

North East OneAviation Careers (24-25 Jul 2026)



JOB LISTING BOOKLET

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/>.

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ACCOR LOUNGES

Accor is a world leader in the hotel industry, present in 110 countries, with more than 5,500 hotels and 10,000 restaurants and bars. The group deploys an integrated hotel ecosystem that is among the most diversified in the sector, notably associating luxury and high-end brands, mid-range and economic offers, exclusive lifestyle concepts, venues for shows and entertainment, clubs, restaurants and bars, private residences, shared accommodation, concierge services and co-working spaces. Accor has a portfolio of incomparable brands, led by more than 300,000 employees around the world. Recently, Accor has partnered one of the World's Leading Airline to manage the lounges in Changi Airport.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bar Barista	• Minimum 1-year related experience preferably in Hospitality/Hotel/Lounge/F&B operations. • Knowledge of coffee brewing techniques and equipment. • Strong communication and interpersonal skills. • Positive attitude and team-oriented mindset. • Ability to work in a fast-paced environment and multitask. • Flexibility to work shifts, including weekends and holidays. • WSQ Food Hygiene certificate required for this role	• Perform the tasks of order taking and maximise opportunities through knowledge of product and suggestive selling. • Ensure accuracy by repeating order(s) to the guests. • Ensure all beverages are made to Lounge standards and training standards provided by relevant. • ensure all beverages are made to lounge standards and training standards. • Maintain cleanliness and organization of the bar and service areas. • Ensure any maintenance issues with the coffee machine or other equipment are monitored and reported. • Monitor inventory and restock supplies as needed. • Deliver orders promptly. • Demonstrate versatility in responding to guest requests and situations. • Follow health and safety regulations and hygiene standards.	• 5 days work week • 44 hours per week • Rotational shift for AM and PM • 819643
Chef De Partie	• Experience in a supervisory role in the kitchen in a hotel, airline catering or lounge environment. • Strong culinary skills with a understanding of different cuisines and food safety standards. • Computer literate with administrative skills. • Ability to work under pressure and manage multiple priorities. • Flexibility to work shifts, weekends, and public holidays.	• Lead by example and support team development. • Supervise kitchen operations in the absence of senior chefs and delegate tasks to ensure smooth service. • Assist with menu preparation and ensure sufficient stock and mise en place are available. • Coordinate with restaurant staff on menu updates and availability. • Maintain high standards of food presentation, hygiene, and cost control. • Enforce stock rotation, minimize waste, and uphold inventory procedures. • Ensure cleanliness and maintenance of kitchen equipment and work areas.	• 5 days work week • 44 hours per week • Rotational shift for AM and PM and overnight • 819643

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• WSQ Food Hygiene certificate required for this role.	• Help prepare staff rosters and report operational issues to senior chefs.	
Commis Chef	• Relevant culinary trade qualifications. • Experience working in kitchen in a hotel, airline catering or lounge environment. • Knowledge of food safety standards. • Ability to work under pressure and manage multiple tasks efficiently. • Ability to work independently and has good initiative in a dynamic environment. • Excellent teamwork. • Flexibility to work shifts, weekends, and public holidays. • WSQ Food Hygiene certificate required for this role.	• Assist in the preparation and cooking of food items under the supervision of senior chefs. • Follow standard recipes and presentation guidelines to maintain consistency. • Prepare ingredients and mise en place for assigned sections. • Ensure cleanliness and organization of workstations and kitchen equipment. • Adhere to food safety, hygiene and sanitation standards at all times. • Support the kitchen team during busy service periods. • Report any equipment malfunctions or food quality issues to the Chef de Partie.	• 5 days work week • 44 hours per week • Rotational shift for AM and PM and overnight • 819643
Duty Manager	• Experience in hospitality or airline lounge operations, preferably in a supervisory or managerial role. • Strong leadership, communication and problem-solving skills. • Excellent customer service orientation and ability to manage diverse teams. • Familiarity with airport protocols, safety standards and guest service systems. • Ability to remain calm and professional under pressure. • Flexibility to work shifts, weekends, and public holidays. • WSQ Food Hygiene certificate required for this role.	• Supervise lounge operations during the shift, ensuring a seamless guest experience. • Act as the point of contact for guest concerns and feedback. • Coordinate with various teams within the lounge to maintain service standards. • Monitor lounge occupancy, cleanliness and service flow, making real-time adjustments as needed. • Ensure compliance with airport regulations, safety protocols and hygiene standards. • Support staff performance by providing guidance, coaching and on-the-spot training. • Handle incidents, emergencies and irregular operations professionally and efficiently. • Prepare shift reports and communicate key updates to the Manager and relevant departments. • Assist with staff scheduling, inventory checks, and operational planning as required.	• 5 days work week • 44 hours per week • Rotational shift for AM and PM and overnight • 819643

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Food & Beverage Executive	• Previous experience in a restaurant, hotel, or lounge setting preferred. • Strong attention to detail • Ability to work efficiently in a fast-paced environment. • Basic communication skills and teamwork. • Willingness to work flexible hours, including weekends and holidays. • Physically fit to stand for long periods and carry trays or dishes. • WSQ Food Hygiene certificate required for this role.	• Monitor and replenish buffet stations to ensure consistent food availability and presentation. • Clear used dishes, cutlery and glassware from tables efficiently. • Reset tables quickly and neatly for the next guests. • Maintain cleanliness and hygiene standards in the dining and buffet areas. • Assist guests with basic inquiries and provide excellent customer service. • Report any maintenance or safety issues to the supervisor promptly. • Assist in stock control and proper storage of food and beverage supplies. • Comply with food hygiene, safety, and handling regulations. • Assist with setup and closing duties for buffet service.	• 5 days work week • 44 hours per week • Rotational shift for AM and PM and overnight • 819643
Food & Beverage Supervisor	• Minimum 2 years experience in food and beverage operations at a supervisory experience. • Strong leadership and interpersonal skills. • Effective communicator and problem solver. • Ability to motivate and coach service team members. • Skilled in multitasking and working under pressure. • Ability to work under pressure in a fast-paced environment. • Flexibility to work shifts, weekends, and public holidays. • Knowledge of food safety and hygiene standards. • WSQ Food Hygiene certificate required for this role.	• Supervise and support Food and Beverage Executives and staff during shifts. • Ensure buffet and service areas are maintained according to brand and hygiene standards. • Monitor guest satisfaction and respond to requests or complaints professionally and promptly. • Facilitate communication between kitchen, service team, and management for operational efficiency. • Assist in staff training and development to meet service standards. • Organize shift schedules and delegate tasks to ensure coverage and service quality. • Support inventory control and report on supplies and operational needs. • Assist with administrative tasks such as logging incidents and preparing reports.	• 5 days work week • 44 hours per week • Rotational shift for AM and PM and overnight • 819643
Housekeeping Attendant	• Basic communication skills. • Good physical stamina and ability to perform repetitive tasks. • Attention to detail and commitment to cleanliness.	• Welcome guests in a courteous and professional manner when operating shower suite allocations. • Manage shower suite bookings and ensure smooth guest flow. • Clean and sanitize shower suites to the highest hygiene and cleanliness standards.	• 5 days work week • 44 hours per week • Rotational shift for AM and PM and overnight

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Ability to work independently and as part of a team. • Flexibility to work shifts, including weekends and public holidays.	• Change linens and make up beds in the sleeping areas. • Respond promptly to guest requests related to cleanliness or comfort in allocated areas. • Maintain inventory and restock shower amenities (towels, toiletries, refreshments). • Ensure safe use and storage of cleaning chemicals and equipment. • Report maintenance or safety issues promptly to supervisors. • Follow all health, safety, and hygiene regulations diligently.	• 819643
Lounge Attendant	• Strong interpersonal and communication skills. • Effective multitasking and time management abilities. • Service-oriented with strong attention to detail and an approachable manner. • Able to work well under pressure and resolve issues with sound judgment. • Physically fit to stand for long periods and carry trays or dishes. • WSQ Food Hygiene certificate required for this role. • Willingness to work rotating shifts, including weekends and public holidays.	• Promptly clear tables of used crockery, cutlery, glassware, and other items after guest use. • Wipe down and sanitize tables and seating areas to maintain cleanliness and hygiene standards. • Transport used tableware to the dishwashing area and ensure proper segregation of items. • Assist in resetting tables with clean tableware and napkins as required. • Monitor lounge areas for cleanliness and respond quickly to any spills or messes. • Support the food and beverage team by replenishing service stations with clean items when needed. • Follow all health, safety, and hygiene protocols in accordance with airport and company standards. • Provide courteous and professional service to guests when approached. • Report any maintenance or safety issues to the supervisor immediately.	• 5 days work week • 44 hours per week • Rotational shift for AM and PM and overnight • 819643
Passenger Relations Officer	• Strong interpersonal and communication skills. • Effective multitasking and time management abilities. • Service-oriented with strong attention to detail and an approachable manner. • Able to work well under pressure and resolve issues with sound judgment.	• Welcome and assist VIP passengers, ensuring smooth lounge check-in. • Deliver exceptional service to ensure a comfortable lounge experience. • Handle guest inquiries, special requests, and complaints professionally. • Inform guests of lounge facilities, services, and amenities. • Support daily lounge operations, including cleanliness, seating, and F&B availability. • Coordinate with lounge staff to maintain a welcoming environment.	• 5 days work week • 44 hours per week • Rotational shift for AM and PM and overnight • 819643

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Self-motivated, proactive, and adaptable in a fast-paced environment. • Proficient in basic computer systems. • Willingness to work rotating shifts, including weekends and public holidays.	• Assist with boarding announcements and escort guests when required. • Act as the primary point of contact for VIP passengers. • Build rapport with frequent guests to encourage loyalty. • Collaborate with airlines, ground handling, security, and transport services. • Monitor flight updates to assist guests effectively. • Record guest preferences, feedback, and service incidents. • Report guest satisfaction, issues, and improvement opportunities to management. • Handle documentation, payments, and other assigned duties.	
Porter	• Minimum 1-year related experience preferably in Hospitality/Hotel/Lounge/F&B operations. • Prior experience in a customer service role, preferably in hospitality. • Ability to lift and carry heavy luggage. • Excellent verbal communication and interpersonal skills. • Ability to work varying shifts, including night shifts, weekends and holidays.	• Provide porter services and assistance to passengers at the Terminal 2 & Terminal 3 Departure Halls of Changi Airport daily. • Provide baggage assistance to passenger alighting at the kerbside of Changi Airport. • Transport baggage and escort passengers to check-in lounge or other areas within the airport for example, GST Refund Counter or Excess Baggage Counter. • Load checked-in baggage onto the conveyor belt in the check-in lounge. • Converse and be able to engage in conversations comfortably with passengers.	• 5 days work week • 44 hours per week • Rotational shift for AM and PM and overnight • 819643
Store Officer	• Experience in inventory, warehousing, or storekeeping, preferably in hospitality or airport operations. • Basic knowledge of inventory management systems and Microsoft Excel. • Good organizational and time management skills. • Ability to lift and move stock items safely. • Attention to detail and accuracy in record-keeping.	• Assist in receiving, inspecting, and storing incoming supplies including food kitchen supplies. • Issue stock to various lounge departments based on approved requisitions. • Maintain accurate inventory records and update stock levels in the inventory system. • Conduct regular stock counts and report discrepancies to the Store Manager. • Ensure proper labelling, organization and cleanliness of storage areas. • Support in preparing reports and documentation.	• 5 days work week • 44 hours per week • 819643

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Flexibility to work weekends and public holidays.	- Follow all airport security, health, and safety regulations in handling and storing goods. - Coordinate with suppliers and delivery personnel under the supervision of the Inventory Manager.	

CHANGI TRAVEL SERVICES PTE LTD

Changi Travel Services is a Singapore-headquartered company dedicated to redefining travel experiences for business and leisure travellers. We provide a wide range of services, including airport concierge and Meet & Greet, travel connectivity solutions such as ChangiWiFi and eSIMs, prepaid SIM cards, airport transfers, foreign exchange, travel insurance, attraction tickets, and local tours under the Changi Recommends brand. With a strong focus on innovation, digital solutions, and service excellence, we continuously enhance customer experiences. We welcome passionate individuals to join our team and contribute to delivering seamless, memorable journeys.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Guest Experience Associate (Front desk)	- Front office or customer service experience preferred; hotel experience advantageous. - Able to work rotating shifts, including nights, weekends, and public holidays, as part of 24-hour hotel operations. - Knowledge of Property Management Systems (PMS) preferred and strong computer literacy required. - Able to communicate effectively in English to interact with guests, additional languages advantageous. - Able to meet airport security clearance and screening requirements where applicable.	- Guest Arrival, Welcome, and Front Desk Flow: - Manage guest check-ins efficiently while maintaining a warm, professional and organised front desk presence. - Confirm reservation details accurately, including guest name, length of stay, room type, rate, inclusions and payment method. - Verify identification and ensure registration requirements are completed accurately and in accordance with hotel policies. - Provide clear and practical information on hotel facilities and services, adjusting communication according to guest needs. - Manage queues calmly during peak arrival periods and maintain control of the desk rather than reacting to pressure. - Managing Expectations and Irregular Situations: - Handle situations where rooms are not immediately available with transparency and professionalism. - Set realistic expectations regarding waiting times and room availability. - Coordinate closely with Housekeeping and Duty Manager	5 days - Main shifts: 0700-1630hr, 1300-2230hr, 2200-0730hr - Other shifts: 0630-1530hr, 1600-0100hr 819642

