# Wholesale Trade Workforce Careers Connect (31 July 2026)




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

# JOB LISTING BOOKLET

Co-organised by

In partnership with

# Eastern Harvest Foods (Singapore) Pte Ltd

Eastern Harvest Foods established in 2006 as an importer and distributor of frozen seafood and Japanese food catering to local demands, Eastern Harvest Foods has been progressing rapidly over the years to meet the expanding needs of the market. It has now grown to be one of the major suppliers of frozen seafood and Japanese food products in Singapore.

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| Customer Service Executive /Customer Service Coordinator | • Manage customers' orders efficiently.<br>• Assist in the generation of sales order, delivery order, invoice, and credit note.<br>• Monitor and promptly respond to email correspondence and customer inquiries.<br>• Ensure accuracy in receipts, amounts, and records.<br>• Handle all incoming inquiries via phone, fax, email, and walk-ins.<br>• Execute day-to-day sales order processes.<br>• Collaborate with other departments to fulfil customers' orders.<br>• Provide indoor sales support.<br>• Perform any other ad-hoc duties assigned by Management.<br>**Job Requirements**<br>• Minimum 'O' Level or Diploma qualification.<br>• Preferably with at least 2 years of relevant experience.<br>• Excellent communication, interpersonal skills, and customer oriented.<br>• Proactive with a strong ability to prioritize tasks effectively.<br>• Capable of working under pressure and managing multiple tasks.<br>• Familiarity with ERP/NAV system is a plus.<br>• Diligent and dependable with a positive attitude.<br>• Ability to communicate in Mandarin to liaise with Mandarin-speaking clients. | • 5.25 days<br>• Shift<br>• 619325 |
| Purchasing Executive | • Purchase goods, materials, or services in line with specified cost, quality, and delivery schedules.<br>• Conduct research on potential products, vendors, and services, comparing price and quality to ensure the best deal. | • 5 days<br>• 8am-5.30pm<br>• 619325 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | • Study and analyze product consumption and market development to forecast demand.<br>• Negotiate contract terms and pricing with vendors.<br>• Monitor inventory levels and place orders promptly to ensure supply availability.<br>• Track orders to ensure timely delivery.<br>• Inspect purchased products upon delivery and report any issues promptly.<br>• Verify documents for compliance with company guidelines, purchasing policies and procedures, and government regulations.<br>• Coordinate with internal departments to ensure smooth processes related to products.<br>• Track product sales and provide guidelines and support to sales teams to boost sales.<br>• Provide cost analysis for new and existing products and review cost reduction activities.<br>• Build, maintain, and manage supplier relationships, ensuring effective communications.<br>**Job Requirements**<br>• Diploma in Business Administration or similar field.<br>• Minimum of 3 years of experience in purchasing.<br>• Proficient in building and maintaining effective and productive relationships with staff, stakeholders, and suppliers.<br>• Excellent communication, negotiation, interpersonal and influencing skills.<br>• Strong analytical and numerical acumen with demonstrated problem-solving abilities.<br>• Capable of performing well under pressure and able to handle emergency and stressful situations effectively. | |
| Supply Chain Manager | • Sourcing & Supplier Management<br>• Develop and implement procurement strategies aligned with sales forecasts and company growth objectives<br>• Source and evaluate local and international suppliers to secure competitive pricing and ensure reliable supply chains | • 5 days<br>• 8am-5.30pm<br>• 619325 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | • Negotiate pricing, payment terms, rebates, and contracts to optimize cost savings and improve profit margins<br>• Build and sustain strong supplier partnerships for long-term supply stability<br>• Conduct regular supplier performance evaluations focusing on pricing, quality, delivery, and compliance<br>• Purchasing & Supply Planning<br>• Manage the end-to-end procurement process from purchase requisition through shipment coordination<br>• Plan purchasing volumes based on demand forecasts, seasonal trends, and promotional schedules<br>• Analyze market trends, commodity price changes, and currency fluctuations to inform purchasing decisions<br>• Ensure timely stock replenishment to avoid shortages while minimizing excess inventory and product expiry risks<br>• Inventory & Cost Control<br>• Maintain optimal inventory levels to support healthy stock turnover rates<br>• Analyze procurement data to identify opportunities for cost reduction and margin enhancement<br>• Monitor and report key procurement performance indicators, including cost savings, supplier reliability, lead times, and inventory aging<br>• Oversee product specifications, costing structures, and packaging standards to ensure quality and compliance<br>**Job Requirements**<br>• Diploma or Degree in Supply Chain Management, Procurement, or related field<br>• Proven procurement experience, preferably within food trading, FMCG trading, or related industries<br>• Strong expertise in international sourcing and supplier negotiation<br>• Demonstrated analytical and problem-solving skills applied to challenges<br>• Leadership experience in managing procurement teams is advantage<br>• Proficiency in Microsoft Office and ERP systems | |

# Mecomb Singapore

Mecomb Singapore Limited, a Singapore Quality Class member, leads in electronics, scientific, pharmaceutical, industrial automation, communications, electrical, and mechanical equipment. We seek dynamic individuals to grow our local and regional business.

