

e2i Skills & Career Fair @ Sembawang

28 November 2025

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

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#1 AcePLP

AcePLP is a Singapore-based company with a proven track record in delivering Building Information Modelling (BIM) services to the Architecture, Engineering, and Construction (AEC) industries. We collaborate closely with contractors, consultants, and other stakeholders to create, coordinate, and manage high-quality BIM data across the entire project lifecycle.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
BIM/CAD Engineer 	<ul style="list-style-type: none"> Higher Nitec/Degree in Construction or Engineering related background No experience required Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc. 	<ul style="list-style-type: none"> Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Delivery Management Accreditation Scheme. Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. With AcePLP's assistance, you will find your ideal career. You will receive 2 months of training in BIM/CAD by an Approved Training Provider. You will attain WSQ-recognized certifications. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Mon-Fri: 8:30am to 5:30pm Sat: 8:30am to 12:30pm Employment Type: Full Time Location: 200 Braddell Road (S)579700

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#2 Agape Services

Agape Services is a Christian social enterprise under Far East Organization, whose aim is to provide meaningful employment and benefits to people with disadvantaged background. Agape Services offer services in Agape Cleaning, Agape Laundry as well as moving and disposal.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaning Attendant	<ul style="list-style-type: none"> • Able to understand basic instructions in English and communicate to customers • Must be able to carry out cleaning duties such as dusting, wiping, sweeping, mopping, handling and disposing waste • Willing to learn and attend training 	<ul style="list-style-type: none"> • Provide cleaning services at office premises, residential apartments and/or building areas • Carry out general cleaning and maintain cleanliness using appropriate materials, products and equipment • Handle and dispose waste according to standard procedures, instructions and cleaning industry standards • Comply with performance standards as well as workplace safety and health policy and procedures 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 9am to 5.20pm • Employment Type: Full Time • Location: 16 Gambas Crescent (S)757006
Cleaning Attendant (PT)	<ul style="list-style-type: none"> • Able to understand basic instructions in English and communicate to customers • Must be able to carry out cleaning duties such as dusting, wiping, sweeping, mopping, handling and disposing waste • Willing to learn and attend training 	<ul style="list-style-type: none"> • Provide cleaning services at office premises, residential apartments and/or building areas • Carry out general cleaning and maintain cleanliness using appropriate materials, products and equipment • Handle and dispose waste according to standard procedures, instructions and cleaning industry standards • Comply with performance standards as well as workplace safety and health policy and procedures 	<ul style="list-style-type: none"> • Working Hours: Timing and days varies for different locations • Employment Type: Part Time • Location: 16 Gambas Crescent (S)757006
Customer Service Officer 	<ul style="list-style-type: none"> • Diploma in Business / Marketing / Marketing Communication / Customer Service / Hospitality • Microsoft Office skills is required 	<ul style="list-style-type: none"> • Manage customers' complaints, enquiries, issues and feedback • Support in sales calls to potential customers • Coordinate and execute new social media marketing 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week Mon - Fri: 9am - 6pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum 1-2 years of experience in self-storage/ retail industry • Able to work with multiple stakeholders • Willing to learn and results driven • Work Hours: Monday - Friday (9am - 6pm) Saturday (9am - 1pm) 	<ul style="list-style-type: none"> • initiatives and promotional activities (E.g. Facebook, Instagram, YouTube, Carousell etc.) • Coordinate the daily operations of the self-storage business (PoS System for Self-Storage – SiteLink, Facility Management, Report Maintenance) • Support in administrative duties (E.g. Raising Purchase Requests, Quotations, Sending Invoices, Filing) • Perform any generic customer service functions 	<p>Sat: 9am - 1pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: 16 Gambas Crescent (S)757006
Delivery Driver	<ul style="list-style-type: none"> • Possess Class 4 Driving License, with good driving records • Familiar with major roads in Singapore • Good communication skills • Able to carry 20kg load of Laundry 	<ul style="list-style-type: none"> • Perform daily collection and delivery of Central Laundry items • Maintain the general cleanliness of the vehicle which shall include car washing • Carry out any other duties as assigned by the management or its representative from time to time 	<ul style="list-style-type: none"> • Working Hours: 6 days / week • 7am - 3.20pm • 9am - 5.20pm • 11am - 7.20pm • Employment Type: Full Time • Location: 16 Gambas Crescent (S)757006
Laundry Attendant	<ul style="list-style-type: none"> • Able to stand for prolonged periods • Able to perform repetitive tasks quickly • Able to operate machinery and follow instructions 	<ul style="list-style-type: none"> • Sort and process soiled linen / towels for washing. • Feed clean linen / towels on to flatwork ironer / towel folder. • Count and pack of clean linens / towels for delivery. • Maintain cleanliness of working area. • Any other duties as assigned by the Laundry Supervisor. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week • 9am – 5.20pm • Employment Type: Full Time • Location: 16 Gambas Crescent (S)757006
Laundry Attendant (PT)	<ul style="list-style-type: none"> • Able to stand for prolonged periods • Able to perform repetitive tasks quickly 	<ul style="list-style-type: none"> • Sort and process soiled linen / towels for washing. 	<ul style="list-style-type: none"> • Working Hours: Weekdays: 2pm to 8pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to operate machinery and follow instructions 	<ul style="list-style-type: none"> • Feed clean linen / towels on to flatwork ironer / towel folder. • Count and pack of clean linens / towels for delivery. • Maintain cleanliness of working area. • Any other duties as assigned by the Laundry Supervisor. 	<ul style="list-style-type: none"> • Weekend; 9am to 6pm • Employment Type: Full Time • Location: 16 Gambas Crescent (S)757006
Laundry Supervisor	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience; candidates with operational backgrounds from other industries are welcome to apply • Good team player with ability to lead a team 	<ul style="list-style-type: none"> • Assist with the efficient running of the laundry section as a Team Lead • Operate and supervise the operation of laundry machinery as assigned • Train and coach new laundry attendants • Ensure and observe workplace safety practices • Ensure and maintain cleanliness of working area 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 9am – 5.20pm • Employment Type: Full Time • Location: 16 Gambas Crescent (S)757006
Technician	<ul style="list-style-type: none"> • Minimum NITEC in Electrical Engineering / Mechanical Engineering or equivalent. • General mechanical, diagnostic, and troubleshooting abilities 	<ul style="list-style-type: none"> • Maintain tunnel washer, washer extractor and dryers to keep laundry machinery and equipment in operational condition. • Troubleshoot and repair inoperative machines. • Provide support and assistance by responding appropriately to repair situations, assessing the problem, and taking appropriate action. • Perform preventative maintenance and cleaning of machine ductwork and related equipment. • Maintain an inventory of tools and supplies necessary for the completion of repairs and keep tools in good condition. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 7am to 3.20pm / 2pm to 10.20pm • Employment Type: Full Time • Location: 16 Gambas Crescent (S)757006

#3 Amara Hotel & Resorts

Our flagship, Amara Singapore Hotel, is conveniently located in Singapore's thriving Central Business District, next to the Tanjong Pagar MRT Station. This business hotel in Singapore is easily accessible by major transportation modes and within walking distance to the fascinating Chinatown, the Tanjong Pagar Conservation District, key office buildings, foreign and local banks, post offices, shops, as well as dining and entertainment establishments. Amara Sanctuary Resort Sentosa is a 140-room boutique resort in Singapore nestled within 3.5 hectares of secluded tropical gardens on the hillside of Sentosa's popular Palawan Beach

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Receivable Officer 	<ul style="list-style-type: none"> Must have hotel experience 	<ul style="list-style-type: none"> Ensuring timely collection of payment and maintaining accurate records 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.30am to 6.15pm Employment Type: Full Time Job Type: Permanent Location: 165 Tanjong Pagar Road (S) 088539
Assistant Housekeeper 	<ul style="list-style-type: none"> Guest oriented and detailed focused. Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> Assist housekeeping in overseeing daily housekeeping operations. 	<ul style="list-style-type: none"> Working Hours: 6 days / week rotating shifts Employment Type: Full Time Job Type: Permanent Location: 1 Larkhill Road (S) 099394
Assistant Restaurant Manager 	<ul style="list-style-type: none"> Good communications and interpersonal skills 	<ul style="list-style-type: none"> Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> Working Hours: 6 days / week rotating shifts

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S) 099394
Banquet Operations Manager 	<ul style="list-style-type: none"> • Minimum least 3 years of F&B experience with strong background in banquet operations. • Service oriented with an eye for details. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Oversee and manage the hosting of banquets to provide excellent guests experience. • Ensure daily administration and operations requirements of the banquet department. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S) 099394
Chef De Partie	<ul style="list-style-type: none"> • Good communications and interpersonal skills 	<ul style="list-style-type: none"> • Ensure that all menu dishes of highest quality are prepared 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S) 088539
Guest Service Executive 	<ul style="list-style-type: none"> • Experience in customer service preferred 	<ul style="list-style-type: none"> • Greet guests warmly and perform registration procedures. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S) 088539, • 1 Larkhill Road (S) 099394
Guest Service Manager 	<ul style="list-style-type: none"> • Minimum 3 years of experience in similar capacity 	<ul style="list-style-type: none"> • Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests ensuring pleasant and enjoyable experiences 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S) 088539
M&E Technician	<ul style="list-style-type: none"> • Skilled and knowledgeable in M&E maintenance and is able to troubleshoot M&E 	<ul style="list-style-type: none"> • Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S) 088539
Marcom Executive 	<ul style="list-style-type: none"> • Strong passion for social media and storytelling. • Proficiency in photo and video editing software (e.g., Adobe Suite, Canva, Final Cut Pro). 	<ul style="list-style-type: none"> • Driving brand growth and engagement through creative storytelling and visually compelling content. • Passion for social media, photography, videography, 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • A good eye for design, aesthetics, and visual storytelling. • Experience in photography, videography, and managing social media platforms 	and content creation will be essential in shaping and executing strategies that enhance our online presence, engage our audience, and support overall marketing objectives.	<ul style="list-style-type: none"> • Job Type: Permanent • Location: 1 Larkhill Road (S) 099394
Public Attendant	<ul style="list-style-type: none"> • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Maintain cleanliness of the resort in accordance with procedures & guidelines. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S) 099394
Restaurant Executive 	<ul style="list-style-type: none"> • Service oriented with excellent interpersonal and communication skills. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Assist in supervision of daily operations of the outlet. • Establish rapport with guests to ensure service excellence. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S) 099394
Restaurant Manager 	<ul style="list-style-type: none"> • Minimum 3 years experience in F&B. • Strong communication, problem solving and people skills. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> Location: 165 Tanjong Pagar Road (S) 088539
Sales Executive (Events/ Corporate/ Weddings) 	<ul style="list-style-type: none"> Willing to work on weekends & public holidays 	<ul style="list-style-type: none"> Maximise sales revenue for corporate events, wedding events, solemnizations and anniversaries. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.30am to 6.15pm or 9am to 6.45pm Employment Type: Full Time Job Type: Permanent Location: 165 Tanjong Pagar Road (S) 088539
Sales Mgr/ Snr Sales Mgr (Events/ Corporate) 	<ul style="list-style-type: none"> Working knowledge of MS office & hotel systems. 	<ul style="list-style-type: none"> Maximize sales revenue for the meeting rooms, event space and room sales revenue for the hotel. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.30am to 6.15pm or 9am to 6.45pm Employment Type: Full Time Job Type: Permanent Location: 165 Tanjong Pagar Road (S) 088539
Senior Room Attendant	<ul style="list-style-type: none"> Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> Maintain cleanliness of the guest rooms in accordance with procedures & guidelines. 	<ul style="list-style-type: none"> Working Hours: 6 days / week rotating shifts Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Full Time <ul style="list-style-type: none"> • Job Type: Permanent • Location: 1 Larkhill Road (S) 099394
Senior Security Officer	<ul style="list-style-type: none"> • Experience as a security in hotel. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Ensure safety and security of hotel guests & staff. • Conduct regular patrolling & investigations. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S) 099394
Senior/Security Officer	<ul style="list-style-type: none"> • Minimum 1 year of experience 	<ul style="list-style-type: none"> • Ensure security policies and procedures are carried out. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S) 088539
Store cum Receiving Officer 	<ul style="list-style-type: none"> • Able to carry heavy goods as and when required. 	<ul style="list-style-type: none"> • Ensure that all goods/merchandises received or rejected goods/merchandises are properly documented and accounted for. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week rotating shifts • Employment Type: Full Time • Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Permanent <ul style="list-style-type: none"> • Location: 1 Larkhill Road (S) 099394
Waiter/ Waitress	<ul style="list-style-type: none"> • At least 1 Year(s) of working experience in the related field is required for this position. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Provide friendly, excellent and professional service to all guests. • Responsible for handling food and beverage orders and serving guests. • Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests. • Possess knowledge to upsell, well-versed in all aspects of the menu. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S) 088539

#4 BNL Services

Integrated Environmental Service Provider in Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Receivable Executive 	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, or a related field preferred. • Proven experience in accounts receivable or a similar financial role. • Proficiency in accounting software (Xero) and Microsoft Office Suite (Excel, Word). • Strong analytical and problem-solving skills. • Excellent communication and interpersonal skills. 	<ul style="list-style-type: none"> • The Accounts Receivable Specialist will be responsible for managing and overseeing the accounts receivable process, ensuring accurate and timely collection of outstanding invoices, and maintaining positive client relationships. • The ideal candidate will have strong organizational skills, attention to detail, and the ability to handle multiple tasks efficiently. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S) 486781

