

Mastering Your Professional Narrative: For Tech, Finance and Professional Services

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

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#1 STAFFKING PTE LTD

Staffking is a Singapore based recruitment firm built on a simple belief: excellence through people. Founded in 2020 with a small team of two, we have since grown into a 30-member consultancy supporting companies and jobseekers across multiple sectors.

We are a 360-degree recruitment firm, covering all job levels, from entry-level and blue-collar roles to executive and management positions. Our consultants work closely with employers to understand their hiring needs, while guiding jobseekers toward opportunities that match their skills, experience, and career goals.

Job Positions	Pre-requisites	Working Hours / Location
1. Recruitment Consultant	Job Description: <ul style="list-style-type: none"> • Meeting monthly sales target and company's revenue objectives • Responsible for full cycle of search and recruitment activities. • Be involved in executive and non-executive search. • Managing job offer process to candidates and handle remuneration and compensation benefits with clients and candidates. • Advise Clients and Job seekers on market & employment trends. • Business development which involves managing and developing new and existing clients. • Enhance business relationship with clients and develop strong account management skills. • Working closely with clients to develop recruitment strategies and plans. • Working closely with team members to achieve team goals. 	<ul style="list-style-type: none"> • Office hours • Tai Seng
	Job Requirement: <ul style="list-style-type: none"> • No experience required 	
2. Business Development Executive	Job Description: <ul style="list-style-type: none"> • Support overseas customers by handling enquiries and assisting with sales activities to help achieve team sales targets. • Follow up closely on sales orders to ensure timely processing and accurate order fulfilment. • Coordinate with internal departments to ensure customer requirements and delivery timelines are met. • Maintain good relationships with overseas customers to ensure high levels of customer satisfaction and repeat business. • Travel overseas when required to support business needs, including visits to developing markets. 	<ul style="list-style-type: none"> • Office hours • Tai Seng
	Job Requirement: <ul style="list-style-type: none"> • Candidates with relevant experiences with B2B / Regional Sales are welcome to apply 	
3. HR Executive	Job Description: <ul style="list-style-type: none"> • You will manage the full recruitment process by posting job ads, screening resumes, and interviewing candidates for the Singapore and Malaysia offices. 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • You are responsible for ensuring all company policies and personnel documentation comply with Singapore and Malaysia employment laws. • You will handle all Ministry of Manpower (MOM) matters, including the application and renewal of work passes. • You will collaborate with department heads to identify training needs and source relevant professional development workshops. • You will research and apply for applicable government schemes and grants to support the company. • You will oversee employee welfare by tracking leave, managing medical insurance plans, and coordinating staff benefits. • You will perform daily Accounts Receivable (AR) duties by processing invoices in NetSuite and following up on outstanding payments. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidates with Recruitment / Accounts Receivable (AR) or ANY related experiences are welcome to apply 	
<p>4. Sales Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Manage telephone and online enquiries related to catering sales. • Build and maintain strong relationships with clients to encourage repeat business. • Source new corporate clients through cold calling and sales visits. • Assist clients with event planning, including menu selection and package recommendations. • Stay updated on catering industry trends and suggest new ideas to improve services. • Monitor sales performance, ensure profitability, and support the smooth execution of catering events. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidates with Catering Services / F&B / B2B Sales or ANY related experience are welcome to apply 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>5. Software Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Software Development: Design and maintain software for motion control, data acquisition, and automation in semiconductor equipment. • Hardware Integration: Collaborate with hardware and mechanical engineers to sync software with precision electronic and mechanical parts. • System Optimization: Develop and debug real-time embedded systems to ensure high-speed performance and reliability. • Advanced Technology: Implement AI, machine learning, and computer vision to enhance manufacturing processes. • Compliance & Standards: Ensure all software meets industry cybersecurity, data integrity, and Singaporean safety regulations. • Documentation & Support: Manage technical documentation and provide ongoing training and support to internal teams. 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidates with Software / Embedded / C++ / multithreading or ANY related experiences are welcome to apply. 	
<p>6. Aftersales & Customer Retention Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Analyse aftersales market data to identify trends and support business growth. • Develop and execute aftersales campaigns and retention programmes with brand principals. • Monitor pricing for parts, labour, and accessories to ensure profitability and competitiveness. • Support sourcing activities including supplier evaluation, tenders, contracts, and negotiations • Manage suppliers and contractors to ensure contract compliance and smooth operations. • Identify new aftersales opportunities and improve existing services. • Handle customer feedback channels and ensure timely response and resolution. • Work with CRM, marketing, service, and parts teams to align aftersales strategies and standards. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 3 years of relevant working experience in business operations, automotive, aftersales, marketing analytics, or commercial support roles. 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>7. Trades Operations Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Oversee end-to-end shipment processes for steel raw materials such as iron ore, scrap, and coal • Coordinate with freight forwarders, suppliers, and customs agents to ensure timely deliveries • Assist in executing trading contracts and monitoring shipment schedules • Liaise with overseas suppliers and customers on order fulfilment and pricing matters • Maintain accurate tracking of trades, shipments, and inventory in internal systems • Prepare and verify key documents including invoices, packing lists, and bills of lading • Ensure documentation accuracy to facilitate customs clearance and banking processes • Stay updated on trade regulations, incoterms, and compliance requirements <p>Job Requirement:</p> <ul style="list-style-type: none"> • Prior experience in import/export, shipping documentation, or commodity trading preferred. 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>8. Senior Accounts Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Support the Accountant in overseeing the company’s finance functions, including accounting, budgeting, audit, and cash flow management • Manage full-set accounts, ensuring accurate and timely financial reporting 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Handle month-end closing activities, including preparation and review of journal entries • Prepare financial statements, balance sheets, and expense schedules • Ensure proper maintenance of general ledger, cost accounting, payables, and receivables • Perform variance analysis and provide insights against budgets and forecasts • Review and guide a team of Accounts Officers (AP/AR functions) • Oversee foreign currency transactions, including supplier payments and system updates (ERP) • Manage GST submissions and compliance matters • Handle banking matters such as forex hedging and bank facility coordination • Ensure adherence to internal controls, accounting policies, and financial procedures <p>Job Requirement:</p> <ul style="list-style-type: none"> • Hands-on experience in GST, month-end closing, cost accounting, fixed assets, and basic cost accounting. • Familiarity with ERP systems 	
<p>9. Business Strategy Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Formulate and execute mid- to long-term strategic plans aligned with organisational objectives • Conduct market research, competitor benchmarking, and industry analysis to support decision-making • Lead cross-functional initiatives, ensuring alignment and timely execution across teams • Develop business cases, feasibility studies, and proposals for new ventures or investments • Prepare high-quality presentations, reports, and insights for senior management and stakeholders • Track and analyse key performance indicators (KPIs) to identify improvement opportunities • Partner with finance, marketing, and operations teams to ensure effective implementation of strategies • Assess business risks and identify growth opportunities, recommending appropriate actions <p>Job Requirement:</p> <ul style="list-style-type: none"> • Fluency in Korean is required to liaise with Korea HQ and external stakeholders in Korea market; proficiency in English is an added advantage • Relevant experience is not required, training will be provided 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>10. Trade Finance Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Trade Transactions Processing <ul style="list-style-type: none"> ○ Execute issuance, amendments, and settlements for Letters of Credit (LCs), and Standby LCs ○ Process import/export documentation including Bills for Collection, Documentary Credits, and Trust Receipts • Documentation Review & Compliance 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> ○ Verify shipping and financial documents to ensure compliance with internal policies and banking regulations ○ Identify discrepancies in LC documentation and take appropriate action ● Risk & Credit Monitoring <ul style="list-style-type: none"> ○ Track and manage credit facilities and exposure related to trade activities ○ Support audit processes and internal control reviews ● Stakeholder Coordination <ul style="list-style-type: none"> ○ Prepare reports on trade activities, client portfolios, and operational performance ○ Collaborate with Relationship Managers, Compliance, Treasury, and Operations teams ○ Liaise with external parties such as banks, logistics providers, and customs agents <p>Job Requirement:</p> <ul style="list-style-type: none"> ● Relevant experience in Trade Finance or banking operations 	
<p>11. Localization Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> ● Work closely with Japan-based partners to ensure smooth communication and execution of projects ● Translate and adapt product content from Japanese to English for local markets ● Coordinate and manage timelines for the development and production ● Proofread and review localized materials, including product text and design elements ● Ensure all deliverables meet quality standards and deadlines ● Support company events and product launches when required <p>Job Requirement:</p> <ul style="list-style-type: none"> ● Minimum JLPT N3 proficiency (required for daily communication with Japanese counterparts) 	<ul style="list-style-type: none"> ● Office hours ● Tai Seng
<p>12. Finance Analyst</p>	<p>Job Description:</p> <ul style="list-style-type: none"> ● Serve as the subject matter expert for SAP FI/CO modules, supporting system implementation, testing, data validation, and user acceptance to ensure successful deployment and enhancements. ● Develop and deliver user guides, process documentation, and training materials to improve finance team proficiency in SAP. ● Monitor SAP system performance and identify opportunities to streamline processes and automate finance functions for greater efficiency. ● Provide functional support to finance users by troubleshooting and resolving SAP-related issues to ensure smooth daily operations. ● Work closely with IT, SAP consultants, and finance/operations teams to coordinate issue resolution, system improvements, and integration activities. ● Ensure SAP configurations and processes comply with internal controls and accounting standards to maintain financial accuracy and integrity. 	<ul style="list-style-type: none"> ● Office hours ● Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Oversee the timely preparation and submission of group monthly, quarterly, and annual management and budget reports to the head office. • Review and analyze group and subsidiary budgets quarterly to support effective financial planning and cost control. • Undertake additional finance-related responsibilities as assigned to support business objectives. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Accountancy or equivalent qualification. • Minimum 2-3 years of SAP experience (FI/CO and related modules such as SD, PP, MM) in a finance role. • Familiar with month-end closing and financial reporting in SAP S/4HANA. 	
<p>13. Customer Service Coordinator</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Serve as the main point of contact for international customers. Confidently handle incoming inquiries, manage customer feedback, and resolve product-related issues or complaints with patience and professionalism. • Manage the full order cycle for overseas clients, including preparing quotations, order confirmations, and coordinating logistics timelines. • Liaise closely with logistics partners, freight forwarders, and internal teams (procurement, finance) to track shipments and ensure timely deliveries. • Prepare, review, and submit necessary trade documents (permits, commercial invoices, packing lists, and certificates of origin) ensuring total compliance with regulatory requirements. • Support clients with the product registration process, coordinating documentation between brand principals and manufacturers. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Prior experience in customer service, order processing, or logistics coordination is highly preferred. 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>14. English Language Teacher</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Implement the planned curriculum, considering children's needs and abilities. • Create teaching resources for a creative learning environment. • Work with small groups to teach specific skills. • Teach English language, Music & Movement, and Art & Craft lessons. • Set up learning corners with hands-on activities. • Maintain a safe, developmentally appropriate classroom to enhance children's well-being. • Communicate children's progress with parents through meetings, portfolios, and communication books. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum Diploma in Preschool Education / Diploma in Early Childhood Care • Minimum 1 years of relevant working experience in early childhood education 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
15. Infant Care Teacher	<ul style="list-style-type: none"> With ECDA L2 certified 	<ul style="list-style-type: none"> Office hours Tai Seng
	<p>Job Description:</p> <ul style="list-style-type: none"> Care for infants and toddlers in a safe and nurturing environment Conduct simple learning activities to support developmental growth Handle feeding, diaper changing, and daily care routines Observe and monitor children's progress and well-being Communicate with parents on children's development <p>Job Requirement:</p> <ul style="list-style-type: none"> Advanced Cert in Early Years / WSQ Higher Certificate in Infant Care ECDA EY1 or EY2 preferred 	
16. Preschool Teacher	<p>Job Description:</p> <ul style="list-style-type: none"> Conduct lessons and classroom activities Care for and supervise children in a safe environment Monitor children's learning and development progress Communicate with parents on children's progress Maintain a positive, clean, and engaging classroom environment 	<ul style="list-style-type: none"> Office hours Tai Seng
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma/Degree in Early Childhood Care / Advanced Certificate in Early Years (ACEY) / Higher Certificate in Infant Care / Fundamentals Certificate in Early Childhood Care and Education (FECCE) Certificate LON EY1 / EY2 / L1 or L2 by ECDA Relevant Experience 	
17. Accounts Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Perform daily accounting data entry into accounting system (Sunsystems / ERP) Post supplier and customer invoices, receipts, and payments accurately Prepare and process payment vouchers (PV), journal vouchers (JV), receipts, and staff claims Update collections and payment records in accounting system Arrange online bank payments, GIRO, and remittance submissions Support month-end closing activities and ensure timely posting of entries Generate financial reports and assist with account reconciliations Maintain proper filing and documentation for audit and compliance purposes Verify transaction accuracy and highlight discrepancies when necessary Support finance team with ad-hoc accounting and administrative duties 	<ul style="list-style-type: none"> Office hours Tai Seng
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma or Degree in Accounting, Finance, or related field 2-3 years of accounting or bookkeeping experience preferred 	