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| BIM Modeler | • Create BIM content and production documents to support BIM-assisted project delivery.<br>• Perform quality assurance and quality control (QA/QC) on modeller and consultant BIM models to ensure compliance with organizational VDC/IDD standards.<br>• Produce BIM model deliverables for design, documentation, and fabrication purposes.<br>• Interpret engineering drawings and update consultant RFIs to accurately reflect design intent.<br>• Develop BIM models with correct parameters and attributes to enable 4D simulation and 5D cost management.<br>• Identify and report discrepancies during design production to BIM engineers for resolution.<br>• Collaborate and share knowledge with team members to enhance project outcomes.<br>• Utilize proficiency in Civil & Structural (C&S), Architectural, and Mechanical & Electrical (M&E) 3D models to support project requirements.<br>• Apply familiarity with BIM documentation and shop drawings generated directly from models.<br><br>**Job Requirements**<br><br>• Proficient in Revit, Navisworks, AutoCAD, and Microsoft Office to produce and manage BIM models and documentation.<br>• Basic knowledge and usage of Dynamo and Civil3D for BIM model enhancement.<br>• Minimum 4 years of full BIM experience, preferably with A1 main contractors or consultants working independently.<br>• Higher Nitec in Architectural Technology or Structural Engineering, or Diploma/Degree in Civil, Architectural, Mechanical Engineering, or BIM<br>• Good command of spoken and written English to communicate design and project information effectively | • 5.5 days<br>• 8.30am – 6pm<br>• 640977 |
| ELV Sales Engineer | • Active Hunting: Identify security upgrade opportunities in existing buildings and track new construction tenders.<br>• Solution Pitching: Conduct live demonstrations of IP CCTV, biometric access control, and visitor management systems.<br>• Site Surveys: Walk through client facilities to map out camera placements, card reader locations, and cable paths.<br>• Technical Estimations: Review floor plans to quantify equipment needs and draft accurate commercial quotes.<br>• Vendor Coordination: Liaise with security product distributors to secure project-specific pricing and margins. | • 5 days<br>• 8.30am – 5.45pm<br>• 640977 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | • Target Product Portfolio 1) Video Surveillance: IP Cameras, Network Video Recorders (NVR), Video Management Software (VMS), and AI Video Analytics.<br>• 2) Access Control: Biometric Readers (Facial/Fingerprint), Turnstiles, Smart Card Systems, and Visitor Management.<br>• 3) Intrusion Detection: Alarm Panels, Motion Sensors, Perimeter Security, and Guard Tour Systems.<br><br>**Job Requirements**<br><br>• 1–2 years selling electronic security solutions, CCTV hardware, or systems integration services. Basic understanding of IP networking, POE switches, storage calculations, and security field devices.High resilience to rejection, comfortable with cold outreach, and a strong desire to hit financial bonuses. | |
| Marine Surveyor | • Able to conduct Radio survey of GMDSS equipment. Installation/troubleshooting/servicing in Marine navigation systems such as Marine Radar, Gyro compass, Magnetic compass, autopilot, echo sounder, speed log, steering – FFU/NFU, weather fax, wind speed/direction etc<br>• Installation/troubleshooting/servicing in communication systems such as GMDSS, VHF/UHF, MF/HF SSB, NBDP, NDB, Navtex, Inmarsat, FBB, Local Area networks, email system etc.<br>• Servicing, installation, commissioning, and troubleshooting of marine communication and navigation equipment.<br>• Providing technical support on email / phone enquiries to service coordinators.<br>• Mainly job duties at Shipyard, anchorage, and overseas for installation, commissioning, service, troubleshooting, repair and warranty.<br>• Ensure conformance to ensure test results are consistent.<br>• Completion of Installation and commissioning work with proper reports.<br>• Management of Service reports, record on service, maintenance, warranty, and repair works are given.<br>• Liaison with Service Coordinator and relevant suppliers to provide technical solutions for defect reports relating to equipment and follow up to customer's requirements.<br>• Work experience with Radar, Echosounder, Autopilot, Speed log, Radio Equipment, MF/HF, VHF, Fleet Broadband, VSAT and etc. is an advantage.<br>• Prepare the service reports after completion of jobs.<br><br>**Job Requirements**<br>• Candidate must be a GOC certificate holder and trained radio equipment.<br>• Should have GOC for carrying out Radio Survey and should have makers training and approval for Marine Communication Equipment<br>• Nitec/Higher Nitec/Diploma in Electronics/Communications/ RF Technology/ Marine or relevant working experience in installation, commissioning, and troubleshooting of marine navigation equipment.<br>• Able to travel overseas, especially on short notice.<br>• Above 2 – 5 years' experience in marine & offshore industries.<br>• Shipyard Safety Instruction Course. | • 5 days<br>• 8.30am – 5.45pm<br>• 640977 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | | |