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Business Development Executive </p>	<ul style="list-style-type: none"> • Ability to work independently and as part of a team. • Prior experience in a business development or external sales role in the waste management or sustainability industry • Self-driven with the ability to work independently and as part of a cross-functional team • Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) • Excellent communication, interpersonal, and negotiation skills • Diploma in Business Management or related disciplines 	<ul style="list-style-type: none"> • Proactively identify and target new business opportunities within the sustainable waste management sector across solutions such as REL waste disposal, hooklift waste disposal, and compactor deployments • Develop and implement sales strategies to achieve company sales targets • Work closely with the operations team to ensure customer satisfaction and retention • Ensure customer service excellence through timely resolution of customer issues • Conduct in-depth market research and competitor analysis to identify trends, opportunities, and areas for business growth • Willingness to travel for client meetings and business development activities as required 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am- 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S) 486781
<p>Cleaner</p>	<ul style="list-style-type: none"> • Basic Programmes and Qualifications and GCE 'N' Level 	<ul style="list-style-type: none"> • The Cleaner cleans and takes care of assigned areas. • He/She may be required to carry out any other reasonable duties within the overall function of the job as directed by the Team Leader and Cleaning Supervisor. • Some of the working areas include offices, shopping malls, schools, hospitals, commercial buildings and outdoor areas. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week • Rotating Shifts: 7-4pm, 8-5pm, 7.30am-4.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Street 1 (S) 486781
Cleaning Supervisor	<ul style="list-style-type: none"> • Basic Programmes and Qualifications and GCE 'N' Level 	<ul style="list-style-type: none"> • The Cleaning Supervisor oversees several project sites and their team of cleaners and cleaning tasks. • He/She supervises cleaners to carry out their work. • He/She inspects the work area cleaned by cleaners. • He/She manages work schedule of cleaners and reallocate work to cover absences 	<ul style="list-style-type: none"> • Working Hours: 6 days / week • Rotating Shifts: 7-4pm, 8-5pm, 7.30am-4.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S) 486781
Contracts Admin Executive (Tendering) 	<ul style="list-style-type: none"> • Diploma in Business Administration, Law, or a related field, with a minimum of 5 years' experience in contract management, tendering, or a similar role. • Strong knowledge of contract law and regulations, excellent negotiation, communication, and interpersonal skills, high attention to detail, and strong organizational abilities. • Ability to work under pressure and meet tight deadlines, with proficiency in Microsoft Office and contract management software. 	<ul style="list-style-type: none"> • The Contracts Admin Executive (Tendering) is responsible for managing the full tender process, from identifying opportunities to contract award. • This includes preparing and submitting proposals, ensuring compliance with client and legal requirements, and drafting or reviewing contract terms. • The role works closely with internal teams and external stakeholders, manages contractual risks, maintains accurate records, and prepares reports. • It also focuses on improving tender processes and staying updated on industry trends and regulations. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S) 486781

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Dishwasher	<ul style="list-style-type: none"> • Possess a good working attitude, team player 	<ul style="list-style-type: none"> • Ensure assigned sites are cleaned properly. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 11am – 11pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S) 486781
Finance Manager 	<ul style="list-style-type: none"> • LCCI/Diploma in Accounting/Finance or equivalent qualification. • Minimum 4 years of relevant working experience. • Proficient in Xero, Microsoft Excel, and Word. • Positive attitude, proactive, and detail-oriented. • Ability to work independently and as part of a team. • Singaporean or PR preferred. • Able to commence work on short notice or immediately. 	<ul style="list-style-type: none"> • Handle the full spectrum of accounting functions, including preparation of journal entries, accounting schedules, financial reports, and monthly cash flow statements. • Lead, train, and supervise a team of Accounts Assistants and/or Finance Executives. • Prepare monthly closing reports, variance analysis, and management reports. • Manage quarterly and yearly tax submissions, including GST filings and estimated tax computations. • Process vendor payments, staff claims, and perform bank reconciliations. • Monitor bank balances and coordinate with the treasury team to ensure sufficient funds for payments. • Administer bank loans and facilities, including drawdowns, rollovers, repayments of principal, and periodic interest settlements. • Prepare year-end audit schedules and financial statements. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S) 486781

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work closely with the Managing Director to establish and maintain strong internal controls in line with Singapore statutory requirements and group policies. • Undertake ad-hoc duties and responsibilities as assigned by the Managing Director. 	
<p>Multi-Skilled Cleaner cum Machine Operator</p>	<ul style="list-style-type: none"> • Field of study: Mechanical Installation and Servicing and GCE 'N' Level 	<ul style="list-style-type: none"> • The Multi-Skilled Cleaner cum Machine Operator is responsible for operating a variety of cleaning machinery and equipment to maintain project sites according to client expectations. • Trained in the operation of equipment such as ride-on sweepers, ride-on scrubbers, steam cleaners, escalator cleaners, and ride-on pavement sweepers, this role involves performing multiple tasks across various sites. • The operator also monitors and ensures that all cleaning equipment is properly maintained and in good working condition. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 7-4pm, 8-5pm, 7.30am-4.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S) 486781
<p>Operations and Workplace Safety Executive </p>	<ul style="list-style-type: none"> • Proven experience in a similar cleaning operations or supervisory role • Strong organisational and time management skills with the ability to multitask • Excellent communication and interpersonal skills to liaise with clients and team members • Problem-solving skills and the ability to think 	<ul style="list-style-type: none"> • Responsible for implementing and maintaining the organisation's WSH procedures to promote a safe work environment. • Perform safety audits and inspection of work sites to identify and correct potential hazards, and to ensure safety regulation compliance. • Review effectiveness of implemented improvements on an on-going basis. • Managing and overseeing the daily cleaning operations to meet client requirements. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 9am - 6pm, 9am- 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S) 486781

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>quickly to address any issues that arise</p> <ul style="list-style-type: none"> • Knowledge of cleaning best practices and health and safety regulations • A proactive, customer-focused approach and a commitment to delivering high-quality service • Minimum *WSHC (Workplace Safety and Health Coordinator)* certification from an accredited institution • Familiar with local regulatory requirements related to workplace safety, health, and all other safety aspects 	<ul style="list-style-type: none"> • Liaising with clients to understand their needs and address any concerns or queries • Identifying opportunities to enhance the efficiency and quality of our cleaning services 	
<p>Stewarding Cleaner</p>	<ul style="list-style-type: none"> • Strong attention to detail and ability to follow cleaning protocols. • Ability to work efficiently and as part of a team. 	<ul style="list-style-type: none"> • We are looking for a reliable and detail-oriented Stewarding Cleaner to join our team. • In this role, you will be responsible for maintaining cleanliness and hygiene in the kitchen, dining areas, and other back-of-house spaces. • You will ensure that all cleaning tasks are completed to the highest standards, contributing to a safe and sanitary environment for staff and guests. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 11am – 11pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S) 486781

#5 Gain City

Established in 1981, Gain City started out with a simple quest of improving lifestyles and a focused vision to be Singapore’s trusted air conditioner retailer. Today, renowned as Singapore’s largest air conditioner retailer, the brand is synonymous with excellent air conditioning installation and maintenance service provider, as well as the preferred go-to one-stop retailer for consumer electronics

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Assistant 	<ul style="list-style-type: none"> • Good time management skills, ability to meet deadlines, and strong attention to detail 	<ul style="list-style-type: none"> • General accounting duties 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/ week • Employment Type: Full Time • Job Type: Contract • Location: 8 Ang Mo Kio Industrial Park 2 (S)569500
Air-conditioning (AC) Installer 	<ul style="list-style-type: none"> • Team player and has hands-on air-con installing knowledge 	<ul style="list-style-type: none"> • Perform installation of HVAC related equipment following company policies and manufacturer's specifications 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs/ week • Employment Type: Full Time • Job Type: Contract • Location: 8 Ang Mo Kio Industrial Park 2 (S)569500
Air-conditioning (AC) Technicians 	<ul style="list-style-type: none"> • Hands-on experiences in installation, maintenance, troubleshooting and/or repairs in air-con systems 	<ul style="list-style-type: none"> • Installation and Troubleshooting of air conditioning system 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs/ week • Employment Type: Full Time • Job Type: Contract • Location: 8 Ang Mo Kio Industrial Park 2 (S)569500

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cashier	<ul style="list-style-type: none"> Customer Service Oriented 	<ul style="list-style-type: none"> Handle daily cashiering duties 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/ week Employment Type: Full Time Job Type: Contract Location: 8 Ang Mo Kio Industrial Park 2 (S)569500
Delivery Driver	<ul style="list-style-type: none"> Possess a valid Class 3 / 4 driving license 	<ul style="list-style-type: none"> Ensure timely collection & delivery of goods. 	<ul style="list-style-type: none"> Working Hours: 6 days / week 44 hrs/ week Employment Type: Full Time Job Type: Contract Location: 8 Ang Mo Kio Industrial Park 2 (S)569500
Gardener	<ul style="list-style-type: none"> Planting, watering, fertilizing, pruning, and harvesting edible plants (herbs, vegetables, fruits, and edible flowers). 	<ul style="list-style-type: none"> We are looking for a Gardener to support the setup and maintenance of our edible planting area. The role focuses on growing herbs, vegetables, fruits, and edible flowers, ensuring both healthy yield and visual appeal. This is a hands-on position that requires practical gardening skills rather than formal qualifications. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/ week Employment Type: Full Time Job Type: Contract Location: 8 Ang Mo Kio Industrial Park 2 (S)569500

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Kitchen Assistant	<ul style="list-style-type: none"> Requires basic food and hygiene certificate & some experience assisting in kitchens 	<ul style="list-style-type: none"> Assist sous chef in food preparations. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/ week Employment Type: Full Time Job Type: Contract Location: 8 Ang Mo Kio Industrial Park 2 (S)569500
LED Technicians / Specialist 	<ul style="list-style-type: none"> Strong understanding of electrical systems and wiring 	<ul style="list-style-type: none"> Responsible for the installation, maintenance, and troubleshooting of LED lighting systems. 	<ul style="list-style-type: none"> Working Hours: 6 days / week 44 hrs/ week Employment Type: Full Time Job Type: Contract Location: 8 Ang Mo Kio Industrial Park 2 (S)569500
Outdoor Sales Executive (Aircon)	<ul style="list-style-type: none"> Candidates should possess a valid Class 3 driving license 	<ul style="list-style-type: none"> Perform site surveys according to daily schedule. 	<ul style="list-style-type: none"> Working Hours: 6 days / week 44 hrs/ week Employment Type: Full Time Job Type: Contract Location: 8 Ang Mo Kio Industrial Park 2 (S)569500

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Product Operations Manager (LED) 	<ul style="list-style-type: none"> Familiar with LED technologies like NovaStar, ColorLite, Huidu, Colorlight and Vnnox. Strong technical expertise in LED systems, programming and tuning controllers & have knowledge of quality assurance and safety regulations for LED installations 	<ul style="list-style-type: none"> Responsible for the installation, maintenance, and troubleshooting of LED lighting systems, & responsible for the selection of suitable LED products, and vendors for various projects. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/ week Employment Type: Full Time Job Type: Contract Location: 8 Ang Mo Kio Industrial Park 2 (S)569500
Retail Manager / Assistant Manager 	<ul style="list-style-type: none"> Basic understanding of sales principles and customer service practices & ability to perform under pressure and address complaints in a timely manner 	<ul style="list-style-type: none"> Responsible for making sure that the daily operations of a retail outlet run smoothly by supporting staff on the sales floor and handling administrative duties. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/ week Employment Type: Full Time Job Type: Contract Location: 8 Ang Mo Kio Industrial Park 2 (S)569500
Retail Sales Executive (Basic + Commission)	<ul style="list-style-type: none"> Basic understanding of sales principles and customer service practices 	<ul style="list-style-type: none"> Achieve personal and department's sales target on a monthly, quarterly and yearly basis 	<ul style="list-style-type: none"> Working Hours: 6 days / week 44 hrs/ week Employment Type: Full Time Job Type: Contract Location: 8 Ang Mo Kio Industrial Park 2 (S)569500
Security Supervisor	<ul style="list-style-type: none"> At least 3 years of relevant security experiences as a registered SSO with 	<ul style="list-style-type: none"> Supervise the conduct of general security related duties 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	PLRD & able to work night shifts		<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Contract • Location: 8 Ang Mo Kio Industrial Park 2 (S)569500
Service Technician (Commercial Kitchen) 	<ul style="list-style-type: none"> • Hands on experience in installation, maintenance, troubleshooting and/or repairs in electrical machines 	<ul style="list-style-type: none"> • Perform repair and troubleshoot of commercial kitchen equipment. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/ week • Employment Type: Full Time • Job Type: Contract • Location: 8 Ang Mo Kio Industrial Park 2 (S)569500

#6 McDonald's Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Guest Experience Leader	<ul style="list-style-type: none"> • High energy and a strong passion for delighting customers • Fun and cheerful personality with a great SMILE • Communication • Customer Handling 	<ul style="list-style-type: none"> • Serve as the Hospitality Expert/Lead in the restaurant • Deliver exceptional in-store feel good experiences at all times • Implement and execute Service Centric and Family Marketing initiatives and programmes • Create feel good moments and turn them to memories that last, exceeding guest's expectation 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 8hr rotating shift • Employment Type: Full Time • Job Type: Permanent
Restaurant Management Trainee 	<ul style="list-style-type: none"> • High energy and a strong passion for delighting customers 	<ul style="list-style-type: none"> • Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9hr rotating shift

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Fun and cheerful personality with a great SMILE • Communication • Customer Handling • Decision Making 	<ul style="list-style-type: none"> • Supervise store operations, cash control, and shift management • Manage a high-performance team and develop their talents • Drive recruitment, training, and marketing campaigns 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent
Evening Crew (FT)	<ul style="list-style-type: none"> • High energy and a strong passion for delighting customers • Fun and cheerful personality with a great SMILE 	<ul style="list-style-type: none"> • Be part of a friendly service team • Greet and serve customers in a fast and friendly manner • Learn about food preparation and customer service • Ensure that the restaurant is clean 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 8hr rotating shift, 6pm onwards • Employment Type: Full Time • Job Type: Permanent
Service Crew (FT)	<ul style="list-style-type: none"> • High energy and a strong passion for delighting customers • Fun and cheerful personality with a great SMILE 	<ul style="list-style-type: none"> • Be part of a friendly service team • Greet and serve customers in a fast and friendly manner • Learn about food preparation and customer service • Ensure that the restaurant is clean 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 3pm – 11pm • Employment Type: Full Time • Job Type: Permanent
Service Crew (PT)	<ul style="list-style-type: none"> • High energy and a strong passion for delighting customers • Fun and cheerful personality with a great SMILE 	<ul style="list-style-type: none"> • Be part of a friendly service team • Greet and serve customers in a fast and friendly manner • Learn about food preparation and customer service • Ensure that the restaurant is clean 	<ul style="list-style-type: none"> • Working Hours: 3 days / week 5pm – 10pm • Employment Type: Part Time • Job Type: Permanent

#7 Quasar Medical (Singapore)

For more than 38 years, Quasar has been at the forefront of medical device manufacturing, leveraging state-of-the-art facilities and an unparalleled workforce to specialize in the design, development, and production of minimally invasive devices. Quasar is a leading provider of end-to-end manufacturing solutions in the medical device industry.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Equipment Engineer 	<ul style="list-style-type: none"> • Bachelor in Engineering or similar technical field with 5 to 8 years' experience in a high-volume production environment. • Medical Device Manufacturing experience with knowledge of catheter production techniques is preferred • Strong interpersonal skills with the ability to communicate effectively at all levels within the company. • Proficient in DOE and statistical techniques. • Knowledgeable in defining process capabilities and control charting. • Writing of protocols for validations and qualifications including FMEA, MVP, IQ/OQ & TMV protocol preparation. • Proficiency with CAD software is required. • Knowledge of GMPs, ISO 9001, ISO13485 and the Medical Device Directives. 	<ul style="list-style-type: none"> • The scope of this role is to improve, streamline and automate manufacturing and other processes to reduce the need for human intervention and maximize efficiency. They are responsible for planning, implementing, and monitoring. • Sets up the automation of manufacturing processes govern the production and delivery of products. • To streamline the manufacturing process, radically increase productivity and make it as efficient as possible while still maintaining product quality and adhering to internal protocols and external regulations. • Design, create, generate tools, jigs and fixture for the new line or customer or product. To improve, streamline and automate manufacturing and other processes to reduce the need for human intervention and maximise efficiency. • Identify new opportunities for automation within the manufacturing process, developing and maintaining clear and accurate documentation, designing 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8am – 5:30pm • Employment Type: Full Time • Location: 8 Admiralty Street (S)757438

