate with the tools and equipment. • Ability to understand basic technical instructions and standard operation procedures (SOP). • Meticulous with an eye for details and adopts a hands-on approach. • Willing to work permanent night shift and overtime on need basis. 	<ul style="list-style-type: none"> • Set up, operate and maintain Wire-EDM Machines • Perform simple troubleshooting of machines. • Read and follow established procedures and work instructions. • Perform risk assessment and take corrective actions as well as preventive measures. • Maintain day to day 6S lean activities to create a safe work environment. • Work cross functional to support the various manufacturing processes. • Participate in the EH&S programs and takes personal responsibility to ensure safety adherence. • Support the continuous improvement programs, CORE (Customer Oriented Results & Excellence) activities and additional tasks assigned by the supervisor. 	Shift 3: 10.30 pm - 7.30 am
Material Associate - Store 	<ul style="list-style-type: none"> • Diploma in Engineering, Supply Chain Management, or relevant disciplines • Min 3 years' store/ inventory management experience • Knowledge and experience in SAP and Microsoft Office applications • Resourceful and proactive with initiative to drive for results • Self-motivated to work independently with a positive attitude towards change management 	<ul style="list-style-type: none"> • Daily store goods receive, issuance and all other material movement activity • Incoming spares and materials bonding inspection • Track any shortages and delivery of goods and materials • Support in chemical and waste store management • Reconcile any invoices discrepancies in invoicing system • Review and carry out appropriate action for open purchase orders • Work closely with external and internal stakeholders such as vendors, buyers and Operations. • Run daily report for the materials department • Assist material movement due to 	Shift 1: 7.30am - 5.00pm


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Good team player with strong communication and interpersonal skills Flexible to support overtime to support business needs if required 	<ul style="list-style-type: none"> quality issues (Return Material Authorization) and conduct periodic stock take Support the continuous improvement programs and CORE (Customer Oriented Results & Excellence) activities. Upkeep and maintain store level of productivity and safety through 6S activities (Sort, Set in order, Shine, Standardize, Sustain and Safety) 	
NDT Inspector 	<ul style="list-style-type: none"> NITEC or Diploma in Engineering or relevant disciplines. 2 years of relevant NDT experience or fresh graduate with keen interests in learning NDT is welcome. PCN or NAS410 or EN4179 Level 2 in any one method FPI / X-ray / UTG. Ability to understand and follow technical drawing and standard operation procedures (SOP). Meticulous with an eye for details and adopts a hands-on approach. Willing to work on rotating shifts (Day & Night) and overtime on need basis. 	<ul style="list-style-type: none"> To perform system checks of the NDT processes. To prepare aircraft engine component parts for NDT inspection. To perform NDT Inspection on aircraft engine component parts. To inspect aircraft engine component parts and ensure conformance against the technical data. Participate in the EH&S programs and takes personal responsibility to ensure safety adherence. Support the continuous improvement programs, CORE (Customer Oriented Results & Excellence) activities and additional tasks assigned by the supervisor. 	<p>Shift 1: 7.30am - 3.50pm</p> <p>Shift 2: 3.30 pm - 11.50 pm</p> <p>Shift 3: 11.30 pm - 7.50 am</p>
Operation Coordinator 	<ul style="list-style-type: none"> Diploma in Engineering or equivalent in related fields. Min T4 or above with at least 2 years of supervisory experience. Proficient in Microsoft Office applications (Excel, Access, and PowerPoint). Team player with a positive attitude. Good verbal and written communication skills in English. Good problem-solving, prioritization and willing to learn. 	<ul style="list-style-type: none"> Administrative support to Operations. This includes but not limited to Download of daily SAP data to refresh digital waterfall chart Download of monthly raw data from SAP for capacity planning and productivity review Download of performance tracking charts such as daily flow rate, backlog charts, lead time tracking etc. Extracts daily labour clocking data to review on variances and share findings with Operation Leaders Collaborates with Operation Leaders to close Safety and Quality findings 	<p>Shift 1: 7.30am - 3.50pm</p> <p>Shift 2: 3.30 pm - 11.50 pm</p> <p>Shift 3: 11.30 pm - 7.50 am</p>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Willing to work on 2nd or 3rd shifts and overtime on need basis. 	<ul style="list-style-type: none"> timely. Collaborates with Facilities and Operation Leaders on machine planned downtime maintenance activities and schedules. Perform Project Coordinator to conduct pre-job Environmental Health & Safety (EHS) assessment for contractor and supervise contractors in accordance with requirements. Escort contractors in and out of premises in compliance with Global Trade requirements. Perform weekend duty supervisor to ensure shop discipline, incident reporting and escalation of critical matters to next tier of leaders. Supports productivity and CORE (Customer Oriented Results & Excellence) projects to reduce cost, improve quality and cycle time. Supports Standard Production System (SPS) deployment to execute daily productions. This includes support to daily Tiered meetings to record and track action items and review to ensure accuracy of SPS visual dashboard. Engages in continuous improvement programs and CORE activities. 	
Planner 	<ul style="list-style-type: none"> Min Degree/Diploma in Supply Chain/Logistics or equivalent Min 1 year experience in planning such as material planner, supply planner, demand planner, inventory planner, production planning/scheduling. Experience in SAP Proficient in MS suites such as MS Excel Willing to learn attitude 	<ul style="list-style-type: none"> Need SAP access to ensure that the part is in the warehouse Plans, schedules, and monitors the movement of material through the production cycle. Determines material requirements from engineering and production schedules. Coordinates the efficient movement of materials with purchasing, production, and engineering. Plans, schedules, and monitors the movement of materials through the production cycle to determine required materials purchases. Obtains materials using engineering and production schedules to maintain inventory at planned levels. Ensures material standards are met 	9am to 6pm