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Experience using accounting software or ERP systems (Sunsystems preferred) • Familiar with Accounts Payable, Accounts Receivable, and month-end closing processes • Proficient in Microsoft Office applications, especially Excel • Detail-oriented, organized, and able to meet deadlines • Good communication and coordination skills 	
<p>18. Logistic Coordinator (Letter of Credit)</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Coordinate shipping, receiving deliveries, conducting stock checks, documenting records, and storing inventory • Ensure outgoing and incoming shipments are completed on time, within budget, and to the correct location • Prepare shipping documents (e.g., Airway bills, Bills of Lading, Purchase Orders, Delivery Orders, Certificates of Beneficiary) • Prepare export LC documents for negotiation and ensure compliance with terms and conditions stipulated in the LC • Apply shipping incoterms accurately as required • Liaise with shipping companies, transport contractors, and internal departments to ensure timely clearance and smooth flow of shipments • Track orders to ensure timely deliveries • Manage procurement process and sourcing in a timely manner • Effectively acquire the most relevant and cost-effective deals • Source and manage suppliers, vendors, and freight forwarders, maintaining good business relationships <p>Job Requirement:</p> <ul style="list-style-type: none"> • Higher Nitec or Diploma in Logistics, Procurement, or equivalent • At least 1–2 years of relevant work experience preferred • Excellent organisational and time-management skills • Meticulous and able to work independently 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>19. HR Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Manage recruitment and selection processes, including liaising with agencies, educational institutions, and online platforms • Post job advertisements on job portals and government employment portals • Screen resumes and conduct interviews with Hiring Managers • Ensure compliance with employment laws in Singapore and Malaysia • Maintain onboarding/offboarding and personnel documentation • Handle employment pass applications and renewals • Collaborate with HODs to assess training needs, support succession planning, and source relevant training programs • Research and facilitate applicable government schemes and grant programs • Record leave applications for employees under probation • Coordinate staff wellness initiatives, benefits entitlements, and employee events • Manage employee medical insurance plans and health screening arrangements 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Update and maintain HR policies and procedures to ensure best practices • Accounts Receivable & Administrative Functions: • Process daily invoices promptly for Singapore and Malaysia operations • Monitor month-end accounts receivable status and perform reconciliations • Follow up on outstanding or rejected invoices with Sales teams and customers' AP departments • Monitor and verify delivery and logistical expenses with logistics partners <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma in Human Resources, Business Administration, or equivalent • Minimum 3 years of HR experience, with exposure to compliance and employment regulation • Proficiency in MS Office applications • Meticulous, self-driven, proactive, and able to work independently • Positive mindset with multi-tasking capability • Maintain confidentiality and professionalism in handling HR information 	
<p>20. Key Account Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Manage and negotiate solar leasing and turnkey project agreements with clients and stakeholders. • Prepare financial models to evaluate project feasibility and expected returns. • Prepare and submit proposals and tender documents, including presentations and follow-up activities. • Achieve sales targets for solar PV projects and support business growth. • Coordinate closely with project management, O&M teams, and EPC contractors throughout project execution. • Build and maintain strong relationships with customers, regulatory authorities, and key stakeholders. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or Degree in Solar Engineering, Electrical Engineering, Environmental Engineering, or a related field. • Minimum 2 years of relevant experience in the energy or renewable industry, with knowledge of financial modelling preferred. • Goal-oriented team player with strong communication skills and willing to perform cold calling for commercial and industrial clients. • Entry level are welcome to apply, training will be provided. 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>21. Project Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Oversee and manage all project installation and engineering activities, including personnel mobilization and monitoring overall job progress. 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Coordinate with customers, consultants, main contractors, subcontractors, and suppliers to ensure smooth project execution and adherence to requirements. • Supervise site operations, vendors, and subcontractors to meet project milestones and ensure timely delivery of all works. • Plan, manage, and control project operations such as cost re-estimation, manpower allocation, and work scheduling. • Build and maintain strong working relationships with clients, consultants, and building owners throughout the project lifecycle. • Prepare monthly updates and reports on project operations, progress, and any arising issues. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Relevant experience will have added advantage • Diploma / Degree in Mechanical / Electrical Engineering discipline or equivalent. 	
<p>22. Mechanical Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Conduct onsite inspections, diagnostics, and technical evaluations at customer locations to ensure systems operate effectively. • Perform routine maintenance, corrective repairs, and installation work for security scanning equipment and associated systems. • Identify equipment malfunctions, technical faults, and performance irregularities, and recommend suitable rectification measures. • Execute system testing, calibration, and commissioning activities to confirm functionality and adherence to required specifications. • Adhere to all fieldwork procedures, safety guidelines, and operational standards set by the company. • Carry out mechanical/electrical upgrades, part replacements, and software or firmware updates as needed. • Assist Engineers with project tasks, equipment setup, maintenance scheduling, and coordination of customer service matters. • Undertake ad-hoc responsibilities and other assignments as directed to support operational requirements. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Mechanical Engineering or related field. 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>23. Service / Assistant Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Perform routine inspections, maintenance, and repairs on mechanical systems. • Provide technical support for troubleshooting and resolving mechanical issues. • Installing, setting up, and testing new equipment or systems. • Conduct quality checks on mechanical components and systems. • Assist in preparing inspection reports. • Handle some aspects of sales quotations and order processing. 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Assist technician with additional projects as needed. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Entry level is welcome to apply. On job training will be provided. • Diploma in any Engineering or equivalent. 	
<p>24. Quantity Surveyor</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Prepare cost estimates, tender documents, and project costing/budgetary reports. • Source and obtain quotations from suppliers/subcontractors and perform price comparisons. • Evaluate and award contracts, including preparation of sub-contract agreements. • Prepare and submit progress claims, variation orders, and final accounts. • Verify and certify subcontractors' and suppliers' claims for payment. • Monitor project costs, track budget vs actual, and implement cost control measures. • Liaise with clients, consultants, and project teams on contractual and costing matters. • Attend site meetings and provide commercial support to project team. • Maintain proper documentation for all contracts, claims, and procurement activities. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidate with quantity surveyor experience in relevant industry are welcome to apply. 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>25. CCTV / Intercomm Maintenance Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Perform preventive and corrective maintenance for CCTV, access control, surveillance, and electro-magnetic door lock system • Troubleshoot and rectify faults related to cameras, card access systems, intercoms, controllers, and network connectivity. • Conduct system inspections, testing, and servicing to ensure security systems operate reliably and efficiently. • Support installation, configuration, and commissioning of security and surveillance equipment at customer sites. • Coordinate with clients, subcontractors, and internal teams to resolve technical issues and support project execution. • Prepare maintenance reports, service records, and documentation for completed servicing and repair works. • Ensure all maintenance activities comply with safety procedures, operational standards, and customer requirements. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Valid Class 3 License • At least 2 years' experience with CCTV and access control systems • Work at Height certificate is added advantage 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>26. Software Control Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • The Software Control Engineer will primarily develop, test, implement and maintain software for industrial automation. 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • The role will involve control system design, build, installation, troubleshooting and resolving technical issues. • Contribute to the testing and commissioning of equipment, ensuring reliability and functionality. • Collaborating with cross-functional engineering team and maintaining compliance with industry standards. • Perform any other duties assigned by management. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or Degree in Mechatronics/Electrical/Electronics/Computer – Engineering or equivalent. • Able to code software from scratch • Experienced with automation machines • Knowledge in Control Systems Design, Concepts and Safety Compliance Documentation. • Proficiency in PC-based Motion Control and User Interface programming using C# or similar languages. • Knowledge in PLC programming, I/O addressing and Industry Standard Communication. • Experience with SCADA development is a plus, preferably Ignition SCADA. • Strong interpersonal skills and able to work both individually and in a team. 	
<p>27. Demand Planning Procurement Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Coordinate delivery schedules by aligning factory production timelines with company requirements • Track and manage purchase orders from order placement to final delivery • Confirm order details including quantities, lead time, and shipment schedules with suppliers • Act as the key liaison between factory, suppliers, and internal teams to ensure smooth operations • Monitor shipment progress and proactively resolve issues such as delays, shortages, or quality concerns • Maintain accurate records of orders, deliveries, and any schedule changes • Prepare regular reports and updates on order status for management review • Ensure all procurement and sourcing activities comply with company policies • Identify process gaps and propose improvements to enhance efficiency and cost-effectiveness • Work closely with logistics and warehouse teams to optimize inventory flow and delivery processes <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or Degree in Engineering, Business, Supply Chain, or related field • Relevant experience in planning, sourcing, or supply chain operations • Experience in order planning, procurement, or coordination with suppliers/factories 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
<p>28. Sales Support Executive</p>	<ul style="list-style-type: none"> • Commercially aware with basic negotiation skills <p>Job Description:</p> <ul style="list-style-type: none"> • Prepare quotations, sales orders, invoices, and related sales documentation accurately • Coordinate with customers, sales team, and internal departments to ensure smooth order processing and delivery schedules • Maintain and update customer records, sales reports, and inventory information in the system • Handle customer enquiries, follow-ups, and administrative support for daily sales operations • Assist in generating reports and supporting overall sales coordination activities <p>Job Requirement:</p> <ul style="list-style-type: none"> • Prior experience in sales administration, sales coordination, or customer support role preferred • Proficient in Microsoft Office applications such as Excel, Word, and Outlook • Good communication and interpersonal skills with ability to coordinate across departments • Able to manage multiple tasks and work within timelines in a fast-paced environment • Responsible, organized, and detail-oriented with strong administrative skills 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>29. Process Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Production & Efficiency: Maximize machine utilization and operation efficiency while proposing and implementing continuous production improvements. • Cost & Yield Control: Monitor and minimize scrap rates to improve overall yield, implementing cost-reduction and productivity-improvement strategies. • Equipment Maintenance: Ensure proper, documented upkeep of machines, equipment, and facilities to keep them in efficient working condition. • Staff Training: Train engineers, technicians, and staff on job tasks, EHS awareness, accident prevention, and newly standardized processes. • R&D & Process Design: Coordinate with R&D on new product development, and systematically document new process standards. • Quality & Compliance: Maintain product quality in strict accordance with ISO 9001 and IATF 16949 standards using in-line QC, SPC, and proper data documentation. • EHS & Risk Management: Enforce compliance with ISO 14001 and ISO 45001 safety standards, assessing work risks and establishing safe work procedures. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidates with Siemens PLC / SCADA / SPC or relevant experiences are welcome to apply 	<ul style="list-style-type: none"> • Office hours • Tai Seng
	<p>Job Description:</p>	