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Self-motivated and driver of change and innovation. Must be willing to work in a fast-paced environment with minimum supervision 	<ul style="list-style-type: none"> new automation equipment or processes or tools, jigs and fixtures. Writing reports outlining new concepts, testing outcomes, and ongoing efficiency. Troubleshooting automated processes or equipment when errors occur. Process troubleshooting, refinements to improve product throughput, design of fixtures and assembly techniques. Process qualifications and validations including equipment qualifications and material specifications. Responsible for Health & Safety within assigned areas to include accident investigation and corrective action. Investigate state-of-the-art process technologies and evaluate potential competitive advantage and the cost benefit of introduction. Oversee and drive Validation Activities. Maintain and comply with ISO13485, GMP and FDA regulations. Required to perform rotating shift duties, including evening and night shifts, and may be assigned different roles within the team to support operational needs. Availability to travel to sending site for duration of onsite training. 	
Equipment Technician 	<ul style="list-style-type: none"> GCE "O" level or higher with 1-3 years assembly or technician 	<ul style="list-style-type: none"> The Technician is responsible to support processes or equipment in production and 	<ul style="list-style-type: none"> Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>experience preferably in medical device.</p> <ul style="list-style-type: none"> • Able to work with a variety of equipment and to troubleshoot and correct mechanical/electrical problems as they arise. • Computer literacy required. Familiar with Microsoft office software and AutoCAD a plus. • Knowledgeable in writing manufacturing procedures and GMP requirements. • Knowledgeable in GMP, ISO, cleanroom procedures, and documentation. • Good technical knowledge and understanding of broad scope of manufacturing processes. • Excellent communication skills. • Environmental Health & Safety Training is desired but not essential. 	<p>throughout the manufacturing facility.</p>	<p>5 days / week 8am – 5:30pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: 8 Admiralty Street (S)757438
<p>Manufacturing Engineer </p>	<ul style="list-style-type: none"> • 5-8 years' experience in high-volume manufacturing (medical device preferred). • Strong knowledge in process validation, DOE, FMEA. • Excellent communication and problem-solving skills. 	<ul style="list-style-type: none"> • The Manufacturing Engineer supports and improves manufacturing processes for the Balloon Catheter or Extrusion, Braid, and Shaft Coil lines in Singapore. • Responsibilities include process design, troubleshooting, validation, and efficiency improvements to ensure quality, compliance, and cost-effectiveness. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8am – 5:30pm • Employment Type: Full Time • Location: 8 Admiralty Street (S)757438

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Proficient in validation protocol writing and regulatory compliance. 	<ul style="list-style-type: none"> The role also involves developing tooling, supporting new product introductions, and ensuring adherence to ISO 13485, GMP, and FDA standards. 	
Material Handler	<ul style="list-style-type: none"> Able to lift and move heavy materials as required. Able to stand, walk and perform physical tasks. Strong attention to detail and accuracy in data entry. Ability to work independently with minimal supervision and as part of a team. 	<ul style="list-style-type: none"> The Material Handler supports manufacturing operations by managing material inventory, coordinating supply to production, and ensuring compliance with quality and safety standards. This role works with minimal supervision and is responsible for maintaining accurate inventory, timely material flow, and supporting continuous improvement initiatives in a regulated environment. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8am – 5:30pm Employment Type: Full Time Location: 8 Admiralty Street (S)757438
Process Technician 	<ul style="list-style-type: none"> GCE “O” level or higher with 1-3 years assembly or technician experience preferably in medical device. Computer literacy required. Familiar with Microsoft office software and AutoCAD a plus. Knowledgeable in writing manufacturing procedures and GMP requirements. Knowledgeable in GMP, ISO, cleanroom procedures, and documentation. Good technical knowledge and understanding of broad scope of manufacturing processes. 	<ul style="list-style-type: none"> The Process Technician will be responsible for maintaining, monitoring, and improving manufacturing processes within the medical device production environment. This role involves working closely with the production, quality and engineering team to ensure that all processes comply with regulatory standards and quality requirements. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8am – 5:30pm Employment Type: Full Time Location: 8 Admiralty Street (S)757438

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent communication skills. • Environmental Health & Safety Training is desired but not essential. 		
<p>Production Line Leader (Night Shift) </p>	<ul style="list-style-type: none"> • Monitor the production safety and discipline; manage 6S of production area. Involve and support Health and Safety programs (DWB, BBS, H&S meetings). • Arrange the allocation of resource in production line, and implement all regulations of department and company. Must know how to calculate HC, Overtime, and output requirement. • Arrange production according to production plan, and monitor the progress strictly. • Responsible for supervising and training employees following Working Instruction. • Provide the feedback of any issues in process, and ensure the quality of products. • In charge of material management in production line, locate materials in defined station with clear label and track the materials. 	<ul style="list-style-type: none"> • Manage the daily operation of production line, and arrange the production according to production schedule, and monitor the progress of production. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8am – 5:30pm, 8pm – 5:30am • Employment Type: Full Time • Location: 8 Admiralty Street (S)757438

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure all operations according to effective instruction. • In charge of the record/ database and document management in production line integrity, accuracy and effectiveness. • Propose kaizen suggestions, promote the efficiency of production line. • Daily maintenance of equipment, fixture and jig, promote the utilization rate. • Deal with other assignments assigned by superior. • Ensuring line clearance is executed as per procedure 		
<p>Production Operator</p>	<ul style="list-style-type: none"> • Able to sit and stand for extended periods. • Manual dexterity to perform repetitive tasks with small components. • Able to read and follow work instructions, SOPs, and technical drawings. 	<ul style="list-style-type: none"> • Responsible for the precise assembly and manufacturing of minimally invasive medical devices in a cleanroom or controlled environment. • This role involves following standard operating procedures (SOPs), work instructions, and Good Manufacturing Practices (GMP) to ensure high-quality and compliant products. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8am – 5:30pm, 8pm – 5:30am • Employment Type: Full Time • Location: 8 Admiralty Street (S)757438
<p>QC Technician (Night Shift) </p>	<ul style="list-style-type: none"> • GCE “O” level or equivalent, Diploma preferred, with 1~2 years of progressive Quality responsibility preferably in Medical Device / 	<ul style="list-style-type: none"> • The QC technician is responsible for supporting quality activities within Quasar Medical Singapore Operations. • This will include support for new product development and transfers. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8am – 5:30pm • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Pharmaceutical Manufacturing.</p> <ul style="list-style-type: none"> • Excellent Communication Skills. English written & oral communication skills are a must. • Computer literate (MS Office). • Knowledgeable in reading and/ or writing manufacturing procedures and GMP requirements. • Knowledge of regulatory requirements and quality standards, including FDA regulations and ISO 13485 standards is a plus. • Willing to work in a multi-cultural team and in a clean room environment. • Willing to work in shift 		<ul style="list-style-type: none"> • Location: 8 Admiralty Street (S)757438
<p>Quality Engineer </p>	<ul style="list-style-type: none"> • Degree in Engineering or science, with 2 - 5 years of progressive Quality responsibility, preferably in medical device / pharmaceutical manufacturing. • Diploma holders in Engineering or science with more than 5 years' experience in Quality may be considered. • Knowledge of regulatory requirements and quality standards, including FDA 	<ul style="list-style-type: none"> • The Quality Engineer is responsible for ensuring the quality and regulatory compliance of medical devices throughout the manufacturing process. • This role involves developing and implementing quality assurance strategies, overseeing production processes, managing product quality, and ensuring adherence to industry standards and regulations. • This will include support for new product transfers. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8am – 5:30pm • Employment Type: Full Time • Location: 8 Admiralty Street (S)757438

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> regulations and ISO 13485 standards. • Good command of English language. • Able to effectively collaborate with cross-functional teams and present information clearly. • Strong analytical and problem-solving skills, with the ability to troubleshoot complex issues. 		

#8 Recruit Haus

Recruit Haus Pte Ltd is a human resources firm based in Singapore, which offers a total workforce management services that includes recruitment (permanent, temporary or contract) and outsourced payroll services.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Operations Executive 	<ul style="list-style-type: none"> • GCE 'O' Level / Diploma or equivalent qualification. • 1–3 years of administrative or operations support experience preferred (fresh graduates are welcome to apply). • Strong organisational and multitasking skills with attention to detail. • Proficient in Microsoft Office (Word, Excel, PowerPoint) and general computer applications. • Positive attitude, willingness to learn, and a team-oriented mindset. 	<ul style="list-style-type: none"> • Perform general administrative duties including filing, scanning, and maintaining records and databases. • Handle data entry tasks with accuracy and timeliness. • Support daily operations from front-of-house reception duties to back-end coordination. • Assist in scheduling, documentation, and correspondence with internal teams and external stakeholders. • Manage inventory records, office supplies, and assist in procurement when needed. • Help with operational planning and process improvement initiatives. • Provide support in coordinating events, 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 10am-6pm (Mon to Sat) • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good communication and interpersonal skills. 	<ul style="list-style-type: none"> • appointments, and logistics as required. • Work closely with management and team members to ensure efficient workflow across departments. 	
Assistant Manager (Large Electricity Sales) 	<ul style="list-style-type: none"> • Tertiary qualifications (Degree) in any discipline • Diploma holder with min 5 years relevant sales experiences • 3 to 5 years sales and account servicing experiences with commercial and industrial customers • Prior experience in leading and managing a team • Prior experience in the Power Industry • Good interpersonal skills to manage customers with ease • Analytical and problem-solving skills • Ability to use the Basic Microsoft Word, Excel, PowerPoint to complete essential requirements of the role • Ability to read/interpret tender/contractual documentations • Ability to interpret numerical information, logically analyse complex data 	<ul style="list-style-type: none"> • To plan and oversee all sales activities for the Large Electricity Sales Team and work with various functional team to propose pricing strategies to achieve and exceed Team and Personal Financial and Market Share Target • Foster strong business relationships with existing Commercial and Industrial Key Account customers and prospects and ensure consistent business follow-ups • Work with Product Development Team to identify and develop new business opportunities and programs for Commercial and Industrial Segment • Collection of competitor market pricing, products and services • Ensure compliance of company procedures & proper documentation of electricity documents, security deposits and approval forms 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8:30 am-6pm (Mon to Sat) • Employment Type: Full Time • Job Type: Contract
Billing & Settlement Officer/ Senior Officer/ Executive 	<ul style="list-style-type: none"> • Local Diploma/ Degree in Business/ Finance/ Accountancy/ IT or other relevant fields 	<ul style="list-style-type: none"> • We are seeking meticulous and experienced candidates to join our team. The successful candidates will be responsible for managing the 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.30am –6pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Min 5 years related working experience/ Min 2 years supervisory experience for Senior roles Proficiency in Microsoft Officer especially MS Excel Meticulous and detailed oriented Able to work independently with minimum supervision and meet deadlines Excellent inter-personal skills, problem solving skills and a team player 	<ul style="list-style-type: none"> billing and credit control functions, ensuring accuracy and timeliness in all billing and settlement processes. Setup/ Prepare/ Send customer invoices for various utilities mainly electricity Troubleshoot and resolving billing and credit control issues Prepare, review and resolve monthly and daily settlement Ensure accuracy and timeliness of all bills and settlements Collaborate closely with different internal departments to ensure high accuracy of customer information and coach Junior Officers (Senior role) Liaise with external vendors and resolve any issues (Senior role) Assist with process and system improvements and implementations (Senior role) Prepare customer/ internal financial or billing related reports as required 	<ul style="list-style-type: none"> Employment Type: Full Time Job Type: Contract
<p>Consultant / Senior Consultant Radiologist (Diagnostic or Interventional) </p>	<p>Requirements</p> <ul style="list-style-type: none"> Qualification: Recognised medical degree with postgraduate specialist qualifications in Radiology. Registration: Must hold Full registration with the Singapore Medical Council (SMC). <p>Experience:</p> <ul style="list-style-type: none"> Minimum 5 years of post-fellowship experience in 	<ul style="list-style-type: none"> Location: Central Singapore Hospital Type: Private Hospital Package: Basic + AWS + Variable Bonus (when declared) + Call-back Allowance + CME/Professional Fees Support <p>About the Role</p> <ul style="list-style-type: none"> A leading private hospital in Singapore is seeking experienced Consultant / Senior Consultant Radiologists to join its expanding Imaging 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Core hours: 8AM– 5:30PM, with procedures scheduled during day hours. On-call: Required, but generally infrequent (shared)