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and non-conformances or variances are approved and/or minimized.</p> <ul style="list-style-type: none"> • Develops specifications for new contract orders. • Plan weekly production schedule for manufacturing and work with cross-functional team to achieve quarterly build plan. • Responsible for performing transactions using SAP. • Liaise with the buyer for material shortage and material deliveries. • Align daily shipment slotting with manufacturing and logistic. • Digital Transformation & Process Improvement • Work with business users to understand their use cases and requirements • Develop dashboards and applications using python, SQL, and data visualization tools. 	
QC Inspector 	<ul style="list-style-type: none"> • Diploma in Engineering or equivalent in related fields. • 2 years' relevant experience in using various types of inspection equipment and visual inspection aids or candidates with no experience who are keen to pursue aerospace industry • Possess high level of integrity and accountability with a strong drive towards Quality • A positive learning mindset with keen interest to learning new technology • Ability to understand basic technical drawing and standard operation procedures (SOP) • Willing to work on rotation shifts (day & night) and overtime on 	<ul style="list-style-type: none"> • Perform visual and dimensional inspection on aircraft engine components and ensure conformance against the technical data. • Responsible for receiving inspection, in-process and final inspection of repairable parts/components channeled into the cell. • Support and participate in EH&S, Quality, Ethics and continuous improvement projects and initiatives. • Perform various other duties assigned by the QC Supervisor. 	<p>Shift 1: 7.30am - 3.50pm</p> <p>Shift 2: 3.30 pm - 11.50 pm</p> <p>Shift 3: 11.30 pm - 7.50 am</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	need basis		
Tax Accountant 	<ul style="list-style-type: none"> • Bachelor Degree in Accountancy, Taxation, ACCA, or equivalent. • Minimum 2 years of working experience in Accounting / Tax. • Possess Singapore tax compliance experience in tax incentivized company is a plus. • SAP knowledge a plus. • Possess technical accounting ability, including performing of reconciliation essential. • Possess intermediate Excel skills. • Self-motivated and positive, organized, hands-on, meticulous and able to work independently. • Able to effectively manage time and a large workload, and to meet tight deadlines. • Strong analytical and problem-solving skills. • Good verbal and written communication skills. • Able to work as a team. 	<ul style="list-style-type: none"> • Assist in managing all spectrum of tax compliance (including corporate income tax, withholding tax, transfer pricing, GST/VAT) for Applied Materials entities in Singapore. This will involve extracting reports from accounting system (SAP), compiling, analyzing and reconciling the numbers from various sources. It also requires working closely with finance team as well as coordination with external outsourced vendors and tax advisors. • Assist in US and local tax reporting, including quarterly tax provision, annual tax package reporting and deferred tax computation. • Work with finance team on local GAAP accounts from a tax perspective. • Assist in managing tax audits and examinations by the taxing authorities. • Assist in managing tax incentive programs, with close monitoring to ensure fulfillment of incentive conditions. • Support in managing supplier engagements, including PO administration. 	8am to 530pm
Technical Record Officer 	<ul style="list-style-type: none"> • Diploma in Aviation, Aerospace, Engineering, or any other related field. • Diploma in Aviation, Aerospace, Engineering, or any other related field. • 2 years of relevant experience in Maintenance Repair & Overhaul (MRO) facility, production planning or scheduling. • Advanced MS Excel and PowerPoint skill. • Excellent problem-solving, analytical, prioritization and multi-tasking skill. • Flexible to commit 	<ul style="list-style-type: none"> • Verify all Maintenance History File (MHF) worksheets & release certificates from vendors is complete & with accurate information of work performed. • Ensure operation personnel rectify any non-conformities identified during the maintenance history file (MHF) documentation checks. • Participate in engine pre-induction meeting with various stakeholder. • To ensure that all reports/release tags/material labels, tally with physical identification of parts & components that was issued to engine assembly. • Perform engine logbook review i.e. LCF calculation including LRU TSN & TSO calculation & various assigned 	Shift 1: 7.30am - 4.48pm (Morning Shift) Shift 2: 4.15pm - 1.00am (Night Shift)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	working overtime to support business on need basis.	<p>Gate inspections processes during engine shop visit.</p> <ul style="list-style-type: none"> • Ensure availability of correct record i.e. Lift limited Parts, back to birth records in work packages for continuing Airworthiness & other certificates / document as required per PWC Quality procedures. • Ensure history records of engine shop visit are well maintained and secured for review i.e. archiving of MHF and storage of history records at PWC or at approved vendor. • Verify and prepare document required for releasing finished product back to service. • Ensure timely delivery of completed engine release packet to the customers manager. • Compile critical data and ensure information accuracy in established shop visit report formats for delivery to Customers. • Perform data loading in Quality Control System Track System. 	
Technician (Aero-Engine Components) 	<ul style="list-style-type: none"> • Min “O’ Level or NITEC in Engineering or relevant disciplines. • 2 years relevant experience or no experience who are keen to pursue aerospace industry. • Ability to understand basic technical instructions and standard operation procedures (SOP). • Comfortable with hands-on work to operate with equipment, tools, and machines. • A curious and learning mindset – we provide on-the-job trainings and certifications. • Self-motivated to work independently with a positive attitude towards change management. • Good team player with 	<ul style="list-style-type: none"> • Repair & overhaul of the aero-engine components by benching, blasting, brazing, blending, polishing, welding, machining, or using other required mechanical skills. • Follow procedures and guidelines to meet operational requirements and quality standards. • Support and participate in the EH&S programs and activities within the company. • Report any incidents, hazardous conditions, and emergencies to the supervisor. • Perform an assessment of risk of the activities and take corrective and preventive actions. • To participate in audits and inspections as and when required. • Attend EH&S training programs and takes personal responsibility to ensure safety adherence. • Support the continuous improvement programs and CORE (Customer Oriented Results & 	<p>Shift 1: 7.30am - 5.00pm</p> <p>Shift 2: 7.30pm - 5.00am</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	strong communication and interpersonal skills. <ul style="list-style-type: none"> Willing to work on rotating shifts (Day & Night) and overtime on need basis. 	Excellence) activities within the company.	
Technician (CNC Machinist) 	<ul style="list-style-type: none"> NITEC in Engineering or relevant disciplines. 2 years of CNC 3-axis, 5-axis or conventional machining experience or keen interests to learn machining operations. Ability to understand basic technical instructions and standard operation procedures (SOP). Comfortable with hands-on work to operate with equipment, tools, and machines. A curious and learning mindset – we provide on-the-job trainings and certifications. Willing to work on rotating shifts (Day & Night) and overtime on need basis. 	<ul style="list-style-type: none"> Perform machining operations to repair aircraft engine components in CNC, Lathe Machining, Grinding, Milling and/or EDM. Cross-train to support the repair & overhaul of the aero-engine components by benching, blasting, blending, polishing, or using other required mechanical skills. Perform total productive maintenance (TPM) on machines. Perform programming and troubleshooting as required by the engineer. Follow procedures and guidelines to meet operational requirements and quality standards. Report any incidents, hazardous conditions, and emergencies to the supervisor. Perform an assessment of risk of the activities and take corrective and preventive actions. Participate in audits and inspections as and when required. Attend EH&S training programs and takes personal responsibility to ensure safety adherence. Support the continuous improvement programs and CORE (Customer Oriented Results & Excellence) activities. 	Shift 1: 7.30am - 5.00pm Shift 2: 7.30pm - 5.00am
Technician (Engine Assembly/ Disassembly) [Eagle Services Asia] 	<ul style="list-style-type: none"> NITEC or Higher NITEC in Mechanical Engineering or other related engineering disciplines. 2 years relevant experience in engine or module assembly/ disassembly/ inspection or testing. Good understanding of technical drawing such as Engine Manuals. 	<ul style="list-style-type: none"> Utilize machines/ equipment/ tools to carry out assembly, disassembly and inspect functions of engines, its associated modules, parts, components or accessories. Read and execute the standard operating procedures (SOP). Solve technical issues and problems as appropriate when encounter in their daily work. Assist the Operations Leader/ Assistant Foremen/ Cell Leaders in 	Shift 1: 7.30am - 4.48pm (Morning Shift) Shift 2: 4.15pm - 1.00am (Night Shift)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> A curious and learning mindset – we provide on-the-job trainings and certifications. Commit to work on rotating shifts (Day & Night) and overtime on need basis. 	<p>their daily operations to achieve production targets, corporate goals and discipline.</p> <ul style="list-style-type: none"> Carry out SAP transaction and make necessary changes to works order in SAP. Actively support and participate in EHS and Continuous Improvement and Ethics culture projects and any other corporate initiatives. 	
Technician (Engine Assembly/ Disassembly) [Pratt & Whitney] 	<ul style="list-style-type: none"> Minimum NITEC / Higher NITEC in Mechanical Engineering, Electrical Engineering or any other related discipline. Minimum 2 years work experience in engine disassembly/assembly or test in aviation industry. Able to display Continuous Improvement competencies. Good understanding of technical drawing. 	<ul style="list-style-type: none"> Utilize machines/ equipment/ tools to carry out disassembly and assembly functions of engines, its associated modules, parts, components or accessories. Execute operation procedures within the cell based on Overhaul Maintenance Manual Solve technical issues and problems as appropriate when encounter in their daily work. Actively support and participate in EHS and Continuous Improvement and Ethics culture projects and any other corporate initiatives. Assist the Operations Leaders in their daily operations to achieve production targets, corporate goals and discipline. Carry out SAP transaction and make necessary changes to works order in SAP. 	<p>Shift 1: 7.30am - 4.48pm (Morning Shift)</p> <p>Shift 2: 4.15pm - 1.00am (Night Shift)</p>
Technician (NDT FPI Inspector) 	<ul style="list-style-type: none"> Minimum Diploma in Mechanical Engineering, Electrical Engineering or any other related discipline. Possess at least 400 hours of performing FPI (Fluorescent Penetrant Inspection)-Aerospace and at least 2 year of experience in dealing with aircraft structures, engines and/or components, or acceptable alternative training or experience. Possess certification of a current NAS410 / EN4179 / PCN / ASNT or SNT-TC- 	<ul style="list-style-type: none"> Set up and standardize equipment, process parts, interpret and evaluate for acceptance or rejection and document results in accordance with procedures. Familiar with the scope and limitations of the method in which certified and as directed, be capable of providing the necessary guidance to trainees and Level 1 personnel. Familiar with the codes, standards, and other contractual documents that control the methods including the scope and limitations of each technique/method. Conduct system performance checks in accordance with applicable process standard. 	<p>Shift 1: 7.30am - 4.48pm</p> <p>Shift 2: 2.30 pm - 10.30 pm</p> <p>Shift 3: 10.30 pm - 7.30 am</p>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	1A. <ul style="list-style-type: none"> Possess basic knowledge of product manufacturing, inspection technology and aircraft engine maintenance. 	<ul style="list-style-type: none"> Develop and manage procedures and inspection technique (sheets) for NDT Level 3 approval. Carry out any other duties as assigned. 	
Technician (Plasma) 	<ul style="list-style-type: none"> NITEC in Engineering or relevant disciplines. Ability to understand basic technical instructions and standard operation procedures (SOP). Comfortable with hands-on work to operate with equipment, tools, and machines. A curious and learning mindset – we provide on-the-job trainings and certifications. Self-motivated to work independently with a positive attitude towards change management. Willing to work on rotating shifts (Day & Night) and overtime on need basis 	<ul style="list-style-type: none"> Operate plasma machining equipment for the repair of engine components. Perform total productive maintenance (TPM) on plasma machines. Perform programming and troubleshooting as required by the engineer. Crosstrain in support repair processes in laser clad, laser drill and/or brazing. Follow procedures and guidelines to meet operational requirements and quality standards. Report any incidents, hazardous conditions, and emergencies to the supervisor. Perform an assessment of risk of the activities and take corrective and preventive actions. Participate in audits and inspections as and when required. Attend EH&S training programs and takes personal responsibility to ensure safety adherence. Support the continuous improvement programs and CORE (Customer Oriented Results & Excellence) activities. 	Shift 1: 7.30am - 3.50pm Shift 2: 3.30 pm - 11.50 pm Shift 3: 11.30 pm - 7.50 am
Technician (Polisher) 	<ul style="list-style-type: none"> NITEC in Engineering or relevant disciplines. Ability to understand basic technical instructions and standard operation procedures (SOP). Comfortable with hands-on work to operate with equipment, tools, and machines. A curious and learning mindset – we provide on-the-job trainings and certifications. 	<ul style="list-style-type: none"> Repair/ overhaul aero-engine components by blasting, blending, polishing, or using other required mechanical skills. Follow established procedures and guidelines to form a variety of simple, manual tasks that form part of a production process, manufacture products according to production specifications and schedules, volume, cost, and wastage targets, and quality standards. Support and participate in the EH&S 	Shift 1: 7.30am - 3.50pm Shift 2: 3.30 pm - 11.50 pm Shift 3: 11.30 pm - 7.50 am