| Marine Technical Engineer (Radio & Navigation) | • 1. Technical Service Delivery & Operations<br>• Support & Maintenance: Provide both remote and onsite technical support for navigation (Radar, Gyro Compass, ECDIS, GPS, VDR & etc.) and communication (VSAT, Satcom) systems. Installation & Commissioning: Oversee the installation, configuration, and calibration of new and existing equipment, ensuring compliance with maker specifications and international standards (IMO, SOLAS).<br>• Troubleshooting: Diagnose and resolve complex technical issues, collaborating with manufacturer (OEM) engineers if needed.<br>• Service Planning: Prepare service scopes, develop maintenance plans, and manage resource loading to meet client timelines.<br>•<br>• 2. Client & Account Management<br>• Customer Satisfaction: Act as the primary technical contact for clients, managing expectations and enhancing satisfaction with service delivery.<br>• Relationship Management: Build and maintain technical relationships with clients and new prospects.<br>• Complaint Handling: Resolve customer complaints and technical escalations effectively.<br>• Commercial Negotiation: Negotiate with service partners, manufacturers (OEMs), and shipyard representatives for timely and cost-effective services<br>•<br>• 3. Regulatory Compliance & Documentation<br>• Safety & Standards: Ensure all work adheres to safety protocols, ISM codes, and flag state requirements.<br>• Documentation: Maintain accurate records of service reports, fault reports, and repair logs.<br>• Vetting & Audits: Finalize vetting and audit observations to ensure future compliance.<br>•<br>• 4. Project & Resource Management<br>• Project Coordination: Manage, install, and commission projects from planning to completion.<br>• Inventory & Spares: Manage the procurement of technical supplies and spare parts to ensure prompt repair services.<br>• Budgeting: Monitor repair budgets and expenditure, optimizing costs.<br>•<br>• 5. Handling Existing Vendors and Introducing New Agencies<br>• Agency Evaluation & Selection: Identifying, evaluating, and appointing new technical agencies or service partners, ensuring they meet class and manufacturer standards.<br>• Onboarding & Compliance: Leading the onboarding process for new vendors, including training them on company standards, providing technical documentation, and establishing workflows.<br>• Technical Support & Guidance: Providing expert guidance to agency technicians regarding navigation matters (e.g., ECDIS, GPS, Gyrocompasses) as a Master Mariner or similar technical expert. | • 5 days<br>• 8.30am – 5.45pm<br>• 640977 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | • Vendor Performance Management: Monitoring the performance of external agencies against KPIs, ensuring high-quality service and cost-effectiveness.<br>• Regulatory Compliance: Ensuring all new agencies comply with IMO conventions, flag state requirements, and classification society rules.<br>• Quality Control & Audit: Auditing new and existing agencies to ensure compliance with company protocols and safety standards, closing out any audit findings. 6. Succession Planning & Mentorship [Successor Specific]<br>• To act as the senior technical authority for all navigation, communication, and automation systems, ensuring high-quality, cost-effective service delivery for clients. This role prepares the successor to take over full accountability for the department's operational performance, technical strategy, team development, and regulatory compliance.<br>• Team Development: Train and mentor service engineers and technicians to improve technical competencies. Develop training curricula for service staff to ensure they are updated on the latest navigational equipment.<br>• Knowledge Transfer: Document procedures and develop technical databases for better analysis and handover of information.<br>• Performance Management: Set targets, implement guidelines, and conduct performance evaluations for the team.<br><br>**Job Requirements**<br><br>• Technical Diploma in Electrical Engineering. Related experience in the sales and able to liaise with contractors, buyers, project engineers and consultants.<br>• 3-5 years of relevant experience in the electrical industry. In-depth knowledge & exposure of the electrical products and system.<br>• Overall understanding about the process & system design.Strategic & Technical selling. | |