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Diagnostic and/or Interventional Radiology.</p> <ul style="list-style-type: none"> • Prior work in a tertiary or private hospital setting preferred. • Candidates with sub-specialty interest (e.g., MSK, Neuro, Hepatobiliary, or Vascular IR) are welcome. • Strong communication and collaboration skills across multidisciplinary teams. 	<p>Department. The hospital is open to both Diagnostic Radiologists and Interventional Radiologists, with flexibility in sub-specialty focus areas depending on expertise and service needs.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform and interpret a wide range of diagnostic imaging procedures (CT, MRI, Ultrasound, X-ray, Mammography, etc.). • For Interventional Radiology, conduct procedures such as image-guided biopsies, drainages, embolisations, ablations, and vascular interventions. • Provide timely and accurate radiology reports in accordance with hospital quality and turnaround standards. • Collaborate closely with clinicians and surgeons to ensure accurate diagnoses and appropriate patient management. • Participate in on-call roster as required, supporting both elective and emergency cases. • Engage in departmental quality assurance, audits, and CME activities to maintain high standards of clinical practice. 	<p>among consultants).</p> <ul style="list-style-type: none"> • Call-backs compensated separately or with allowance. • Employment Type: Full Time • Job Type: Permanent
<p>Conveyancing Secretary </p>	<ul style="list-style-type: none"> • Strong attention to detail and accuracy in conducting searches and preparing legal documents. • Strong organisational skills with the ability to 	<ul style="list-style-type: none"> • Assist solicitors with administrative and secretarial task. • Conduct property searches, title searches, prepare and submit e-stamping and due diligence 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am –6pm • Employment Type: Full Time • Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>manage multiple tasks efficiently.</p> <ul style="list-style-type: none"> • Effective communication skills to coordinate with various departments and external agencies. • Ability to work independently while also collaborating effectively within a team. • Prior experience in conveyancing, including stamp duty filings and Land Registry applications, is an advantage. 	<ul style="list-style-type: none"> • Track deadlines, manage case files, and provide client support, including handling inquiries and managing correspondence. • Ensure the proper execution, witnessing, and timely submission of all documents. • Schedule appointments, coordinate meetings, and liaise with external parties - bankers, solicitors, and clients. 	<p>Permanent</p>
<p>Cook (Islandwide) </p>	<ul style="list-style-type: none"> • Some working experience in hot kitchen (preferred hotel / catering / buffet) • Able to work midnight shift from 8pm to 8am • Able to drive lorry / van for to help send ration to distribution point. (min Class 3 license) will be advantage 	<ul style="list-style-type: none"> • Cook Food batch by batch • Make drinks using Cambro • Helping in Serving of Food • Area Cleaning • Assist Sous Chef/ Junior Sous Chef with the kitchen work • Preparation and cooking food according to assigned menus • Sorting, storing and distributing ingredients • Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times • Able to recognize what are the control forms • Provide quality service during serving • Collect food sample • Operate / record a hot holding cabinet and food warmers • Ensure daily operations is aligned to all company policies, procedures and maximum standards • Ensures daily cooking procedures are in accordance 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44 hrs/ week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Customer Care Officer/ Executive (Account Servicing) </p>	<ul style="list-style-type: none"> • Strong interpersonal skills to work effectively with various stakeholders, both within and outside our company • Excellent communication skills - able to write, present and correspond effectively with any stakeholder(s) as required • Prior experience or knowledge in relevant industries is an advantage • Adequate proficiency in MS Office • Experience with CRM, ERP or other relevant enterprise software/ solutions are a plus • Diploma/ Degree in related field(s) is an advantage 	<p>with Camp Cook House's (CCH) SOP</p> <ul style="list-style-type: none"> • Consistently deliver quality customer service via existing channels such as our hotline, email inbox and online enquiries • Familiarise with the three key segments which they are expected to handle day to day: Residential, Small Commercial and Tenants • Support the ongoing development of new/ digital initiatives as the company embraces new technologies to keep up with an evolving market • Supporting the company's other activities in line with its overall vision as a leading electricity retailer in Singapore 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8:30am –6pm • Employment Type: Full Time • Job Type: Contract
<p>Customer Care Officer/ Executive (Sales) </p>	<ul style="list-style-type: none"> • Strong interpersonal skills to work effectively with various stakeholders, both within and outside our company • Excellent communication skills - able to write, present and correspond effectively with any stakeholder(s) as required • Prior experience or knowledge in relevant industries is an advantage 	<ul style="list-style-type: none"> • Adept at growing our Residential and Small Commercial segments through the acquisition of new prospects and retention of existing customers alike • Versatile in selling our Residential and Small Commercial solutions over various channels including hotline, online or even in person • Supporting the team for account servicing matters will also be required from time to time (e.g. peak periods) • Support the ongoing development of new/ digital 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8:30am –6pm • Employment Type: Full Time • Job Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Adequate proficiency in MS Office Experience with CRM, ERP or other relevant enterprise software/ solutions are a plus Diploma/ Degree in related field(s) is an advantage 	<ul style="list-style-type: none"> initiatives as the company embraces new technologies to keep up with an evolving market Supporting the company's other activities in line with its overall vision as a leading electricity retailer in Singapore 	
Engineer/ Executive Engineer/ Assistant Manager (Control & Instrumentation) 	<ul style="list-style-type: none"> Degree in Electrical/ Electronic Engineering or relevant degree Experience in power, utilities, petrochemical or process plant will be an advantage 	<ul style="list-style-type: none"> Responsible for the proper supervision and execution of maintenance and overhaul of all control and instrumentation equipment Supervise STO/TO/Tech to ensure good quality and progress of maintenance works Ensure project has full compliance with contract specifications Assist the Manager in the management and administration of the division and its staff to achieve its objective Dissemination and enforcement of Company's policy, Station's rule and instruction 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.15am – 5.30pm Employment Type: Full Time Job Type: Contract
Front Line Guest Relations (Wellness Centre) 	<ul style="list-style-type: none"> Prior experience in hospitality, wellness, customer service, or front desk roles desirable but not mandatory Strong interpersonal and communication skills Proactive, detail-oriented, and able to multitask in a dynamic environment A warm, polished, and professional demeanour 	<ul style="list-style-type: none"> Play a key role in creating a warm, professional, and seamless experience for our clients from the moment they walk through the door Your ability to combine hospitality with operational efficiency is essential in supporting a high-end, service-driven environment. Greet and welcome clients warmly upon arrival Manage appointment bookings, confirmations, and client check-ins/check-outs 	<ul style="list-style-type: none"> Working Hours: 5 days / week on a rotating shift schedule (including some Saturdays), with 2 days off per week. Monday to Friday: 7AM – 9PM Saturday: 10AM – 6PM

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Passion for health, wellness, longevity or client care is a strong advantage • Flexibility to work on rotating shifts (including some Saturdays) 	<ul style="list-style-type: none"> • Provide clear and professional guidance to clients on services, schedules, and facilities • Support service flow and coordination with wellness coaches and technicians • Handle phone and WhatsApp inquiries, including rescheduling and cancellations • Maintain a clean, organized, and inviting front-of-house and reception area • Ensure smooth service usage and credit tracking through our booking platform • Support onboarding of new clients and explain health declarations or consent forms • Collaborate with the team to deliver exceptional client experiences • Assist with events, VIP visits, and occasional administrative tasks 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent
<p>HR Executive (with Payroll) </p>	<ul style="list-style-type: none"> • 80% of the workforce are foreign workers and he/she must be comfortable working with them • Possess good communication skills • Meticulous and able to interact with internal / external stakeholders • Computer skills, Excel and demonstrated skills in database management and record keeping • Organized and efficient in daily tasks • General knowledge of employment laws and best practices 	<ul style="list-style-type: none"> • Managing of HR System and maintaining employee records and paperwork • Organize and manage new employee orientation, on-boarding and training programs • Explain and provide information on employee benefits & programs • Cover all legal compliance for human resource requirements • Attend to employee questions/concerns and address them • Organising important events for the organization 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am –6pm • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Help to resolve conflicts and other issues within the company • Payroll processing for abt 250 HC using Software: AGHRM • Working with vendor to manage dormitory issues • Any other ad-hoc duties as assigned 	
<p>Head of Manufacturing </p>	<ul style="list-style-type: none"> • Proven experience in a manufacturing leadership role, preferably within the food industry. • Strong knowledge of retort processes and ready-to-heat product production. • Solid understanding of manufacturing workflows, including production planning, scheduling, and logistics. • Demonstrated experience overseeing P&L responsibilities and implementing cost-saving initiatives. • Excellent leadership and communication skills, with the ability to lead, develop, and inspire a diverse team. 	<ul style="list-style-type: none"> • The Head of Manufacturing oversees the Food Manufacturing Department (FMD) within FoodServices. This role is accountable for the full spectrum of manufacturing operations, including the production of bakery items, ready-to-heat meals, sauces and pastes, marinated meats, and desserts. • The position leads strategic process improvements through the development and enhancement of SOPs, while upholding the highest standards of food safety with the goal of achieving zero production recalls. It also drives innovation through new product development and the cultivation of a high-performing team by developing talent and technical capabilities. • In addition, the Head of Manufacturing plays a key role in supporting the expansion of business-to-business (B2B) channels, supplying both institutional and retail customers. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am –6pm • Employment Type: Full Time • Job Type: Permanent •
<p>Head of Global Commercial Strategy (Healthcare/ Dental) </p>	<ul style="list-style-type: none"> • Bachelor's degree in Business Administration, 	<ul style="list-style-type: none"> • Reports to Chief Executive Officer • This leadership role will focus on shaping the company's 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am –6pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Strategy, or a related field; MBA preferred</p> <ul style="list-style-type: none"> • Minimum of 10 years of experience in strategic management, with a focus on global operations in the healthcare or dental industry • Proven success in developing and implementing effective global strategies (USA, Europe, Asia Pacific) • Strong analytical skills, with the ability to synthesize complex information into actionable insights • Exceptional communication and interpersonal skills, with experience engaging senior stakeholders • Ability to thrive in a fast-paced, dynamic environment, managing multiple projects simultaneously • Willing to be based in Hong Kong 	<p>strategic direction, driving growth, and enhancing operational effectiveness across international markets.</p> <ul style="list-style-type: none"> • Global Strategic Leadership: Develop and execute a comprehensive global strategy that aligns with Modern Dental's vision and objectives. • Market Insights: Conduct in-depth analysis of global market trends, competitor activities, and customer needs to identify growth opportunities. • Cross-Regional Collaboration: Collaborate with regional teams to ensure alignment and execution of strategic initiatives tailored to local markets. • Lab Collaboration: Work closely with dental labs within and across countries to enhance operational efficiencies and foster innovation in product development and service delivery. • Partnership Development: Establish and maintain strategic partnerships with dental labs to leverage their capabilities, knowledge, and market reach. • Performance Measurement: Define and monitor key performance indicators (KPIs) to assess the effectiveness of strategic initiatives and report outcomes to the executive team. • Innovation Drive: Lead efforts to identify and pursue innovative business models, 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		partnerships, and product opportunities to enhance market position. <ul style="list-style-type: none"> • Stakeholder Engagement: Build strong relationships with internal and external stakeholders to foster collaboration and support for strategic initiatives. • Risk Assessment: Evaluate potential risks associated with strategic decisions and ensure appropriate mitigation strategies are in place. 	
IT Executive (SAP) 	<ul style="list-style-type: none"> • Degree in Computer Science/ Information Technology or equivalent • At least 1 year experience in ABAP programming • At least 2 years functional knowledge in MM • Cross functional knowledge in FI, MM and PM will be added advantage • Familiarity with SAP B1 is beneficial but not mandatory • Strong troubleshooting and problem-solving skills • Effective communication skills, with the ability to work proactively, independently, and as part of a team 	<ul style="list-style-type: none"> • We are looking for a candidate with experience in SAP MM to join the ERP Application Team, to provide support in daily operations. • This position will provide support for the following modules: • SAP B1 Modules: Purchasing, MM (Procurement and Inventory Management, Finance) • SAP ERP Modules: MM (Materials Management) and PM (Plant Maintenance) • Support the development and maintenance of SAP • Provide daily end-user support for the assigned modules • Prepare and maintain system documentation • Coordination and liaise with external vendors on SAP related issues and requirements 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8:30am –6pm • Employment Type: Full Time • Job Type: Contract
Kitchen Assistant (Islandwide) 	<ul style="list-style-type: none"> • Some working experience in central kitchen / F&B for food preparation 	<ul style="list-style-type: none"> • Serving the Food • Cut and wash Vegetables • Wash Pots and Pan • Area and Floor wash up • Rearrange Walk in Chiller and Freezer Raw material 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44hrs/ week • Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Full Time • Job Type: Permanent
Outdoor Sales Executive (Chemicals)	<ul style="list-style-type: none"> • Minimum "O" Level Holders • On the job training provided • Class 3 driving licence with own vehicle • Preferably in engine oil and lubricant background. No relevant experience is also welcome. • Proficient verbally and written in Basic English 	<ul style="list-style-type: none"> • Create sales leads in order to pursue new clients through referrals, business directories and even cold calling • Follow up on sales leads that might be generated by other employees or departments within the company. • Regularly call or visit existing clients to ensure that they are still happy with using the product or services and to explain new products and services as they are made available. • Ensure Customer satisfaction, retention and maintenance of sales accounts. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8:30am –6pm • Employment Type: Full Time • Job Type: Permanent
Part-time Call Centre Research Interviewers (Evening)	<ul style="list-style-type: none"> • Minimum GCE N levels • Competent in Spoken, Reading English and one or more of the following languages Chinese, Malay or Tamil • Strong telephone skills and excellent telephone demeanor, prior call center or telephone interviewing experience preferred • Proficiency with computers and able to use MS Excel, Word • Dependable and responsible • Able to work with minimal supervision • Able to handle stressful situations in a 	<ul style="list-style-type: none"> • Responsible for collecting data by conducting structured surveys over the telephone and entering the responses into computer systems. • No marketing or selling is involved 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 5:30pm – 9:30pm • Employment Type: Part Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> calm and professional manner • Comfortable in managing repetitive task • Self-motivated and take a proactive approach to work 		
Part-time Call Centre Research Interviewers (PM)	<ul style="list-style-type: none"> • Minimum GCE N levels • Competent in Spoken, Reading English and one or more of the following languages Chinese, Malay or Tamil • Strong telephone skills and excellent telephone demeanor, prior call center or telephone interviewing experience preferred • Proficiency with computers and able to use MS Excel, Word • Dependable and responsible • Able to work with minimal supervision • Able to handle stressful situations in a calm and professional manner • Comfortable in managing repetitive task • Self-motivated and take a proactive approach to work 	<ul style="list-style-type: none"> • Responsible for collecting data by conducting structured surveys over the telephone and entering the responses into computer systems. • No marketing or selling is involved 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 12:30pm – 4:30pm • Employment Type: Part Time
Pharmacist 	<ul style="list-style-type: none"> • Possess a recognised Bachelor of Science (Pharmacy). • Possess valid practising pharmacist license. 	<ul style="list-style-type: none"> • Perform medication reconciliation, medication dispensing, provide specialised counselling to patients and review of patient's medication. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Staggered between 8am to 7pm; 42 hours per