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Self-motivated to work independently with a positive attitude towards change management. Good team player with strong communication and interpersonal skills. Willing to work on rotating shifts (Day & Night) and overtime on need basis. 	<p>programs and activities within the company.</p> <ul style="list-style-type: none"> To report on all incidents (injuries, illnesses, near misses, spills etc.), hazardous conditions, and emergencies to his/her supervisor. Responsible for performing an assessment of risk of his/her activities, taking corrective and preventive actions. Perform total productive maintenance (TPM) on machines. To comply with EH&S regulations/policies/programs/rules and use personal protective equipment (PPE). To participate in audits and inspections as and when required. Attend EH&S training programs and takes personal responsibility for safety. To provide a quality product that satisfies our customers' needs and expectations the first time, every time. Emphasizing a total quality management process which provides accuracy, and strict compliance with agency regulations and customer requirements, giving the highest degree of confidence; understanding that meeting the requirements of the next employee in the workflow process is just as important as meeting the needs of external customer. Improving the systems of production to generate continuing quality and productivity improvements with full accountability and responsibility. Perform my responsibilities in compliance with the Company Code of Ethics. Support the Continuous Improvement programs and CORE activities within the company 	
Technician (QC Inspector) 	<ul style="list-style-type: none"> Diploma in Engineering or relevant disciplines. 2 years of relevant quality inspection experience. 	<ul style="list-style-type: none"> Perform in-process and final visual and dimensional inspection on aircraft components. Inspect aircraft components and 	Shift 1: 7.30am - 4.48pm