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		to obtain accurate room readiness updates. - Communicate operational challenges clearly to guests to minimise dissatisfaction and escalation. • Guest Departure and Billing Accuracy: - Process guest check-outs efficiently and ensure all charges are correctly posted before presenting invoices. - Review folios for accuracy, including packages, inclusions and incidental charges. - Explain bills clearly and professionally when guests request clarification. - Identify posting errors and follow proper approval processes for adjustments. - Ensure folios are closed correctly to avoid post-departure disputes or follow-up corrections. • Short Stay, Day Use and Time-Based Reservations: - Manage short-stay and time-based bookings with close attention to arrival and departure times. - Communicate usage duration and charging policies clearly to guests. - Process booking extensions promptly and update systems accurately. - Coordinate with housekeeping to ensure rooms allocated to time-based stays are turned around efficiently and reassigned correctly. • Reservation Handling and System Discipline: - Create, amend and cancel reservations according to hotel policies, including room moves, extensions, cancellations and no-shows. - Maintain accurate and relevant guest profiles, including preferences, notes and routing instructions.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Ensure documentation is clear, concise, and useful for operational coordination. - Prepare structured shift handovers highlighting unresolved issues, VIP guests, arrivals, departures, and operational risks. • Guest Requests, Complaints, and Service Recovery: - Receive, record, and follow up on guest requests until completion. - Handle complaints with professionalism and empathy. - Resolve issues within assigned authority and escalate to Duty Manager when necessary. - Support service recovery actions and ensure commitments made to guests are fulfilled and documented. - Identify recurring complaints or patterns and communicate them to management for corrective action. • Cash Handling, Security, and Professional Conduct: - Post charges accurately and handle deposits, pre-authorisations, payments, refunds and allowances according to hotel policies. - Maintain float accuracy and complete shift closing procedures properly, investigating discrepancies where required. - Safeguard guest information and comply with data protection and confidentiality requirements. - Remain alert to safety or security concerns and report incidents through approved channels. - Maintain professional grooming and presentation standards in accordance with hotel guidelines. - Support upselling of room upgrades and hotel services where appropriate and aligned with availability and policies.	
Housekeeping Attendant	• Front office or customer service experience	• Guest Room Cleaning and Overall Room Condition:	• 5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	preferred; hotel experience advantageous. • Able to work rotating shifts, including nights, weekends, and public holidays, as part of 24-hour hotel operations. • Knowledge of Property Management Systems (PMS) preferred and strong computer literacy required. • Able to communicate effectively in English to interact with guests, additional languages advantageous. • Able to meet airport security clearance and screening requirements where applicable.	- Clean and service assigned guest rooms according to hotel standards, including beds, bathrooms, floors, furniture and surfaces. - Ensure rooms are presented neatly and are complete, comfortable and guest-ready rather than rushed. - Pay attention to details that affect first impressions, such as cleanliness, smell, lighting and temperature comfort. - Check mirrors, switches, remote controls, hairdryers, bins, corners, skirting and under-bed areas before releasing the room. - Ensure amenities, linen, towels and guest supplies are replenished correctly and placed consistently. - Release rooms only when all tasks are completed and standards are met. • Bathroom Hygiene and High-Touch Cleaning: - Clean and sanitise bathrooms thoroughly using the approved chemicals and correct cleaning procedures. - Ensure toilets, showers, bathtubs, taps, sinks, tiles, mirrors, and drains are free from stains, hair, or odours. - Disinfect high-touch areas such as door handles, light switches, remote controls, telephones and frequently used surfaces. - Follow cloth colour coding and tool separation procedures to prevent cross-contamination. - Report recurring hygiene issues such as mould, drainage odours, cracked tiles, or damaged grout for corrective action. • Servicing According to Room Status and Priorities: - Apply appropriate cleaning procedures based on room status, including occupied rooms, departing rooms, vacant rooms,	• AM shift 0700- 16.30h • PM shift 12.30-22.00h • Mid Nite shift 21.30 - 0700h • 819642

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		VIP rooms and short-stay or day-use rooms where applicable. - Follow daily room assignments and priority lists issued by the supervisor. - Adjust work priorities when urgent room releases are required to support arrivals. - Perform refresh cleaning for occupied rooms with minimal disruption to guest belongings. - Support re-cleans or touch-ups when required to maintain quality standards. • Guest Interaction and Professional Conduct: - Respond politely and promptly to guest requests such as additional towels, pillows, amenities, water, or urgent room servicing. - Maintain a calm, quiet and respectful presence in guest corridors and public areas. - Respect guest privacy at all times and avoid unnecessary handling of guest belongings. - Inform supervisors when guest requests require additional support or follow-up. • Maintenance Awareness and Defect Reporting: - Identify and report maintenance issues promptly, including leaks, air-conditioning faults, lighting problems, damaged furniture, loose fittings, or broken fixtures. - Provide clear and accurate defect descriptions to support efficient repairs. - Recheck rooms after maintenance work when required to ensure rooms are fully guest ready. - Report recurring maintenance issues to support long-term corrective measures. • Housekeeping Trolley, Pantry, and Supply Control: - Maintain housekeeping trolleys in a clean, organised and safe condition throughout the shift.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Position trolleys responsibly so corridors remain clear and presentable. - Maintain pantry cleanliness and ensure linen, chemicals, and amenities are stored safely and hygienically. - Use supplies responsibly to minimise wastage while ensuring rooms are fully stocked. - Report low stock levels early to avoid service disruption during peak periods. • Lost and Found Handling and Confidentiality: - Follow lost and found procedures strictly and in accordance with hotel policies. - Document all found items accurately and hand them over promptly. - Handle guest belongings with care and maintain confidentiality at all times. - Do not remove, retain, or discuss found items outside approved procedures. • Safety, Chemical Handling, and Work Practices: - Use cleaning chemicals safely and follow MSDS and PPE requirements at all times. - Operate cleaning equipment safely and report equipment faults immediately. - Follow safe working practices including wet-floor control, proper lifting techniques, and hazard reporting. - Maintain awareness of surroundings to prevent accidents to guests, colleagues, and self.	
Housekeeping Supervisors	• Previous housekeeping experience required to understand cleaning standards; supervisory experience preferred. • Strong inspection skills and high attention to detail.	• Daily Planning, Allocation, and Shift Control: - Plan daily room allocations based on departures, occupied rooms, VIP priorities, early / late arrivals and operational constraints. - Assign attendants to rooms and zones according to experience,	• 5 days • AM shift 0700- 16.30h • PM shift 12.30-22.00h • Mid Nite shift 21.30 - 0700h • 819642

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Ability to lead, coach, and supervise effectively in a dynamic operational environment. • Physically able to perform supervisory duties on the floors, including walking, inspecting rooms, and handling linen • Flexible to work shifts, weekends, and public holidays. • Basic system or reporting knowledge preferred.	productivity and workload balance. - Adjust plans during the shift in response to changing priorities, staff availability, or room returns. - Ensure coverage remains effective throughout the shift without creating quality shortcuts. - Maintain clear direction and workflow rather than constant re-assignment. • Room Inspection and Release Discipline: - Inspect guest rooms thoroughly before release, including bedroom, bathroom, and entry areas. - Assess cleanliness, presentation, smell, lighting, temperature comfort, and visible details. - Reject rooms that do not meet standards, even under time pressure. - Reinspect rooms after re-cleans or maintenance intervention to confirm readiness. - Track inspection outcomes to identify trends and recurring issues. • Training and Skills Development: - Conduct on-the-job training for housekeeping attendants, including new joiners and existing staff requiring refreshers. - Demonstrate correct cleaning techniques, sequencing, hygiene practices and finishing standards. - Reinforce proper servicing of occupied rooms, departing rooms, VIP rooms and short-stay rooms where applicable. - Support onboarding by closely monitoring new staff during their initial shifts. - Identify skill gaps and recommend additional training or coaching to the Housekeeping Manager. • Quality Coaching and Skill Development:	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Provide practical, on-the-spot coaching to attendants based on inspection findings. - Demonstrate correct cleaning methods, sequencing and finishing techniques when needed. - Reinforce hygiene discipline, particularly for bathrooms and high-touch areas. - Support new team members during onboarding through supervision and feedback. • Coordination with Front Office and Room Flow: - Maintain constant communication with front office regarding room readiness, delays and priority releases. - Ensure room status updates are accurate and timely to prevent guest waiting. - Flag risks early when targets cannot be met so expectations can be managed. • Maintenance Identification and Follow-Up: - Identify maintenance defects during inspections and daily rounds. - Raise clear, actionable work orders with accurate descriptions and urgency levels. - Follow up on outstanding defects that block room release. - Verify room condition after repairs and confirm readiness before returning rooms to inventory. • Linen, Amenities and Floor Resource Control: - Monitor linen flow, towel usage and amenity consumption on assigned floors. - Ensure pantries are clean, organised and correctly stocked at all times. - Identify wastage, misuse, or recurring shortages and take corrective action. - Support inventory counts or spot checks when required.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Lost and Found, Security Awareness, and Confidentiality: - Ensure lost and found procedures are followed strictly and accurately. - Verify documentation and secure handling of all found items. - Reinforce confidentiality and professional conduct on the floors. - Remain alert to unusual situations and escalate concerns appropriately. • Safety, Chemical Handling and Compliance: - Enforce correct chemical usage, dilution, and PPE compliance. - Monitor safe working practices, including wet-floor control, equipment uses, and manual handling. - Address hazards immediately and ensure corrective action is taken. - Monitor safe working practices including wet-floor control, equipment uses and manual handling. - Address hazards immediately and ensure corrective action is taken. • Reporting, Communication and Handover: - Maintain clear records of room issues, defects and service recovery actions. - Provide concise, practical shift handovers highlighting priorities, unresolved rooms and risks. - Communicate performance observations, trends and concerns to the Housekeeping Manager.	
Retail Sales Associate	• A people person who enjoys helping travellers and tourists. • Organized and detail-oriented with a proactive attitude. • Willing to work in a dynamic airport environment.	• Promote Changi Recommends products and services, including SIM cards, WiFi routers, and tour packages. • Provide knowledgeable recommendations on Singapore attractions, prepaid SIM cards, and travel/airline ticketing (experience in these areas is a plus!). • Perform baggage wrapping services.	• 4 days • 7am - 7pm, 7pm - 7am • 819642

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Approach and assist customers with a friendly, customer- and sales-oriented attitude. • Keep stock inventory accurate and arrange replenishments when necessary. • Support meet-and-greet services and assist with bookings, reservations, or transport arrangements as needed.	

CERTIS GROUP

Certis is a leading outsourced services partner that designs, builds and operates multi-disciplinary smart security and integrated services. Our multi-service offerings leverage our strong heritage in security and are augmented by applied AI solutions. These solutions are part of our comprehensive technology development and systems integration capabilities that are fully cyber secure by design. We forge deep partnerships with our customers in the private and public sector. Our customers trust in our unique principle of Operational-Design First and share our belief that technology and operations must work hand-in-hand, not in silos. With your business needs firmly in mind, we first seek to understand your operations thoroughly, so that we co-create the perfect experience that drives optimal outcomes for you. Underpinned by robust process design, we will operationalise the full turn-key solution that guarantees results. At Certis, we seamlessly orchestrate security, facilities management and customer experience for greater cost efficiencies that empower your future. We are committed to building a safer, smarter, better and more sustainable business for you. Certis is headquartered in Singapore, with an international presence that extends to Australia and Qatar.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Auxiliary Police Officer	• Minimum 3 GCE 'N' Levels. Nitec / Higher Nitec / Diploma Holders from local institutions may be considered for direct entry to Corporal / Sergeant rank. • Applicants must undergo 9 – 10 weeks of training and be able to pass IPPT. • Able to perform 12 hours rotating shift.	• Are responsible in maintaining law and order. • Primary duties include deterring and preventing unlawful activities, safeguarding persons and protecting properties from loss and damage. • Secondary duties include crowd and traffic control, perform patrolling, access control or enforcement of security at events.	• 5.5 days • 12 hours shift • 149547
Aviation Security Officer	• Min 'N' level. • Willing to work 12 hours shift	• Responsible for conducting security screening checks and ensuring safety of the passengers while maintaining its high security standard.	• 5.5 days • 12-hour shift • 149547
Cash Management Officer	• Minimally 1 O level Credit. • Willing to work 12 hours shift. • Good attention to detail and sense of responsibility. • Physically fit and comfortable handling bulk cash (required to carry up to 12kg load).	• Handling of cash with the aid of cash sorting machine. • Moving of cash boxes / cash bags / coin boxes from time to time. • Packing of cash into boxes / containers / cartridges. • No fronting of customers / clients.	• 5.5 days • 12-hour shift • 149547

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cash & Valuables Security Officer	- Min 1 'N' Level. - Valid Class 3/3A License (Min. 1 year experience). - Singapore Citizen.	Play a critical role in the cash management ecosystem: You will be trained to handle cash replenishment at ATMs and the collection and delivery of cash and valuables to banks and retail stores.	5.5 days 12-hour shift 149547
Courier Rider	- Min. Secondary Education. - Valid Class 2B License (Min. 1 year experience). - Willing to work rotating shifts including weekends and public holidays.	- As a Business Logistics Rider, you'll be part of the trusted team that ensures the secure and timely transportation of cash and valuables between clients, banks, and operations hubs. - You'll play a vital role in supporting Singapore's financial and retail systems — ensuring every delivery is made safely, on time, and with professionalism.	5 days 149547
Enforcement Officer	- Candidate must possess at least Secondary education. - Candidate must possess class 2/2A/2B license. - No work experience required as training will be provided.	- Carry out enforcement duties at public roads according to patrol schedule and attend to public feedback on parking. - Enforce against illegal parking, perform checks against unlicensed operator and unlawful activities.	5.5 days 12-hour shift 149547
Security Officer	- Min education: Secondary 2. - Singaporeans only. - Shift work required.	The primary job scope includes performing access control duties (to prevent unauthorized entry into the premises), patrolling/clocking and attending to any security related matters.	5.5 days 12-hour shift 149547

GE AEROSPACE

Providing our aviation customers with the most technologically advanced and productive engines, systems and services for their success. Singapore has two repair facilities located in Loyang Industrial Park and one new make facility located in Seletar Aerospace Park. With over 2,200 employees working in our three facilities, we repair, refurbish and manufacture high and low-pressure components for more than 100 aircraft engine customers around the world with excellent turnaround time and quality.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Certifying Staff Inspector	- Pass CAAS M10, CO2, TM1 and M15. 2 years relevant MRO work experience - Practicing certifying staff in recent 6 months. - Knowledge of CAAS, EASA, FAA regulations.	- You will perform visual and dimensional inspections to written quality plans on incoming, in-process, and finished engine components, working closely with operations to ensure regulatory and quality compliance and to issue ARC for release of components back to service. - Role Overview: Ensure quality of parts meet specification requirements. - Ensure proper work clearance, correctness and completeness.	5 days 1st shift: 7.30 am – 4.20 pm 2nd shift: 4.00 pm – 12.50 am - Permanent 3rd Shift: 12.30am – 7.50am - Rotation of 1st and 2nd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Prevent non-conforming parts from proceeding to the next workstation. • Provide support to Manufacturing Engineers and Quality System Engineers for evaluation, investigations, audits related activities. • Collect data, feedback on the quality of parts inspected to the Manufacturing Engineers and Quality System Engineers. • Perform visual and dimensional inspections and set area management of the parts. • Perform scheduled maintenance and housekeeping tasks. • Verify completion of all maintenance tasks. • Issue ARC to release components back to service.	Shift is required • Shift pattern may change due to business needs. • 508726
Digital Transformation Intern	• Currently pursuing a bachelor's degree in aerospace, Aviation, or a related field. • Strong analytical and problem-solving skills with a keen interest in digital technologies. • Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word). • Familiarity with VR/AR tools is a plus. • Basic understanding of project management principles is desirable. • Prior internship experience in a technology or business environment is an advantage. • Excellent communication and interpersonal skills, with the ability to work effectively in a team environment. • Proactive, self-motivated, and eager to learn new technologies and processes. • Ability to work independently and	• GE Aerospace Singapore is seeking a motivated Digital Transformation Intern to support our initiatives in leveraging technology to enhance operational efficiency and drive innovation. • This role offers a unique opportunity to gain hands-on experience in a dynamic aerospace environment. • Role Overview: • Support the development and implementation of LMS system. • Collaborate with various departments (e.g., engineering, operations, labs) to identify pain points and propose solutions. • Participate in data collection, cleaning, and preparation activities to support digital transformation projects. • Contribute to the creation of documentation, training materials, and presentations related to workflow projects. • Support project management activities, including tracking progress, identifying risks, and communicating updates. • Conduct user acceptance testing (UAT) for new digital solutions and gather feedback for continuous improvement. • Assist in the maintenance and optimization of existing digital systems and processes. • Create onboarding content/digital learning materials with VR/AR tools • Ideal Candidate	• 5 days • 7:30am - 4:48pm • 508726