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Registered with the Singapore Pharmacy Council. Minimum 1 year of experience in hospital setting. On-call required in every 6 weeks Rostered Sat/Sun once a month 	<ul style="list-style-type: none"> Provide drug information to other healthcare professionals and provide on call services on a rotational basis. Ensure performance indicators are met and pharmaceutical care is provided according to hospital SOPs and accreditation/legal standards. Review and ensure appropriateness of medication orders and discharge prescriptions. Supervise Pharmacy Technicians and Pharmacy Assistants, if required. Assist in any hospital projects as assigned by Principal Pharmacist and/or Senior Manager. Maintain the distribution of drugs and to ensure a stringent and accurate inventory control system. E.g. Supply and Distribution of controlled drugs. 	<p>week - Rostered to work on Sat/Sun once a month</p> <ul style="list-style-type: none"> Employment Type: Full Time
<p>Pharmacy Technician, Inpatient/ Retail Pharmacy </p>	<ul style="list-style-type: none"> Minimum GCE “N” Level with a Certificate in Pharmacy Technician course conducted by Pharmaceutical Society of Singapore or Diploma in Pharmacy/Pharmaceutical Science. One year of experience in acute hospital setting. Good interpersonal and communication skills. 	<ul style="list-style-type: none"> To oversee roster planning to ensure adequate pharmacy technician coverage for inpatient, retail and emergency pharmacies and supervise, coach and train new pharmacy technicians and assistants in work processes. In addition, he/she is required to work closely with pharmacists for inventory management and procurement as well as aid the pharmacy manager in related projects. To maintain the distribution of drugs and to ensure a 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Rostered hours, 5 days inclusive of Sat/Sun Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Resourceful, organized and able to work independently. Possess strong analytical capabilities and good problem solving skills. 	<ul style="list-style-type: none"> stringent and accurate inventory control system To assist pharmacist with drugs ordering, processing and replenishment. Dispense and counsel patients on medications according to Good Dispensing Guidelines. Provide professional and good customer service to all patients and staff. Supervise, coach and train new pharmacy technicians and assistants in work processes. To help out with clerical work and other administrative functions as assigned by pharmacists. 	
<p>Preschool Educator (Central Singapore) (L1 / L2 Certified / Assistant Teacher) </p>	<p>Requirements:</p> <ul style="list-style-type: none"> L1 or L2 Certified under ECDA (Early Childhood Development Agency). <p>For Assistant Teachers:</p> <ul style="list-style-type: none"> Minimum ACEY (Fundamentals Certificate in Early Childhood Care and Education) or currently pursuing L1 certification. Minimum 1 year of relevant experience in a preschool or childcare setting preferred. Passionate about working with young children and supporting their growth and development. Strong communication and teamwork skills. 	<p>Responsibilities:</p> <ul style="list-style-type: none"> Plan and implement age-appropriate learning experiences for children in accordance with the centre’s curriculum and MOE/ECDA guidelines. Create a nurturing and stimulating classroom environment that supports children’s holistic development. Observe and document children’s learning progress, and communicate regularly with parents on their development. Maintain a safe, hygienic, and orderly classroom environment at all times. Collaborate with teaching team and principal to ensure smooth daily operations of the centre. Participate in school events, meetings, and professional development sessions. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 7:30 AM – 5:30 PM (staggered start between 7:30 AM and 8:30 AM) Each teacher is scheduled for one closing duty per week. Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Positive, caring, and responsible attitude towards children. 	<ul style="list-style-type: none"> • Support in care routines such as meal times, toileting, and nap times when required (especially for Assistant Teachers). 	
<p>Product Development Sales Executive/ Senior Executive </p>	<ul style="list-style-type: none"> • Degree in Business, Finance, Economics, or any Engineering discipline • Detail-oriented, strong organizational and multitasking skills • Excellent communication and interpersonal abilities • Driven and resourceful, able to work independently and as part of a team • Strong collaboratively skill with cross-functional teams • Proficiency in Microsoft Office suite (Excel, PowerPoint) • Experience in the renewables sector is a plus 	<ul style="list-style-type: none"> • Support the development of different products • Support the development and implementation of sales strategies and initiatives • Assist in the daily operational management of various products including REC • Coordinate with different stakeholders, cross-departmental teams, vendors and customers to ensure seamless workflow and communication • Manage processes for registration, verification, and retirement of renewable projects • Handle inquiries, provide training and resolve issues related to active products 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8:30am –6pm • Employment Type: Full Time • Job Type: Contract
<p>Program Manager for English and Education </p>	<ul style="list-style-type: none"> • Master in Education, English, or a related field, with preferably 5 to 7 years of relevant experience in the education sector. (Masters is compulsory) • Preferably 7 or more years of leadership experience in the industry with a credible portfolio • Meticulous, with good attention to detail and the ability to work within tight deadlines 	<ul style="list-style-type: none"> • Teach English to international students and Master of Arts in Education Studies modules to both local and international students • Serve as Programme Manager and/or module leader for the Master of Arts in Education Studies Programme • Develop curriculum for new courses • Develop and update curriculum • Create educational aids to enhance teaching delivery • Develop and update teaching materials for 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8:30am – 5:30pm • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Self-driven, proactive, and a “hands-on” leader with solid team-building and people management skills • Good working knowledge of prevailing regulatory requirements for Private Education Institutions (PEIs), including familiarity with CPE and EduTrust guidelines • Demonstrated success in program development, strategic planning, and budget management • Excellent communication, collaboration, and interpersonal skills 	<p>remedial/enrichment purposes</p> <ul style="list-style-type: none"> • Set, vet, mark, and moderate assignments and examination scripts for PCIE, English Plus, and English Advanced under the FYC course • Provide additional academic support to students when necessary • Offer consultation and academic counseling when necessary 	
<p>Registered / Senior Staff Nurse (Multiple Disciplines) </p>	<p>Requirements</p> <ul style="list-style-type: none"> • Qualification: Diploma or Degree in Nursing from a recognized institution. • Registration: Registered with the Singapore Nursing Board (SNB). <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 2 years of relevant nursing experience in any of the following areas: MUC / ICU / Inpatient Suite / Major OT / Radiology. • Candidates with supervisory or preceptorship experience may be 	<ul style="list-style-type: none"> • Departments: Medical Urgent Care (MUC), Intensive Care Unit (ICU), Inpatient Suite (IPS), Major Operating Theatre (OT), and Radiology • Location: Central Singapore • Hospital Type: Private Hospital • Sign-On Bonus: Up to 6 Months’ Basic Salary <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide safe, competent, and holistic nursing care to patients according to hospital policies and standards. • Assist doctors and specialists during procedures, treatments, and patient rounds. • Monitor patients’ conditions, record observations, and report any changes promptly. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Fixed 5 days/ 5.5 days / or Shift-based, depending on the department assignment • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>considered for Senior Staff Nurse positions.</p>	<ul style="list-style-type: none"> • Administer medications and perform nursing procedures accurately and efficiently. • Ensure proper maintenance of equipment and adherence to infection control protocols. • Educate patients and their families on care plans and post-discharge instructions. • Mentor and guide junior nurses, enrolled nurses, and healthcare assistants when required. 	
<p>Sales Coordinator / Inside Sales Support </p>	<ul style="list-style-type: none"> • Diploma in an engineering discipline is preferred. Tertiary studies in chemical process, chemical engineering, or metallurgy are an advantage but not mandatory. • 1–2 years of experience in an engineering environment is beneficial but not essential. • Proficiency in MS Office 365—particularly strong skills in MS Excel, including pivot tables and lookup functions—is required. • Strong aptitude and interest in mechanical equipment is essential. • A dynamic, self-driven, and motivated individual with a strong work ethic and a willingness to learn and grow. 	<ul style="list-style-type: none"> • The Inside Sales Support role provides technical and commercial support to the Sales Team, managing customer inquiries, preparing proposals, and following up on quotations across Singapore, Indonesia, and the Philippines. The incumbent serves as the primary liaison for customers and partners, ensuring accurate contract reviews, smooth order processes, and timely delivery coordination. Reporting to the Sales Manager, the role requires consistent customer engagement (5 calls daily), strong technical aptitude, and the ability to support reporting activities while eventually conducting product and application training. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8:30am –6pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Sales Executive (Commercial Interior Design) 	<ul style="list-style-type: none"> • Diploma/Bachelor's degree in Construction Industry or M&E Engineering related. • Minimum 2 years of sales experience in the Construction industry. • Proven track record of achieving sales targets. • Strong technical knowledge of Construction Industry related systems, components, and services. • Excellent communication, negotiation, and interpersonal skills. • Self-motivated with a proactive approach to customer engagement. 	<ul style="list-style-type: none"> • Respond promptly to incoming inquiries via phone, email, and other communication channels. • Prepare and deliver quotations, proposals, and product presentations. • Maintain and update CRM systems and customer databases to ensure accurate records. • Visit existing and potential customers to promote products and develop business opportunities. • Conduct site visits to assess customer requirements and propose tailored solutions. • Identify new markets and customer opportunities within the construction-related industry. • Follow up on leads, attend client meetings, and close sales. • Support the sales process with back-office tasks, documentation, and coordination. • Provide technical support and pre-sales consultation to clients, where applicable. • Represent the company at exhibitions, trade shows, and industry networking events. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am to 6pm • Employment Type: Full Time • Job Type: Permanent
Sales Executive (Heavy Machinery / Construction) 	<ul style="list-style-type: none"> • At least 2 years experience in machinery / equipment / construction or engineering related field • Proven record in project management / coordination experience 	<ul style="list-style-type: none"> • Assists the Project Manager in ensuring the project is completed on time, within budget and on schedule. • Involved in project planning & management, project sales activities and technical support. • Work closely with the project team on site safety 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week ; Mondays to Fridays: (9am-6pm) Alt Saturdays : 9am-1pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Knowledge in equipment such as Switchboard, panels, transformers, gen set will be an added advantage 	<ul style="list-style-type: none"> documentation, schedule and coordination. Preparation of method of statement, Risk assessments, and other require documents. Build quality relationship with existing customer and expand new customer base Attends work Progress Meetings (Internal as well as with Clients) Monitors work in progress and prepares weekly report of the status of each assignment. Provide full support as required by the Management and PM for all projects. 	<ul style="list-style-type: none"> Employment Type: Full Time Job Type: Permanent
<p>Sales Executive (Semi-Con / Manufacturing) </p>	<ul style="list-style-type: none"> Minimum Diploma or Degree in Engineering, Business, or a related field. At least 2 years of sales experience, preferably in industrial services, machinery, or logistics. Experience in machinery relocation, equipment handling, or engineering services is an advantage. 	<ul style="list-style-type: none"> Maintain and service existing clients to drive repeat sales and increase revenue. Identify new sales opportunities within the machine moving industry and successfully close deals. Make outbound calls and follow up with potential and existing customers to understand project timelines and requirements. Build strong rapport with customers by understanding their operational needs, especially in heavy equipment or relocation services. Meet clients on-site to assess job scope, provide tailored solutions, and develop long-term business relationships. Respond promptly to customer enquiries via phone, email, or in-person regarding quotations, order status, and service details. Prepare and process quotations, monitor item 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am –6pm Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		availability, and coordinate delivery schedules to ensure timely project execution. <ul style="list-style-type: none"> • Coordinate with operations and logistics teams to ensure proper equipment movement, site access planning, and job safety compliance. • Track sales orders, monitor shipment progress, and ensure timely invoicing and payment follow-up. • Handle post-sales enquiries including equipment condition feedback, service satisfaction, and maintenance needs. • Maintain accurate customer records and expand the customer database through proactive outreach and referrals. 	
Snr/ Radiographer – Gen/ MRI / CT/ US 	<ul style="list-style-type: none"> • Diploma/Degree in Diagnostic Radiography or equivalent • Fully registered with AHPC (Singapore) • Min. 2 years’ experience in General X-ray, MRI, Ultrasound or CT • Candidates with other imaging modality experience (e.g., PET-CT) are also welcome • Strong communication skills; comfortable explaining in English • Willingness to participate in on-call or shift rotations 	<ul style="list-style-type: none"> • Location: Central Singapore • Hospital Type: Private Hospital • Sign-On Bonus: Up to 3 Months’ Basic Salary • Ensure patient safety and comfort during imaging procedures • Maintain high standards of documentation and quality assurance • Collaborate with radiologists and healthcare teams • Mentor junior radiographers where applicable • Participate in ongoing training and education 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week (Mon–Fri 9am–6pm, half-day on Saturdays) • Employment Type: Full Time • Job Type: Permanent
Tea Barista	<ul style="list-style-type: none"> • Seeking enthusiastic, responsible, self- 	<ul style="list-style-type: none"> • Prepare beverages according to SOP Accurately process 	<ul style="list-style-type: none"> • Working Hours: 5 days / week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>driven, and proactive individuals.</p> <ul style="list-style-type: none"> • Previous experience as a Barista or in the F&B industry is a plus. • Ability to thrive in a fast-paced environment while multitasking effectively. • Team-oriented mindset with a commitment to ensuring seamless operations. 	<p>customer orders, handle cash and electronic payments</p> <ul style="list-style-type: none"> • Maintain cleanliness and sanitation standards in the tea barista area <p>Job Requirements</p> <ul style="list-style-type: none"> • Prior working experience as a Barista or in a similar F&B capacity advantageous • Able to work in Fast pace environment 	<p>Up to 44 hrs/ week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent
Technical Officer/ Senior Technical Officer (Control & Instrumentation) 	<ul style="list-style-type: none"> • Diploma in Electrical, Electronics, Control or Mechatronics Engineering • Experience in power, utilities, petrochemical or process plant will be an advantage 	<ul style="list-style-type: none"> • Responsible for the proper supervision and execution of maintenance and overhaul of all control and instrumentation equipment • Supervise contractors to ensure good quality and progress of maintenance works, full compliance with contract specifications • Report on performance of contractors • Assist the Engineer in investigation of Plant defects and outages • Perform troubleshooting and rectification of fault and maintenance works, carry out inspections and monitor condition of Plant 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.15am – 5.30pm • Employment Type: Full Time • Job Type: Contract
Technician/ Senior Technician (Control & Instrumentation)	<ul style="list-style-type: none"> • NITEC/ ITE in Electrical, Electronics, Control or Mechatronics Engineering • Experience in power, utilities, petrochemical or process plant will be an advantage 	<ul style="list-style-type: none"> • Responsible for the proper supervision and execution of maintenance and overhaul of all control and instrumentation equipment • Supervise contractors to ensure good quality and progress of maintenance works, full compliance with contract specifications 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.15am – 5.30pm • Employment Type: Full Time • Job Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Report on performance of contractors Assist the TO/ STO/ Engineer in investigation of Plant defects and outages Perform troubleshooting and rectification of fault and maintenance works, carry out inspections and monitor condition of Plant 	

#9 Smollan Holdings Singapore

Smollan is a global business that helps brands and retailers win at the point of purchase.

Connecting people, Brands and opportunities, Smollan partners with brands and retailers to win where it counts, at the point of purchase. Through curiosity, care, and deep understanding, we build solutions together that drive growth for our clients and create opportunities for people.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Beauty Advisor	<ul style="list-style-type: none"> Able to commit weekdays and weekends.(6 days work week) Enthusiastic and comfortable engaging with customers. Sales-driven, with a passion for promoting quality products. Willingness to work in different retail environments. A team player who is proactive and highly motivated. 	<p>Primary Function</p> <ul style="list-style-type: none"> To be sales driven and customer oriented and increase product sales To raise awareness of product and build customer's interest <p>Daily Scope of job:</p> <ul style="list-style-type: none"> Actively promote all product to customers. Present product features, benefits, and technical specifications to customers. Build strong relationships with customers to drive product awareness and sales. Work in dynamic environments such as departmental store and atriums. Achieve monthly sales target to earn attractive incentives and 	<ul style="list-style-type: none"> Working Hours: 5 days / week 12pm-9pm Employment Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> commissions Collaborate with sales team to achieve targets Managing and supervising team of promotors Monitoring performance and identify training needs <p>Weekly/Monthly Scope of Job:</p> <ul style="list-style-type: none"> Participate in new product training and development activities to update skills and knowledge. Monthly sales meeting in office 	
Retail Sales Promoter	<ul style="list-style-type: none"> Minimum 1 year of retail or beauty background is preferred Willing to committing shift hours including weekend or public holidays Passionate about customer service and sales oriented 	<ul style="list-style-type: none"> Engage customers in product selection and promote the brand with excellent customer service. Achieve monthly target and ensure all products and displays are merchandised effectively to maximize sales and productivity. Maintain merchandising stock level and replenish counter inventory and supplies. Able to capitalize on upselling or cross presentation of products at the point of service. 	<ul style="list-style-type: none"> Working Hours: 6 days / week 12pm-8pm Employment Type: Contract
Merchandiser	<ul style="list-style-type: none"> GCE N/O/A Level, ITE No experience is required (training will be provided) Must be able to carry heavy weights 	<p>Roles & Responsibilities</p> <ul style="list-style-type: none"> Ensure products are well merchandised for both normal shelves and promotion displays with adequate stock weight (minimize out of stock situation), as well as maintain cleanliness, product hygiene and proper price tag displays at all times Maintain/ improve current product facing, grouping and positioning against competitors 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.30am-6.30pm Employment Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure promotions are properly executed and in a timely manner at stores includes visible and effective placement of POS materials such as posters, wobblers, hanging mobiles, header boards, contest forms etc • Build good relationships with store personnel, provide good service levels and garner store support for sales orders and promotion initiatives • Provide timely and quality feedback on stock levels, new products, competitive activities and market information • Capturing store data via the usage of smart devices • Any other adhoc tasks and duties as assigned by the superior 	

#10 Sun City Maintenance

"We are the leading cleaning service provider that was founded more than two decades ago.