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Familiar with various inspection methods, techniques, practices, aids, equipment's, and tools used to determine the quality of airworthiness of a part. Proficient in the use of various types of inspection equipment and visual inspection aids such as Stylus, Vernier Calliper, Shadowgraph, GapGun etc. Pass vision exam (Jaeger #1 test chart at not less than 12 inches) and a color blindness test. Ability to understand basic technical instructions, drawing and standard operation procedures (SOP). Meticulous with an eye for details and adopts a hands-on approach. Willing to work on rotating shifts (Day & Night) and overtime on need basis. 	<p>ensure conformance against the technical drawings, work instructions and specification requirements.</p> <ul style="list-style-type: none"> Prepare Inspection Report. Understand and interpret CMM, Blue light inspection reports. Understand specifications for inspection tolerances, limitations and procedures established by the manufacturer of the product being inspected. Participate in audits and inspections as and when required. Demonstrate commitment to safety requirements by complying to EH&S regulations and policies. Support the continuous improvement programs and CORE (Customer Oriented Results & Excellence) activities. Comfortable to learn new advanced technology. Carry out any other duties as assigned. 	<p>Shift 2: 2.30 pm - 10.30 pm</p> <p>Shift 3: 10.30 pm - 7.30 am</p>
Technician (Welder) 	<ul style="list-style-type: none"> GCE 'O' Level or NITEC in Precision, Aerospace, Mechanical or relevant disciplines. 3 years relevant experience in TIG welding. Comfortable to learn new welding methodology. Ability to understand and follow technical drawing and standard operation procedures (SOP). Meticulous with an eye for details and adopts a hands-on approach. Willing to work on rotating shifts (Day & Night) and overtime on need basis. 	<ul style="list-style-type: none"> Perform TIG welding to refurbish aircraft engine components to meet quality standards. Support the cell operations in benching, blasting, brazing, blending, polishing and cold working processes. Potential to be trained on operating new Automation Machines. Attend EH&S training programs and takes personal responsibility to ensure safety adherence. Support the continuous improvement programs, CORE (Customer Oriented Results & Excellence) activities. 	<p>Shift 1: 7.30am - 5.00pm</p> <p>Shift 2: 7.30pm - 5.00am</p>


#15 Seagate Technology Singapore

With more than four decades of storage innovation, Seagate empowers humanity to thrive in the data age and helps people and businesses navigate the ever-expanding data landscape. We craft precision-engineered, cutting-edge solutions that help the world store and manage exponential data growth. Seagate is powered by our talented, passionate, and diverse workforce of 30,000+ employees across the globe who embody our core values: integrity, innovation, and inclusion. Striving towards excellence every single day, we show up with these values for our customers, business partners, shareholders, and communities alike.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Engineering Specialist (Process Engineering) 	<ul style="list-style-type: none"> Fresh graduate welcome Relevant experience in the manufacturing industry will be an added advantage Possess of Sputter knowledge will be an added advantage 	<ul style="list-style-type: none"> Provide engineering support to production line by ensuring process flow, specification, procedure and documentation. Monitor any variables within the process and make the adjustments when required. Quick and effective diagnosis and troubleshooting of routine or minor problems. Perform process buy-off after equipment preventive maintenance or breaks down. Document routine manufacturing processes and report data for shift duty pass-down. Conduct or assist the process engineer in carrying out experiments with the objectives of process improvement. Continuous improvement on OEE. 	Shift hours 121 Woodlands Avenue 5, S739009
Engineering Specialist (Maintenance Technician) 	<ul style="list-style-type: none"> Diploma in Mechanical, Electrical, Mechatronic Engineering or Diploma or ITE Knowledge or experience in Mechanical or Electronics Troubleshooting Mechanical or Electrical Equipment is an advantage Clean room experience will be an advantage Data analysis and MS office skills Fresh graduates are welcome 	<ul style="list-style-type: none"> Perform preventive maintenance and product conversion of the sputtering tool. Work with equipment and process engineering on continuous tool improvement on reliability performance and product defect reduction. Initiate ideas on equipment OEE and productivity improvement, safety hazards and cost saving reduction projects. Be trained to utilize data analytics and machine learning applications for tool troubleshooting and your feedback will be sought after for further improvements Be trained on vacuum technology fundamental and have the opportunities for continual learning and 	Shift hours 121 Woodlands Avenue 5, S739009