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	manage multiple tasks effectively.	Proactive, detail-oriented student with strong analytical and problem-solving skills who is eager to learn and apply digital technologies in a collaborative, fast-paced environment. Communicate effectively, manage multiple tasks independently, and bring a strong interest in improving systems, workflows, and learning solutions through innovation.	
EHS Engineer	- Bachelor's degree from an accredited university or college in Engineering, Environmental Science, Occupational Safety, Industrial Hygiene, or related field - At least 5 years of experience in environmental, health, and safety, manufacturing, industrial operations, or related technical field - Registered with the Ministry of Manpower as a Workplace Safety and Health Officer (WSHO) and SCDF Fire Safety Manager (FSM). - Strong knowledge of Singapore's WSH legislation and compliance requirements - Experience with incident investigation, structured problem solving, and corrective action management - Ability to work in a team-based environment where performance is measured and actions are managed through regular operating cadences and visual management - Strong communication and collaboration skills	- At GE Aerospace, we are advancing the future of flight through a relentless focus on Safety, Quality, Delivery, and Cost and through FLIGHT DECK, our proprietary operating system that develops and empowers our people. - The EHS Engineer plays a critical role in supporting a safe, compliant, and operationally effective work environment across manufacturing, engineering, test, and site support functions. - This role partners closely with operations, maintenance, engineering, and leadership teams to identify and reduce risk, ensure compliance with environmental, health, and safety requirements, and drive continuous improvement. The role is expected to apply FLIGHT DECK principles by helping teams establish standard work, use daily and visual management to expose gaps, and drive disciplined problem solving and action planning to improve site performance. - The ideal candidate brings strong technical knowledge, practical problem-solving capability, and the ability to influence teams at all levels while demonstrating the GE Aerospace behaviours of Respect for People, Continuous Improvement, and Customer Driven, always with unyielding integrity. - Role Overview: - Support and lead site environmental, health, and safety programs in alignment with business, regulatory, and customer requirements - Partner with manufacturing, engineering, maintenance, and support teams to identify hazards and implement effective risk reduction actions - Establish, improve, and sustain standard work for key EHS processes, recognizing that standard work documents and	5 days 7:30am - 4:48pm 508726

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	with the ability to work across functions and organizational levels • Demonstrated ability to analyse issues, prioritize actions, and drive execution in an operational environment	visualizes the best-known way to complete a task or process today and forms the foundation for continuous improvement and sustainment. • Conduct and support risk assessments, job hazard analyses, ergonomic evaluations, audits, inspections, and compliance reviews • Investigate incidents, near misses, and unsafe conditions; lead or facilitate root cause analysis, structured problem solving, and corrective action development to close gaps in performance and drive impact to SQDC. • Drive timely closure of corrective and preventive actions and verify effectiveness of implemented controls • Use daily and visual management practices to help teams visualize targets and results, track progress to goals, problem solve when off plan, and review process effectiveness. • Support visual management and action follow-up using standard FLIGHT DECK components including: • Performance measures tied to SQDIP • Gap analysis using TAGS (trend, actual, gap, standard) • Actions and escalations with specific action, owner, expected completion date, expected impact, and status. • Monitor site EHS performance metrics, identify trends, and communicate results, risks, and priorities to site leadership • Support compliance with applicable federal, state, local, permit, and company EHS requirements • Assist with management of environmental programs including, as applicable, hazardous waste, air emissions, wastewater, stormwater, chemical management, and required reporting • Support implementation and sustainment of programs such as lockout/tagout, machine guarding, PPE, fall protection, confined space, contractor safety, ergonomics, and hazard communication • Deliver, coordinate, or support EHS training for employees, leaders, and contractors	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Participate in emergency preparedness planning, drills, and response coordination • Partner with frontline teams and leaders at genba to proactively expose problems, remove barriers, and support real-time problem solving to meet customer expectations. • Contribute to kaizen activity and continuous improvement efforts that improve EHS performance, operational stability, and employee engagement.	
EHS Intern	• Currently pursuing a degree in Mechanical Engineering, Electrical Engineering, Mechatronics Engineering, Environmental Engineering, or a related discipline. • Preferred Qualifications: • Strong interest in workplace safety and environmental regulations. • Excellent organizational and communication skills. • Ability to work independently and as part of a team. • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).	• We are looking for an enthusiastic and motivated Environmental, Health and Safety (EHS) intern (Mechanical/Electrical/Mechatronics/Environmental/Sustainability focus) to support the planning and execution of site- wide EHS initiatives and programmes. • This role offers hands- on experience in environmental, health and safety projects. • It is ideal for mechanical, electrical, or sustainability students with a strong dedication in promoting interest in workplace Environmental, Health and Safety. • Role Overview - Key responsibilities include: • Assist in conducting safety audits and inspections across various departments. • Help develop and implement safety training programs for employees. • Support the preparation of safety and environmental reports and documentation. • Participate in incident investigations and risk assessments. • Collaborate with team members to identify safety hazards and recommend improvements. • Maintain safety and environmental records in compliance with regulations. • Assist in organizing safety and environmental meetings and workshops. • Ideal Candidate: Mechanical or electrical engineering student (or recent graduate) who is passionate about promoting and eager to apply technical knowledge to real- world Environmental, Health and Safety challenges in a manufacturing or industrial setting.	• 5 days • 7:30am - 4:48pm • 508726
FLIGHT DECK Intern	• Currently pursuing a degree in Industrial,	• As a FLIGHT DECK Intern, you will work closely with our FLIGHT DECK specialists to	• 5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Mechanical, Manufacturing, Aerospace, or Materials Engineering • Proficient in Microsoft Office (especially Excel & PowerPoint)	support our site transformation journey, helping to create Flow Lines, shape how products move and processes improve in a fast-paced manufacturing environment. You will also support our engineers in conducting studies and drive improvement opportunities by activating FLIGHT DECK in the shopfloor. • Role Overview: • Assist in the planning and execution of Kaizen Events and Trainings • Support the setup of Flowlines and Andons through the development of Standard Work, Problem Solving and Daily Management • Conduct shop floor observations and collect key data to identify improvement opportunities • Track and analyse performance metrics to drive measurable performance • Ideal Candidate: • Strong communicator who works well independently and engages confidently on the shop floor. • Proactive, willing to learn, and enthusiastic about applying Lean principles to drive measurable improvements	• 7:30am - 4:48pm • 508726
Machine Maintenance Technician	• Role Overview: • Diagnose, troubleshooting, Servicing, repair and of maintenance of furnaces and plant equipment, instruments, microprocessor and measuring facilities • Maintenance of Heaters, Insulation, Sensors, Control Panel, Vacuum Pumps, Cooling Towers, Water Systems etc. • Perform preventive and corrective maintenance, installation, fabrication and calibration (not controlled by QA) of plant equipment and support facilities.	• You will perform preventive and corrective maintenance, installation, fabrication, troubleshooting, analysis of heat treatment furnaces, computer systems, and calibration (not controlled by QA) of plant equipment and facilities. • Area of responsibility will cover trades in electrical and mechanical installation, electronics, computers, hydraulics, pneumatics, pipefitting, machining, welding, etc.	• 5 days • 1st shift: 7.30 am – 4.20 pm • 2nd shift: 4.00 pm – 12.50 am • Permanent 3rd Shift: 12.30am – 7.50am • Rotation of 1st and 2nd Shift is required • Shift pattern may change due to business needs. • 508726

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Diagnose, troubleshoot, repair and modify plant equipment, instruments, microprocessor and measuring facilities • Institute judgment to improvise installation or diagnostic methods when original operation manuals or technical literature are not available or inapplicable • Establish and maintain calibration systems to effectively control performance of various instruments and controllers • Maintain documentation where necessary of completed assignments for tractability • Establish stock level requirement for existing and new equipment • Work independently from prints, sketches, technical literature and other instructions. • Provide hands-on training guidance to lower skilled technicians • Exercise extreme caution to protect one-self and co-workers from accidents when working under hazardous conditions such as heights, enclosed compartments, live wires or devices, flammable or explosive atmosphere, suspended heavy		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	machinery, power tools, etc. • Constantly check working environment for compliance with applicable EHS requirements. • Thoroughly check out completed jobs before handing over to end user to assure that the facility is electrically and mechanically safe. • Ensure that appropriate PPE are used wherever necessary • Adhere to all applicable EHS rules and regulations and employee's EHS responsibilities as per EHS OP 283.00 • Perform scheduled maintenance & housekeeping tasks • The Ideal Candidate: • 2-3 years of experience in machine maintenance and furnaces		
Manufacturing Intern	• Required Qualifications: • Pursuing a Bachelor's degree in related Engineering disciplines such as Mechanical Engineering/ Aerospace Engineering/Industrial Engineering • Experience with 3D printing software skills and Artificial intelligence (AI)	• Intern should learn and apply lean as part of P62 transformation journey and implement read across of best practices to other cell/areas from the past Kaizen/Shingi event. • Role Overview: • Participate in organisational continuous improvement initiatives in manufacturing quality, productivity and cost reduction. • Perform evaluation and analysis for repair processes that will be used in capacity and forecast analysis database. • Implement read across of best practices within the business • Ideal Candidate: • A motivated, team-oriented intern pursuing a degree in Mechanical, Aerospace, or Industrial Engineering who is eager to learn, contribute in a collaborative environment, and bring	• 5 days • 7:30am - 4:48pm • 508770

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Manufacturing Intern (Nozzle)	• Required Qualifications • Pursuing a degree in Mechanical or Aerospace Engineering or a related field. • Basic understanding of lean manufacturing principles and tools. • Strong analytical skills with the ability to collect, interpret, and present data. • Excellent communication and teamwork skills. • Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint). • Preferred Qualifications: • Experience with lean tools such as value stream mapping, kaizen, or standard work. • Knowledge of Six Sigma methodologies. • Previous internship or project experience in a manufacturing or operations environment.	experience with 3D printing software, with AI familiarity would be advantage. • Looking for a Manufacturing Intern (Nozzles) to contribute to innovative projects aimed at enhancing manufacturing efficiency. • In this role, you will support the Nozzle department transformation with the integration of new technology - portable airflow stand, robotic grit blast into production lines. • These initiatives to streamline workflows, reduce waste, and improve cycle times. • This internship provides a hands-on opportunity to apply lean principles, collaborate with cross-functional teams, and drive meaningful improvements in aerospace manufacturing. • Role Overview: • Seeking a motivated and detail-oriented intern to support our Lean Transformation Maturity initiatives. • This role will focus on substantiating portable airflow stand to replacing the old machine and robotic grit blast machine to elevate the operator skills, improving the process with new technology to support production and enhance operational efficiency. • The intern will work closely with cross-functional teams to bring these processes into the production line, reducing motion, transportation, waiting time, and cycle time. • This is an exciting opportunity to gain hands-on experience in lean manufacturing principles and contribute to impactful projects that drive operational excellence. • The intern will be part of implementing Solumina as the new MES system in the shop. • Ideal Candidate: • The Ideal candidate is a proactive and analytical individual with a passion for lean manufacturing and process improvement. • They should be eager to learn, possess strong problem-solving skills, and thrive in a collaborative environment. • Interns must be able to commit to a 20–24-week internship at minimum to ensure	• 5 days • 7:30am - 4:48pm • 508726

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		they have sufficient time and opportunity to learn from their internship projects	
Quality Intern	Degree of engineering and university mathematics and physics	- In this role, you will be responsible for leading projects of Calibration and Metallurgy Laboratory and working with GEAESS Laboratories team for exciting task. - Role Overview: - The key projects includes but not limited to: - Lead the initiation and setup of a new Calibration Lab of dimensional and torque calibration at a new engine overhaul facility at Seletar Aerospace Park. - You will be responsible for the overall project management and ensure the adequate resources are obtained to keep the program on track. - To qualify and commission 3D printing powder element composition analysis machine at Loyang Compressor repair facility. - Coordinate a Kaizen event at Metallurgy Lab with cross functional team. - You will be following up with various stakeholder for machine installation, qualification, creating standard work and training of the operators for operation. - Interns must be able to commit to a 20–24-week internship at minimum to ensure they have sufficient time and opportunity to learn from their internship projects - Ideal Candidate: - The Ideal candidate shall have basic knowledge of engineering and possess eager to learn attitude. - The candidate shall be proactive in task and project management.	5 days 7:30am - 4:48pm 508726
Welding Engineering Intern	Currently pursuing a Diploma or Bachelor's degree in Mechanical, Aerospace, Manufacturing or any related engineering courses.	- The Welding Engineering Intern will support a project focused on standardizing and improving work instructions for manual and automated TIG welding of combustor liners. - This role will help reduce reliance on tribal knowledge, strengthen visual management, and improve training effectiveness, process repeatability, and weld quality for welding operations across different engine models. - Role Overview:	5 days 7:30am - 4:48pm 508726

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Adhere to all safety regulations and quality standards in a manufacturing environment. • Collaborate with welding engineers, manufacturing engineers, welders, and inspectors. • Incorporate clearer visual references, photos of acceptable weld conditions, golden sample examples, improved fixture setup guidance, and clear tack welding steps into the welding procedures and documentation. • Focus on manual GTAW operations in the CFM cell and automated GTAW operations in the GENx cell. • Conduct material characterization and mechanical testing of welded joints to evaluate performance and integrity. • Apply FLIGHT DECK to improve standard work, enhance visual work instructions, and reduce process variation. • Ideal Candidate: Excellent analytical and problem-solving skills, along with strong written and verbal communication in English. • Comfortable working both independently and collaboratively in a fast-paced manufacturing environment.	