Job Positions	Pre-requisites	Working Hours / Location
<p>30. Corporate Sales Executive</p>	<ul style="list-style-type: none"> • Identify potential sales opportunities and secure new clients through networking and lead generation. • Manage a diverse portfolio of new and existing clients, delivering customized solutions. • Build and sustain long-term relationships to drive client satisfaction and retention. • Act as the main point of contact, providing timely support and addressing client needs effectively. <p>Job Requirement: Candidate with corporate sales experience are welcome to apply.</p>	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>31. After Sales & Customer Retention Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Analyse aftersales market data to identify trends and support business growth. • Develop and execute aftersales campaigns and retention programmes with brand principals. • Monitor pricing for parts, labour, and accessories to ensure profitability and competitiveness. • Support sourcing activities including supplier evaluation, tenders, contracts, and negotiations. • Manage suppliers and contractors to ensure contract compliance and smooth operations. • Identify new aftersales opportunities and improve existing services. • Handle customer feedback channels and ensure timely response and resolution. • Work with CRM, marketing, service, and parts teams to align aftersales strategies and standards. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 3 years of relevant working experience in business operations, automotive, aftersales, marketing analytics, or commercial support roles. 	<ul style="list-style-type: none"> • Office hours • Tai Seng
<p>32. Assistant Mechanical Design Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Assist in designing mechanical components, assemblies, and systems using CAD software. • Prepare 2D drawings, 3D models, and technical documentation. • Support senior engineers in product development and project execution. • Coordinate with production, procurement, and suppliers on design requirements. • Perform engineering calculations, material selection, and design modifications. • Assist in prototype testing, troubleshooting, and continuous improvement activities. • Ensure designs comply with company standards and safety regulations. • Support project timelines and documentation control. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or Degree in Mechanical Engineering or related discipline • Preferably experience in using SolidWorks software 	<ul style="list-style-type: none"> • Office hours • Tai Seng

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Entry level is welcome to apply as training provided • Basic knowledge of mechanical design, fabrication, and manufacturing processes 	

#2 WORKJOY PTE LTD

WorkJoy is a career advancement platform that helps individuals find & grow in a career that helps them achieve their goals.