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		growth.	
Engineering Specialist III (Backend Maintenance) 	<ul style="list-style-type: none"> • Diploma in Electrical Engineering or ITE • Knowledge or experience in Electronics • Troubleshooting Mechanical or Electrical Equipment is an advantage • Clean room experience will be an advantage • Data analysis and MS office skills • Fresh graduates are welcome 	<ul style="list-style-type: none"> • Perform assigned duties to install and maintain production machine or equipment. • Provide unscheduled repairs of production equipment during production and performs scheduled maintenance repair task • Perform simple daily machine checklist responsibilities. • Perform task assigned by Team lead and Engineer for required maintenance and service. • Assist in diagnose problems, replace or repair parts, test and make adjustments with circuit diagram • Report writing (PowerPoint, excel, etc.) when required. • Comply with safety regulations and maintain clean and orderly work areas. • Assist Engineers / Peers for Projects improvement as needed. 	Shift hours 121 Woodlands Avenue 5, S739009
Production Supervisor 	<ul style="list-style-type: none"> • Diploma in Engineering or relevant disciplines • Proven experience of a supervisory role in manufacturing environment • Familiar with Microsoft office • Experience working in cleanroom environment 	<ul style="list-style-type: none"> • Oversee daily manufacturing operations to ensure efficiency, safety standards and quality standards are met. • Monitor production schedules and adjust staffing levels as needed to meet production targets. • Maintain lean manufacturing principles, including Kaizen and 6S to optimize workflow and minimize waste. • Lead and motivate a team of Manufacturing Specialist fostering a culture of teamwork, collaboration and continuous improvement. • Provide coaching and guidance to team to enhance their skills, performance and high level of discipline. • Conduct regular performance evaluations and provide constructive feedback to team members. • Collaborate with other departments to streamline processes and improve overall efficiency. • Ensure compliance with safety regulations and promote a safe working environment. 	Shift hours 90 Woodlands Avenue 7, S737911

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Engineering Specialist (Equipment Engineering) 	<ul style="list-style-type: none"> • Diploma in Electrical Engineering • Hands-on experience working on any manufacturing equipment • Clean room experience will be an advantage • Hands on experience using MS office, Computer literate 	<ul style="list-style-type: none"> • Work on projects related to Backend Equipment used in Media manufacturing. • Machine setup and Machine qualification to meet media process for production. • Enhance and upgrade equipment as part of continuous improvement activity. • Propagate upgrades across all similar equipment. • Trouble shoot equipment problems. 	Normal office hours 90 Woodlands Avenue 7, S737911



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#16 Singapore Post

For over 165 years, Singapore Post (SingPost) as the country's postal service provider, has been delivering trusted and reliable services to homes and businesses in Singapore.

SingPost is a leading postal and eCommerce logistics provider in Asia Pacific. The portfolio of businesses spans from national and international postal services to warehousing and fulfilment, international freight forwarding and last mile delivery, serving customers in more than 220 global destinations. Headquartered in Singapore, SingPost has over 4,900 employees, with offices in 14 markets worldwide. Since its inception in 1858, the Group has evolved and innovated to bring about best-in-class integrated logistics solutions and services, making every delivery count for people and planet.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Mail Ambassador	<ul style="list-style-type: none"> • Possess a valid Singapore Driving License (Class 2B/3) • Familiar with the functions of a smartphone • Able to speak and write English as the work required reading in English manual and for communication to customers • We welcome Singaporean candidates with/without relevant experiences as training will be provided 	<ul style="list-style-type: none"> • Perform daily maintenance checks on assigned company's vehicle and report for any fault discovered • Perform general sorting and allocation of mails and parcels • Operate company vehicles to deliver / collect mail items and parcels (ranging from 10-30kg) at / to assigned locations • Monitor and track the delivery / collection status using in-house application in real-time • Regularly update delivery / collection progress within the in-house application to ensure accuracy • Communicate with supervisor, customers, or other stakeholders to resolve any issues or delays • Report any discrepancies, delays, or issues to supervisor for resolution • Perform any other duties as and when assigned by the supervisor 	44 hours Various locations
Parcel Ambassador	<ul style="list-style-type: none"> • Possess a valid Singapore Class 3 Driving License • Familiar with the functions of a smartphone • Able to speak and write English as the work required reading in English manual and for communication to customers • We welcome Singaporean candidates 	<ul style="list-style-type: none"> • Perform daily maintenance checks on assigned company's vehicle and report for any fault discovered • Perform general sorting and allocation of mails and parcels • Operate company vehicles to deliver / collect mail items and parcels (ranging from 10-30kg) at / to assigned locations • Monitor and track the delivery / collection status using in-house application in real-time • Regularly update delivery / collection progress within the in-house application to ensure accuracy • Communicate with supervisor, 	44 hours 37 Greenwich Drive, Singapore 533864

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	with/without relevant experiences as training will be provided	customers, or other stakeholders to resolve any issues or delays <ul style="list-style-type: none"> Report any discrepancies, delays, or issues to supervisor for resolution Perform any other duties as and when assigned by the supervisor 	
Senior Executive, Property Management 	<ul style="list-style-type: none"> Diploma in Property/ Facilities Management or related courses 3 years relevant or similar experience Good stakeholders' management Good time project and time management 	<ul style="list-style-type: none"> This role will support in SingPost Centre Retail Operations such as all Mechanical & Electrical and soft services. The incumbent is responsible for overseeing day to day SingPost Centre operations including but not limiting to security, cleanliness, fit-out works, Capex improvement works, plan and execute safe management procedures, ensure managing agents and vendors comply with building operations and standards. <p>Other operation responsibilities include:</p> <ul style="list-style-type: none"> Maintenance Periodic Inspection of properties (jointly with MAs) Oversee soft services such as Cleaning, Security, Pest Control, Horticulture, Plumbing & Sanitary, Building façade, etc. Vendor Management such as specialised contractors, term contractors Ensure statutory compliance Support ad hoc projects including follow up on installations of solar panels, food waste digester and smart water meters All property maintenance related functions Support in office management, fit-out works related functions 	42 hours 10 Eunos Rd 8, Singapore 408600
Senior Leasing Executive 	<ul style="list-style-type: none"> Diploma or Degree in Real Estate, Building Management, Business Administration, Marketing, or a related field Minimum 3–5 years of leasing experience in commercial or retail property Proven track record in achieving leasing targets and managing tenant relationships Strong negotiation and 	<ul style="list-style-type: none"> Develop and execute strategic leasing plans to maximize occupancy and rental income Identify target tenants and actively pursue new leasing opportunities Conduct market research and competitor analysis to stay updated on industry trends Prepare leasing proposals and negotiate lease terms and conditions Build and maintain strong relationships with existing and prospective tenants Address tenant inquiries and concerns Monitor and track tenants' performance and compliance with lease 	42 hours 10 Eunos Rd 8, Singapore 408600

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> communication skills Knowledge of lease terms, legal requirements, and property management principles Independent, proactive, and results-oriented 	<ul style="list-style-type: none"> agreements Prepare leasing budgets and forecasts Track leasing performance against budgets Ensure timely rent payments from tenants - arrears management Provide regular leasing reports and updates to management 	


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#17 STATS ChipPAC

STATS ChipPAC, a member of the JCET Group, is the world's leading integrated-circuit manufacturing and technology services provider, offering a full range of turnkey services encompassing semiconductor package integration design and characterization, R&D, wafer probe, wafer bumping, package assembly, final test and drop shipment to customers around the world. Ranked as the third largest Outsourced Semiconductor Assembly and Test (OSAT) company, opportunities abound in growth and development as we continue to push towards new heights in this highly competitive field.