HARILELA HOSPITALITY PTE LTD

Harilela Hospitality Pte Ltd. was established in Singapore in 1980 and is part of the Harilela Group. The Harilela Group is a Hong Kong-based private company with extensive experience in hotel development and management. Since 1995, Harilela has successfully developed the transit business managed by Ambassador Hotel Services at Changi Airport, delivering an increasingly sophisticated service to Changi's growing passenger base. During this period, Harilela Hospitality has also expanded its business opening up several successful Hotels, Lounges and F&B operations.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cook for Chinese Restaurant	• Able to work independently. • Able to work on weekends and public holidays. • To follow all sanitation procedures. • To work as a team and have a positive attitude. • Working long hours in a fast-paced environment.	• Preparing high-quality food and providing a pleasurable dining experience for customers. • Attend to the details and presentation of each order. • Fulfill any other ad hoc duties as assigned.	• 6 days • 5am- 3pm • 7am-5pm • 9am-7pm • 11am-9pm • 12pm-10pm • 1pm-11pm • 2pm-12am • (10hrs per shift)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			• 819665 / 819642
Cook For Transit Lounge	• Able to work independently. • Able to work on weekends and public holidays. • To follow all sanitation procedures. • To work as a team and have a positive attitude. • Working long hours in a fast-paced environment.	• Preparing high-quality food and providing a pleasurable dining experience for customers. Attend to the details and presentation of each order. • Fulfill any other ad hoc duties as assigned.	• 7AM- 3PM • 11AM-7PM • 1PM-9PM • 3PM-11PM • 11PM-7AM (8HRS PER SHIFT) • 819663 / 819643
Guest Service Officer	• Required to work on 3-rotating shifts, on weekends, and public holidays. • Have a positive attitude. • Have great passion, able to work as a team and independently in a fast-paced environment.	• Check-in and check-out of guests for dining, nap room, and shower room. • Demonstrate skills, knowledge, and experience in a customer service-oriented environment. • Handle general requests from guests, interacting with guests whenever possible to create a memorable experience. Perform any other ad-hoc duties assigned by Supervisor/ Manager.	• 7am-4:30pm • 9am-18.30pm • 11am-20:30pm • 12pm-21:30pm • 1pm-22:30pm • 10pm-7:30am • 11pm-8:30am (9.5hrs per shift) • 819663 / 819643
Lounge Attendant	• Able to work independently. • Able to work on weekends and public holidays. • Have positive attitude. • Working long hours under stress. • Have a friendly and patient personality.	• Keeping the dining area and buffet area clean. Make sure food is topped up always. Clear tables after Guests leave. Responsible for bringing the used plates and cutlery to the kitchen to wash. Demonstrates skills, knowledge, and experience in a customer service-oriented environment. Handle general requests from guests. Perform a thorough cleaning of guestrooms, replacing all linen and towels in the room. • Vacuuming and dusting, replacing supplies, and thorough bathroom cleaning. • Notify your supervisor of any maintenance or repair that needs to be done. Follow instructions and any ad hoc duties from the Supervisor.	• 7am-4:30pm • 9am-18.30pm • 11am-20:30pm • 12pm-21:30pm • 1pm-22:30pm • 10pm-7:30am • 11pm-8:30am (9.5hrs per shift) • 819663 / 819643

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Lounge Cleaning Supervisor	• Able to work on weekends and public holidays. • Have passion and a positive attitude. • Able to work as a team and independently in a fast-paced environment.	• Assist with cleaning in all aspects. Ensure the lounge area is kept clean and hygienic, and food is warm and topped up. Ensure guests' satisfaction. • Maintain positive guest relations. Notify the management • of any maintenance or repair that needs to be done. Plan the team members' roster. Ensure the team works harmoniously together. Fulfill any other ad hoc duties as assigned.	• 7am-4:30pm • 9am-18.30pm • 11am-20:30pm • 12pm-21:30pm • 1pm-22:30pm • 10pm-7:30am • 11pm-8:30am (9.5hrs per shift) • 819663 / 819643
Service Crew cum Cashier for Indian Restaurant	• Able to work on weekends and public holidays. • Have positive attitude. • Able to work as a team and independently in a fast-paced environment.	• Serve food and beverages as required. • Handling cashier duties, including billing and processing payments (cash, card, etc.). • Maintain the cleanliness of the dining area, counter, and service stations. • Follow food safety and hygiene standards at all times. • Support team members in daily operations. • Perform any other ad-hoc duties assigned by the supervisor/ Manager.	• 6 days • 7am- 3pm • 11am-7pm • 1pm-9pm • 3pm-11pm • 11pm-7am • (8hrs per shift) • 819663 / 819643
South & North Indian Cook	• Able to work independently. • Able to work on weekends and public holidays. • To follow all sanitation procedures. • To work in a team and have a positive attitude. • Working long hours under stress.	• Cook at Indian Restaurant. • Able to prepare authentic South and North Indian cuisine. • Follow food safety and hygiene standards at all times	• 7am-5pm • 9am-7pm • 11am-21:00pm • 12pm-22:00pm • 1pm-23:00pm • 9pm-7:00am • 11pm-9:00am • (10hrs per shift) • 819663 / 819643
Waiter / Waitress	• Able to work on weekends and public holidays. • Able to work on weekends and public holidays. • Have a friendly and patient personality. • Be alert and have great interpersonal skills. • Attention to details and excellent multitasking skills are important.	• The duties and responsibilities of a Waiter/Waitress include welcoming and seating guests, taking guests' orders, communicating them effectively to the kitchen, and, in addition, memorizing the menu and offering recommendations to upsell. • Perform any other ad-hoc duties assigned by the supervisor/ Manager.	• 6 days • 5am- 3pm • 7am-5pm • 9am-7pm • 11am-9pm • 12pm-10pm • 1pm-11pm • 2pm-12am • (10hrs per shift)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			819665 / 819642

KOUFU PTE LTD

Koufu Pte Ltd is one of Singapore's leading food and beverage operators, managing food courts, coffee shops, hawker centres, and commercial kitchens across the island. Established in 2002, Koufu is committed to providing quality, affordable dining experiences while preserving Singapore's rich food heritage. The company also operates food manufacturing and retail businesses, serving millions of customers through its diverse portfolio of brands and outlets. Koufu fosters a customer-centric culture and offers employees opportunities for growth and career development in the F&B industry.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accountant	- Possess a Degree in Accountancy / Business or equivalent professional qualification. - At least 2 years experiences, preference will be given to candidate with experience working in audit firm or with supervisory experience. - Meticulous, possess good analytical skills and problem-solving skills. - Able to work well under pressure and able to cope with tight deadlines. - Team-oriented with strong stakeholder management skills and ability to work independently. - Possess good interpersonal and communication skills.	- Prepare monthly management reports and presentation materials, including financial analysis and performance insight to support strategic decision making. - Oversee the month end and year end closing and ensuring reporting deadlines are met. Review journals, audit schedules, intercompany transaction and balances and fixed asset register. - Analyse variance, monitor and evaluate business performance and provide appropriate recommendations to managers and business units heads. - Prepare monthly group consolidation. - Preparation of annual budget, quarterly forecasts, cash flows, variance analysis and commentaries for business units. - Improve the systems and workflows surrounding all aspects of budget, forecasts, financial reporting and business planning. - Liaise with Auditors or other relevant authorities to ensure financial and legislation compliance. - To ensure income tax / GST compliance.	6 days 8.5 hours
Area Manager (Koufu /Pang Pang Kopi / Ninefresh)	- Proven experience in multi-store management, preferably in F&B or retail. - Strong leadership and team management skills. - Excellent communication and problem-solving	- Oversee daily operations across multiple outlets. - Ensure consistency in service quality and operational standards. - Monitor sales performance and implement strategies to achieve targets.	6 days 8.5 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	abilities. Ability to analyse data and drive performance improvements. • Flexibility to travel between outlets and work on weekends/public holidays. • Strong business acumen and a results-driven mindset.	• Lead, train, and motivate store managers and their teams. • Conduct regular store visits to ensure compliance with company policies. • Manage budgets, inventory, and resources efficiently. • Handle customer feedback and resolve issues promptly. • Drive initiatives to improve customer satisfaction and store performance.	
Counter Crew		• Take orders. • Cashiering & counter duties. • Food preparation such as cooking desserts, cutting fruits, dim sum & drinks (training will be provided).	• 4-6 days
Food Court Management (Koufu)	• With passion in working F&B industry and its operational processes. • Diploma in F&B, supply chain or related disciplines. • Minimum 3 years' experience in Food court operation. • Bilingual in both English and Mandarin (written and spoken) to liaise with English and Chinese-speaking stakeholders. • Able to work on weekends and Public Holidays. • Ability to foster positive working relationships. • Ability to foster positive working relationships. • Basic computer literacy including Microsoft Office and Google Suite.	• Manage and ensure smooth operation of the food court (aircon/ non-aircon). • Ability to lead and set directions as well as provide guidelines to the operation team according to company SOPs and operational workflows. • Provide development plans to team members in accordance with the company's KPI. • Monitor the outlet's Profit and Loss and provide solutions to improve the bottom line. • Responsible for the collection of monthly stall rentals. • Propose activities according to market needs. • Provide yearly sales budget proposals for the outlet. • Maintain good working relationships with landlords, relevant authorities/ agencies, and stall tenants. • Assist inspectors of relevant authorities/ agencies such as NEA, SFA and Civil Defense during outlet inspection and follow-up actions. • Liaise with landlords on building matters, joint promotions and events. • In-charge for lease renewal agreement, negotiate and follow-up on terms of lease with stall tenants. • Responsible for sourcing and recommending suitable food types to fill up vacant stalls and to ensure that all vacant stalls are filled.	• 5-6 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Conduct regular checks on the hygiene, service standards and quality of products, and provide feedback internally and to stall tenant. • Ensure selling prices of stalls according to agreements. • Assess and provide evaluation of stall tenants' performance. • Supervise and provide guidance to stall tenants and cleaning contractors to provide high quality of service and achieve housekeeping excellence. • Conduct daily roll calls, weekly and monthly outlet's meeting. • To plan and carry out M&E works according to schedule. • Planning work schedule of the team. • Review staff performance and provide recommendation on staff confirmation, promotion and training to enhance their work performance. • Handle disciplinary issues, grievances, disputes and work tension among the team. • Handles the termination procedures as per company's guideline. • Effectively communicate company policies and procedures to team members, and stall tenant etc. • Effectively communicate company policies and procedures to team members, and stall tenant etc. • Responsible for ensuring stall tenants' daily sales received, are correct and being bank in. • Timely submission of outlet reports. • Prepare and submit monthly reports to Area Manager. • Ensure proper cost control on all expenses according to budget. • Carry out necessary actions against stall tenants and contractors for non-conformance in service, housekeeping and agreements. • Any other assigned tasks.	
Management Associate (Koufu / R&B Tea / Dough Culture / Ninefresh)	• With passion in working F&B industry and its operational processes. • Degree in F&B, supply chain or related disciplines.	• Manage and ensure smooth operation of the Drink stall within the food court or coffeeshop. • Manage transactions with customers' order using cash registers / Point-of-Sale (POS) Systems.	• 5-6days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Ability to foster positive working relationships. • Strong leadership quality with excellent analytical and decision-making skills. • Basic computer literacy including Microsoft Office and Google Suite.	• Collection of payments whether in cash, credit card, coupon, Net card, cashless payment, etc. • Provide excellent customer service by maintaining a positive, empathetic, and professional attitude toward customers at all times. • Responding promptly to customer inquiries. • Ability to follow company SOPs, operational workflows and guidelines when preparing and serving food and beverage items at assigned counters such as Desserts, Dim Sums, Drinks, Fruits or A Taste of Nanyang. • Ensure product wastage is controlled to meet the product's gross profit (GP) target. • Drive sales performance through upselling and cost control. • Responsible to drive sales performance by upselling, cost control and developing new product. • Monitor and control the supply levels of perishable and non-perishable items, plan a schedule for ordering and process orders using the e-PR system. • Conduct monthly stock-take and ensure supply comply with First-In-First-Out (FIFO) inventory guide. • Understudy F&B supervisor on planning work schedule of the team to ensure effective schedule to achieve productivity and salary budget. • Understudy F&B supervisor on recruitment, training and developing of F&B staff. • Involve in creating new in-house product. • To retain 100% stall occupancy through effective tenant relationship. • To uphold quality control in food products sold in the tenant stalls. • To handle customers' and landlord's feedback and identify lapse of outlet's services. • Work pro-actively with the Maintenance Department to fix outlet's hygiene and maintenance issues in a timely manner. Ensure the outlet is well-maintained at all times	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and is in line with the Workplace Safety and Health (WSH) guidelines. • Perform daily sales bank-in. • Achieve monthly sales target and FD rental income target. • To ensure smooth operations during opening, mid and closing shifts. • To uphold quality control in food & beverage products sold in the FB stalls. • Prepare reports at the end of shift/week. • Ensure stalls comply with all necessary hygiene, health and safety, and licensing requirements. • Monitor and control the supply levels of perishable and non-perishable items, plan a schedule for ordering and process orders using the e-PR system. • You will be required to faithfully perform the duties of the position in which you are engaged in and any other duties that may be assigned to you from time to time. • Ensure compliance with the rules and regulations of the Company, safety & health standards as well as quality standards.	
Production Worker (Ninefresh/Gourmet)		• Shape the future of food manufacturing with hands-on machinery operation and quality control in a state-of-the-art facility. • Operation of machinery to produce food products as assigned. • Produce, pack, and consolidation of food items as required by orders from clients. • Ensure the overall cleanliness of the factory and operating areas. • Follow instruction and produce products according to target given and quality. • Maintain good manufacturing practices and ensure the factory cleanliness. • Ensure the overall cleanliness of the factory and operating areas. • Be responsible for simple maintenance tasks. • Any other job duties as assigned by your immediate superior.	• 6 days
Property Executive (Woodlands HQ)	• At least 2 years of relevant experience in	• Responsible for effective management and maintenance of a commercial	• 5.5 days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	industrial/ commercial and facility management. • Possess good practical knowledge in building maintenance with initiative and good analytical skills. • Good teamwork, interpersonal qualities, self-motivated and able to multi-task. • Proficient in Microsoft Office suite of applications. • Good verbal and written communication skills to liaise with all levels of tenants. • Property management experience in a commercial/ industrial/ retail development is a strong advantage.	property by planning and executing all M&E activities. • Plan deployments and preventive maintenance schedules as well as monitor the efficiency, lifespan and warranty periods of equipment. • Ensure vendors and contractors' work performances comply with company's quality standards, statutory regulations and contract specifications. • Prepare cost estimates, work specifications, invite quotations, recommendations of award for various repairs and maintenance work. • Execute sourcing and administration of contracted/term services. • Provide technical assistance and advice of the property. • Ensure all building's M&E defects and breakdowns are attended to expeditiously and recovery time frame is within the KPIs set. • Monitor all defects and ensure follow up and closure by the contractors. • Maintain proper documentation of Tenancy/Contractual agreements. • Responsible for Tenant Management and fitting out/renovation related matters. • Assist in the monthly rental collection and arrears management. • Assist in wet market leasing matters including enquiries from prospective tenants and property agents. • Plan and execute events and promotion of the mall. • Practicing and enforcing the company's procurement policies and procedures.	
Service Crew (Ninefresh / Dough Culture / Pang Pang Kopi / R&B Tea / V Coffee)		• Take orders. • Cashiering & counter duties. • Food preparation such as cooking desserts, cutting fruits, dim sum & drinks (training will be provided).	• 4-6 days