We provide internal and façade cleaning for commercial, industrial and residential properties; shopping malls; parks; columbarium and crematorium in Singapore.

We have more than 500 staff with diverse nationality, race, age, language and religion.

We are the pioneer in using robots and IOT.

We are the only cleaning company that has Culturesafe and we are certified for ISO 9001:2015, 14001:2015, 22301:2019, ISO 45001:2018, BizSAFE Star, Clean Mark Gold, NS Mark Gold, TAFEP, SQC, and PW Mark "

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaner	<ul style="list-style-type: none"> • Able to stand for 45 minutes continuously • Able to carry load 	<ul style="list-style-type: none"> • Clean toilets by washing, sweeping, mopping or scrubbing • Gather and empty debris 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44hrs/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to squat to wash toilets 	<ul style="list-style-type: none"> • Replenish toilet rolls, hand towels and hand soap 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 201 Henderson Road (S)159545
<p>Operations Executive </p>	<ul style="list-style-type: none"> • Relevant diploma/degree • Leadership experience 	<ul style="list-style-type: none"> • Educate, uphold and guard company core values and culture across all job sites • Building open and trusting relationship with clients • Manage staff motivation, discipline, development and performance • Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all job-sites • Ensure effective OJT and upskilling of all operational staff • Oversee the profitability and cost effectiveness of assigned job sites • Plan manpower deployment at various site to meet the contractual requirement of clients • Resolve feedback/complaints from clients and taking immediate preventive measures to ensure that similar problems do not recur • Recruit and induct new employees • Ensure all WSH and Safety Compliance Committee requirements are met 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 201 Henderson Road (S)159545
<p>Operations Manager </p>	<ul style="list-style-type: none"> • Relevant diploma/degree • Leadership experience 	<ul style="list-style-type: none"> • Educate, uphold and guard company core values and culture across all job sites 	<ul style="list-style-type: none"> • Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Building open and trusting relationship with clients • Manage staff motivation, discipline, development and performance • Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all job-sites • Ensure effective OJT and upskilling of all operational staff • Oversee the profitability and cost effectiveness of assigned job sites • Plan manpower deployment at various site to meet the contractual requirement of clients • Resolve feedback/complaints from clients and taking immediate preventive measures to ensure that similar problems do not recur • Recruit and induct new employees • Ensure all WSH and Safety Compliance Committee requirements are met 	<p>6 days / week 44hrs/ week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 201 Henderson Road (S)159545
<p>Operations Supervisor</p>	<ul style="list-style-type: none"> • Relevant cert • Cleaning experience • Leadership experience 	<ul style="list-style-type: none"> • Coach, train and supervise cleaners • Plan cleaning service operations • Manage incident • Operate cleaning machines when required • Handle cleaning chemicals • Ensure productivity, effectiveness and efficiency • Execute company policies and ensure compliance • Manage HR, supplies, equipment 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 201 Henderson Road (S)159545

#11 Sunset Hospitality Group

METT Singapore, a Heritage Icon in the heart of Fort Canning Park.

The hotel blends colonial charm with contemporary soul. Just minutes from Orchard Road, this lifestyle hotel features 84 rooms and suites, 2 pools, and exclusive venues for dining, wellness, and social connection. With every detail designed to inspire meaningful moments, METT Singapore is a destination where simplicity meets refined living.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Barista	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> At least high school diploma. Minimum 1-2 years of experience in similar position in fine dining concept. Good in English. Good knowledge on coffee and regions of the different types. Excellent communications skills. Outstanding customer service skills. Positive and high energy level. Highly cooperative team spirit. Ability to work in a high stress, faced-paced environment. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of Barista may require: Long working hours and sometimes work during holidays. Walk and stand for entire shift. 	<ul style="list-style-type: none"> The Barista is responsible for the preparation with friendly, individualized attention towards each customer. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Prepare or serve hot or cold coffee beverages and efficiently, meeting our standards. Deliver excellent customer service, at all times. Have a complete and thorough knowledge of all coffee items in order to be able to describe and make suggestive selling to customers. Maintains the highest quality, consistent coffee items' standards. Follows as the restaurant's beverages recipes and procedures. Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal. Order, receive, or stock supplies or retail products. Set up or restock product displays. Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Follows health, safety, and sanitation guidelines for all products. • Handles all working material and equipment correctly and keeps it well cleaned. • Handles guest problems and complaints. • Attend all regular departmental briefings and contribute to an open communication within the assigned team. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers to follow-up on their satisfaction, requests, and complaints. • Interacts closely with customers and promotes an image of professionalism. 	
<p>Bartender</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • At least high school diploma. • Minimum 1-2 years of experience in similar position in a high-volume, fine dining concept. • Fluent in English. • Excellent communications skills. • Outstanding customer service skills. • Positive and high energy level. • Highly cooperative team spirit. • Ability to work in a high stress, faced-paced environment. 	<p>The Bartender is responsible for serving all beverages with friendly, individualized attention towards each.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Prepare or serve hot or cold beverages quickly and efficiently, meeting our standards. • Deliver excellent customer service, at all times. • Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers. • Maintains the highest quality, consistent beverage standards. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881, 168 Robinson Road (S) 068912

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The Job of the Bartender may require: • Long hours, covering different shifts and working during public holidays. • Walk and stand for entire shift. 	<ul style="list-style-type: none"> • Follows as the restaurant’s beverages recipes and procedures. • Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal. • Order, receive, or stock supplies or retail products. • Set up or restock product displays. • Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times. • Follows health, safety, and sanitation guidelines for all products. • Handles all working material and equipment correctly and keeps it well cleaned. • Handles guest problems and complaints. • Attend all regular departmental briefings and contribute to an open communication within the assigned team. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts closely with customers and promotes an image of professionalism and gallantry at all time. 	
<p>Bellman</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • A minimum qualification in GCE O levels. • Independent and motivated individual 	<p>As a Bellman, you are the first point of contact with our guests as they enter the hotel. Your friendly personality will spark joy to our guest and make their welcome experience a truly experience one.</p>	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>with friendly personality.</p> <ul style="list-style-type: none"> • Knowledge – Be knowledgeable about Singapore and places for business travellers/ tourists. • Good knowledge of the Opera System. • Candidate must be able to work on rotational shift including weekends and public holidays. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Bellman may require long working hours. 	<p>You are passionate to deliver true hospitality.</p> <p>You are in the know and always ready to assist our guests, either with their baggage delivery or call for a transportation for them to explore Singapore.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assisting guests with their luggage from the taxi/car/transportation. • Assisting arriving and departing guests by opening and closing car and taxi doors. • Be aware of daily arrivals and departures with emphasis on VIPs. • Communicating with different departments to welcome VIP guests. • Assisting guests with the check-in/check-out process via the self-check in kiosks. • Guiding the guest through check-out process and answering basic billing enquiries. • Providing basic information of the room e.g. directions, room type and basic features. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with different departments. 	<ul style="list-style-type: none"> • Job Type: Permanent • Location: 11 Canning Walk. (S)178881
Chef De Partie	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 4 years of kitchen experience, at least 1 year as Demi Chef De Partie. • Understands oral and written instructions in English. 	<ul style="list-style-type: none"> • The Chef De Partie is responsible for preparing all food products in relevant sections and making them ready for in-house service. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Prepares and ensures outstanding food quality, appearance, and consistency 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Handles multiple priorities and works under stress. • Maintains all international standards of health guidelines for food preparation and safety. • Passes all required job-related tests. • Ability to perform manual labor. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises. • Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<p>that adhere to restaurant’s recipes and standards.</p> <ul style="list-style-type: none"> • Completes assigned prep work and beautification duties in an efficient time frame. • Moves prepared food out of the prep area continuously. • Works together in a team-oriented environment to produce foods in a timely and orderly manner. • Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations. • Keeps all work stations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas. • Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized. • Observes compliance with the company’s policies and procedures, as well as, governmental laws and regulations. • Collaborates with Sous Chef to create new ideas for their sections. • Constantly develop skills and knowledge. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p>	<p>Walk. (S)178881, 168 Robinson Road (S) 068912</p>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment. 	
<p>Cocktail Service</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> High school diploma or equivalent. Experience may be preferred, especially if serving beverages in a fine dining establishment. Ability to walk, stand, and carry heavy trays. A friendly, attentive attitude. Knowledge of cocktails, beer, wine, and food. Must be the minimum age to serve alcohol. A passion for providing customers with high-quality service. Compliance with all local, state, and federal liquor laws. Willingness to work at peak hours, which may include evenings, holidays, and weekends. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Cocktail Service may require: Covering different shifts and working during public holidays. Standing for long hours. 	<ul style="list-style-type: none"> We are looking for an energetic, attentive cocktail waitress who is committed to providing a high-quality dining experience to our customers. Responsibilities include speaking with customers, taking drink and food orders, making recommendations, processing payments, and ensuring that customers' needs are met, and they have an excellent time. You should be a skilled multi-tasker with a passion for customer satisfaction and knowledge of wines, beer, and cocktails and passionate about the food and drinks they serve and creating a fun, enjoyable experience for every customer. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Interacting with customers by taking their orders, making recommendations, providing them with accurate bills, serving them food and drinks, processing payments, and supplying them with whatever they need in a timely manner. Handling multiple tables and tasks in an efficient manner. Cleaning and clearing tables. Assisting with opening and closing duties, such as preparing ingredients and restocking items, such as straws, napkins, etc. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Learning about food and beverages, such as wine, beer, and cocktails. • Taking inventory of supplies and ingredients. • Checking identification to ensure customers are the proper age to purchase alcoholic beverages. • Standing, walking and carrying heavy trays of food and drinks. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude. • Communicate professionally with the supervisor in charge. 	
<p>Commis Cook</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 2-3 years of kitchen experience. • Understands oral and written instructions in English. • Handles multiple priorities and works under stress. • Maintains all international standards of health guidelines for food preparation and safety. • Passes all required job-related tests. • Ability to perform manual labor. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Work involves moderate exposure to high temperatures, dust, 	<ul style="list-style-type: none"> • The Commis Cook is responsible to assist in preparation of all sections and making them ready for the superiors. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Coordinates with Chefs to ensure correct quantities for bulk food preparation. • Cleaning, peeling, cutting of all food items according to the company’s standards and assuring efficient food service. • Follows recipes and cooking procedures precisely. • Ensures good quality and freshness of food items. • Ensures accurate storage of food by using label and day-dots. • Responsible for the proper cleaning and sanitary matters of working area and/or as delegated by the Head Chef. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881, 168 Robinson Road (S) 068912