Our comprehensive portfolio covers a wide spectrum of semiconductor applications servicing the telecommunications, consumer, automotive and other industries through advanced wafer level packaging, 2.5D/3D, System-in-Packaging, and reliable flip chip and wire bonding technologies. Our global footprint spans over 2 top-notched R&D facilities and 6 manufacturing locations in the Asia Pacific region, with global sales outreach as our sales network provide close technology collaboration and efficient supply-chain manufacturing to our global customers.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Engineer 	<ul style="list-style-type: none"> Requires Degree in Electrical, Electronics, Mechanical or Materials Engineering or equivalent Minimum 2 years of relevant experience in wafer bumping or wafer fabrication Fresh Degree with Engineering are welcomed 	<ul style="list-style-type: none"> Sustain and provide continuous process improvement through planning, evaluating, verifying and executing procedures to ensure that products meet all customers' requirements in terms of quantity, yield and cycle time. To provide interim and long-term corrective actions for any discrepancies. Liaise with customers & potential customers on development & improvement of process, material and equipment capabilities. 	8am - 5.18pm 5 Yishun Street 23, S768442
Technician	<ul style="list-style-type: none"> ITE Nitec & above or experience operator Experience in the Semiconductor / Manufacturing industry preferred. On the job training will be provided. Able to perform a 12-hour rotating / permanent shift Able to work in a cleanroom and yellow light environment Candidate must be comfortable to wear Jumpsuit (PPE Attire) Ability to understand written and spoken English 	<ul style="list-style-type: none"> Responsible for the daily production activities such as wafer/ finished product handling and operating a variety of equipment. Perform basic machine setup / Conversions / Recipe change. Must maintain a good record on the documentation, like, production traveller, log sheet, specifications, etc. Must be able to meet production goals. Maintain good housekeeping standards in the production area and ensure good safety practices are maintained Identify potential work. Follow strict compliance with Standards Operating Procedures (SOP). 	8am-8pm 5 Yishun Street 23, S768442

#18 Sun City Maintenance

Sun City Maintenance Pte Ltd was founded by its current Managing Director, Mr Simon Swee, almost two decade ago. From its humble beginnings, Sun City has grown to become one of Singapore's leading cleaning service providers.

As Singapore's leading commercial cleaning provider to more than 1,000 Singapore large corporations and SMEs, we cover various facility types such as commercial and industrial properties, hotels, and shopping malls.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Custodian	<ul style="list-style-type: none"> • Able to stand for 45 minutes continuously • Able to carry load • Able to squad to wash toilets 	<ul style="list-style-type: none"> • Clean toilets by washing, sweeping, mopping or scrubbing • Gather and empty debris • Replenish toilet rolls, hand towels and hand soap 	44 hours 201 Henderson Road, Singapore 159545
Operations Executive 	<ul style="list-style-type: none"> • Relevant diploma/degree • Leadership experience 	<ul style="list-style-type: none"> • Educate, uphold and guard company core values and culture across all job sites • Building open and trusting relationship with clients • Manage staff motivation, discipline, development and performance • Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all job-sites • Ensure effective OJT and upskilling of all operational staff • Oversee the profitability and cost effectiveness of assigned job sites • Plan manpower deployment at various site to meet the contractual requirement of clients • Resolve feedback/complaints from clients and take immediate preventive measures to ensure that similar problems do not recur • Recruit and induct new employees • Ensure all WSH and Safety Compliance Committee requirements are met 	44 hours 201 Henderson Road, Singapore 159545
Operations Manager 	<ul style="list-style-type: none"> • Relevant diploma/degree • Leadership experience 	<ul style="list-style-type: none"> • Educate, uphold and guard company core values and culture across all job sites • Building open and trusting relationship with clients • Manage staff motivation, discipline, development and performance • Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all job-sites 	44 hours 201 Henderson Road, Singapore 159545

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure effective OJT and upskilling of all operational staff • Oversee the profitability and cost effectiveness of assigned job sites • Plan manpower deployment at various site to meet the contractual requirement of clients • Resolve feedback/complaints from clients and taking immediate preventive measures to ensure that similar problem does not recur • Recruit and induct new employees • Ensure all WSH and safety compliance committee requirements are met 	
Operations Supervisor 	<ul style="list-style-type: none"> • Relevant certificate • Cleaning experience • Leadership experience 	<ul style="list-style-type: none"> • Coach, train and supervise cleaners • Plan cleaning service operations • Manage incident • Operate cleaning machines when required • Handle cleaning chemicals • Ensure productivity, effectiveness and efficiency • Execute company policies and ensure compliance • Manage HR, supplies, equipment 	44 hours 201 Henderson Road, Singapore 159545