LOTTE DUTY FREE

LOTTE Duty Free was founded in 1980 and has built its status as the duty-free shop which represents Asia as it has been ranked number one in the Korean duty-free industry for more than 40 years. Now, it puts spurs to expanding all over the world and is taking a leap as the largest duty-free company in the world. LOTTE Travel Retail is now in Singapore Changi Airport operating 19 stores across 4 terminals.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cashier	• Minimum 1 year of cashiering experience in retail industry. • Good communication skills and team player. • Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment. • Able to commit to rotating shift hours, including public holidays and weekends.	• Manage cash and sales transactions. • Greeting customers, promoting services, improving customer satisfaction, answering to inquiries, reporting to the Supervisor. • Collecting payment and ensure accuracy involving foreign currency exchange. • Responsible for counting the contents of cash register drawer at the end of each shift, maintaining receipts, records, withdrawals and depositing cash collections into safe deposit box at the end of the shift duty. • Perform gate deliveries. • Support I-Shop Changi procurement (pick and pack). • Any other ad-hoc assignment or project assigned by your supervisor.	• 5 days a week including weekends • Any 9.5 hours shift between 6am to 1am • 528735
Cashier Supervisor	• At least GCE O Level / Diploma in Retail Management or related discipline. • At least 3 years travel retail or retail cashier supervisory experience. • Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment. • The ability to work rotating shifts duties in Changi Airport environment. • Must be 21 years of age or above due to Custom's controlled categories under Liquor and Tobacco licensing requirements.	• Ensuring accuracy of the Store's daily monies collection (include foreign currency note), bank deposits and accuracy of the cash & cashless transaction records. • Responsible to provide training and coaching to the cashier on the POS Machine. • Work closely with the finance team on the month-end closing. • Rotating to schedule on cashier supervisor's duty roster. • Support the cashier if they are unable to resolve cashiering issues by dealing with the issues positively. • Ensure all cashiers have sufficient currencies of various denominations for sales transactions. • Handling petty cash. • Lead by example and excel in customer service & cashiering skill knowledge. • Excellent customer service and communications skills to meet the organisation business objectives and exceed customer's expectations. • Cashier supervisors may also be required to attend meetings and conferences. • Any other ad-hoc assignment or project assigned by the Retail Manager.	• 5 days a week including weekends • Any 9.5 hours shift between 6am to 1am • 528735
Product Support Assistant	• Physically fit to handle movements of heavy loads (up to 25kg) and carton boxes. • Organised and team player.	• Receiving of incoming stocks and deliveries. • Assist in the transfers / returns of outgoing stocks.	• 5 days a week including weekends

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Able to commit to rotating shift hours, including public holidays and weekends.	• Ensuring all documentations relating to inventory movements are in order. • Delivering of duty-free orders into departure gate holding rooms prior to gate closing for travellers. • Assist in the storage of inventory in the back-end storage / office. • Assist to top up display stocks at the stores. • Any other ad-hoc duties as assigned by the Supervisors or Retail Managers.	• Any 9.5 hours shift between 6am to 1am • 528735
Retail Associate	• Minimum 1 year of customer service experience in retail industry. • Good communication skills and team player. Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment. • Able to commit to rotating shift hours, including public holidays and weekends.	• Responsible for day-to-day retail operations & sales achievement of given target. • Communicate to customers about on-going promotions & offers. • Promote first class service excellence & customer experience at all times. • Adhere to duty roster & assignments given by the Supervisors/Managers. • Be the company's front-line ambassador to uphold company's branding and image. • Any other ad-hoc assignment or project assigned by your Supervisor.	• 5 days a week including weekends • Any 9.5 hours shift between 6am to 1am • 528735
Retail Supervisor	• At least 3 years travel retail or retail supervisory experience. • Professional and pleasant personality. • Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment. • Able to stand for extended periods of time. • Able to commit to rotating shift hours, including public holidays and weekends.	• Retail supervisors develop operations plans for their teams and make sure those plans are executed. • Lead, manage and motivate the team members. • Preparation and updating of duty roster to ensure accuracy in the Info-Tech HRMS Time Management System. • Coach and train team members on GLOB+ system usage. • Conduct daily briefings to team members before the start of shift duty. • To provide their team with constructive criticism and be able to help them develop by coaching and teaching different selling related skills. • Lead by example and excel in customer service, merchandise knowledge, selling skills as well as cashiering. • Manage and improve the SOP and procedures related to inventory management at the assigned stores level. • Able to multitask, while also keeping the customer happy and satisfied. • Excellent customer service and communications skills to meet the organization business objectives and exceed customer's expectations.	• 5 days a week including weekends • Any 9.5 hours shift between 6am to 1am • 528735

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Good leadership skills to effectively oversee and manage the team. • Supervisors may work a variety of hours that may include nights, weekends, and holidays. • Retail supervisors may also be required to attend meetings and conferences. • Any other ad-hoc assignment or project assigned by your superior.	

SINGAPORE AERO ENGINE SERVICES PTE LTD

Singapore Aero Engine Services Private Limited (SAESL) is a Trent Centre of Excellence providing best in class aero engine and component repair services for the successful Rolls-Royce Trent engine family. SAESL is the world's largest Trent engine MRO with capability to support all products in the Trent family and with a customer base that spans across 6 continents. We pride ourselves on our reputation for service excellence and we are committed to servicing the best by the best.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Aircraft Engine Mechanic	• Min 2 years experience as a technician in aerospace industry. • Passion for the aerospace industry and aircraft maintenance. • Able to commit to shift work.	• Perform preventive maintenance checks on aircraft systems, structural, electrical, and electronic components. • Fabricate and perform approved minor repairs on airframe sheet metal parts, electrical wiring, and subsystem assemblies. • Conduct operational checks on aircraft systems and components using appropriate test sets/tools to ensure serviceability and airworthiness, adhering to national regulations, company procedures, and safety standards. • Experience in engine removal & installation, QEC work, and LRU replacement. • Experience in borescope inspection (Base / Line maintenance). • Experience working on thrust reverser, nacelle, fan cowl, and actuators. • Experience in removal & installation of major aircraft structures (Base Maintenance / Periodic Inspection). • Experience in landing gear replacement / overhaul.	• 5 days • 630am to 415pm • 4pm to 145am • 509932
Trainee Technician	• NITEC / Higher NITEC / Diploma in Engineering (e.g. Aeronautical/ Avionics/ Mechanical/ Mechatronics/	• The program involves a fully sponsored training program with an allowance starting from \$1900 per month over the one-year training period.	• 5 days • 630am to 415pm • 4pm to 145am • 509932

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Manufacturing/ Electrical/ Precision). Completed or exempted from full-time National Service Required to work on rotating shift work.	- The program encompasses initial company familiarisation, classroom training and on-the-job training. - The initial familiarisation in SAESL provides an insight to the working environment prior to attending classroom training. - The three-month classroom training, consisting of theory and practical sessions, will be conducted and assessed by an external training academy. - The nine-month on-the-job training in SAESL provides the opportunity to learn and work on the renowned Rolls-Royce Trent Engines. - Upon completion of the training, the qualified aircraft engine technician will serve a two-year bond with SAESL.	

SINGAPORE AERO SUPPORT SERVICES

Singapore Aero Support Services Pte Ltd (SASS) is a leading aviation company that specializes in cabin and line maintenance services and is a wholly owned subsidiary of SIA Engineering.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Aircraft Cabin Cleaner	Primary Education with cleaning experience.	- To conduct cleaning work inside the Aircraft Cabin. - Passenger seats, attendant seats cleaning. - Lavatories cleaning. - Gally cleaning. - Ceiling panels, Sidewall panels, dado panels cleaning. - Cabin doors cleaning. - Carpet cleaning.	- Rotating Shift Work 819838
Assignment Officer	- Diploma/NITEC in Aviation/Airport Operations or equivalent. - Comfortable with shift work arrangements. - Possess good communication skills. - Good team player.	- Assign crew for water and lavatory servicing for arriving/departing flights and closely monitor if the crew had carried out the required servicing. - Assign GS crew for ground equipment support for aircraft when there is a request. - Monitor flight changes, call backs, text messages, radio communications and telephone calls for services and inform the operators accordingly. - Update all ground equipment status and report all defective equipment to supervisor.	- Rotating Shift Work 819838

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Assist duty Supervisor to update on delays and any operational issue. - Any other duties assigned by team leaders and superiors.	
Cabin Technician / Trainee	- Must have an educational background in aviation or NITEC / Higher NITEC, preferably in an Engineering discipline. - At least 2 years of working experience in the aviation industry, excluding OJT. - Ability to perform tasks in high-noise areas and at great heights. - Ability to perform tasks in high-noise areas and at great heights. - Able to communicate effectively verbally in writing in standard English. - Able to work rotating shifts, including weekends and public holidays. - Welcome aircraft technician, who has experience in performing maintenance, repair and overhaul of aircrafts in one of the following trades: - Mechanical (B1) - Avionics (B2) - Sheetmetal - Cabin	- Able to inspect and repair passenger seats, galleys, and lavatories and maintain aircraft conditions. - Comprehensive knowledge of aircraft operations and activities and facility maintenance. - Install cabin interior components into commercial aircraft, including seat tracks, overhead bins, galleys, side panels, bulkheads, etc. - Perform functional and aesthetic inspection of aircraft cabin interiors. - Document any defects, perform troubleshooting and carry out rectification. - Support cabin modification, retrofitting and component repair tasks. - Maintain the quality of the aircraft interiors on the operated fleet. - Performs such other duties as assigned to him by his superiors.	12 hrs rotating shift work 819838
Driver	- Valid LTA Class 3 Driving license. - Candidates with an Apron Driving Permit (ADP) will have an added advantage. - Able to understand and communicate in simple English. - Able to work rotating shifts, including weekends and public holidays.	- To safely transport staff within the apron area from one location to another. - To deliver aircraft spares and components within the apron area. - To ensure the vehicles are clean and in a safe condition. - Performs such other duties as assigned to him by his superiors.	12 hrs rotating shift work 819838
Ground Equipment Operator (GEO)	- Minimum Nitec/ Diploma in Engineering or equivalent. 1-3 years of relevant working experience in aviation or related industries.	- Perform water and lavatory servicing to all types of aircraft. - Provide and operate full ground support equipment such as ground power units, air-start, air conditioning units and Brake Cooling Unit.	- Rotating Shift Work 819838

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Possess LTA Class 3 driving license. • Able to perform 12 hours rotating shift.	• Operate conventionally and Towbarless Airtug/Ground Power Towing for Pushback and Towing on all types of aircraft. • Performs Equipment preventative, routine inspection and towbar count. • Carry out other duties associated with aircraft water/lavatory systems and full ground support equipment. • Any other duties as assigned by the supervisor.	
Ground Support Equipment (GSE) Mechanic	• Candidate must possess minimum Professional Certificate/NITEC in Engineering (Mechanical/Automotive) or equivalent. • Min 2 Years of working experience on repair of mechanical and/or hydraulic equipment. •	• Carry out daily bay sweep check and any replacement required. • Repair of non-motorised equipment such as maintenance steps, hydraulic carts, nitrogen carts, aircraft tow bar etc. • Perform preventive and corrective maintenance in accordance with approved documents. • Ensure proper and accurate details filled up and signed off on job card and task sheets upon completion of work. • Ensure equipment is in working/serviceable condition before releasing to user. • Able to read and understand OEM manuals and repair/maintenance instruction. • Any other duties as assigned by the supervisor.	• 5 days • 8am to 5.30pm • 819838
Kitter	• Nitec in Engineering.	• Verify physical part number, serial number, and quantity against the picking slip. • Kit and pack aircraft spares and components prior to aircraft checks. • Updating of aircraft preload list for spares and component received. • Delivery of spares and components to planners. • Perform any other duties assigned by supervisor.	• 5 days • 8am to 5.30pm • 819838
Logistic Assistant	• Min. Nitec in any discipline with 1-2 years of logistics working experience. • Class 4 driving license & Forklift license will be advantageous. • Must be able to work afternoon shift permanently	• Perform collection and delivery of spares within the required timeframe between warehouse and bay. • Check part number, serial number and quantity before delivery to destination. • Highlight any discrepancy to the storeman or supervisor.	• Perm Shift • 2pm to 1130pm • 819838

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and overtime as & when required.	• Ensure signoff and handover/takeover is done properly. • Write manifests for all the item collected in warehouse. • Any other duties assigned by supervisor.	
Planner	• Minimum Diploma in Aviation/Aerospace Engineering with preferably 2-year experience. • Fresh Engineering Diploma are welcome to apply. • Must be proficient in Microsoft Excel, Word, and Outlook. • Able to communicate effectively verbally in writing in standard English. • Able to work rotating shifts, including weekends and public holidays.	• To coordinate and expedite the flow of work and spares within or between departments of an establishment according to aircraft schedule. • Support technical crew and liaise with specialized staff in various departments to ensure smooth and timely completion of planned tasks.	• 12 hrs rotating shift work • 819838
Planning Coordinator	• Minimum Higher Nitec in Aerospace Engineering or Equivalent. • Good communication in written and spoken in English. • Able to work in dynamic and fast-moving environment. • SAP experienced preferred. • Must be able to perform Shift Works	• Assist in checking aircraft components and consumables availability. • Update on spares ordered and trigger for collection and delivery to the required locations. • Coordinate and ensure timely collection and delivery and prioritize based on level of critical. • To generate reports on all orders, collection and delivery status.	• Rotating Shift Work • 819838
Premium Cabin Service (PCS) Groomer (Cleaning)	• Any discipline with or without experience in cleaning. • Able to work in a warm and humid environment. • Able to understand and communicate in simple English. • Able to work rotating shifts, including weekends and public holidays.	• To conduct cleaning work in the aircraft cabin. • To perform seats, leather, carpet cleaning and conditioning and repair as required. • To perform leather ink mark touch-up. • To perform aircraft lavatory cleaning. • Carpet shampooing and spot cleaning. • Any other duties as assigned by the supervisor.	• Rotating Shift Work • 730am to 530pm 5 days' work week from Monday to Sunday (including weekends and Public Holidays) • 819838
Ramp Specialist	• Candidate must possess minimum Professional Certificate/Nitec. • At least 1 years of working experience in aviation or related industries. • Comfortable with shift work arrangement.	• To perform Aircraft Docking Guidance System (ADGS), manual marshalling of aircraft and headset man duties. • To perform inspection of bays and ensure no Foreign Object Debris (FOD). • To install / remove wheel chocks and grounding cables.	• Rotating Shift Work • 819838

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Candidate with LTA Class 3 driving license will be an added advantage. • Candidate must attend a few weeks Ramp Specialist course (including the On Job-Training) with assessment, and only those who have passed the assessment will be offered employment for this role.	• To connect / disconnect tow bar to the air tug. • To support Arrival, departure and towing duties. • Any other duties as assigned by the supervisor.	
Store Assistant	• Nitec/O level. • At least 2 years related experience. • Basic computer skill required. • Class 3 /Forklift driving license will be an advantage. • Comfortable with shift work (12-hours rotating) work arrangement.	• To perform basic data entry into excel and SAP system. • To perform picking, packing, stock taking and inventory management. • To maintain store tidiness and organize for easy tracing of stocks. • To ensure good receiving in order and verifying the quality and quantity of each collection of delivery. • To issue goods receiving of aircraft spare parts and tools to operations.	• 12 hrs rotating shift work • 819838
Tool Store Assistant	• Minimum ITE Certificate in any discipline. • Basic knowledge in MS Excel or IT literate. • Able to communicate in English. • Comfortable with rotating shift work arrangement, including night shift.	• To station at required store location. • Carry out issuance and receipt of items. • Check and Account for serviceability of all items and ensure no losses and damage of items. • Report as per process accordingly if found any losses or damages. • Any other duties assigned by the Supervisor/ Superior.	• Rotating Shift Work • 7.45am to 7.45pm, 7.45pm to 7.45am, 4 days work 3 days off • 819838
Upholstery (Cabin Line Services)	• NITEC / Higher NITEC, preferably in an Engineering discipline. • Able to work in a warm and humid environment. • Able to understand and communicate in simple English.	• Perform seat cover change, dressing up of seats, replacement of aircraft cabin carpets and curtains. • Perform collection of parts for the above services from designated collection point and return removed items back to designated point.	• Rotating Shift Work • 1 day Morning - 0830H - 2130H • 1 day Night - 2030H - 0930H • 2 Offs • 819838