At WorkJoy, we are dedicated to helping individuals not just find a job, but grow in a career that aligns with their aspirations and goals. We believe in transforming careers and enriching lives. Our Career Journey is designed to empower jobseekers with the tools, resources, and guidance they need to navigate their career journey effectively. Whether you're looking to advance in your current field or explore new opportunities, WorkJoy is here to support you every step of the way.

Job Positions	Pre-requisites	Working Hours / Location
1. Business Development Manager	<p>Job Description:</p> <ul style="list-style-type: none"> • Seeking a Business Development Manager to own commercial growth for full-electric and hybrid-electric propulsion systems, battery solutions, and energy-saving technologies across Singapore’s shipyard and vessel owner market through electrification, power optimization, and digitalisation. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Electric Propulsion & Market Development • Target Singapore’s harbour craft, tugs, CTVs, ferries, and OSVs for full-electric or plug-in hybrid conversions • Identify newbuild and retrofit opportunities involving: <ul style="list-style-type: none"> • Battery systems • Electric drives • DC grids • Shore charging infrastructure • Energy Efficiency Solutions • Promote the company’s portfolio of: <ul style="list-style-type: none"> • Integrated electric/hybrid propulsion systems • Battery Energy Storage Systems (BESS) • Shaft generators (PTO/PTI) • Variable speed drives • Power management systems 	<ul style="list-style-type: none"> • Office hours
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • With minimum 2-3 years of marine B2B sales/business development experience. • Existing network with shipyards and vessel owners/operators in Singapore. • Strong understanding of marine electrification, propulsion, or energy-saving solutions is advantageous. • Strong communication and relationship management skills. 	
	Job Description:	