#19 Sushiro

Sushiro is one of the leading conveyor belt sushi chain companies embracing the intelligent automated waiter system technology to serve food directly to diners at their seat without any human intervention.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Junior Section Leader	<ul style="list-style-type: none"> Process working experience in F&B industry Hygiene Certified preferred Good interpersonal skills and service skills Be able to work in fast paced and follow SOP environment Willing to work shifts, weekends and Public Holiday 	<ul style="list-style-type: none"> Excellent customer services Assistant in daily operation tasks Learn and be competent in both services and kitchen staff duties Assist with food preparation and cooking duties Maintain hygiene, sanitary & cleanliness at all times 	6 days Islandwide
Kitchen cum Service Crew (Part-Time)	<ul style="list-style-type: none"> Able to work rotating shifts, weekends and public holidays Must be able to handle non-halal food preparation No experience needed, training will be provided 	<ul style="list-style-type: none"> Provide excellent customer services Assist in daily operation tasks Learn and be competent in both services and kitchen staff duties Assist with food preparation and cooking duties Maintain hygiene, sanitary & cleanliness at all times Cashier duties 	6 hours Islandwide
Restaurant Manager 	<ul style="list-style-type: none"> Relevant working experience in similar roles Strong leadership Excellent communication interpersonal skills Able to work rotating shifts, weekends and public holidays Can-do attitude, driven, passionate about work and a team player Able to multi-tasks and work under pressure May require working long hours 	<ul style="list-style-type: none"> Assist in daily operation tasks Maintain hygiene, sanitary & cleanliness at all times Assist outlet administrative duties Submit all necessary records and paperwork to office Enforce discipline for all staff to create high level of morale Conduct monthly stock check of all inventories Perform any other duties are assigned by Area Manager 	6 days Islandwide
Section Leader	<ul style="list-style-type: none"> Process working experience in F&B industry Hygiene Certified preferred Good interpersonal skills and service skills Be able to work in fast paced and follow SOP environment Willing to work shifts, weekends and Public Holiday 	<ul style="list-style-type: none"> Excellent customer services Assistant in daily operation tasks Learn and be competent in both services and kitchen staff duties Assist with food preparation and cooking duties Maintain hygiene, sanitary & cleanliness at all times 	6 days Islandwide

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#20 Woodlands Transport Service



Founded in 1974, Woodlands Transport is one of Singapore's most established and largest private transport operator (Bus Charter and Construction Vehicles). Woodlands Transport has over 1,300 vehicles and 1,200 employees and is the proverbial Singapore success story demonstrating an illustrious journey through generations in the last 40 years. Woodlands Transport strives and are constantly driving towards providing our customers with a more efficient, comfortable and safe travelling experience.

We are often recognised as one of the top enterprises in Singapore, including the prestigious Enterprise 50 Awards.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bus Driver (Coach)	<ul style="list-style-type: none"> Class 4 driving license 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 	8 hours 8 Gul Circle S629564
Bus Driver (School Bus)	<ul style="list-style-type: none"> Class 3 driving license with valid BDVL 	<ul style="list-style-type: none"> Ferry students to and from school Ensure the bus condition is maintained at all times 	8 hours 8 Gul Circle S629564
Bus Driver (Workers)	<ul style="list-style-type: none"> Class 4 driving license with valid BDVL 	<ul style="list-style-type: none"> Drive bus to pick up passengers from point A to point B 	8 hours 8 Gul Circle S629564
Business Support Executive 	<ul style="list-style-type: none"> Diploma Min 1 year experience Able to start work as early as 0630hrs Able to commute to different schools in a day 	<p>As a Business Support Executive in the bus industry, you will be responsible for providing administrative and operational support to ensure the seamless functioning of the organization. You will work closely with different departments and play a vital role in maintaining productivity, customer satisfaction, and compliance with industry regulations.</p> <ul style="list-style-type: none"> Provide support on transport operations of multiple international and local schools Effective management as per client's instruction and daily operations To be involved in planning and optimizing departmental annual budgets to create strategies for organizational growth together with Business Support Lead Assist in Transport IT system queries 	8 hours Islandwide

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To be involved account receivable matter and finance team To be involved in implementation of Transport IT system for various stakeholders To be involved in local schools subsidies To work closely with Business Support Lead to prepare for contract tendering documents To provide timely verification and resolution of payment matters or issues such as subcon invoice, Bus attendant salary and bus fare collection Any other ad hoc duty requested by Business Support Lead or Head of School 	
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 Maintain accurate records of customer interactions, transactions, and feedback Collaborate with the operation team to optimize route planning and scheduling Assist in following up in Accounts Receivables Any other assignments by the management 	8 hours 8 Gul Circle S629564
Electric Bus Service Engineer 	<ul style="list-style-type: none"> Diploma in Electrical Engineering / Mechanical Engineering / National Electric Vehicle (EV) Specialist Safety (NESS) Certification At least 2 years of hands-on experience in electrical systems maintenance or automotive engineering 	<ul style="list-style-type: none"> Perform routine maintenance, troubleshooting, and repairs on electric buses, ensuring operational efficiency and safety Diagnose and resolve technical issues related to the electrical and electronic systems of buses Collaborate with cross-functional teams to ensure the timely completion of service and repair tasks 	8 hours 8 Gul Circle S629564


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	preferably in electric vehicles <ul style="list-style-type: none"> Valid Class 3 driving license Strong technical knowledge of high-voltage systems, electrical components and diagnostic tools Ability to work in a fast-paced environment and troubleshoot effectively under pressure A proactive and solution-oriented mindset with strong attention to detail 	<ul style="list-style-type: none"> Conduct tests and inspections to maintain the highest standards of vehicle performance and safety Maintain accurate service records and reports 	
Marketing Executive 	<ul style="list-style-type: none"> Diploma/ Degree in marketing, Business Administration or equivalent Knowledge of various social media platforms, best practices, and website analytics Basic understanding of HTML, CSS and JavaScript Creative with excellent analytical abilities and stay up-to-date on the latest trends and technologies in digital marketing 	<ul style="list-style-type: none"> Design and manage all aspects of our digital marketing department, including our marketing database, email and display advertising campaigns Create and edit graphics and videos for digital marketing purposes Upload and post content to social media and other platforms Monitor campaign progress using metrics and submit performance reports Managing online feedback and company online presence Conduct market research and analysis to gauge trends, brand awareness, and competitive ventures 	8 hours 8 Gul Circle S629564
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 license 	<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 	8 hours 8 Gul Circle S629564
MICE Executive 	<ul style="list-style-type: none"> Minimum Diploma in Tourism will be an added advantage Minimum 1 year relevant experience 	<ul style="list-style-type: none"> Assess clients' travel needs and recommend suitable travel options and advice Conduct research on destinations, travel options, 	8 hours 8 Gul Circle S629564