SATS LTD

Headquartered in Singapore, SATS Ltd. is one of the world's largest providers of air cargo handling services and Asia's leading airline caterer. SATS Gateway Services provides airfreight and ground handling services including passenger services, ramp and baggage handling, aviation security services, aircraft cleaning and aviation laundry. SATS Food Solutions serves airlines and institutions, and operates central kitchens with large-scale food production and distribution capabilities for a wide range of cuisines. SATS is present in the Asia-Pacific, the Americas, Europe, the Middle East and Africa, powering an interconnected world of trade, travel and taste. Following the acquisition of Worldwide Flight Services (WFS) in 2023, the combined SATS and WFS network operates over 215 stations in 27 countries. These cover trade routes responsible for more

than 50% of global air cargo volume. SATS has been listed on the Singapore Exchange since May 2000. For more information, please visit www.sats.com.sg

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Air Hub Specialist - AIC	• Minimum secondary education • Able to read, write and communicate in English • A valid class 3/D driving license • Able to work in a team and independently in a fast-paced environment • Comfortable with shift work	• You will operate heavy equipment and lead a team of staff to uplift and/or offload airline items to and from the aircraft as per our airlines' requirements	• 6 days • 3 Rotating Shift • 819659
Air Hub Specialist – Baggage	• Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent. • A valid Class 3 driving license.	• As a Baggage Lead, you are required to drive, load baggage and will be responsible for dispatch of baggage to respective flights.	• 6 days • 3 Rotating Shift • 819659
Air Hub Specialist – Ramp	• Minimum secondary education. • Able to read, write and communicate in English. • A valid class 3/D driving license. • Able to work in a team and independently in a fast-paced environment. • Comfortable with shift work. • Physically fit (i.e. walk long distances and comfortable with climbing up equipment steps).	• You will operate heavy equipment (Class 4 and/or Class 5) such as aerobridges, passenger steps, to facilitate flight handling and embarkation / disembarkation of passengers. • Positions and operates the aerobridge or passenger steps safely according to airline and safety requirements. • Assists in the loading and unloading of baggage, cargo, and mail, ensuring all loads are properly secured and verified against documentation. • Inspects cargo, ULDs, and compartments for any damages or leakages, and reports irregularities to the Ramp Loading Officer (RLO). • Ensures safe and proper use of equipment during aircraft handling operations. • Returns all equipment to designated parking areas and reports any defects or incidents promptly. • Supports the Ramp Loading Officer (RLO) and team in ensuring safe, efficient operations and achieving on-time performance (OTP).	• 6 days • 3 Rotating Shift • 819659
Air Hub Specialist – Tech Ramp	• Minimum secondary education • Able to read, write and communicate in English • A valid class 3/D driving license	• You will operate heavy equipment (Class 4 and/or Class 5) such as aerobridges, passenger steps, to facilitate flight handling and embarkation / disembarkation of passengers. • ADGS/Marshalling/Headset Functions;	• 6 days • 3 Rotating Shift • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Able to work in a team and independently in a fast-paced environment • Comfortable with shift work	• Potable Water/Lavatory Services; • Operate Full Ground Support Equipment (GPU, ASU, ACU); • Tail Stanchion; • Pushback/Towing Services	
Aircraft Aesthetics Specialist - AIC	• Able to read, write and communicate in English. • Comfortable in using PCs. • Able to work in a team and independently in a fast-paced environment. • Comfortable with shift work. • Physically fit and able to climb stairs	• You will assist your officer to ensure that there are sufficient resources deployed to facilitate interior cleaning of the aircraft. • In addition, you monitor for changes in flight schedules and update the flight handling team accordingly.	• 6 days • 3 Rotating Shift • 819659
Assistant Engineer	• Minimum ITE certified in Electrical/Electronics/Mechanical/Mechatronics engineering or equivalent. • Computer-literate and competent in using Microsoft office/outlook, SAP application and IT devices. • Competent in using industrial workshop equipment and welding tools. • Competent in reading technical drawings, documentation and conversant in English. • Able to carry heavy loads and work-at-height. • A motivated team player with strong qualities to lead and work in a challenging environment with tight timeline. • Able and willing to work in either office hours or rotating shifts, weekends and overtime if required.	• Be part of Technical team responsible for maintaining and ensuring the serviceability of all systems and equipment at ICC 1 & 2. • Be technically proficient in all aspects of maintaining, repairing and troubleshooting the full range of ICC systems and equipment (e.g. warehouse systems, material handling and automation systems, refrigeration systems, kitchen equipment, packaging and inspection machines, washing machines, waste management systems, etc.) and other technical related knowledge. • Be technically proficient in all aspects of maintaining, repairing and troubleshooting the full range of ICC systems and equipment (e.g. warehouse systems, material handling and automation systems, refrigeration systems, kitchen equipment, packaging and inspection machines, washing machines, waste management systems, etc.) and other technical related knowledge. • Manage, perform and ensure all technical purchase requisition of spare parts, contracts and services are in accordance with the Company policies and follow-through to support the maintenance activities. • Manage, communicate and work professionally with all stakeholders to minimize systems and equipment downtime.	• 6 days • 3 Rotating Shift • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Be proactive in resolving technical faults, contributing initiatives and continuous improvements. • Always observe and follow all Safe Work Procedures and Food Safety requirements. • Always ensure Safe Work environment by housekeeping of all work areas and report any safety hazards immediately. • Perform and support other relevant duties and projects assignments if required.	
Assistant Manager, Strategic Sourcing	• Degree in Supply Chain, Commerce, Business, Computer Science, or related discipline. • Project Management or CIPS certification will be advantageous. • Minimum 4 years of strategic sourcing or procurement experience, preferably in FMCG, Hospitality, Retail, or Consulting. • Experience in procurement, consulting, or business operations. • Strong analytical, negotiation, and contract management skills. • Good understanding of Category Management and the Collaborative Procurement Model. • Knowledge of Category Portfolio Management. • Familiarity with the 7-Step Sourcing Process (7SSP). • Strong stakeholder management and business communication skills. • Strategic thinking and change management capabilities. • Project management and process improvement skills. • Ability to work independently and	• The Procurement Strategic Sourcing Assistant Manager is a strategic support for procurement operation function to influence significant change management across the Food Solutions, BUs and functions e.g. support development of productivity BP, Category Management, Strategic Sourcing, Source-to-Pay (S2P) Management, Operational support and Internal controls and compliance. • Support Strategic Sourcing Manager to deliver sourcing initiatives across food related categories. Delivery through proficient knowledge of the Collaborative Procurement Model (CPM), Category Management and 7-step sourcing process. • Accountable for sourcing and operational knowledge in defined categories collaboratively aligning with related BUs/functions at early stage in 7SSP project development process (Business Planning), analysis, sourcing, negotiating, contracting and managing agency to deliver maximum productivity benefits (efficiency and effectiveness). • Strong Negotiation skills and contract management delivery. • Accountable for ensuring monthly reporting through updated CPM Tracker. • High level of maturity and stakeholder communications skills required as applicable. • Support management of Global Procurement Internal controls, Risk Management and supplier integrity with supplier management teams.	• 44-hours • Monday to Friday, 8:30am to 5:30pm • Able to work on occasional weekend days. • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	collaboratively within teams. • Comfortable working in a fast-paced and dynamic environment. • Strong problem-solving and critical thinking abilities. • A proactive mindset with a "can-do" attitude.	• Ensure effective and timely communication with procurement colleagues in other procurement functions as well as business stakeholders in BUs/functions. • Knowledge of category strategy management identify BU/function sourcing opportunities for improved systems and process efficiencies. • Develop strong collaboration with Finance Department and marketing function in BU to ensure knowledge of and a proactive approach to budget timeline and planning in order to support 7SSP for each Category. • Delivers strong analytics capability within responsible key categories and support recommended spend and buy better strategies. In conjunction with business owners, validate buying requirements (demand management) and guide users to the most appropriate products and services. • Manage compliance to S2P to ensure delivery of Key Performance metrics. • Comply with Global Procurement policy and Global Procurement Operation Manual procedure to ensure consistent and complied implementation across BUs/functions. • Facilitate approvals/sign off from appropriate parties where applicable to ensure agreement before commitment given to spending. • In conjunction with supplier performance management team to ensure supplier performance feedback, dispute and complaints are timely acted upon. • In conjunction with supplier risk management team to ensure properly supplier audit is carried out timely. Work with supplier risk management team to ensure risk mitigation and compliance. • In conjunction with supplier risk management team to ensure properly supplier audit is carried out timely. Work with supplier risk management team to ensure risk mitigation and compliance.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Manager/Manager Insights	• Bachelor's degree in relevant fields such as Business, Economics, Strategy or Analytics. • Master's degree (MBA / MSc Analytics / MSc Economics) is an advantage. • Minimum of 6 years' relevant experience in insights, innovation, or corporate strategy roles supporting senior leadership. • Strong experience in both primary and secondary research methodologies. • Proven ability to work with and influence a broad range of stakeholders across insights, strategy, commercial, innovation, and data analytics functions within a corporate environment. • Experience in scoping, evaluating, and managing external consulting and research partners. • Skilled in managing and analysing large internal and external datasets. • Strong working knowledge of Excel, PowerPoint and business intelligence tools such as Power BI. • Familiarity with AI tools for accelerating secondary research, literature synthesis, and horizon scanning. • Strong data visualisation and presentation skills, with the ability to distil complex findings into clear, compelling narratives for senior and executive audiences. • Strong written and verbal communication skills,	• The Manager, Insights is a mid-level individual contributor tasked with delivering comprehensive market, competitive, and future-oriented insights to drive strategic decision-making and support innovation initiatives across SATS' business. • This role is responsible for the entire insight development process, from conducting market analysis and scenario planning to preparing executive-level recommendations. • Collaborating closely with senior stakeholders across Commercial, Strategy, and Innovation teams, the Manager, Insights serves as a trusted advisor by pinpointing emerging opportunities, informing innovation strategies, and translating market trends into actionable concepts and investment recommendations. • This role ensures that insights not only clarify current market dynamics, but also proactively influence how SATS evolves, innovates, and remains competitive in the future. • Lead Market & Competitive Intelligence for Gateway Services and Food Solutions. • Take ownership of comprehensive market, customer, and competitor analysis across both Gateway Services and Food Solutions business. • Evaluate airline outsourcing patterns, competitor strategies, and airport operational dynamics to provide valuable insights that inform commercial strategy, pricing decisions, and critical assessments for market entry or exit.	• 44-hours • Monday to Friday, 8:30am to 5:30pm • Able to work on occasional weekend days. • 499612

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	including executive report writing. Familiar with strategic frameworks such as PESTLE, Porter's Five Forces, and scenario analysis.		
Auxiliary Police Officer	- Minimum 3 'N' level credits (diploma holders may be considered for Sergeant rank) - Must be able to pass annual IPPT (Individual Physical Proficiency Test) - Must be able to identify and differentiate colour for work purposes. - Comfortable with rotating work shifts	- As an Auxiliary Police Officer (APO), you will be stationed at the frontlines to provide security services for airlines, protect modern aircraft fleets, and ensure the safe transport of travelling passengers. - Other ad-hoc duties include securing the safety of other vital installations in Singapore	6 days 3 Rotating Shift 819659
Cargo Coordinator	- Minimum diploma holders or experienced with warehouse operations - Supervisory skills - Able to multi-task and communicate with third parties - Able to work permanent shift work - Able to lift heavy objects - Willing to learn to drive a forklift - Normal colour vision (required due to job demands)	- Handle Cargo shipments in the warehouse either by hand or forklift together with a group of Cargo handlers. - Check documentations and real time data, ensuring compliance with procedures and regulations. - Attend to airlines and third parties like agents' enquiries and follow-up on issues. - Supervise and responsible for a team of Cargo handlers, ensuring Cargo shipments are loaded and unloaded on time and in compliance with all safety requirements.	6 days 3 Rotating Shift 819659
Catering Assistant	- Must be able to communicate in English - Must be able to use PCs and computer systems related to area of work (e.g. Infolog), read computerised worksheets when on duty - Possess good knowledge of food hygiene and food handling procedures - Possess good decision-making, problem solving and communication skills	- You will be working in a commercial kitchen preparing inflight meals for airline clients, with the following responsibilities: - Be able to produce and dish meals or any other production tasks assigned by Supervisor-in-charge - Follow orders in productions of meals as directed to the quality expected by customers, complying to food safety and hygiene regulations - Ensure and adhere to HACCP, Medina food safety requirements, and all hygiene procedures	6 days 3 Rotating Shift 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Have the ability to work in a large brigade with a multi culture team; • Be able to work shift; • Cross deployed across sections in Food Solutions when required.		
Cook	• Must be able to communicate in basic English (to understand work instructions & safety guidelines) • Must be able to use PCs and computer systems related to area of work (e.g. Infolog), read computerised worksheets, check and respond to emails when on duty • Possess good knowledge of food hygiene and food handling procedures • Possess good decision-making, problem solving, communication and training skills • Be able to work shift • Willing to be cross deployed across sections in Food Solutions when required • Preferably with minimum 2 years of relevant experience in hotel food and beverage business • Have good knowledge in preparation of different cuisines • Have the ability to work in a large brigade with a multi culture team; • Be prepared to undergo a practical test to display his/her culinary skills.	• You will be working in a commercial kitchen preparing inflight meals for airline clients, with the following responsibilities: • Be able to plan and produce meals according to tasks assigned by Chef-in-charge • Ensure products received meet expectations • Follow orders in productions of meals as directed to the quality expected by customers, complying to food safety and hygiene regulations • Ensure and adhere to HACCP, Medina food safety requirements, and all hygiene procedures	• 6 days • 3 Rotating Shift • 819659
Customer Care Specialist	• Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent. • Professionalism, Patience and a "People-first" attitude.	• You will attend to passengers at arrival claims with mishandled and damaged baggage. • Raise reports of mishandled and damaged bags, in according to the various airline requirements.	• 6 days • 3 Rotating Shift • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Comfortable with shift work. • Able to carry >25kg.	• Trace mishandled baggage and keep passengers informed of the tracing status. • Assist passengers with odd size bags. • Answer hotline calls on baggage matters.	
Customer Service Agent	• Pleasant with a cheerful disposition and good interpersonal skills. • Dynamic individual with service aptitude and willingness to go the extra mile. • Able to work well in teams. • Good command of written and spoken English. • Meticulous and an eye for details. • Good problem-solving skills. • Able to perform basic computer transactions.	• You play a vital role in creating a memorable experience for all our passengers through a variety of quality passenger services: Your main roles and responsibilities involve: • Greet passengers upon their arrival and ensure a smooth departure process. • This includes checking in and managing various flight and customer requests. • Assist passengers with special needs. • This includes helping passengers with reduced mobility, non-English speaking passengers and unaccompanied minors. • Provide customer service in exclusive premier lounges at Changi Airport which are designed to provide passengers with maximum comfort as they relax and unwind before their flights. • This includes the provision of meet/greet services at the reception area and attending to the needs of lounge guests in a proactive manner.	• 6 days • 3 Rotating Shift • 819659
Driver	• With Singapore Class 3 or Class 4 Driving license.	• To provide driving services to SATS Auxiliary Police to their job locations around the airside and islandwide. • Rotating shift duty. • 5/6-day work week.	• 6 days • 3 Rotating Shift • 819659
Engineering Technician	• Diploma (non-local), Nitec (Local) or, min 2 years of relevant work experience is preferred. • Computer-literate and competent in using Microsoft office/outlook, SAP application and IT.	• As a Technician, you will be part of a team responsible for maintaining modern equipment and various systems in the commercial kitchens such as: • Warehouse systems • Material handling and automation systems • Refrigeration systems • Kitchen equipment • Packaging and inspection machines • Washing machines • Waste management systems and more • Individuals are also expected to:	• 6 days • 3 Rotating Shift • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Be proactive in resolving technical faults, contributing initiatives and continuous improvements • Always observe and follow all Safe Work Procedures and Food Safety requirements • Always ensure Safe Work environment by housekeeping of all work areas and report any safety hazards immediately • Perform and support other relevant duties and projects assignments if required	
Equipment Operator (Cargo)	• Nitec or Higher Nitec qualifications in Electrical or Mechanical Engineering or equivalent with preferably 2 years working experience. • Possess basic computer skills and knowledge of Microsoft Office. • Able to work in warehouse environment and harsh environments such as cold rooms, high humidity, wet conditions and steamy environment and also able to work at high ground. • Can work on rotating shifts or weekends, if required. • Normal colour vision (required due to job demands). • Physically fit and able to bend, walk and stand.	• You will be part of a team responsible for the maintenance of material handling equipment, forklifts, tractors, equipment and various systems at the SATS Cargo Airfreight Terminals. • You will perform trouble shooting functions and undertake basic repair work. • Working jointly with our vendors, you will assist to ensure that operations are not disrupted due to breakdown of the equipment within the warehouse.	• 6 days • 3 Rotating Shift • 819659
ESG Data Analyst	• Degree in a STEM field (e.g., Data Science, Statistics, Computer Science, Mathematics, or related), Sustainability, Finance or equivalent • Experience with data analytics, business intelligence, or data science • A previous experience in an ESG-related or finance role is preferred	• The ESG Data Manager is responsible for the accurate and timely ESG data collection and the successful implementation of a Group ESG data platform. • This role is critical in ensuring that the company meets its ESG targets and regulatory reporting obligations in compliance with ISSB-SGX-CSRD-US regulations. • The ideal candidate will have a deep interest in data and tools, a good understanding of Financial and ESG corporate reporting frameworks, strong project management and	• 44-hours • Monday to Friday, 8:30am to 5:30pm • Able to work on occasional weekend days. • 499612