| MEP Project Engineer | • Tender Estimation: Interpret hospital tender drawings, technical specifications, and Bill of Quantities (BQ) relating to specialized hospital automation and PTS.<br>• Vendor Sourcing: Secure and evaluate competitive quotations from specialized PTS equipment manufacturers, piping suppliers, and sub-contractors.<br>• Proposal Drafting: Draft technical proposals, method statements, compliance matrices, and system schematics to respond to public healthcare tender queries.Routing Design Coordination: Work with drafters to produce detailed PTS shop drawings, coordinate 3D BIM/Revit layouts, and resolve space constraints with other MEP services (e.g., HVAC, medical gas lines).<br>• Site Management: Supervise on-site installation of pneumatic transport lines, diverter units, blower stations, and user terminals in compliance with hospital infection control and safety standards.<br>• System Testing & Commissioning (T&C): Lead the T&C phase, including pressure testing, software configuration for station routing, and integrating the PTS with Hospital Information Systems (HIS/EHR). | • 5 days<br>• 8.30am – 5.45pm<br>• 640977 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | **Job Requirements**<br><br>• Bachelor's Degree or Diploma in Mechanical Engineering, Mechatronics, or Building Services. 2 to 5 years of engineering experience in MEP construction, with specific exposure to Pneumatic Tube Systems (PTS), Medical Gas systems, or complex automated material handling systems in a healthcare environment. Ability to read and interpret mechanical, electrical, and pneumatic schematics. Proficiency in AutoCAD and BIM/Navisworks for clash detection is highly valued. Familiarity with Singapore construction tendering processes (e.g., GeBIZ, BCA building codes) and hospital environments. | |
| MRO Sales Engineer | • Identify and pursue new business opportunities in the electrical distribution market to drive revenue growth. Engage with customers to analyze their unique requirements and propose tailored electrical distribution solutions. Prepare detailed proposals and technical specifications to secure new contracts and expand market presence.<br>• Negotiate commercial terms to close sales deals that align with company objectives and customer expectations.<br>• Provide post-sales support to maintain high levels of customer satisfaction and promote client retention.<br>• Monitor industry trends and competitor activities to inform and adapt sales strategies proactively.<br>• Collaborate with the engineering team to contribute to the development of innovative products and services that meet market demands.<br><br>**Job Requirements**<br>• Proven ability to identify, pitch, and close sales deals successfully within the electrical distribution industry.<br>• Strong technical knowledge of electrical distribution equipment and systems to support solution development and customer engagement.<br>• Excellent communication and presentation skills to effectively engage with diverse customer groups.<br>• Commercial acumen to negotiate favorable contract terms and support business objectives. Degree in Electrical/Electronic Engineering or a related technical field.<br>• Minimum 5 years of experience in a sales engineering role within the electrical distribution industry.<br>• Collaborative and customer-focused mindset to foster strong internal and external relationships. | • 5 days<br>• 8.30am – 5.45pm<br>• 640977 |
| Pumps Sales Manager | • Develop and execute sales strategies to grow the pumps portfolio in Singapore and regional markets.<br>• Manage the full sales cycle—lead generation, technical discussions, quotations, proposals, negotiations, and closing.<br>• Build strong relationships with key accounts, OEMs, EPCs, contractors, and distributors.<br>• Conduct product presentations, technical clarifications, and site visits with customers.<br>• Monitor tender portals, prepare tender submissions, and follow up on project bids. | • 5 days<br>• 8.30am – 5.45pm<br>• 640977 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | • Work closely with internal teams (engineering, service, logistics, procurement) to ensure accurate proposals and timely delivery.<br>• Provide market insights, competitor analysis, and business development recommendations.<br>• Achieve sales targets, profitability goals, and pipeline accuracy.<br>• Prepare regular sales forecasts, activity reports, and management updates.<br><br>**Job Requirements**<br>• Diploma/Degree in Mechanical Engineering, Electrical Engineering, Mechatronics, or a related technical field.<br>• Minimum 5–8 years of sales experience in industrial equipment, pumps, vacuum systems, or rotating machinery.<br>• Strong technical understanding of compressor/pump sizing, specifications, and applications.<br>• Proven track record in project sales, industrial B2B sales, or engineering solutions. | |