Job Positions	Pre-requisites	Working Hours / Location
<p>2. Operations & Admin Executive</p>	<ul style="list-style-type: none"> • As an Administrative and Operations Executive, where you'll gain hands-on experience in clinic operations, client service, and administrative management while working alongside professional therapists and consultants. This is an exciting opportunity to develop valuable skills in healthcare operations, client relations, and inventory management. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Manage daily appointment bookings and scheduling for treatments and consultations. • Coordinate with therapists and consultants to confirm treatment timings, room availability, and special requirements. • Track and update treatment usage, client packages, and records accurately. • Monitor and maintain inventory levels for treatment products, consumables, and supplies, supporting replenishment planning. • Prepare and maintain administrative documents, treatment forms, and internal records. • Handle general administrative tasks such as data entry, filing, and invoice support. • Assist in ad-hoc operational or administrative projects to improve clinic efficiency and client experience. <p>Why Join Us</p> <ul style="list-style-type: none"> • Work in a prestigious, high-end aesthetic clinic environment • Be part of a professional and supportive team • Clear opportunities for career progression within the clinic <p>Job Requirement:</p> <ul style="list-style-type: none"> • Fresh graduates are welcome to apply! • Prior administrative or customer service experience is an advantage but not required. • Physically fit and comfortable to handle heavy loads when necessary, such as when dealing with replenishment and inventory management. • Comfortable handling digital communication professionally, including email and messaging platforms. • Efficient and confident in using computers for administrative and record-keeping tasks. • Strong attention to detail, especially with records, inventory, and treatment tracking. • Proficient in MS Excel; experience with clinic management systems is a plus. • Positive attitude, willingness to learn, and a passion for health, wellness, and client care. 	<ul style="list-style-type: none"> • Office hours
<p>3. Project Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We are seeking a resourceful and quick-thinking Project Executive to support the planning, coordination, and execution of large-scale exhibition and event projects. This role is ideal for individuals who thrive on organisation, problem-solving, and working with diverse stakeholders to ensure projects run smoothly from start to finish. 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • You will play a key role in managing timelines, coordinating resources, and ensuring project deliverables meet required standards. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Analyse client requirements and coordinate closely with project managers to align deliverables with project specifications • Plan and prepare necessary resources, ensuring all project elements are ready within required timelines • Maintain strong, professional relationships with clients and stakeholders throughout project lifecycles • Organise and manage all project-related documentation, submissions, and detailed records • Monitor ongoing projects to ensure compliance with operational standards and requirements • Identify potential issues early and carry out troubleshooting both pre-site and on-site • Support overall project execution across multiple locations when required <p>Job Requirement:</p> <ul style="list-style-type: none"> • Strong command of the English language (spoken and written) • Proficiency in Mandarin or other languages is an advantage • Able to communicate effectively and work with individuals from diverse backgrounds • Highly organised with strong coordination and multitasking abilities • Resourceful, proactive, and able to work under pressure in a fast-paced environment • Willing to work on weekends and public holidays when required • Open to travelling and working across various locations locally and overseas 	
<p>4. Operations & Products Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We are seeking a detail-oriented and proactive Operations & Products Executive to support the end-to-end coordination of travel operations. This role plays a critical part in ensuring seamless tour planning, accurate bookings, and smooth execution of travel arrangements while working closely with both internal teams and overseas partners. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Coordinate and manage end-to-end tour planning, including flights, accommodation, transportation, and itineraries • Liaise with overseas partners and counterparts to ensure smooth and accurate travel arrangements • Prepare, review, and update travel documents, itineraries, and booking details • Work closely with the sales team to ensure timely and accurate booking confirmations • Identify and resolve operational or product-related issues before and during trips 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Provide on-ground or remote support during tours to ensure a seamless travel experience • Support travel fairs, roadshows, and company events when required • Opportunity to travel and lead tours where necessary <p>Job Requirement:</p> <ul style="list-style-type: none"> • Fluent in English (spoken and written) to liaise with overseas counterparts • Strong coordination, organisational, and multitasking abilities • Detail-oriented with a high level of accuracy in work execution • Resourceful problem-solver with a strong sense of responsibility • Comfortable working in a fast-paced and dynamic environment • Basic computer literacy (email, spreadsheets, CRM systems) • Prior experience in travel operations or the tourism industry is an advantage • Benefits • Performance-based incentives and career progression opportunities • Exposure to international travel operations and industry practices • Supportive and collaborative team environment 	
<p>5. Administrative Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We are a growing logistics company in Singapore focused on delivering efficient and reliable operational support across various supply chain functions. As part of our expansion, we are looking for a detail-oriented Administrative Executive to support day-to-day operations and ensure smooth coordination across internal and external stakeholders. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide administrative support to daily business operations • Coordinate documentation, filing, and data entry with accuracy and timeliness • Liaise with internal teams, vendors, and external partners on operational matters • Assist in scheduling, coordination, and tracking of shipments or logistics-related activities • Prepare reports, invoices, and basic documentation as required • Handle general administrative duties such as email correspondence, record keeping, and office coordination • Support process improvements and ensure proper documentation of workflows <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or higher in Business Administration, Logistics, or related field • 1–3 years of administrative or operations support experience (fresh graduates may be considered for junior roles) • Proficient in Microsoft Office (Excel, Word, Outlook) • Strong attention to detail and organisational skills 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Good communication skills and ability to coordinate with multiple stakeholders • Able to work independently in a fast-paced environment <p>What We're Looking For</p> <ul style="list-style-type: none"> • Reliable and responsible individual with a strong sense of ownership • Someone who is adaptable and comfortable in a growing company environment • Proactive mindset with the ability to anticipate needs and solve problems 	
<p>6. Sales Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • A Singapore-based travel agency specializing in leisure travel, with a focus on Muslim-friendly and halal tour experiences. The company offers services including tours, cruises, and corporate travel programs, delivering seamless and reliable travel experiences across international destinations. • Job Overview • We are looking for a responsive and customer-focused Sales & Customer Service Officer to manage enquiries, support sales conversions, and ensure a smooth customer experience. This role requires strong communication skills and the ability to work independently during night shift hours. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Respond promptly to customer enquiries via WhatsApp, social media, and other platforms • Provide accurate information on travel packages and promotions • Follow up on leads and support conversion into bookings • Handover qualified leads to the sales team when required • Ensure all enquiries are handled in a timely and professional manner • Prepare daily reports including enquiry volume, types of enquiries, and lead status (pending / converted / handed over) <p>Job Requirement:</p> <ul style="list-style-type: none"> • Preferably based in Johor Bahru, Malaysia • Good command of English and Malay is a bonus (spoken and written) • Strong communication and customer service skills • Responsible, responsive, and able to work independently • Comfortable working night shift hours • Prior experience in customer service or sales support is an advantage 	<ul style="list-style-type: none"> • Office hours
<p>7. Travel Consultant</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We are looking for a driven and customer-oriented Travel Consultant (Sales) to provide professional travel advisory and convert customer enquiries into confirmed bookings. This role combines consultative selling with relationship management, ensuring customers receive a seamless and enjoyable travel planning experience. <p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Provide professional travel consultation and recommend suitable tour packages based on customer needs • Handle customer enquiries via WhatsApp, social media platforms, and walk-in interactions • Convert leads into confirmed bookings and consistently achieve sales targets • Build and maintain strong relationships with customers to drive repeat business • Follow up on enquiries and deliver excellent after-sales service • Assist in travel fairs, roadshows, and company events to generate leads • Opportunity to take on tour manager responsibilities and lead tours when required <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 1–2 years of experience in sales, travel consultancy, or customer-facing roles • Fluent in English, Malay, and Mandarin (spoken and written) to engage a diverse customer base • Strong communication and interpersonal skills with the ability to build rapport quickly • Sales-driven, proactive, and customer-oriented mindset • Comfortable working in a target-driven environment • Basic computer literacy (e.g. WhatsApp, CRM systems, email) • Prior experience in travel sales or customer service will be an advantage • Benefits • Attractive commission structure and performance-based incentives • Opportunities for career growth and exposure to overseas travel • Friendly and supportive team environment 	
<p>8. Social media Marketing Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We are a company in the events and exhibitions industry, specialising in the design and build of exhibition booths, international pavilions, and large-scale event setups. We work closely with show organisers and exhibitors across various industries to deliver high-quality, customised event experiences. • We pride ourselves on providing a stable and supportive working environment, with a close-knit team and a strong emphasis on long-term growth. Our team values collaboration, and we offer opportunities to be involved in meaningful, large-scale projects within the B2B events space. <p>Role Overview</p> <ul style="list-style-type: none"> • We are looking for a Social Media Marketing Executive to support the company’s digital presence and brand positioning within the B2B events industry. This role is ideal for someone who is creative, hands-on, and keen to build their skills in content creation and social media marketing. • You will work closely with the Business Development team and external marketing partners to create engaging content that 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<p>showcases the company’s projects, capabilities, and industry presence.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> ● Social Media Management <ul style="list-style-type: none"> ○ Manage and maintain the company’s social media platforms (primarily B2B-focused channels) ○ Plan and schedule content aligned with ongoing projects and marketing objectives ○ Ensure consistent brand messaging across all platforms ● Content Creation <ul style="list-style-type: none"> ○ Conceptualise, create, and film content (photos and videos) for social media ○ Capture behind-the-scenes footage of projects, events, and installations ○ Translate project work into engaging and professional digital content ● Video Editing & Optimisation <ul style="list-style-type: none"> ○ Edit short-form videos for platforms such as LinkedIn, Instagram, and others ○ Optimise content for engagement and platform-specific performance ● Collaboration & Coordination <ul style="list-style-type: none"> ○ Work closely with the Business Development Manager to align content with business goals ○ Liaise with external marketing agencies to ensure cohesive campaigns and branding ○ Support overall marketing initiatives and campaigns as required <p>Job Requirement:</p> <ul style="list-style-type: none"> ● Diploma or Degree in Marketing, Communications, Media, or a related field ● Open to fresh graduates or candidates with 0–2 years of relevant experience ● Basic skills in content creation (filming, editing, social media tools) ● Familiarity with platforms such as Instagram, LinkedIn, and TikTok ● Strong communication skills and willingness to learn ● Comfortable working in a B2B environment with a longer sales cycle 	
<p>9. ERP Sales & AI Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> ● As an ERP Sales Executive, you will play a key role in driving business growth by identifying opportunities, engaging clients, and proposing ERP and AI automation solutions. This role is ideal for individuals who are interested in both sales and technology, and are looking to build a strong foundation in solution-based selling within the digital transformation space. ● You will receive structured training and mentorship to develop your product knowledge, sales capabilities, and client management skills. 	<ul style="list-style-type: none"> ● Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Sales & Business Development • Generate new leads through outreach, networking, and market research • Identify client needs and propose suitable ERP and AI automation solutions • Support the full sales cycle, from prospecting to closing • Client Engagement • Conduct product demonstrations with support from technical consultants • Build and maintain strong relationships with clients and prospects • Follow up consistently to nurture leads and drive conversions • Learning & Product Knowledge • Undergo structured training in ERP systems, CRM platforms, and AI workflow automation • Participate in internal coaching and sales development programmes • Stay updated on industry trends, product capabilities, and competitor offerings • Marketing & Events Support • Support marketing initiatives such as campaigns, exhibitions, and webinars • Assist in lead generation activities during events and outreach efforts <p>Job Requirement:</p> <ul style="list-style-type: none"> • Fresh graduates are welcome to apply • Strong interest in sales, technology, and digital transformation • Good communication skills, both spoken and written • Self-driven, proactive, and willing to learn • Positive attitude, resilience, and confidence in engaging people • What You'll Gain • Structured training and mentorship in ERP, AI, and solution selling • Hands-on exposure to real business transformation projects • Clear career progression in tech sales and consulting • Opportunity to work closely with experienced consultants and technical teams 	
<p>10. Business Development Representative / Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We are a Singapore-based AI transformation partner firm that builds tailored AI solutions around client workflows and data. The team bridges the gap between AI readiness and real business impact by designing and implementing custom AI assistants and related tools that solve specific business problems, rather than offering generic, one-size-fits-all products. <p>About the Role</p> <ul style="list-style-type: none"> • We're seeking a proactive, quick-thinking BDR to support our Sales team in lead generation and outbound outreach. You'll help identify the right target companies, reach decision- 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<p>makers, qualify opportunities, and book meetings for the founders/sales team.</p> <ul style="list-style-type: none"> • This role is ideal for someone who enjoys talking to people, is comfortable with outreach, and wants hands-on exposure to B2B sales in a fast-moving AI consultancy. <p>What You'll Do</p> <ul style="list-style-type: none"> • Under the guidance of the founders/sales lead, you will: <ul style="list-style-type: none"> ○ Lead generation & list building: Research and build targeted prospect lists by industry, role, and pain point ○ Outbound outreach: Run outreach via LinkedIn/email/WhatsApp (where appropriate), with follow-ups and sequencing ○ Qualification: Ask the right questions to qualify leads (need, urgency, decision-maker, budget range, workflow pain points) ○ Meeting setting: Book discovery calls for the founders/sales team and ensure clean handovers ○ CRM & pipeline hygiene: Track outreach, replies, stages, and notes in a simple CRM/Notion tracker ○ Market intel: Capture patterns (common pain points, objections, competitor mentions) and report weekly ○ Support sales materials (light): Maintain a small library of snippets, company intro, use case blurbs, and short pitch messages • Your scope of duties may be reasonably varied or expanded from time to time by your supervisor in line with business and client requirements. <p>What You'll Learn</p> <ul style="list-style-type: none"> • How B2B lead generation works end-to-end (ICP → outreach → qualification → meeting) • How to sell AI solutions through problem discovery, not buzzwords • How to position AI/automation around ROI, workflow bottlenecks, and operational impact • Real exposure to founder-led sales: discovery calls, objection handling, and deal cycles • Building a repeatable outbound process (messaging, sequencing, tracking, conversion rates) <p>What We're Looking For</p> <ul style="list-style-type: none"> • Currently pursuing a Bachelor's degree or graduated, or have completed a Diploma (any discipline is fine). Attitude and ability matter more than field of study • Strong written communication skills (clear, confident, not overly "salesy") • Comfortable speaking to new people and following up consistently • Organised and disciplined with tracking (pipeline, notes, next steps) • Curious about how businesses operate and where AI can create measurable impact 	