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Fluent in reading, writing, speaking, and understanding English • Comfortable working with data and tech tools • Skilled in PowerBI or similar data visualization/automation platforms • Strong analytical skills and attention to detail, able to interpret complex data and provide insights • Familiarity with ESG reporting frameworks such as GRI, ISSB, TCFD and/or IFRS • Good project management and organizational abilities; capacity to multi-task by working on a few projects simultaneously • Carries a collaborative mindset with the ability to work across functions and cultures • Patient and empathetic when addressing user concerns • Possess a growth mindset and willingness to operate in a multicultural environment	communication skills, and the ability to work collaboratively across diverse teams. • ESG Data Collection: • Manage accurate and timely data collection for Group • Follow up with primary data owners to ensure we have all environmental data required for annual sustainability reporting • Move from yearly to quarterly environmental data collection, verification and reporting • Check and ensure ESG data accuracy and integrity, working closely with data owners, subject matter experts and vendor • Move from manual to step-by-step automation where possible: not all the entities and regions of the Group have the same data collection and reporting capabilities today, requiring the role to be agile and hands-on • Work with internal and external stakeholders to establish data transfer via integration between data source systems • Analyse ESG workflows to identify inefficiencies and recommend improvements • Collaborate with business units to understand challenges faced with existing data management platforms and coordinate improvements • Engage existing vendors to ensure continuous improvements are on track • Implement process enhancements to optimize system functionality and user experience • Establish and communicate ESG Data Governance policy and guidelines • ESG Data Reporting & Analytics: • Support the preparation and submission of accurate and timely ESG reports in accordance with international standards, industry best practices and regulatory requirements • Monitor key ESG metrics and report performance internally • Collaborate with internal teams to monitor, analyse and present ESG	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		periodic trends, identify deviations, and flag potential areas of concern • Contribute to the production of the annual Sustainability Report to GRI and ISSB standards • Work with the Sustainability team to translate data into meaningful narratives and actionable insights for stakeholders • Develop ESG Dashboards to provide insights and recommendations to each Business units, senior leadership and other stakeholders • Work with Sustainability Business Partners to optimise dashboards for usability, relevance, and impact • Design and develop interactive dashboards that present ESG related data in a clear, accurate, and user-friendly manner • Ensure dashboards are both data displays and tools for decision-making and performance management • Develop Dashboards to facilitate and automate external reporting • ESG Data Platform Project: • Work with the internal teams to identify, select and implement a comprehensive ESG data platform across the group, ensuring alignment with global ESG reporting requirements and technological infrastructure • Act as the primary liaison between existing ERP and ESG data platform vendors and global Technology teams • Work with Technology team to define the best approach for the Group • Once target concept is approved and the vendor(s) selected, manage the ESG data platform project to completion • Provide ongoing support and training to ensure effective system adoption • Stay updated with ESG technology trends and best practices to drive continuous improvement	
Food Assembly Assistant	• Conversant in English to use PCs and computer systems related to area of work (e.g. Infolog), read computerized	• Food Assembly Assistant reports to Catering Supervisor/Officer (Tray Assembly) with the below duties:	• 6 days • 3 Rotating Shift • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	worksheets, check and respond to emails when on duty. • Possess good knowledge of food hygiene and food handling procedures. • Comfortable with 6-days work week on rotating shift.	• Preset Business, Premium Economy and Economy class meals on trays according to airline's specifications. • Collect all the required items and equipment for presetting. • Operate the assembly conveyor belts and put the required food items and service wares on the trays based on the ETD of the flights. • Perform such other duties as directed from time to time by the Catering Officer/Supervisor	
Instructor	• A diploma and preferably with knowledge of airfreight operations and procedures. • Possess good supervisory and communication skills. • Be proficient in Microsoft Office, Excel and PowerPoint skills to develop effective training materials and presentations. • Have self-confidence and able to conduct stand-up training.	• Conduct Cargo product and related courses. • Prepare and update training materials for Cargo product and services. • Prepare training schedule and administrative matters for new staff. • Conduct orientation program for new staff, refresher or recurrent training. • Provides training support for new and existing projects or initiatives. • Coach and assess competencies for new hires during their On-Job-Training (OJT).	• 6 days • 3 Rotating Shift • 819659
Loading Delivery Assistant	• Be able to lift Catering materials weighing up to 25 kgs. • Ability to read and speak English to use PC and computer systems related to area of works, and liaise with Cabin Crew for hand-over of meals. • Ability to work in a multi-cultural team. • Comfortable with 6-days work week on rotating shift.	• As a Loading Delivery Assistant, your responsibilities are as follows: • Driving either a Hi-Lift or Van to transport meal orders between the kitchen and the aircraft. • Assist in the loading of meal item into the hi-lift and aircraft as per loading plan. • Check hi-lift/van for serviceability before use, report all defects for immediate action. • Ensure on-time completion of trips, with adherence to safety and operating procedures. • Maintain cleanliness of the hi-lift/van and free of unauthorized items in the hi-lift/van. • Any other duties assigned or instructed by the Cabin Services Supervisor or Cabin Services Officer.	• 6 days • 3 Rotating Shift • 819659
Operations Assistant	• A valid Class 3 or Class D driving license for OAD. • Able to work permanent shift work.	• Perform various duties which include acceptance of Cargo, manifesting and ensuring warehouse documentation is in order.	• 6 days • 3 Rotating Shift • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Able to carry cargo/objects up to 20kg. • Willing to learn to drive a forklift. • Normal colour vision (required due to job demands).	• Day-to-day operations include receiving and overseeing delivery of Cargo shipments efficiently and safely. • Responsible and accountable for Cargo shipments in the warehouse.	
Operations Assistant (Cabin Services)	• Possess basic frontline customer service skills • Ability to work in a multi-cultural team • Be able to lift Catering materials weighing up to 25 kgs • Ability to read and speak English to use PC and computer systems related to area of works and liaise with Cabin Crew for hand-over of meals. • Comfortable with 6-days work week on rotating shift	• The Operations Assistant (Cabin Services) will report directly to Cabin Supervisor and his/her duties and responsibilities are as follows: • Ensure the assigned flight meals, beverages and other Inflight items are prepared for uplift to aircraft according to the airlines' requirements. • Coordinate with Catering Control to check the latest passenger load prior to leaving the Catering Centre facility. • Load and unload of Catering items into and off aircraft according to the Galley Loading Plan and is the staff in-charge of the galley loading for the galley assigned. • Check meals with cabin crew on board the aircraft after loading. • Obtain crew signature on checklist and supply documents and submit these to Control Centre at the end of the shift. • Co-ordinate for any last-minute additional meals or items uplift. • Any other duties assigned or instructed by the officer or supervisor.	• 6 days • 3 Rotating Shift • 819659
Operations Assistant (Catering)	• Ability to work in a multi-cultural team • Be able to lift Catering materials weighing up to 15 kgs • Conversant in English to use PCs and computer systems related to area of work (e.g. Infolog), read computerized worksheets, check and respond to emails when on duty • Possess good knowledge of food hygiene and food handling procedures • Comfortable with 6-days work week on rotating shift	• You will be working in a commercial kitchen preparing inflight meals for airline clients, with the following responsibilities: • Assist in retrieval of pax loads from system (ICCMS) and support dishing duties in Casserole Assembly, based on pax loads and flight schedule • Adhere to dishing schedule and ensure timely completion of dishing • Guide, and monitor performances of staff and service crew • Adhere to HACCP, Medina food safety requirements, and all hygiene procedures • Ensure compliance to dishing SOPs • Operations of metal detectors and casserole sealing machines	• 6 days • 3 Rotating Shift • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operations Assistant (Equipment)	• Ability to work in a multi-cultural team. • Comfortable to squat, stand and bend repeatedly to handle bins, carts and drawers. • Comfortable to lift equipment weighting up to 15kg.	• Conduct Quality checks on the carts packed by the packers. • Check airline equipment to accuracy in quality and quantity. • Adjust equipment inside the cart to ensure safety and better fit. • Push carts that has been packed out to outbound for staging. • Pack and repack carts/drawers as and when necessary. • Interpret the Equipment Loading Plan and be able to change equipment for aircraft change within short notice.	• 6 days • 3 Rotating Shift • 819659
Operations Assistant (Food Checker)	• Possess basic frontline customer service skills. • Ability to work in a multi-cultural team. • Be able to lift Catering materials weighing up to 15 kgs. • Ability to read and speak English to use PC and computer systems related to area of works and liaise with stakeholders for hand-over of meals. • Comfortable with 6-days work week on rotating shift.	• The individual reports to Catering Supervisor/Officer (Tray Assembly) with the below duties: • Collect, build up the carts and check all meals, beverages and other Inflight items for uplift to aircraft according to the airlines' requirements. • Perform pick confirm on InfoLog upon the collection of all items from Food Bank, Sub-store, and Bakery. • Ensure that equipment set is completely according to airlines' requirement. • Co-ordinate last minute additional meals request. • Ensure the work area is tidy/clean and all bins are returned to their designated areas after each airline's groundwork. • Dispose of rubbish and carton boxes at their designated places.	• 6 days • 3 Rotating Shift • 819659
Operations Associate	• Adaptable and possess good interpersonal skills and teamwork. • Good communication and coordination skills to liaise with various departments. • Strong attention to detail, especially in handling flight-specific catering needs. • Strong attention to detail, especially in handling flight-specific catering needs. • Prior experience in inflight catering or airside	• Monitor ground operations to identify and report at-risk behaviours or physical hazards. • Perform checks to ensure packing accuracy, in line with sector meal requirements. • Read and interpret flight information to correctly load food and beverage carts onto aircraft. • Assist the Duty Manager in overseeing operational and uplift requirements are met on time. • Manage and monitor the full operational functions of the Ops Control Centre for airside operations. • Coordinate with the Duty Manager in the event of flight disruptions and other operational contingencies.	• 6 days • 3 Rotating Shift • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	operations is an advantage. • Willingness to work shifts, including weekends and public holidays. • Company transportation provided for shift between 11:00pm to 6:00am. • Working location 30 Changi North Crescent Singapore 499612.	• Supervise packing and verification of prepaid meals to ensure correct uplift for daily flights. • Provide support in the absence of the Duty Manager on all operational matters. • Provide support in the absence of the Duty Manager on all operational matters.	
Passenger Services Associate	• Able to perform rotating shift work including weekends and public holidays • Customer Oriented and a good team player • Comfortable with using computer • Conversant and confident in English • 6 days' work week • Company transportation provided for shift between 11:00pm to 6:00am • Training provided	• Checking in passengers • Service ambassador to assist and guide passengers on the use of Self-Service Kiosk and Auto Bag Drops • Gate handling duties including communicating with airline crews and coordinating departure activities with various departments • Guiding and escorting transit passengers from arrival gate to Departure gate • Assisting passenger who require special assistance	• 6 days • 3 Rotating Shift • 819659
Ramp Associate	• Education/Experience: • Possess a valid Class 3 driving license (an added advantage). • Skills & Qualities: • Observant, independent, and able to exercise sound judgment. • Able to work under pressure to meet tight reporting deadlines. • Willingness to pick up new skills and broaden knowledge in ramp operations. • Dynamic, self-driven, and an effective team player. • Positive attitude towards work and collaboration with others. • Excellent communication skills and attention to detail.	• Aircraft Handling & Safety: • Ensure accurate and safe handling of aircraft at the Aircraft Site/Non-Motorized Equipment (NMEs), Passenger Loading Bridge (PLB), and headset functionality. • Perform Foreign Object Debris (FOD) sweep to ensure that there are no obstructions on the PLB path. • Ensure that the Headset/PLB function is carried out in accordance with the Civil Aviation Authority of Singapore (CAAS) requirements. • Baggage and Cargo Handling: • Dispatch incoming baggage to the Arrival Baggage Sorting Area, Interline Baggage Trays (BTs) to the Interline Sorting Area, and cargo in transit for aircraft-to-aircraft transfer. • Assist with baggage handling and ensure efficient sorting and dispatch of items.	• 6 days • 3 Rotating Shift • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Passenger Loading Bridge (PLB) Operations: • Engage and disengage the PLB to facilitate smooth passenger embarkation and disembarkation. • Assist in docking and undocking of the PLB. • Perform marshalling duties in the event the PLB malfunctions. • Equipment Handling & Maintenance: • Conduct checks before clearing all non-motorized equipment and unused containers from the parking bay. • Ensure the safe operation and maintenance of ground support equipment and report any malfunctioning or damaged equipment. • Safety Reporting: • Report any accidents involving equipment or incidents occurring during duty. • Adhere to safety protocols and maintain awareness of potential hazards on the ramp. • Ad-Hoc Duties: • Perform any additional tasks as required by the Ramp Loading Office or Reporting Officer.	
Security Officer	• Proficient to communicate in English • Valid PLRD Security License • Normal Colour Vision • Able to perform rotating shift	• Your responsibilities include providing security services at key installation areas, such as: • Perform CCTV & Control Room monitoring duties • Undertake screening of cargo & personnel • Perform X-ray screening access controls, guarding & patrolling of installs • Any other duties as assigned	• 6 days • 3 Rotating Shift • 819659
Senior Executive, Strategic Sourcing (6 months contract)	• Degree in Supply Chain / Commerce / Business / Computer Science. • Minimum 3 years of strategic sourcing experience in procurement, preferably gained in FMCG / Hospitality / Retail / Consulting. • Experience in procurement, consulting	• The Procurement Strategic Sourcing Senior Executive is a strategic support for procurement operation function to influence significant change management across the Food Solutions, BUs and functions e.g. support development of productivity BP, Category Management, Strategic Sourcing, Source-to-Pay (S2P) Management, Operational support and Internal controls and compliance.	• 44 hours • Monday to Friday, 8:30am to 5:30pm • Able to work on occasional weekend days • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and/or business operations. • Proven ability to effectively partner/ influence/ lead to achieve business results.	• Support Strategic Sourcing Manager to deliver sourcing initiatives across food related categories. Delivery through proficient knowledge of the Collaborative Procurement Model (CPM), Category Management and 7-step sourcing process. • Accountable for sourcing and operational knowledge in defined categories collaboratively aligning with related BUs/functions at early stage in 7SSP project development process (Business Planning), analysis, sourcing, negotiating, contracting and managing agency to deliver maximum productivity benefits (efficiency and effectiveness). • Strong Negotiation skills and contract management delivery. • Accountable for ensuring monthly reporting through updated CPM Tracker. • High level of maturity and stakeholder communications skills required as applicable. • Support management of Global Procurement Internal controls, Risk Management and supplier integrity with supplier management teams. • Ensure effective and timely communication with procurement colleagues in other procurement functions as well as business stakeholders in BUs/functions. • Knowledge of category strategy management identify BU/function sourcing opportunities for improved systems and process efficiencies. • Develop strong collaboration with Finance Department and marketing function in BU to ensure knowledge of and a proactive approach to budget timeline and planning in order to support 7SSP for each Category (ZBW). • Delivers strong analytics capability within responsible key categories and support recommended spend and buy better strategies. In conjunction with business owners, validate buying requirements (demand management) and guide users to the most appropriate products and services.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Manage compliance to S2P to ensure delivery of Key Performance metrics. • Comply with Global Procurement policy and Global Procurement Operation Manual procedure to ensure consistent and complied implementation across BUs/functions. • Facilitate approvals/sign off from appropriate parties where applicable to ensure agreement before commitment given to spending. • In conjunction with supplier performance management team to ensure supplier performance feedback, dispute and complaints are timely acted upon. • In conjunction with supplier risk management team to ensure properly supplier audit is carried out timely. Work with supplier risk management team to ensure risk mitigation and compliance. • In conjunction with supplier relationship management team to ensure SRM tasks and initiatives are properly carried out, monitored and measured.	
Senior Executive/ Assistant Manager, Sourcing	• Minimum 3~5 years of strategic sourcing experience in procurement, preferably gained in FMCG/ Hospitality/ Retail / Consulting. • Experience in procurement, consulting and/or business operations. • Category management knowledge and experience (Collaborative Procurement Model). • Category portfolio management leadership and business acumen. • 7 Step Sourcing Process knowledge and delivery. • Analytical skills. • Negotiation skills. • Contract Management skills. • Leadership skills.	• This role is a strategic support for procurement operation function to influence significant change management across the Food Solutions, Business Units and Functions e.g. support development of productivity BP, Category Management, Strategic Sourcing, Source-to-Pay (S2P) Management, Operational support and Internal controls and compliance. • Support Senior Procurement Manager/Head of Procurement Singapore to deliver strategic sourcing initiatives across food related categories. Delivery through proficient knowledge of the Collaborative Procurement Model (CPM), Category Management and 7-step sourcing process. • Accountable for sourcing and operational knowledge in defined categories collaboratively aligning with related BUs/functions at early stage in 7SSP project development process	• 44 hours • Monday to Friday, 8:30am to 5:30pm • Able to work on occasional weekend days • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Strong business communication skills (stakeholder management). • Strategic Business Management skills. • Strategic Change Management skills. • Operational excellence and business process improvement.	(Business Planning), analysis, sourcing, negotiating, contracting and managing agency to deliver maximum productivity benefits (efficiency and effectiveness). • Strong Negotiation skills and contract management delivery. • High level of maturity and stakeholder communications skills required as applicable. • Support management of Global Procurement Internal controls, Risk Management and supplier integrity with supplier management teams. • Ensure effective and timely communication with procurement colleagues in other procurement functions as well as business stakeholders in BUs/functions. • Knowledge of category strategy management identify BU/function sourcing opportunities for improved systems and process efficiencies. • Develop strong collaboration with Finance Department and marketing function in BU to ensure knowledge of and a proactive approach to budget timeline and planning in order to support 7SSP for each Category. • Delivers strong analytics capability within responsible key categories and support recommended spend and buy better strategies. • In conjunction with business owners, validate buying requirements (demand management) and guide users to the most appropriate products and services. • Manage compliance to S2P to ensure delivery of Key Performance metrics. • Comply with Global Procurement policy and Global Procurement Operation Manual procedure to ensure consistent and complied implementation across BUs/functions. • Facilitate approvals/sign off from appropriate parties where applicable to ensure agreement before commitment given to spending. • In conjunction with supplier performance management team to ensure supplier performance	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		feedback, dispute and complaints are timely acted upon. • In conjunction with supplier risk management team to ensure properly supplier audit is carried out timely. • Work with supplier risk management team to ensure risk mitigation and compliance. • In conjunction with supplier relationship management team to ensure SRM tasks and initiatives are properly carried out, monitored and measured.	
Senior Executive/Assistant Manager, Systems	• Degree in Engineering, Automation, Mechatronics, Electrical, Mechanical, Computer Science, or equivalent. • Experience in Operational Technology or industrial engineering environments. • Strong mechanical and electrical knowledge, including MHS and PLC systems. • Experience with WMS, WCS, ASRS, conveyors, and lifters. • Working knowledge of SAP PM and SAP MM. • Familiarity with MTTR, MTBF, and OEE. • Understanding of OT/ICS cybersecurity principles. • Strong analytical, communication, and teamwork skills. • Ability to perform job-related duties including working at heights, subject to safety compliance.	• You will co-lead a Systems Engineering team and collaborate closely with internal and external stakeholders to manage and operate end-to-end Operational Technology (OT) systems supporting 24/7 SATS In-flight Catering operations. • The role covers Warehouse Management Systems (WMS), Warehouse Control Systems (WCS), Automated Storage and Retrieval Systems (ASRS), Material Handling Systems (MHS), PLC-based control systems, conveyors, and lifters, with integration into SAP enterprise systems. • You are responsible for OT project delivery, maintenance execution, system reliability, cost management, safety, documentation, and cybersecurity compliance in industrial operating environments. • Lead, manage, and execute Operational Technology (OT) maintenance activities, ensuring safe, reliable, and efficient operation of mission-critical systems. • Monitor, analyse, and improve OT system performance using reliability and effectiveness metrics, including MTTR, MTBF, and OEE. • Apply a data-driven approach to maintenance and operations, identifying trends, recurring issues, and improvement opportunities. • Generate reliability and performance reports for management review, including downtime analysis, failure trends, and corrective actions.	• 44 hours • Monday to Friday, 8:30am to 5:30pm • 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Manage the lifecycle and operation of WMS, WCS, ASRS, MHS, PLC-based control systems, conveyors, and lifters. • Support and provide technical coverage for refrigeration systems, kitchen equipment, ware washing machines, vacuum waste disposal systems, motorized equipment, and non-motorized equipment. • Co-lead 24/7 engineering duty teams, ensuring effective technical coverage and escalation management. • Lead recovery efforts during system disruptions to minimise downtime. • Act as a team player, fostering collaboration and knowledge sharing. • Provide technical mentorship to engineers. • Deliver OT projects within approved scope, schedule, and budget. • Embed reliability, maintainability, and operability considerations into designs and upgrades. • Use operational and reliability data to support evidence-based improvement decisions. • Manage OT maintenance and project costs including spares and vendor services. • Track costs using SAP to support budgeting and optimisation. • Manage interfaces between OT systems, WMS/WCS, and SAP for data integrity. • Use SAP PM, SAP MM, and SAP MM-IM to support maintenance, procurement, and inventory control. • Ensure compliance with OT and IT cybersecurity policies. • Develop and maintain documentation covering safety procedures, operations, and maintenance. • Ensure documentation meets audit and safety requirements. • Support technical procurement, tender evaluations, and vendor performance management. • Perform on-site engineering duties in industrial operating environments with varying temperature conditions and industrial cleanliness levels.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Undertake duties that may require working at heights in compliance with safety requirements.	
Trainee Air Hub Lead - AIC	- Minimum secondary education. - Able to read, write and communicate in English. - A valid class 3/D driving license. - Comfortable performing duties outdoors and on rotating shifts. - Physically fit and able to climb stairs.	- Ensure there are sufficient resources deployed to facilitate interior cleaning of the aircraft. - Ensure all VVIP flights and special flights are serviced according to airline requirement. - Assist DM to conduct investigation to facilitate incident reporting. - Liaise with airline representatives and coordinate with various stakeholders to ensure smooth AIC operations.	6 days 3 Rotating Shift 819659
Trainee Air Hub Lead - Baggage	- Diploma in any discipline. - Physically fit. - Comfortable with shift work. - Able to lift 20-30kg. - Comfortable with shift work.	- Supervise baggage operations to ensure baggage are dispatched to aircraft in a timely manner as per airlines' requirements or stipulations by the aviation authority. - Manage a team of staff to ensure baggage for assign flights are properly handled - Liaise with oversea station rectify mishandled baggage.	6 days 3 Rotating Shift 819659
Trainee Air Hub Lead - Flight Ops	- Diploma in any discipline - Physically fit - Comfortable with shift work - Able to read, write and communicate in English	- You will perform Weight & Balance responsibilities for departing flights from Changi International Airport as well as departing flights from other international airports around the globe. - Your essential roles are to ensure that the structural weights of an aircraft are within its safety parameters and that each departing flight is in "trim" and balanced within the centre of gravity. - You will also be responsible for the completion of the Loadsheets and its related Weight and Balance documentation in accordance to IATA rules and regulations, handling pre-load calculations, load distribution and planning, timely issuance of loading instructions, and timely presentation of loadsheets to pilots before flight departures.	6 days 3 Rotating Shift 819659
Trainee Air Hub Lead - Load Control	- Diploma in any discipline. - Physically fit. - Comfortable with shift work. - Able to read, write and communicate in English.	You will perform Weight & Balance responsibilities for departing flights from Changi International Airport as well as departing flights from other international airports around the globe.	6 days 3 Rotating Shift 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Your essential roles are to ensure that the structural weights of an aircraft are within its safety parameters and that each departing flight is in "trim" and balanced within the centre of gravity. - You will also be responsible for the completion of the Load sheet and its related Weight and Balance documentation in accordance to IATA rules and regulations, handling pre-load calculations, load distribution and planning, timely issuance of loading instructions, and timely presentation of load sheets to pilots before flight departures.	
Trainee Air Hub Lead - Lost & Found	- Diploma in any discipline. - Physically fit. - Able to lift 20-30kg. - Comfortable with shift work. - High patience level.	- Assist in the day-to-day operations of Baggage Arrival Services Office and assist the Duty Manager. - Responsible for petty cash. - Assist in PIR and manage passengers' expectations. - Ensure passengers are updated regularly on the status of their baggage. - Assist in Arrival claim belt if required or during critical disruptions.	6 days 3 Rotating Shift 819659
Trainee Air Hub Lead - Ramp	- Diploma in any discipline. - Physically fit. - Comfortable with shift work.	- Oversees the safe, accurate, and efficient loading and unloading of aircraft in compliance with airline and regulatory requirements. - Reviews flight documents, prepares the team, and conducts pre-flight briefings. - Ensures all equipment and safety checks are in place before aircraft handling operations. - Supervises the handling of cargo, baggage, and dangerous goods. - Coordinates closely with Load Control, Baggage, and Cargo teams to ensure on-time performance (OTP) and safe flight departures. - Reports any irregularities or discrepancies during operations. - Ensures aircraft bays are cleared, and all relevant documents are submitted post-flight. - Assists in investigations of delays, incidents, or operational issues and supports corrective actions.	6 days 3 Rotating Shift 819659