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>fumes, smoke, and/or loud noises.</p> <ul style="list-style-type: none"> Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<ul style="list-style-type: none"> Handles all working material and equipment correctly and keeps it well cleaned. Reports all necessary repairs to his Superior. Follows all statutory hygiene and safety requirements. Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment. 	
<p>Demi Chef De Partie</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> Minimum 3-4 years of kitchen experience, previously worked in a fine dining concept. Understands oral and written instructions in English. Handles multiple priorities and works under stress. Maintains all international standards of health guidelines for food preparation and safety. Passes all required job-related tests. Ability to perform manual labor. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> Work involves moderate exposure to high temperatures, dust, 	<ul style="list-style-type: none"> The Demi Chef is responsible for preparing all food products in all kitchen sections and making them ready for in-house service or dispatching to delivery. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant’s recipes and standards. Completes assigned prep work duties in an efficient time frame. Support the Chef de Partie or Sous Chef in the daily operation and work. Moves prepared food out of the prep area continuously. Works together in a team-oriented environment to produce foods in a timely and orderly manner. Assists in ensuring the accuracy and quality of received food products and 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>fumes, smoke, and/or loud noises.</p> <ul style="list-style-type: none"> • Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<p>other supplies as required for daily operations.</p> <ul style="list-style-type: none"> • Keeps all workstations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas. • Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized. • Observes compliance with the company’s policies and procedures, as well as governmental laws and regulations. • Collaborates with CDP to create new ideas for their sections. • Constantly develop skills and knowledge. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment. 	
<p>Dining Reservation Agent </p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Diploma in Business, F&B, hospitality operations. • Proficient in English; multilingual is strongly preferred. • Excellent communication skills, 	<ul style="list-style-type: none"> • The Dining Reservations Agent shall provide luxury service by communicating to each guest in a thoughtful, tailored, and authentic manner; making each guest feel as they are the sole focus. <p>Principal Accountabilities:</p>	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>both verbal and written; excellent telephone etiquette.</p> <ul style="list-style-type: none"> • Proven experience in hotel reservations, concierge, front of house food & beverage or customer service is an advantage. • Customer centric attitude and works well under pressure. • Stay composed when handling complaints and emergencies. • Polite and confident with a great deal of patience. • Ability to multi-task and comfortable with system applications and technology. • High collaboration and adaptable to changes in a dynamic environment. • Mature, meticulous, resourceful, organized, and able to work independently. • Work is subjected to change to meet business/operational needs. • Able to work in front of computer and sit for extended periods of time. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Dining Reservation Agent may require: • Rotational shifts including public holidays and weekends 	<ul style="list-style-type: none"> • Understand guests’ needs and provide them with personalized solutions. • Assist both in-house and external guests with the planning and booking reservations for F&B Dining products and services or making of breakfast, brunch, lunch, and dinner reservations at one of signature restaurants. • Processing all reservations requests accurately and with full details of what has been communicated between guest and yourself (Example: Special Requests, Food Allergies, Special Occasion, etc.). • Assist both in-house and external guests with any revisions or cancellations to their reservations. • Accurately respond to all inquiries received via telephone, email, or chat. • Deliver high touch experience that is aligned with Company Service Strategy to all guests. • Handle first level complaint with a pleasant disposition. • Agility to handle services and requests effectively & efficiently. • Handle emergency situations in accordance with department and hotel guidelines. • Deliver first call resolution, handle all inquiries and/or complaints in a professional and pleasant manner by applying logic and using departmental empowerment tools. 	<ul style="list-style-type: none"> • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	depending on operation needs.	Communication & Working Relationships: <ul style="list-style-type: none"> Internal: Finance team, senior management, department heads, and other employees within the organization. External: Auditors, vendors, financial institutions, and other relevant stakeholders. 	
F&B Captain	Knowledge, Skills, and Experience: <ul style="list-style-type: none"> Minimum 1-2 years of experience in similar positions in a high-volume, high-end restaurant preferred. Good in English. Good communications and interpersonal skills. Customer oriented with a positive attitude and smiling face. Cooperative and self-giving team player. Ability and willingness to perform under stress. Positive and high energy level. Physical Requirements of the job: <ul style="list-style-type: none"> The job of the Captain may require: Physical handling of products such as handling trays. Covering different shifts and working during public holidays. Stressful conditions. Standing for long hours. 	<ul style="list-style-type: none"> The Station Captain is responsible to provide high levels of customer service to all diners to ensure they have a memorable experience and return. Principal Accountabilities: <ul style="list-style-type: none"> Knows and uses the service guidelines by the brand guideline. Prompt, and courteous greeting of customers. Deliver food to customers on the table in an accurate and timely manner. Ensure all guests receive positive and professional service to the highest standards to exceed the customer’s expectations. Follow sequence of service standards as per brand guidelines. Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers. Ensure food quality and consistency is delivered at all times. Manage the set up and close down of tables within section. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure tables are turned around and ready with minimal delay. • Maintain cleanliness and hygiene standards. • Ensure the cleanliness and refilling of condiment sets and napkin containers. • Keeps all workstations and equipment as clean as possible at all times. • Attend all regular departmental briefings and contribute to an open communication within the assigned team. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude. • Communicate professionally with the supervisor in charge. 	
<p>Guest Services Executive </p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Diploma in Hospitality Management or equivalent. • Previous experience in a luxury hospitality environment is a plus. • Strong leadership and communication skills. • Energetic, proactive, self-driven, highly motivated and has excellent interpersonal and communication skills. • Positive and enthusiastic attitude with a can-do spirit. 	<ul style="list-style-type: none"> • As the Guest Services Executive, you will be the first point of contact for our valued guests, providing exceptional service from the time they arrive till they are escorted to their rooms creating memorable experiences along the way. • You will be stationed in the lobby awaiting guest arrival and facilitating all arrangements from the moment guests step in to the time they are settled in their rooms. <p>Principal Accountabilities:</p>	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Adaptable, determined and be someone who wants to be in a fast-paced environment that promotes changes and drive for achievements. • Flexibility to work various shifts, including weekends and holidays. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Guest Services Executive may require long working hours. 	<ul style="list-style-type: none"> • To perform the smooth operations of front desk including but not limited to check in, check out, currency exchange, room change, audit balances, daily reports, food and beverage service according to establish policies and procedures. • To assist all guests in a friendly, helpful and professional manner including but not limited to offering room orientation to all arriving guests or escorting guests to their destination within the hotel, attempting to use guest names at least twice during the engagement. • To liaise with Guest Services Manager or Executive regarding any complaints and to assist walk in guests with alternative accommodation in the event of a full house situation. • To inform other departments of arrival, room changes, check out and special arrangements. • To maintain comprehensive knowledge of standard reservations procedures to assist Reservations personnel in their absence. • To attend shift briefings to ensure hotel activities and operational requirements are known. • To ensure effective handover and takeover of shift, ensuring proper follow-up and resolution of all outstanding issues. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To attempt to upsell at every possible encounter, maximizing revenue. To ensure complete guests database including obtaining guest's passport details, nationality, date of birth and email addresses. To perform any other job task as reasonably assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments. 	
<p>Head Hostess / Host</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> Minimum 3 years of experience in similar position in hospitality industry and fine dining concept. Fluent in English. Excellent communications and interpersonal skills. Basic computer skills (recommended to have previous experience in restaurant software). Customer oriented with a positive attitude and smiling face. Friendly and approachable. Cooperative and self-giving team player. Ability and willingness to perform under stress. Positive and high energy level. A willingness to go the extra mile in ensuring guests' needs are met. 	<ul style="list-style-type: none"> The Head Hostess / Host is responsible to greet customers and to ensure that all guests receive an amazing experience from their first point of contact with the team. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Greets guests, escorts them to tables, and provides menus. Manage waiting list and coordinate with Guest Relation Manager. Offer appropriate seating arrangements. Receive and record customers dining reservations. Set up dining rooms and make reservation arrangements. Ensure all orders are filled in a timely and accurate manner. Maintain clean and organized tables and work area. Observe proper grooming and personal hygiene at all times. Assist waiters and head waiters when needed. Ensure all guests receive positive and professional 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • A huge passion for customer service and hospitality. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Head Hostess/Host may require: • Covering different shifts and working during public holidays. • Stressful conditions. • Standing for long hours. 	<p>Greeting to the highest standards to exceed the customer's expectations.</p> <ul style="list-style-type: none"> • Handles guest problems and complaints. • Manages the Hosts working schedules. • Attend all regular departmental briefings and contribute to an open communication within the assigned team. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude. • Communicate professionally with the supervisor in charge. 	
<p>Hostess / Host</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 1-2 years of experience in similar position in hospitality industry, preferred but not limited to. • Good in English. • Good communications and interpersonal skills. • Basic computer skills (Recommended to have previous experience in restaurant software). • Customer oriented with a positive attitude and smiling face. • Friendly and approachable. • Cooperative and self-giving team player. • Ability and willingness to perform under stress. 	<ul style="list-style-type: none"> • The Hostess / Host is responsible to greet customers and to ensure that all guests receive an amazing experience from their first point of contact with the team. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Greets guests, escorts them to tables, and provides menus. • Manage waiting list as per brand guidelines. • Offer appropriate seating arrangements. • Receive and record customers dining reservations. • Ensure all orders are filled in a timely and accurate manner. • Maintain clean and organized tables and work area. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Positive and high energy level. • A willingness to go the extra mile in ensuring guests' needs are met. • A huge passion for customer service and hospitality. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Hostess / Host may require: • Covering different shifts and working during public holidays. • Stressful conditions. • Standing for long hours. 	<ul style="list-style-type: none"> • Observe proper grooming and personal hygiene at all times. • Assist waiters and head waiters when needed. • Manage event related work including setting up tables of the restaurant. • Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations. • Handles guest problems and complaints. • Attend all regular departmental briefings and contribute to an open communication within the assigned team. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude. • Communicate professionally with the supervisor in charge. 	
<p>Housekeeping Attendant</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum Secondary School Education. • Basic written and spoken English. • Experience in handling machineries is ideal but not necessary. • Has work experience. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Housekeeping 	<ul style="list-style-type: none"> • The Housekeeping Attendant is responsible for the immaculate upkeep and cleanliness of guest rooms and guest corridors, presenting a clean and welcoming environment. • He/she will always provide sufficient supplies in every guest room and attends to guest requests • He/she will self-inspect rooms for guest arrivals. <p>Principal Accountabilities:</p>	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Attendant may require long working hours.</p>	<ul style="list-style-type: none"> • Ensures guestroom and guest floors corridors are immaculate, clean and comfortable. • Ensures all required guest rooms are ready prior to guest arrivals - cleaning and releasing of clean rooms. • Effectively communicates with Housekeeping Supervisor on issues and challenges during shift work. • Ensures all assigned rooms (check-out or make-up) are completed before the end of shift. • Ensures section corridor carpets are vacuumed daily after room cleaning. • Ensure trolley is clean and properly stocked up for the next shift. • Ensure scheduled deep cleaning tasks are completed. • Ensure guest privacy are respected. • Observes and anticipates guest’s needs in a discreet and non-intrusive manner, offering prompt, efficient and personalized service to our residents. • Ensure observed preferences of guest are communicated with the Manager for follow up and recording in guest profile. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with different departments. 	
<p>Housekeeping Coordinator</p>	<p>Knowledge, Skills, and Experience:</p>	<ul style="list-style-type: none"> • Housekeeping Co-Ordinator manages Housekeeping day-to-day operations support. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Has a systematic, detailed and meticulous working attitude. • A team player towards the Housekeeping Department and support the operations. • Able to communicate well, positive and approachable. • Demonstrate good initiative and willing to learn. • A good understanding of the Housekeeping operations. • Demonstrate innovative ideas. • Able to work independently. • Willing to work various shifts, including mornings and afternoons, as well on public holidays. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Housekeeping Attendant may require long working hours. 	<ul style="list-style-type: none"> • Handle department’s rooms assignment/control. • Ensure a proper control and record of the master key movement. • Ensure seamless and professional communication between/with Room Attendant, Supervisors, PA, Linen Sorter/Runner, Department’s Managers and other departments colleagues/managers. • Keeping an auditable tracking/filing system to ensure proper documentation for SOP, purchases & stocks, laundry services, attendance & leave control, and any other records for the department. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Responsible for the daily Rooms Assignment for Room Attendant Team. • Maintain par stock of guest supplies (wet and dry), guest amenities, cleaning supplies, linens, uniforms inventory, operating equipment and supplies, etc. • Organize pest control for regular checks and ad-hoc basis. • Develop and implement proper filing/tracking system of the department’s documentation for easy record retrieval. • Monitor, document the outsourced Public Area and Room Attendant contract attendance and tally every month after invoice received. • Liaise for any linens and guest laundry with laundry plant/provider. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Monitor all cleaning program and update, to align with Hotel’s plan/schedule. • Take minutes for internal meetings, track work progress and follow up on jobs closure. • Communicate defects reported to departments concerned for rectification. Follow up for closure. • Coordinating the preventive maintenance schedule of rooms and public areas with housekeeping colleagues and maintenance team. • Keeping the department’s environment clean, neat and safe at all times. • Conduct inventory of the master key daily and report any discrepancies to the Managers timely. • Ensure sufficient operating supplies for guestrooms and other areas. • Prepared any back up and end-of-day report of Housekeeping. • Be familiar with the Emergency Procedure, Evacuation Procedure and Standard Operating Procedures as established by the Hotel. • Perform any other duties tasked by the Supervisors or Manager. • Participate in company's sustainability effort for the environment and being an inclusive employer. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with different departments. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Junior Sommelier	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Certification as a Sommelier or a Degree in Hospitality is beneficial (WSET Certification). • Previous experience as a Sommelier, or in a Hospitality role. • Extensive knowledge on wines and regions of the different types. • Knowledge of local vineyards and wineries. • An understanding of the wine making process. • Ability to perform manual labor. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Junior Sommelier may require: • Long hours, covering different shifts and working during public holidays. • Walk and stand for entire shift, up to 10 hours. 	<ul style="list-style-type: none"> • Junior Sommelier is to offer recommendations on the best pairing to the guests. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assisting the Sommelier Team in all tasks. • Assists guests with wine selections in a helpful, thoughtful, and gracious manner. • Ensure wines are served at the right temperature and within the proper glassware. • Informing guests on the variety of wines available. • Store open bottles properly to maintain taste. • Complying with health and safety regulations. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts closely with Sommelier Team and promotes an image of professionalism and gallantry at all time. • Work closely with Sommelier team to update wine list when it is necessary. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881
Junior Sous Chef	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Certified Culinary Arts Diploma. • Minimum 3 years as Chef de Partie. • Good knowledge of different types of cuisines especially Japanese, Peruvian. • Prior management experience in a similar kitchen environment. • Fluent in English. 	<ul style="list-style-type: none"> • The Junior Sous Chef is responsible for assisting the Sous section of the kitchen while working closely with the Sous Chef and replacing in the absence of Sous Chef. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Give assistance to day-to-day operations of the kitchen. • Prepares a wide variety of goods by following standard restaurant recipes. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good knowledge of kitchen policies and procedures, their development and applications. • Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics. • Ability to maintain high quality control standards. • Excellent interpersonal, communication and management skills. • Strong planning and budgetary skills. • High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams. • Highly cooperative team spirit. • Excellent leadership skills and the ability to lead by example in a multicultural environment. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Junior Sous Chef may require: • Physical handling of products such as handling objects up to 25 kilograms. • Moderate exposure to high temperature, dust, fumes, smoke, and loud noises. • Long working hours, working during holidays, and covering different 	<ul style="list-style-type: none"> • Work closely with Sous Chef and assist in developing, designing and creating new ideas and items. • Follows proper handling and right temperature of all food products. • Supervise and coordinate all preparation and presentation. • Monitor stocks of ingredients and make appropriate orders within budget. • Check quality of material and condition of equipment and devices used for cooking. • Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately. • Observes compliance with the company’s policies and procedures, as well as, governmental laws and regulations. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the Sous Chef. • Communicates report and kitchen operational issues on a daily basis with the Sous Chef. • Works closely with subordinates to ensure information transmission at all times. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	shifts (night shifts and weekends). <ul style="list-style-type: none"> • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 		
Kitchen Steward	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Previous experience in a kitchen or in a service-related industry is preferred but not essential. • Excellent physical condition. • Knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics. • Organized and disciplined character. • Polite and hygiene oriented. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Steward may require: • Physical handling objects up to 25 kilograms. • Moderate exposure to high temperature, dust, fumes, smoke, and loud noises. • Standing for long periods of time and doing repetitive tasks. • Long working hours, working during holidays, and covering different shifts. 	<ul style="list-style-type: none"> • The Steward is generally responsible for keeping all the BOH restaurant premises clean and tidy. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Cleans all the restaurant premises and keeps it perfectly dirt free at all times. • Responsible for the tidiness and proper keeping of all sections. • Secures the availability of all needed material and supplies required to perform assigned duties properly, on a daily basis. • Wipes floors and walls, cleans all types of work surfaces and maintains proper and organized spaces and areas. • Ensure all equipment is clean and in good working order. • Move, stack, carry, load and unload equipment, food stuff and other articles. • Garbage removal from all assigned areas according to company policies. • Follow safe work practices. • Have a well-groomed appearance at all times and to have a pleasant smiling attitude towards all guests. • Cleans and sanitizes pots, pans, utensils, and other minor equipment routinely 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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		<p>used in the kitchen following established procedures.</p> <ul style="list-style-type: none"> • Cleans and sanitizes dishes and related service ware following established procedures. • Cleans and maintains machinery properly and safely as per manufacturer manual and on-site training. • Maintains the highest possible level of personal hygiene. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with superiors and subordinates while keeping a productive working environment. • Trains and coach Stewarding attendants on personal and work related hygiene, Cleaning techniques and Skills. 	
<p>Laundry Runner</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum Secondary School Education. • Basic written and spoken English. • Able to handle heavy loaded trolleys, linens and amenities. • Able to walk extensively to and from the loading bay. • Able to work independently. • Willing to work various shifts, including mornings and 	<ul style="list-style-type: none"> • The position is responsible for the efficient organisation and distribution of clean linen and amenities based on the requirements of Rooms within the Hotel premises. The role needs to also ensure the timely completion of all guest’s requests. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Ensures the smooth operations of the Rooms sections by performing all tasks in adherence with the code of ethics. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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	<p>afternoons, as well on public holidays.</p> <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Housekeeping Attendant may require long working hours. 	<ul style="list-style-type: none"> Conducts quality checks on clean linen received following the procedures as detailed in Standard Operating Procedures (SOP). To reject any linen that does not meet the standards for re-processing. Collect soiled linens from hotel towers including areas such as pool, spa and fitness club. Ensure hotel's pantry amenities are stocked up and replenished accordingly when required. Maintain overall cleanliness and order of the linen room. Report to Supervisor on any equipment that requires maintenance and repair. Ensure lost and found items are properly documented and arrange for them to be returned to guest. Perform other duties that are assigned by Supervisor. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Interacts with different departments. 	
<p>Maintenance & Electrical Technician</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> Minimum Professional Certificate/ NiTEC/ Diploma in Engineering. Minimum 2 years of proven working experience in similar position. Basic in English language. Understanding of advanced principles of air conditioning, 	<ul style="list-style-type: none"> Reporting to the Senior Technician and Facilities Manager, the Technician assists in carrying out shift duty smoothly by repairing, maintaining and ensuring that all electrical and mechanical equipment including lighting throughout the hotel are operating satisfactorily. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Assisting the Shift Engineer with the design of a 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>refrigeration, and heating.</p> <ul style="list-style-type: none"> • Proficient in balancing air and water treatment systems in line with HVAC protocols. • Proficient in reading schematics and work plans. • Good written, verbal, and interpersonal skills. • Communication and project management skills. • Ability to work in confined spaces. • Positive and high energy level. • Highly cooperative team spirit. • Ability to work in a high stress, faced-paced environment. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the HVAC Technician may require: • Attending the operations (after duty hours) in case of emergencies and should always be reachable by phone. • Require to work rotating shift (day, afternoon, night). • Long hours and working during public holidays. • Work in confined spaces. • It also necessitates some physical handling of products, including lifting and transportation. 	<p>preventative maintenance program.</p> <ul style="list-style-type: none"> • Carrying out minor repairs at guest rooms or public areas. • Service and repair all electrical and mechanical equipment such as, but not limited to, motors, starters, switchgears, fittings, wiring, vacuum machines, all laundry, kitchen equipment, cables and all electrical machines throughout the hotel. • Carry out masonry works for all walls, beams, pillars and posts; cement floor traps, floor tiles, vinyl tiles, long bath grouting, pipe duct and staircases. • Clear all obstructions in sewer, waste pipe, soil channels and grease interceptor system. • Repair defective flushing system, toilet bowls, urinals, basins, vent pipes and air-conditioning waste pipes as well as service and clean all grease traps. • Assist other technicians to perform other jobs as required by Management within and outside hotel premises. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Coordinate with different departments to guarantee effective communication. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Pastry Chef De Partie	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Certified Culinary Arts Diploma. • Minimum 3 years as Pastry Chef de Partie. • Good knowledge of different types of pastries and desserts. • Prior management experience in a similar kitchen environment. • Fluent in English. • Good knowledge of kitchen policies and procedures, their development and applications. • Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics. • Ability to maintain high quality control standards. • Excellent interpersonal, communication and management skills. • Strong planning and budgetary skills. • High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams. • Highly cooperative team spirit. • Excellent leadership skills and the ability to lead by example in a multicultural environment. <p>Physical Requirements of the job:</p>	<ul style="list-style-type: none"> • The Pastry Chef De Partie is responsible for assisting the pastry section of the kitchen while working closely with the Pastry Chef and replacing in the absence of Pastry Chef. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Give assistance to day-to-day operations of the pastry and bakery section of the kitchen. • Prepares a wide variety of goods, such as cakes, cookies, pies, bread, etc. following standard restaurant recipes. • Work closely with Pastry Chef and assist in developing, designing and creating new ideas and items for pastry kitchen. • Ensure excellent quality throughout dessert offerings. • Follows proper handling and right temperature of all food products. • Decorate pastries and desserts and ensures the food presentation will be beautiful and exciting. • Supervise and coordinate all pastry and dessert preparation and presentation. • Monitor stocks of baking ingredients and make appropriate orders within budget. • Check quality of material and condition of equipment and devices used for cooking. • Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 168 Robinson Road (S)068912