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Coachable, resilient, and not afraid of rejection (a natural part of outbound work) <p>Job Requirement: (Nice to have)</p> <ul style="list-style-type: none"> • Experience with LinkedIn outreach, cold email, or any sales-related internship/project • Understanding of AI/LLM concepts (helpful for messaging, not required) • Exposure to industries such as commodities, logistics, manufacturing, or finance • Strong research ability to identify the right companies and decision-makers, and quickly understand likely pain points • Basic copywriting sense for short outreach messages 	
<p>11. Accounts Assistant</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We're looking for an Accounts Assistant to support daily accounting and administrative tasks for a reputable wholesaler and distributor company. The ideal candidate would be someone who is detail-oriented, organised, and able to handle tasks accurately in a fast-paced environment. <p>Job Responsibilities:</p> <ul style="list-style-type: none"> • Handle partial sets of accounts • Prepare monthly bank reconciliations and inter-company reconciliations • Manage Accounts Payable, including issuing payments to trade and non-trade suppliers • Reconcile Statements of Account (SOA) against outstanding invoices in the system • Monitor incoming shipments and coordinate relevant updates • Prepare monthly financial schedules and reports • Provide administrative support for office operations • Perform ad hoc duties as assigned by the Accountant <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma or Degree in Accounting, Finance, or related field • Fresh graduates are welcome to apply • Basic knowledge of accounting principles and Microsoft Excel • Detail-oriented with good organizational skills • Able to work independently and in a team 	<ul style="list-style-type: none"> • Office hours
<p>12. Shipping Executive / Assistant</p>	<p>Job Description:</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Shipment Coordination & Processing <ul style="list-style-type: none"> ○ Arrange and coordinate local and international shipments. ○ Liaise with freight forwarders, carriers, shipping lines, couriers, and transport providers. ○ Schedule pickups, deliveries, and shipment timelines. ○ Monitor shipment progress and resolve delivery delays or issues. • Documentation & Compliance <p>Prepare and verify shipping documents such as:</p> <ul style="list-style-type: none"> ○ Bill of Lading (B/L) ○ Commercial Invoice ○ Packing List 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> ○ Airway Bill (AWB) ○ Certificate of Origin ○ Import / Export permit ○ Customs declarations ○ Ensure documentation complies with customs regulations, trade compliance, and company SOPs. ● Inventory & Warehouse Coordination Coordinate with warehouse teams for: <ul style="list-style-type: none"> ○ Packing and labelling ○ Inventory preparation ○ Stock dispatch planning ○ Verify shipment quantities and product specifications before dispatch. <p>Job Requirement:</p> <ul style="list-style-type: none"> ● NA 	
<p>13. Bookkeeper</p>	<p>Job Description:</p> <ul style="list-style-type: none"> ● The company is an underground utility and service detection and mapping company, supporting safe and efficient earthworks by providing various services. Our focus is on construction and earthwork projects by helping teams identify underground utilities early, reducing the risk of service strikes and improving site coordination for work to proceed safely and smoothly. <p>Role Overview</p> <ul style="list-style-type: none"> ● As a Bookkeeper, you will handle day-to-day accounting and finance administration, ensuring accurate records for revenue, expenses, payables/receivables, and basic reporting. You will support smooth invoicing and collections across projects and service jobs. <p>Key Responsibilities</p> <ul style="list-style-type: none"> ● Maintain accurate full set / partial set bookkeeping (depending on company setup), including daily entries and reconciliations. ● Handle Accounts Payable (AP): supplier invoices, payment preparation, filing, tracking due dates. ● Handle Accounts Receivable (AR): invoicing to clients, receipts tracking, basic follow-up for outstanding payments. ● Perform bank reconciliations and maintain cashflow tracking. ● Support payroll admin (basic) and staff claims (if applicable). ● Organise documentation for accountant/auditor: invoices, receipts, purchase orders, delivery orders, etc. ● Assist with monthly reporting: expense summaries, AR/AP aging, simple management reports. ● Ensure proper record keeping for compliance and internal controls. <p>Work Arrangement & Benefits</p> <ul style="list-style-type: none"> ● 5-day work week ● Stable role with clear responsibilities and structured processes ● Supportive environment and long-term career growth potential <p>Job Requirement:</p> <ul style="list-style-type: none"> ● Minimum 2–3 years of bookkeeping experience 	<ul style="list-style-type: none"> ● Office hours ● 421 Tagore Industrial Avenue