# PAMARINE PRIVATE LIMITED

Founded in 1975, Pamarine is a privately held leader in marine equipment supply and servicing. We offer turnkey solutions backed by expert consultation and strict adherence to IMO, SOLAS, EU and USCG standards. Committed to innovation and driven by a talent team, Pamarine continues to grow through advanced technologies, delivering value to clients and a strong future for our employees.

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| ASSISTANT MANAGEMENT EXECUTIVE | Office Administration & Management<br>• Oversee general office administration, daily operations, and maintenance.<br>• Manage office supplies, vendors, and service contracts.<br>• Implement, monitor, and improve Standard Operating Procedures (SOPs).<br>• Ensure proper filing, documentation, and record management.<br>• Collaborate with cross-functional teams to address administrative challenges and enhance organisational effectiveness.<br>Secretariat & Management Support<br>• Provide secretarial and administrative support to the Management Team.<br>• Liaise effectively with internal and external stakeholders.<br>• Maintain accurate records of resolutions, correspondence, and statutory matters.<br>Event & Project Coordination<br>• Plan, organise, and coordinate events and activities.<br>• Support the setup, safety, security, and upkeep of company premises.<br>• Assist in project coordination, monitoring, and operational follow-up.<br>Communications & Public Relations<br>• Draft official correspondence, notices, and announcements.<br>• Support social media platforms and website updates.<br>• Assist in public engagement and community communication initiatives.<br>3D Printing & Technical Support<br>• Operate and maintain 3D printing equipment for organisational projects.<br>• Manage design files, printing schedules, and quality control of printed outputs.<br>• Collaborate with project teams to integrate 3D printing solutions into administrative, event, or community initiatives.<br>• Ensure safe handling, troubleshooting, and upkeep of 3D printing technology.<br>Ad-hoc Assignments<br>• Assist in ad-hoc assignments, projects, and duties as assigned by management.<br><br>**Job Requirements**<br><br>• Minimum Diploma in any discipline.<br>• Strong ability to communicate and handle documentation effectively.<br>• Excellent multitasking, organisational, and time management skills, with the ability to manage multiple priorities and deadlines in a fast-paced environment. | • 5 days<br>• 8.30am – 6pm<br>• 638380 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | • Exceptional verbal and written communication skills.<br>• Proficiency in Microsoft Office applications; familiarity with 3D printing software is an advantage.<br>• Meticulous, responsible, and able to work independently.<br>• Positive attitude, proactive mindset, and willingness to learn and adapt. | |
| ASSISTANT PROJECT SERVICE ENGINEER | • Work closely with sales, engineering, marketing, and customer success teams to prioritize features, address client feedback, and ensure alignment across the organization<br>• Support project cycle from planning, coordination and implementation<br>• Managing Project Maintenance and Compliance records<br>• Address enquiries and provide prompt, professional, and relevant issue resolution<br>• Conduct regular site visits to ensure operational readiness, safety, and service standards are maintained<br>• Prepare detailed and regular reports, updates, and performance summaries for management<br>• Respond to urgent operational issues and incidents when required<br>• Execute plant modifications and supervise junior colleagues during the execution phase<br>• Any ad-hoc tasks and duties assigned by supervisor/ management<br><br>**Job Requirements**<br><br>• Min. Diploma or above in electrical and electronic engineering, Mechatronics or electro-mechanical engineering, or a related field<br>• At least 2 years of working experience in a related field<br>• Proficiency in hands-on preventive and corrective maintenance, as well as calibration tasks<br>• Excellent report writing skills for post-servicing documentation<br>• Ability to work independently and as a team player<br>• Be a team member to work with cross-functional teams<br>• Keen on continuous improvement<br>• Strong written and oral communication skills<br>• Preferably with valid class 3 driving licence (optional) | • 5.5 days<br>• 8.30am – 6pm<br>• 638380 |
| ASSISTANT SERVICE ENGINEER | • Assist in preventive maintenance in accordance with Planned Preventive Maintenance (PPM) schedule<br>• Assist to carry out maintenance, trouble shooting and repair for unplanned equipment breakdown<br>• Assist to monitor equipment performance and fine tune equipment to the best operating conditions<br>• Assist to carry out all associated maintenance work (e.g., configuration, dismantling and re-instatement servicing, calibration etc.) during turnaround<br>• Execute plant modifications and supervise junior colleagues during the execution phase<br>• Any ad-hoc tasks and duties assigned by supervisor/ management<br><br>**Job Requirements**<br>• Min. Diploma or above in electrical and electronic engineering, Mechatronics or electro-mechanical engineering, or a related field | • 5.5 days<br>• 8.30am – 6pm<br>• 638380 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | • At least 2 years of working experience in a related field<br>• Proficiency in hands-on preventive and corrective maintenance, as well as calibration tasks<br>• Excellent report writing skills for post-servicing documentation<br>• Ability to work independently and as a team player<br>• Be a team member to work with cross-functional teams<br>• Keen on continuous improvement<br>• Strong written and oral communication skills<br>• Preferably with valid class 3 driving licence (optional) | |
| MARKETING & E-COMMERCE COORDINATOR | • Setup and manage daily operations of the company's e-commerce platforms and ensuring smooth functionality and user experience<br>• Plan and execute online campaigns, including promotions, pricing strategies, and content updates<br>• Maintain accurate website content, including product listings, company information, and policies<br>• Execute digital marketing campaigns across channels such as email marketing and paid advertising<br>• Develop and implement customer engagement strategies, including automated journeys and promotional campaigns<br>• Monitor and optimise campaign performance through data analysis, testing, and continuous improvements<br>• Manage online sales channels, including campaign setups, product visibility, and promotional activations<br>• Analyse performance metrics and generate insights to improve ROI and campaign effectiveness<br>• Develop and manage content strategies to drive brand awareness and customer engagement<br>• Coordinate with external vendors and partners to ensure smooth execution of campaigns<br>• Handle customer enquiries and support overall online shopping experience<br>• Support operations during peak periods when required<br>• Identify and implement process improvements and workflow automation<br><br>**Job Requirements**<br><br>• Diploma or Degree in Marketing, Business, E-Commerce, or a related field<br><br>• 2–4 years of relevant experience in e-commerce and digital marketing<br><br>• Hands-on experience managing Shopify or similar e-commerce platforms<br><br>• Strong understanding of website management, campaign execution, and performance optimisation<br><br>• Analytical, detail-oriented, and results-driven<br><br>• Ability to manage multiple tasks in a fast-paced environment | • 5 days<br>• 8.30am – 6pm<br>• 638380 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| TECHNICIAN | • Assist in performing daily routine inspections<br>• Assist in liaising and coordinating with stakeholders and vendors for defects rectification works<br>• Assist in preventive / predictive maintenance to identify and prepare equipment for maintenance before breakdown<br>• Assist in performing in-house maintenance work and quick fix of building repairs, painting and carpentry work<br>• Assist in maintain proper inventory of items for electrical, sanitary and plumbing, painting, carpentry, and hand tools<br>• Assist in ensuring safe working conditions through taking corrective actions to maintain equipment and process within safe operating limits<br>• Updating and maintenance of records of all equipment lists for machines, pumps, air-condition<br>• Any ad-hoc duties as assigned<br><br>**Job Requirements**<br><br>• Minimum Higher NITEC in Engineering (Mechanical/Electrical).<br>• Prior experience and/or knowledge of basic carpentry, plumbing, painting and hand and powered tools<br>• Good verbal and written communication skills<br>• Possess a positive working attitude and is an excellent team player | • 5.5 days<br>• 8.30am – 6pm<br>• 638380 |