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Trainee Air Hub Lead - SMC	• Diploma in any discipline. • Physically fit. • Comfortable with shift work.	• Plan, schedule and achieve workshop maintenance production for GSE and/or vehicles. • Manage in-house workforce, and/or outsourced contractor production/shift supervisors, and shift planning.	• 6 days • 3 Rotating Shift • 819659
Trainee Air Hub Lead - Tech Ramp	• Diploma in any discipline. • Physically fit. • Comfortable with shift work.	• Communicate with flight crew using Radiotelephony (RTF) systems, procedures and phraseology. • Conduct checks to ensure technical ramp operations are performed in accordance with the Standard Operating Procedures (SOPs). • Conduct pre-flight briefings regarding aircraft requirements and services needed. • Define special handling requirements for incoming aircraft. • Deploy manpower and Ground Support Equipment (GSE) for technical ramp handling. • Monitor real-time information and operational changes using technological devices. • Prepare flight reports on technical ramp performance. • Monitor and report Foreign Object Debris (FOD), obstacles or spillages in the ERA to the relevant authorities. • Implement safety and security standards for teams and report possible breaches to relevant authorities.	• 6 days • 3 Rotating Shift • 819659
Trainee Customer Services Officer	• A diploma in any discipline. • Good command of written and spoken English. • Pleasant with a cheerful disposition and good interpersonal skills. • Team player in a fast-faced environment. • Independent and able to multi-task. • Able to prioritise tasks effectively to ensure most important tasks are completed on time.	• Oversee and lead a team in managing daily operations and make final decisions on matters of importance to ensure positive passenger experience and satisfaction. • Guide, develop, motivate and mentor new and existing staff alike. • Maintains utmost service, grooming and discipline standards amongst staff. • Ensures compliance to safety, security and standard operating procedures of the company, airlines and airport authorities. • Assist the Duty Manager in the daily deployment based on agreed service standards with the Airlines and Airport Authorities.	• 6 days • 3 Rotating Shift • 819659

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

For more career advisory and job search tips, please visit our webpage at <https://e2i.com.sg/blog/career-guidance/>.

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.com.sg/app>



Meet an e2i Career Coach
e2i.com.sg/app

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

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 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.

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

<https://e2i.com.sg/JSCTelegram/PMET>



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

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



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>