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Certificate/Diploma in Accounting, Finance, or equivalent experience • Proficient in Excel; familiarity with accounting software (e.g., Xero/QuickBooks/MYOB/others) is a plus • Strong attention to detail, organised filing, and consistent follow-through • Able to handle confidential information professionally 	
<p>14. AI Product Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We’re building the future of writing development. We believe that writing is thinking, and thinking changes life outcomes. Our mission is simple: help more students learn how to express ideas clearly, confidently, and independently. • We believe AI should support learning, not shortcut it. That belief shapes everything we build: tools that strengthen skills, respect the role of educators, and keep students doing the hard (and important) work of thinking for themselves. • We’re a fast-moving team working at the intersection of education, design, and AI — building things that are used in real classrooms, by real teachers, with real impact. If you care about craft, learning, and building technology that actually matters, you’ll feel at home here. <p>About the Role</p> <ul style="list-style-type: none"> • We’re hiring an AI-Native Product Engineer to build and ship high-quality frontend products powered by modern AI workflows. • This is not a traditional frontend role — you’ll use agentic AI systems (multi-step agents, tools, evals) to accelerate development, while still owning clean, production-ready code when it matters. • Ideal for engineers who enjoy building fast, thinking independently, and working at the intersection of product, AI, and user experience. <p>What You’ll Be Doing</p> <ul style="list-style-type: none"> • Build and ship frontend features using React • Use AI workflows (agents, tools, evals) to accelerate product development • Design structured AI systems — not just prompt in chat • Step in to debug, refine, and own code when AI falls short • Integrate APIs (including LLM services) and collaborate with backend teams • Improve UX, especially around interactive and content-heavy workflows • Ship clean, maintainable, production-ready code <p>Job Requirement:</p> <ul style="list-style-type: none"> • Strong React + JavaScript/TypeScript fundamentals • Able to build and ship features independently • Comfortable working with APIs and backend integration • Good product sense + UI/UX awareness • Clear communicator, able to work in a remote setup • AI-Native Mindset 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Experience using AI beyond basic prompting (agents, workflows, tools) • Understands how to make AI outputs structured, testable, and reliable • Knows when to rely on AI — and when to take over manually <p>Bonus</p> <ul style="list-style-type: none"> • Angular exposure (for existing systems) • Experience with rich-text editors (e.g. Lexical) • Interest in EdTech / learning products • Candidates should be able to show: <ul style="list-style-type: none"> ○ GitHub / live projects / portfolio ○ AI workflows or systems they’ve built ○ Real examples of shipped work 	
<p>15. Product Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We operate across the Manufacturing, Precision Engineering, and Construction sectors, specialising in ACMV and HVAC systems including duct works, grilles, kitchen hoods, and related components. Supported by advanced in-house manufacturing capabilities such as laser cutting and welding, we deliver high-precision, durable solutions for marine, shipping, and building & construction projects, providing end-to-end services from design and fabrication to installation. <p>Role Overview</p> <ul style="list-style-type: none"> • We are seeking a Product Engineer specialising in Mechanical / Electrical Engineer (M&E) to support engineering works across construction and project sites. This is a hands-on, site-based role focused on technical execution, coordination, and on-ground support for ACMV and HVAC-related projects, working closely with project teams to ensure timely and compliant project delivery. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support Mechanical & Electrical (M&E) engineering works for construction and project sites • Coordinate with project teams, contractors, and consultants on site execution • Assist in installation, testing, troubleshooting, and commissioning of M&E systems • Ensure compliance with project specifications, safety standards, and timelines <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Mechanical or Electrical Engineering, or strong relevant experience • Hands-on, site-based engineering experience preferred • Able to manage multiple projects in a fast-paced environment • Willing to work fully on-site in a 6-day work week 	<ul style="list-style-type: none"> • Office hours
<p>16. HR Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We operate across the Manufacturing, Precision Engineering, and Construction sectors, specialising in ACMV and HVAC systems including duct works, grilles, kitchen hoods, and related components. Supported by advanced in-house manufacturing capabilities such as laser cutting and welding, 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<p>we deliver high-precision, durable solutions for marine, shipping, and building & construction projects, providing end-to-end services from design and fabrication to installation.</p> <p>Role Overview</p> <ul style="list-style-type: none"> We are seeking a Human Resource Executive to support day-to-day HR operations, workforce coordination, and employee management across office and site-based teams. This role is well-suited for a hands-on HR professional who is comfortable working in an operational, site-oriented environment. <p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage daily HR operations including employee relations, onboarding, offboarding, and HR documentation Support workforce management for site-based employees, liaising closely with operations and project teams Coordinate recruitment activities, employment contracts, renewals, and HR compliance matters Provide general HR and administrative support across operational and corporate functions <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree holder with 2–3 years of HR experience (experience in construction or manufacturing sectors is advantageous) Mature, confident, and hands-on, with the ability to manage workforce matters in operational settings Strong interpersonal, communication, and problem-solving skills Able to work fully on-site with a 5.5-day work week arrangement 	
<p>17. Center Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> We are seeking a versatile and proactive Centre Manager who is passionate about holistic wellness to oversee front desk operations and digital engagement for our metaphysics-service-focused client. <p>Responsibilities:</p> <ul style="list-style-type: none"> Customer Engagement - Maintain a welcoming and organized center environment. General Inquiries - Answer client queries via Instagram, email, or calls in a timely and professional manner. Digital Content Creation - Design eye-catching posters, social media posts, and visual assets for promotions and campaigns. Proficient in digital platforms - Google, Gmail, Whatsapp and other communication platforms. Social Media - Assist in managing social media platforms (e.g., Instagram) to engage the community. <p>What We’re Looking For:</p> <ul style="list-style-type: none"> Professional appearance and a friendly, approachable demeanour. Comfortable communicating in fluent English Prior experience in client-facing roles such as hospitality, retail and sales is preferred. Strong organisational and multitasking skills. 	<ul style="list-style-type: none"> Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Tech-savvy with familiarity in basic design tools (e.g., Canva, Photoshop) for creating visual assets. • Organised, self-motivated, and comfortable in a flexible, part-time role. • Open to students, mid-career switchers, or anyone seeking a balanced opportunity. <p>What We Offer:</p> <ul style="list-style-type: none"> • Flexible hours tailored to your schedule. • Positive and supportive work environment. • Opportunity to grow creatively and professionally • If you are a people-oriented individual with a passion for customer service, we'd love to hear from you. Apply now! <p>Job Requirement:</p> <ul style="list-style-type: none"> • NA 	
<p>18. Delivery Driver</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Handle daily delivery tasks safely and efficiently • Ensure goods are delivered on time and in good condition • Assist with loading/unloading when required <p>Job Requirement:</p> <ul style="list-style-type: none"> • Physically fit and able to handle delivery duties • Responsible and punctual 	
<p>19. Kitchen Staff</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Handle kitchen duties with care and quality • Assist with serving with customers/dishwashing when required <p>Job Requirement:</p> <ul style="list-style-type: none"> • Physically fit and able to handle delivery duties • Responsible and punctual 	<ul style="list-style-type: none"> • Office hours
<p>20. Analyst</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We are assisting our Investment Advisory Partner firm to look for an Investment Analyst to join their Asia-Pacific team. This role is primarily middle-office focused, providing analytical, operational, and reporting support to the investment team across multiple asset classes. The ideal candidate will have a strong foundation in accounting or corporate finance, with a keen interest in alternative investments. • This role offers strong exposure to the investment lifecycle, fund operations, and cross-border investment activities within a global family office environment. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Investment & Financial Analysis • Support investment teams in financial analysis, valuation modelling, and financial due diligence • Assist in reviewing financial statements, management accounts, and investment memoranda • Prepare internal reports, dashboards, and performance summaries for management • Middle Office & Operations Support • Support deal execution processes, including documentation tracking and transaction coordination • Assist with fund operations, capital deployment tracking, and portfolio monitoring 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Liaise with internal teams and external service providers (e.g. auditors, fund administrators) • Portfolio & Reporting • Monitor portfolio company performance and prepare periodic reporting materials • Maintain investment databases, deal trackers, and portfolio records • Support compliance, governance, and internal control processes where required • Research & Market Support • Conduct sector, market, and company-level research as required • Support ad-hoc analysis related to venture capital, private equity, and real estate investments <p>What You Can Look Forward To</p> <ul style="list-style-type: none"> • Exposure to global alternative investments across multiple asset classes • Hands-on learning in a family office / asset management environment • Opportunity to work closely with senior investment professionals • Entrepreneurial, collaborative, and internationally-oriented work culture <p>Job Requirement:</p> <ul style="list-style-type: none"> • Educational Background: Degree in Accounting, Finance, Corporate Finance, Economics, Business, or related fields • Open to Year 3/4 students or fresh graduates (Must be able to commit to full-time hours) <p>Experience</p> <ul style="list-style-type: none"> • Prior internship or exposure to finance, accounting, investment, or audit roles is an advantage <p>Skills & Competencies</p> <ul style="list-style-type: none"> • Strong financial and accounting fundamentals • Comfortable working with financial statements and Excel-based analysis • High attention to detail and strong organisational skills • Ability to manage multiple workstreams in a fast-paced environment • Professional, discreet, and able to handle confidential information <p>Preferred Attributes</p> <ul style="list-style-type: none"> • Interest in alternative investments (VC, PE, real estate) • Familiarity with Asia-Pacific markets, particularly Korea or Southeast Asia, is a plus • Strong communication skills and a proactive learning mindset 	
<p>21. Finance Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Are you a proactive and detail-oriented finance professional looking to take the next step in your career? Join a leading company in the semi conductor industry, as a Finance Executive. This role offers a unique opportunity to gain hands-on experience in financial operations while growing alongside 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<p>a company that values innovation and efficiency. If you're passionate about finance, thrive in a fast-paced environment, and are eager to expand your skill set, we want to hear from you!</p> <p>Why You'll Love Working with Us:</p> <ul style="list-style-type: none"> • Impactful Role: Be a key player in our financial operations, contributing directly to our company's success and growth. • Career Development: We offer opportunities for professional growth, training, and learning new skills within a supportive and collaborative environment. • Innovative Industry: Work in the exciting and ever-evolving electronic components sector. • Team-Oriented Culture: Join a team where your contributions are valued, and you'll collaborate with cross-functional teams to drive success. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Financial Accounting & Reporting <ul style="list-style-type: none"> ○ Maintain precise financial records, including general ledger entries, AP/AR, and financial statements. ○ Assist in preparing monthly, quarterly, and annual financial statements like the balance sheet, income statement, and cash flow reports. ○ Perform bank reconciliations and ensure the accuracy and timeliness of month-end and year-end closings. ○ ERP System Management (A2000) ○ Operate and optimize the A2000 ERP system for seamless financial operations, reporting, and analysis. ○ Ensure the integrity of financial data in the ERP system and troubleshoot any discrepancies. • Budgeting & Forecasting <ul style="list-style-type: none"> ○ Assist in preparing annual budgets and forecasts, analyzing trends, and conducting variance analysis to identify discrepancies. ○ Taxation & Compliance ○ Manage GST submissions and ensure compliance with Singapore's financial regulations, including corporate tax filings. ○ Accounts Payable/Receivable ○ Manage supplier payments, track customer invoices, and resolve any payment discrepancies, ensuring strong vendor and client relationships. • Cash Flow Management <ul style="list-style-type: none"> ○ Monitor and report on cash flow, providing forecasts to ensure operational efficiency and liquidity. • Inventory Costing & Management <ul style="list-style-type: none"> ○ Liaise with inventory teams to ensure accurate stock valuation, record cost of goods sold (COGS), and prepare inventory reports. • Audit & Compliance Support <ul style="list-style-type: none"> ○ Assist external auditors by providing necessary documentation and resolving audit queries, while ensuring compliance with internal controls. 	