# RMS MARINE & OFFSHORE SERVICE PTE. LTD.

RMS Marine & Offshore is a leading ship chandler and marine services provider, supporting vessels calling at ports across Singapore and the region. We deliver high-quality provisions, stores, deck supplies, safety equipment, logistics, and technical support to the maritime industry. Backed by an experienced team and a strong customer focus, we are committed to operational excellence, reliability, and safety while providing employees with opportunities for growth in a dynamic and fast-paced marine environment.

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| Admin Assistant | • Manage front desk and reception activities, perform general office administration, coordinate meetings and events, maintain office records and supplies, support departments with administrative tasks, and ensure smooth day-to-day office operations.<br><br>**Job Requirements**<br><br>• Minimum 2 years of relevant administrative or office support experience. Proficient in Microsoft Office applications. Strong communication, organisational, and interpersonal skills. Able to multitask, maintain confidentiality, and work independently as well as in a team. | • 5.5 days<br>• 9am – 6pm<br>• 639307 |
| Class 3 Driver | • Safely collect and deliver goods to customers, ports, and shipyards. Load and unload cargo, inspect vehicles, maintain delivery documentation, collect payments when required, and comply with traffic and workplace safety regulations.<br><br>**Job Requirements**<br><br>• Secondary education or equivalent. Valid Singapore Class 3 Driving Licence with a good driving record. Familiarity with Singapore roads and ports is preferred. Forklift experience is an advantage. | • 6 days<br>• 9am-6pm<br>• 639307 |
| HSE Executive | • Develop and implement HSE programmes, conduct safety inspections and risk assessments, manage incident investigations, oversee facility maintenance, coordinate contractors, and ensure compliance with workplace safety and environmental regulations.<br><br>**Job Requirements**<br>• Diploma or Degree in Occupational Health & Safety, Engineering, Facilities Management, or a related discipline. Minimum 3 years of relevant experience. WSH, NEBOSH, or ISO 45001 certification is preferred. Strong project management and communication skills. | • 5.5 days<br>• 9am-6pm<br>• 639307 |
| IT Executive | • Maintain IT infrastructure, provide user support, troubleshoot hardware and software issues, manage IT assets, implement security measures, and support system upgrades and technology projects. | • 5.5 days<br>• 9am-6pm<br>• 639307 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | **Job Requirements**<br><br>• O Level, NITEC, Diploma, or equivalent in Information Technology. Relevant IT support experience preferred. Good knowledge of hardware, software, networking, and Microsoft Office. Strong troubleshooting and interpersonal skills. | |
| Load Master | • Operate forklifts to safely load, unload, transport, and store materials. Support receiving, picking, packing, inventory control, and warehouse housekeeping while ensuring compliance with workplace safety procedures.<br><br>**Job Requirements**<br><br>• Secondary education or equivalent. Valid Singapore Forklift Licence or Forklift Operator Certificate. Relevant forklift operating experience preferred. Physically fit and able to perform manual handling duties. Candidates should already possess valid work authorisation to work in Singapore, as work pass sponsorship is not available for this position. | • 5.5 days<br>• 9am-6pm<br>• 639307 |
| Outdoor Sales Specialist | • Develop new business opportunities, manage customer accounts, prepare quotations, conduct customer visits, negotiate contracts, coordinate with internal departments, and provide after-sales support to achieve sales targets and customer satisfaction.<br><br>**Job Requirements**<br>• Diploma in Engineering, Marine, Business, or a related discipline preferred. Relevant sales or customer service experience is an advantage. Strong communication, negotiation, and relationship management skills. Self-motivated and results-oriented. | • 5.5 days<br>• 9am-6pm<br>• 639307 |
| Purchasing Executive | • Source and evaluate suppliers, negotiate pricing, manage purchase orders, monitor inventory, maintain procurement records, coordinate with internal departments, and ensure timely procurement while complying with company policies.<br><br>**Job Requirements**<br>• Diploma or higher qualification in Supply Chain, Procurement, Business, Logistics, or a related discipline. Relevant purchasing or procurement experience preferred. Good negotiation, communication, and ERP system skills. | • 5.5 days<br>• 9am-6pm<br>• 639307 |
| Finance Business Partner | • Analyse business performance, manage KPIs, support budgeting and forecasting, conduct business and financial analysis, prepare management reports, and drive business improvement initiatives through data-driven insights and stakeholder collaboration.<br><br>**Job Requirements**<br>• Bachelor's degree in Business, Finance, Economics, Accounting, Statistics, or a related discipline. Minimum 2 years of relevant experience in business analysis, FP&A, or commercial finance. Strong analytical, stakeholder management, and presentation skills. Knowledge of Power BI, Power Apps, and Power Automate is an advantage. | • 5.5 days<br>• 9am-6pm<br>• 639307 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| Technical Coordinator | • Prepare technical quotations, coordinate procurement and service delivery, monitor project progress, support technical sales activities, liaise with customers and suppliers, and ensure projects are completed safely and efficiently.<br><br>**Job Requirements**<br>• Diploma or Degree in Marine Engineering, Mechanical Engineering, or a related discipline. Minimum 3 years of relevant marine, technical sales, or project coordination experience. Good commercial awareness and stakeholder management skills. | • 5.5 days<br>• 9am-6pm<br>• 639307 |
| Warehouse Admin Assistant | • Provide administrative support for warehouse operations, maintain inventory records, prepare shipping and receiving documentation, coordinate deliveries, update system records, and support reporting activities.<br><br>**Job Requirements**<br>• Secondary or equivalent qualification. Proficient in Microsoft Office applications. Good attention to detail, organisational skills, and ability to coordinate with multiple stakeholders. | • 5.5 days<br>• 9am-6pm<br>• 639307 |
| Warehouse Assistant | • Receive, inspect, store, pick, pack, and prepare goods for delivery. Maintain inventory accuracy through stock checks and proper documentation, ensure warehouse cleanliness and safety, and support daily warehouse operations.<br><br>**Job Requirements**<br>• Secondary education or equivalent. Warehouse experience is preferred. Physically fit to perform manual handling duties. Forklift licence is an advantage. Candidates should already possess valid work authorisation to work in Singapore, as work pass sponsorship is not available for this position. | • 5.5 days<br>• 9am-6pm<br>• 639307 |