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>pricing, requirement, advisories, and reviews</p> <ul style="list-style-type: none"> • Prepare and provide trip proposals and quotations based on client requests • Coordinate travel arrangements from start to finish, including ticket booking, accommodation, and transportation through various booking portals and distribution systems • Provide travelers with necessary information and travel documents • Ability to tour lead with clientele onsite/overseas • Address any unexpected issues, feedback, and ensure appropriate resolutions • Maintain and update digital client records • Foster relationships with key contacts and points of contact • Collaborate with relevant departments on billing and payment tasks, including invoicing, account statements, accounts receivable, and refunds • Strive to meet revenue and profit targets • Facilitate onsite meetings with clients and vendors • Proven experience as a Travel Consultant handling both independent and group travel • Proficient in travel software, including Travel Reservation Systems and Global Distribution Systems (GDS) like Sabre • Strong command of English • In-depth knowledge of various travel types, including domestic and international, business and leisure, group 	
Operations Executive 	<ul style="list-style-type: none"> • Previous experience in managing transport or school bus transport business is advantageous • High level of interpersonal skills 	<ul style="list-style-type: none"> • Manage all elements of planning, organization, coordination, supervision and customer service of the operational aspects of assigned school 	<p>8 hours</p> <p>8 Gul Circle S629564</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Communicate effectively both verbally and in writing 		
Operations Executive (Overland Products & Operations) 	<ul style="list-style-type: none"> Diploma in travel and tourism or relevant work experience 	<ul style="list-style-type: none"> Oversee and manage the daily operations within the operations team You will ensure that all travel-related services are carried out efficiently, effectively, and in line with company standards 	8 hours 8 Gul Circle S629564
Sales cum Admin Assistant (Pawnshop)	<ul style="list-style-type: none"> GCE 'N' / 'O' levels or equivalent with minimum 2 years of working experience Able to handle simple IT programs for reports and data entry Positive attitude, reliable, willing to learn, customer-oriented and a good team player 5-day week. Must be able to work retail hours and weekend 	<ul style="list-style-type: none"> Selling of pre-owned valuable items such as Gold and Jewelry Provide polite and professional standard service to customers Maintaining and updating of sales and customer records General administrative duties as assigned 	8 hours Yew tee/ Clementi Business Hours: 8.30am – 6pm (Mon to Fri), 8.30am – 3pm (Sat/Sun) *Closed on Public Holidays
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 	9 hours 8 Gul Circle S629564

#21 Ya Kun Kaya Toast

From its humble beginnings as a modest coffee stall in the 1940s, the name of Ya Kun has become synonymous with unparalleled kaya toast and irresistibly fragrant coffee and tea, enjoyed amidst a cosy atmosphere.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Area Manager 	<ul style="list-style-type: none"> Proven experience managing multiple F&B outlets with strong operational knowledge Excellent leadership and team management skills Willingness to travel between outlets and work flexible hours, including weekends 	<ul style="list-style-type: none"> Oversee daily operations of multiple F&B outlets to ensure quality, efficiency, and compliance with hygiene standards Lead and train staff to achieve service excellence and meet sales targets Manage customer complaints and feedback to ensure prompt resolution and satisfaction Monitor budgets and implement strategies to optimize cost control and profitability Collaborate with management and provide performance reports to support business goals 	6 Day work week (44 hours) Islandwide
HR/Admin Intern	<ul style="list-style-type: none"> We are seeking a dedicated Administrative Assistant who will also handle reception duties and customer service responsibilities, including handling feedback calls. The ideal candidate will be organized, professional, and adept at multitasking in a fast-paced environment. 	<ul style="list-style-type: none"> Answer and direct phone calls promptly and efficiently Handle incoming inquiries and feedback calls professionally Ensure all areas of the office are kept neat and orderly including replenish office supplies such as copier paper, pantry items, and stationery to ensure availability for daily operations Assist in daily office tasks, including managing calendars & scheduling appointments Process uniform orders and issue of delivery orders accurately and efficiently Maintain office supplies inventory and place order when needed Coordinate with external vendors and service providers when needed Ensure all administrative procedures and ad hoc tasks are completed accurately and on time to support the smooth functioning of the Human Resource & Administrative department 	Mon - Fri Office Hours 237 Alexandra Road, The Alexcior, S159929

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Pastry Cook	<ul style="list-style-type: none"> At least 1 year' experience in pastry production or similar capacity and relevant experience preferred Physical fit - Heavy items to carry daily Able to work in a fast-paced environment and multitask Must be able to communicate in Mandarin as need to work with mandarin speaking only colleagues/ suppliers Highly motivated and able to work independently and a good team player Product knowledge on baking and pastry making in fundamental technique 	<ul style="list-style-type: none"> Assist daily production to meet outlet orders Ensure strict adherence to AVA food hygiene and safety regulations Check item quality, store properly, and minimize wastage Control inventory and report stock levels, mise-en-place schedule, and maintenance issues to Pastry Chef Collaborate with colleagues for smooth operations 	6 Day work week (44 hours) 8A Admiralty Street, S757437
Production General Worker	<ul style="list-style-type: none"> Physical stamina Attention to detail Teamwork and adaptability to operate machinery, Ensure quality and safety in a fast-paced environment problem-solving Multitasking Machine operation Inventory management 	<ul style="list-style-type: none"> Handling production equipment (e.g. operation, maintenance) Assembling and inspecting machinery parts Monitoring product shipment 	Compressed work schedule 8A Admiralty Street, S757437
Senior Executive, Business Development (Leasing) 	<ul style="list-style-type: none"> Sales and Negotiation Skills Market Research and Analysis Strategic Planning Relationship Building and Networking Project Management 	<ul style="list-style-type: none"> Conduct market research on new product developments, trends, differentiation, and competition to support innovation Assist in product sourcing for testing and feedback Collaborate with stakeholders on product roadmap, strategy, and implementation Support product reviews, marketing initiatives, and campaign inputs Ensure KPI achievement and resolve implementation challenges 	44 hours 237 Alexandra Road, The Alexcier, S159929
Service Crew (Full-Time/ Part-Time)	<ul style="list-style-type: none"> Physically fit No experience is required but must have positive attitude and be prepared to work hard Customer-centric, service-oriented and a team player 	<ul style="list-style-type: none"> Operate outlet stations & prepare food/beverages Toasting, brewing, cooking, cashier duties & general cleaning Ensure compliance with NEA safety & hygiene standards Deliver great customer service & 	Full-Time Rotating Shift, 6-day work week (44 hours)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">Able to commence work at short notice will be an advantage	<ul style="list-style-type: none">maintain product qualitySupport the team with other tasks as assigned	Part-Time Flexible Schedule Islandwide

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- Career Coaching & Job Matching
- SkillsFuture Advice

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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.

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Discover our Services at a Centre Near You

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

Operating Hours

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

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

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

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