Job Positions	Pre-requisites	Working Hours / Location
	<p>What We Offer:</p> <ul style="list-style-type: none"> • Career Growth: Advance your career with hands-on experience and opportunities for professional development. • Dynamic Work Environment: Gain exposure to a wide range of financial operations and make a tangible impact on the business. • Collaborative Culture: Work in a supportive and team-oriented environment where your contributions are recognized. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Education: Diploma/Degree in Accounting, Finance, or a related field. • Experience: 1-3 years of relevant financial operations experience, preferably in an SME environment. • Technical Skills: Proficiency in A2000 ERP system is highly desirable; strong skills in Microsoft Excel (pivot tables, VLOOKUPS) and PowerPoint are required. • Accounting Knowledge: Strong understanding of Singapore Financial Reporting Standards (SFRS) and working knowledge of GST regulations. • Communication Skills: Strong written and verbal communication skills to effectively collaborate with internal teams and external partners. 	
<p>22. Customer Success Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • We are seeking to hire for a Customer Success Executive, to act as the front-facing ambassador of the company's retail outlet. You will mainly be welcoming customers, understanding their needs, and delivering a pleasant, reassuring service experience. • Success in this role comes from building rapport, providing honest advice, and naturally converting conversations into sales through trust and service quality. This position is ideal for individuals who enjoy interacting with people, take pride in service excellence, and prefer a relationship-based approach to customer engagement. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Greet walk-in customers warmly and create a comfortable, welcoming in-store experience. • Engage customers in conversation to understand their vehicle needs and concerns. • Provide clear explanations and recommendations on automotive products such as tyres, rims, and related services. • Coordinate with technicians and internal teams to ensure smooth service delivery. • Handle customer enquiries, follow-ups, and basic after-sales support. • Maintain a professional and organised store environment. • Support sales conversions through service-led engagement rather than hard selling. <p>Why Join Us?</p> <ul style="list-style-type: none"> • High-performing Customer Success Executives can progress into Senior Customer Roles and eventually Retail Store 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<p>Manager positions, based on performance, leadership potential, and service excellence.</p> <ul style="list-style-type: none"> • Commission provided on top of basic salary. • Supportive retail team environment. • Customer-first culture with no aggressive sales pressure. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Enjoys communicating with people and delivering customer-focused service. • Comfortable engaging walk-in customers in a retail environment. • Good command of English and additional ability to speak local dialects is an advantage. • Interest in automotive products (cars, tyres, rims); prior automotive knowledge is a plus but not -mandatory. • Pleasant, approachable personality with a calm and service-oriented mindset. • Able to work retail hours and weekends (5.5-day work week). 	
<p>23. Operations Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • The Operations Manager oversees daily business activities, ensuring operational efficiency, process optimization, and high-quality service delivery across departments. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Oversee day-to-day operational activities and ensure smooth workflow execution.- • Develop and implement SOPs to improve efficiency and productivity. • Monitor operational KPIs, identify bottlenecks, and recommend improvements. • Manage resource allocation, manpower planning, and vendor coordination. • Collaborate cross-functionally to support business objectives and scalability. • Ensure compliance with company policies, quality standards, and regulatory requirements. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Business, Operations Management, or related field. • 5+ years of operations or business management experience. • Strong analytical and process improvement capabilities. • Experience with ERP systems, operational reporting, and workflow optimization. • Excellent stakeholder management and leadership skills. • Ability to manage multiple priorities in a fast-paced environment. 	<ul style="list-style-type: none"> • Office hours
<p>24. Financial Analyst</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • The Financial Analyst provides data-driven financial insights, forecasting, and performance analysis to support strategic business decision-making. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare financial models, forecasts, budgets, and variance analysis. 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Analyze revenue, costs, profitability, and operational performance. • Support monthly, quarterly, and annual financial planning activities. • Generate reports and dashboards for senior management. • Identify trends, risks, and opportunities impacting financial performance. • Collaborate with department heads on budgeting and cost control initiatives. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Finance, Economics, Accounting, or related discipline. • 3–5 years of financial analysis or FP&A experience. • Strong proficiency in Excel, financial modeling, and reporting tools. • Knowledge of budgeting, forecasting, and financial statements. • Analytical mindset with strong problem-solving abilities. • Experience with BI tools or ERP systems is advantageous. 	
<p>25. Accountant</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • The Accountant manages financial records, ensures compliance, and supports accurate reporting of company financial activities. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare monthly management accounts and financial reports. • Handle accounts payable, accounts receivable, and bank reconciliations. • Ensure timely and accurate month-end and year-end closing activities. • Maintain compliance with accounting standards, tax regulations, and audits. • Assist in budgeting, cash flow management, and financial planning. • Liaise with auditors, tax agents, and regulatory bodies. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Accounting, Finance, or equivalent qualification. • Professional certifications (ACCA, CPA, CA) preferred. • 3+ years of accounting experience. • Strong understanding of accounting standards and taxation principles. • Proficiency in accounting software and Excel. • High attention to detail and accuracy. 	<ul style="list-style-type: none"> • Office hours
<p>26. Software Engineer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • The Software Engineer designs, develops, tests, and maintains scalable software solutions that support business operations and digital growth. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Design and develop software applications and system features. • Write clean, scalable, and maintainable code. • Troubleshoot, debug, and optimize application performance. 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Collaborate with product, UX, and engineering teams on development projects. • Conduct code reviews and ensure best development practices. • Maintain technical documentation and deployment processes. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Computer Science, Software Engineering, or related field. • Experience in programming languages such as Python, Java, JavaScript, or C#. • Knowledge of APIs, databases, cloud platforms, and system architecture. • Familiarity with Agile development methodologies. • Strong analytical and troubleshooting skills. • Experience with Git, CI/CD, and DevOps practices is preferred. 	
<p>27. Digital Media Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • The Digital Marketing Manager drives brand awareness, lead generation, and customer engagement through multi-channel digital campaigns. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Develop and execute digital marketing strategies across channels. • Manage SEO, SEM, social media, email marketing, and paid advertising campaigns. • Analyze campaign performance and optimize ROI. • Create content strategies aligned with brand objectives. • Monitor digital trends, customer insights, and competitor activities. • Collaborate with sales and design teams to support growth initiatives. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Marketing, Communications, or related field. • 4+ years of digital marketing experience. • Strong understanding of SEO, Google Ads, analytics, and social media marketing. • Experience with CRM and marketing automation tools. • Data-driven mindset with analytical capabilities. • Excellent communication and project management skills. 	<ul style="list-style-type: none"> • Office hours
<p>28. HR Business Partner</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • The HR Business Partner aligns people strategies with business objectives, supporting talent management, organizational development, and workforce planning. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Partner with business leaders on workforce planning and talent strategy. • Manage employee relations, performance management, and engagement initiatives. • Support recruitment, succession planning, and leadership development. • Advise stakeholders on HR policies, employment regulations, and best practices. 	<ul style="list-style-type: none"> • Office hours

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Drive change management and organizational transformation initiatives. • Analyze HR metrics to improve workforce effectiveness. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Human Resources, Business, or related discipline. • 5+ years of HRBP or strategic HR experience. • Strong knowledge of employment laws and HR best practices. • Experience in stakeholder management and organizational development. • Strong interpersonal and influencing skills. • Ability to manage sensitive matters with professionalism. 	
<p>29. IT & Cybersecurity Manager</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • The IT Infrastructure & Cybersecurity Manager oversees IT systems, network security, and cybersecurity strategies to protect business operations and digital assets. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage IT infrastructure, servers, networks, and cloud environments. • Develop and implement cybersecurity policies and security controls. • Monitor system performance, vulnerabilities, and security incidents. • Lead disaster recovery, backup, and business continuity planning. • Ensure compliance with cybersecurity and data protection standards. • Manage external vendors, technology implementations, and IT budgets. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Information Technology, Cybersecurity, or related field. • 5+ years of infrastructure or cybersecurity experience. • Knowledge of cloud computing, networking, firewalls, and endpoint security. • Certifications such as CISSP, CompTIA Security+, or Azure/AWS are advantageous. • Strong incident response and risk management capabilities. • Ability to lead technical teams and manage complex IT environments. 	<ul style="list-style-type: none"> • Office hours

#12 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

• For Career Coaching

Are you at a career crossroad? Engage a career coach to nurture your career and be well-equipped with newfound skills as you embark on a new career or navigate a career change.



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



e2i Career Centre (DNI)

Devan Nair Institute
for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours (DNI)

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Jurong East



e2i Career Centre (OMB)

1 Marina Boulevard,
#B1-03
Singapore 018989

Operating Hours (OMB)

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Raffles Place, Downtown



e2i Career Centre (OTH)

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk,
#01-21
Singapore 528523

Operating Hours (OTH)

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Tampines

Jobs and Skills Centre

To locate us, click here: <https://www.e2i.com.sg/locate-us/>

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Jobs Alert for PMET

e.g. Engineers, Managers,
Executives, Technicians



Join Our Telegram

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Jobs Alert for non-PMET

e.g. Temp jobs, operators,
packers, etc.



Join Our Telegram

<https://www.e2i.com.sg/JSCTelegram/Non-PMET>

#13 IBF Careers Connect

Did you know that IBF Careers Connect provides career advisory services as well?

We support individuals with:

 <p>Career transitions</p> <p>We help individuals to plan, make and implement career-related decisions</p>	 <p>Job search</p> <p>We provide tailored job search strategies and support for job interviews</p>	 <p>Employability</p> <p>We help identify upskilling opportunities to enhance employability</p>	 <p>Networking</p> <p>We provide access to networking events to connect with other finance professionals</p>
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Note:

- IBF Careers Connect Advisory Services are available for Singaporeans and Singapore Permanent Residents who are existing financial professionals or those who are making a career switch to the financial industry.
- For your convenience, all career advisory sessions will be conducted virtually.

For General Enquiries, please contact us at ibfcareersconnect@ibf.org.sg.

Scan the QR code to find career support and take the next step with IBF’s Career Advisers.