# SCANMED TECHNOLOGY

Scanmed Technology (S) is a Singapore-based distributor of medical equipment, consumables, and disposables. Established in 1993, we bring over 30 years of experience in delivering a wide range of healthcare solutions and services. We support various healthcare institutions, including hospitals, clinics, nursing homes, polyclinics, medical schools, and the Health Sciences Authority. Our commitment is to provide reliable products and quality service to meet the evolving needs of the healthcare industry.

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| ADMIN & LOGISTICS | • Handle general administrative duties including documentation, data entry, and filing<br>• Coordinate delivery schedules and logistics arrangements with suppliers and customers<br>• Prepare purchase orders, invoices, and delivery orders<br>• Track shipments and ensure timely delivery of goods<br>• Maintain inventory records and stock levels<br>• Liaise with internal teams, vendors, and clients<br>• Support office operations and ensure smooth workflow<br>**Job Requirements**<br>• Diploma or relevant qualification in Business Administration, Logistics, or related field<br>• Prior experience in admin or logistics is an advantage<br>• Proficient in Microsoft Office (Excel, Word)<br>• Good communication and organizational skills<br>• Able to multitask and work independently | • 5 days<br>• 9am – 6pm<br>• 128381 |
| DIGITAL MARKETING SPECIALISTS | • Develop and implement digital marketing strategies across various channels (social media, email, website, and search engines)<br>• Manage and optimize paid advertising campaigns (e.g. Google Ads, social media ads)<br>• Create engaging content for social media, websites, and marketing materials<br>• Monitor campaign performance and prepare reports using analytics tools<br>• Manage company website and improve SEO performance<br>• Coordinate with internal teams and external vendors | • 5 days<br>• 9am-6pm<br>• 128381 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | **Job Requirements**<br>• Diploma or Degree in Marketing, Business, or related field<br>• Proven experience in digital marketing is preferred<br>• Familiar with SEO, SEM, Google Analytics, and social media platforms<br>• Strong communication and creative skills<br>• Data-driven with good analytical abilities | |
| MEDICAL SALES REP | • Promote and sell medical products to hospitals, clinics, and healthcare institutions<br>• Build and maintain strong relationships with doctors, nurses, and procurement teams<br>• Conduct product presentations, demonstrations, and training sessions<br>• Achieve sales targets and expand customer base<br>• Monitor market trends and competitor activities<br>• Prepare sales reports and maintain accurate records<br><br>**Job Requirements**<br>• Diploma or Degree in Biomedical Science, Life Sciences, Business, or related field<br>• Sales experience preferred (training provided for entry-level candidates)<br>• Good communication and interpersonal skills<br>• Self-motivated, results-driven, and willing to travel<br>• Basic knowledge of medical equipment is an advantage | • 5 days<br>• 9am-6pm<br>• 128381 |
| OPERATIONS ADMIN SUPPORT | • Provide administrative support to operations and sales teams<br>• Prepare and process documents such as purchase orders, invoices, and delivery orders<br>• Maintain accurate records, filing systems, and databases<br>• Coordinate with suppliers, customers, and internal departments<br>• Assist in inventory tracking and logistics coordination<br>• Handle general office duties and support daily operations | • 5 days<br>• 9am-6pm<br>• 128381 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | **Job Requirements**<br>• Diploma or relevant qualification in Business Administration or related field<br>• Proficient in Microsoft Office applications<br>• Good organizational and multitasking skills<br>• Strong communication and attention to detail<br>• Able to work independently and as part of a team | |
| RADIOGRAPHER | • Deliver comprehensive product training to healthcare professionals, ensuring effective and safe use of equipment through structured methodologies such as role-plays, simulations, and multimedia tools.<br>• Coordinate and/or lead training sessions for both customers and internal staff to support product knowledge and competency development.<br>• Act as a product specialist to support Account Managers throughout the sales cycle, providing technical expertise and product insights.<br>• Conduct professional sales presentations and product demonstrations for existing and prospective customers.<br>• Collaborate with cross-functional teams to enhance service delivery and strengthen customer relationships.<br>• Perform any other duties as assigned by the Manager. | • 5 days<br>• 9am-6pm<br>• 128381 |
| SERVICE ENGINEER | • Install, test, and commission medical equipment at customer sites<br>• Perform preventive maintenance and troubleshooting<br>• Diagnose and repair faults efficiently<br>• Provide technical support and training to customers<br>• Maintain service reports and documentation<br>• Ensure compliance with safety and regulatory standards<br>**Job Requirements**<br>• Diploma or Degree in Biomedical Engineering, Electronics, or related field<br>• Relevant technical experience preferred (training provided for entry-level) | • 5 days<br>• 9am-6pm<br>• 128381 |

| Job Positions | Key Responsibilities | Working Hours / Location |
|---|---|---|
| | • Strong problem-solving and analytical skills<br>• Good communication and interpersonal skills<br>• Willing to travel and work on-site | |
| TECHNICAL SERVICE MANAGER | • Lead and manage the technical service team including service engineers and technicians<br>• Oversee installation, maintenance, troubleshooting, and repair of medical equipment<br>• Ensure timely response to customer service requests and technical issues<br>• Support equipment installation, commissioning, and post-sales service<br>• Work closely with sales and application teams to support customers and projects<br>• Manage service KPIs, service reports, and performance monitoring<br>• Oversee spare parts inventory and service resources<br>• Ensure compliance with company standards and regulatory requirements<br>**Job Requirements**<br>• Degree in Biomedical Engineering, Electronics Engineering, or related field<br>• Minimum 5 years experience in servicing medical equipment including imaging equipment<br>• Prior team leadership or supervisory experience preferred<br>• Strong troubleshooting and technical problem-solving skills<br>• Good communication skills and ability to work with hospitals and healthcare professionals | • 5 days<br>• 9am-6pm<br>• 128381 |

## Job Interview Tips

Preparing for a job interview can be a challenging task and it takes effort to ace your next interview.

Here are 8 useful interview tips to face your interviewer with confidence:

1. Match your skills
2. Do your research
3. Prepare your documents
4. Practice your responses to interview questions
5. Be presentable
6. Check your appearance and leave home early
7. Be confident
8. Thank the interviewer for their time

## Meet an e2i Career Coach

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

https://e2i.sg/ctg23b

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

### Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays- Fridays: 9.00am to 5.00pm
Saturdays: 9.00am – 1.00pm

### e2i West

Devan Nair Institute of Employment and Employability
80 Jurong East St 21
Level 2
Singapore 609607
Nearest MRT: Jurong East

### Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays- Fridays: 9.00am to 5.00pm
Saturdays: 9.00am – 1.00pm

### e2i Central

One Marina Boulevard
1 Marina Boulevard
#B1-03
Singapore 018989
Nearest MRT: Raffles Place, Downtown

## Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays- Fridays: 9.00am to 5.00pm
Saturdays: 9.00am – 1.00pm

## e2i East

ServiceSG Centre Our Tampines Hub
1 Tampines Walk
#01-21
Singapore 528523
Nearest MRT: Tampines

## Operating Hours

Mondays to Fridays: 9:00am – 5:00pm
Saturdays: 9.00am – 1.00pm

## e2i North

ServiceSG Centre Woodlands
900 South Woodlands Drive
#03-01A Woodlands Civic Centre
Singapore 730900
Nearest MRT: Woodlands

## NTUC Job Security Council's Telegram Channels

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

PMET




- Subscribe to PMET Jobs-Alert (e.g. Analysts, Engineers, Executives, Technicians, etc.)

NON-PMET




- Subscribe to Non-PMET Jobs-Alert (e.g. Temporary, part-time jobs, operators, packer roles)

# Upcoming Events

Get updated to the latest job opportunities (community or industry job fairs, etc.) or training workshops.

For latest updates and registration for events, visit the following link.
https://e2i.com.sg/events

View our events calendar by scanning the QR code below




**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 https://e2i.com.sg/.