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • The job of the Pastry Junior Sous Chef may require: • Physical handling of products such as handling objects up to 25 kilograms. • Moderate exposure to high temperature, dust, fumes, smoke, and loud noises. • Long working hours, working during holidays, and covering different shifts (night shifts and weekends). • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<ul style="list-style-type: none"> • Observes compliance with the company’s policies and procedures, as well as, governmental laws and regulations. • Attends food seminars and exhibitions. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the Pastry Chef. • Communicates report and kitchen operational issues on a daily basis with the Pastry Chef. • Works closely with subordinates to ensure information transmission at all times. 	
<p>Pastry Commis Cook</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 2-3 years of kitchen experience, previous experience in a fine dining restaurant. • Understands oral and written instructions in English. • Handles multiple priorities and works under stress. • Maintains all international standards of health guidelines for food preparation and safety. • Passes all required job-related tests. • Ability to perform manual labor. 	<ul style="list-style-type: none"> • The Commis Cook is responsible to assist in preparation of all sections and making them ready for the superiors. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Prepare the daily mis-en-place and food production in pastry section. • Follows proper handling and right temperature of all food products. • Assist Pastry Chef to decorate pastries and desserts and ensures the food presentation will be beautiful and exciting. • Ensure excellent quality throughout dessert offerings. • Coordinate with our kitchen staff to ensure proper cooking, considering special requests and food allergies. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises. • Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<ul style="list-style-type: none"> • Maintain hygiene principles in all cooking areas and clean your space at the end of the shift. • Regularly taking inventory of food supplies and other products. • Perform other duties and responsibilities as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment. 	
Pastry Junior Sous Chef	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Certified Culinary Arts Diploma. • Minimum 3 years as Pastry Chef de Partie. • Good knowledge of different types of pastries and desserts. • Prior management experience in a similar kitchen environment. • Fluent in English. • Good knowledge of kitchen policies and procedures, their development and applications. • Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics. • Ability to maintain high quality control standards. 	<ul style="list-style-type: none"> • The Pastry Junior Sous Chef is responsible for assisting the pastry section of the kitchen while working closely with the Pastry Chef and replacing in the absence of Pastry Chef. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Give assistance to day-to-day operations of the pastry and bakery section of the kitchen. • Prepares a wide variety of goods, such as cakes, cookies, pies, bread, etc. following standard restaurant recipes. • Work closely with Pastry Chef and assist in developing, designing and creating new ideas and items for pastry kitchen. • Ensure excellent quality throughout dessert offerings. • Follows proper handling and right temperature of all food products. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent interpersonal, communication and management skills. • Strong planning and budgetary skills. • High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams. • Highly cooperative team spirit. • Excellent leadership skills and the ability to lead by example in a multicultural environment. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Pastry Junior Sous Chef may require: • Physical handling of products such as handling objects up to 25 kilograms. • Moderate exposure to high temperature, dust, fumes, smoke, and loud noises. • Long working hours, working during holidays, and covering different shifts (night shifts and weekends). • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions." 	<ul style="list-style-type: none"> • Decorate pastries and desserts and ensures the food presentation will be beautiful and exciting. • Supervise and coordinate all pastry and dessert preparation and presentation. • Monitor stocks of baking ingredients and make appropriate orders within budget. • Check quality of material and condition of equipment and devices used for cooking. • Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately. • Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations. • Attends food seminars and exhibitions. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the Pastry Chef. • Communicates report and kitchen operational issues on a daily basis with the Pastry Chef. • Works closely with subordinates to ensure information transmission at all times. 	
Runner	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 1 year of experience in similar 	<ul style="list-style-type: none"> • The Runner is responsible for delivering the food from the kitchen to the customer tables, and clear tables. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>positions in a high-volume, fine dining restaurant.</p> <ul style="list-style-type: none"> • Good in English. • Good communications and interpersonal skills. • Customer oriented with a positive attitude and smiling face. • Cooperative and self-giving team player. • Ability and willingness to perform under stress. • Positive and high energy level. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Runner may require: • Physical handling of products such as handling trays. • Covering different shifts and working during public holidays. • Stressful conditions. • Standing for long hours. 	<p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Prompt, and courteous greeting of customers. • Continually bus tables throughout shift. • Reset tables as soon as the customers finished their meals. • Deliver food to customers on the table in an accurate and timely manner, ensuring orders are correct. • Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations. • Follow sequence of service standards as per brand guidelines. • Maintain cleanliness and hygiene standards. • Ensure the cleanliness and refilling of condiment sets and napkin containers. • Keeps all work stations and equipment as clean as possible at all times. • Attend all regular departmental briefings and contribute to an open communication within the assigned team. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude. • Communicate professionally with the supervisor in charge. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881
Sales Coordinator	Knowledge, Skills, and Experience:	<ul style="list-style-type: none"> • The Members Club Manager will be responsible for the 	<ul style="list-style-type: none"> • Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Diploma in hospitality, business or related discipline. • Strong computer skills, including Microsoft Office Suite. • Has excellent written and spoken communication skills. • Able to multi-task and work independently in a dynamic environment with good problem solving and decision-making skills. • Possesses professional disposition with excellent interpersonal skills. • Ability to maintain the highest standards of confidentiality, professionalism, ethics, grooming and attitude. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Sales Coordinator may require long working hours. 	<p>seamless launch, operation, and ongoing success of our upcoming private members clubs in Singapore. This role will involve overseeing all aspects of the club’s operations, from exceptional member service to staff management and business development. You will be the face of the club, creating a welcoming, exclusive environment and ensuring that every detail reflects our brand’s commitment to luxury, innovation, and personalized experiences.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Support Sales colleagues in their day to day activities and to assist them in achieving their personal and team objectives. • Assist the Sales team with purchase orders. • Manage and update inventory according to office and department’s operational requirements. • Compile and submit monthly reports, requisitions and statistics. • Maintain department’s operating manual, including policies, procedures, rules & regulations. • Ensure efficient liaison, including the distribution of our sales correspondence and collateral to other hotels. • Assist with the co-ordination of direct mail campaigns on behalf of sales and marketing, labelling, data collection and distribution of mail items. 	<p>5 days / week 44 hrs/week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • To handle incoming calls and enquiries promptly and according to operating standards. • Conduct telesales research of existing/new clients within set guidelines. • Assist in administrative duties such as preparing meeting minutes, project coordination, travel arrangements etc. • Other ad-hoc duties as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with different departments. 	
<p>Security Officer</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Candidate must possess a valid Security License issued by the Police Licensing and Regulatory Department. • Minimum 1 years of relevant working experience in similar capacity in the hospitality industry. • Knowledge of fire safety and first aid would be an advantage. • Able to work shifts including weekends and public holidays. • Assist the Security Manager in problem solving with a can-do attitude. • Experience in Crisis Management and part of the Emergency Response Team. • Possess other relevant certifications such as 	<p>As a Security Officer, we rely on you to:</p> <ul style="list-style-type: none"> • Responsible for maintaining adequate and effective security measures for the resort. • Ensuring maximum protection is given to the guests. • Ensure the resort and guest properties are safeguard against loss, damages and other untoward accidents. • Handle all incidents in a professional and timely manner. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Actively participate in the day-to-day security operations of the hotel to ensure the safety and security of all guests, employees and property. • Provide necessary assistance to guests and employees in a friendly and tactful manner. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>CERT, OFA+AED added advantage.</p> <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Long hours, covering different shifts and working during public holidays. 	<ul style="list-style-type: none"> • Enforce the company policy and procedures relating to safety and security. • Responding to all incidents involving hotel guests and employees. • Keeps surveillance on potential criminals and activities and to maintain peace and order within the hotel premises and to take appropriate remedial action if necessary. • Conduct investigations and submit reports on incidents affecting guests and employees. • Carry out patrolling duties around and within the hotel compound. • Perform access control duties at the Security Office and managing of CCTV surveillance. • Managing of crowds and traffic controls during peak periods. • Respond to all emergency situations including fire alarms, medical assistance and emergency evacuation. • Carry out other duties as assigned by the Security Manager or Hotel Management. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with superiors and subordinates while keeping a productive working environment. • Assist the Security Manager in problem solving with a can-do attitude. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Sommelier</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Certification as a Sommelier or a Degree in Hospitality is beneficial. • Previous experience as a Sommelier, Wine Steward, or in a Hospitality role in fine dining concept. • Extensive knowledge on wines and regions of the different types. • Knowledge of local vineyards and wineries. • An understanding of the wine making process. Ability to perform manual labor. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Sommelier may require: • Long hours, covering different shifts and working during public holidays. • Walk and stand for entire shift, up to 10 hours." 	<ul style="list-style-type: none"> • Sommelier is to offer recommendations on the best pairing to the guests. • Sommelier responsibilities include wine serving and upselling and providing the wine selections to the guests and providing assistance to the Service team members when it is necessary. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assisting the Sommelier Team in all tasks. • Assist guests with wine selections in a helpful, thoughtful, and gracious manner. • Ensure wines are served at the right temperature and within the proper glassware. • Informing guests on the variety of wines available. • Store open bottles properly to maintain taste. • Training FOH team members on available wines in the absence of Assistant Head Sommelier or Head Sommelier. • Complying with health and safety regulations. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts closely with Bar & FOH team and promotes an image of professionalism and gallantry at all time. • Work closely with Sommelier team to update wine list when it is necessary. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881
<p>Sous Chef</p>	<p>Knowledge, Skills, and Experience:</p>	<ul style="list-style-type: none"> • The Sous Chef is responsible for Updating the Executive 	<ul style="list-style-type: none"> • Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Certified Culinary Arts Diploma. • Minimum 2 years as Sous Chef / Junior Sous Chef in similar concepts. • Good knowledge of different types of cuisines especially Japanese, Peruvian. • Prior management experience in a similar kitchen environment. • Fluent in English. • Good knowledge of kitchen policies and procedures, their development and applications. • Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics. • Ability to maintain high quality control standards. • Excellent interpersonal, communication and management skills. • Strong planning and budgetary skills. • High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams. • Highly cooperative team spirit. • Excellent leadership skills and the ability to lead by example in a multicultural environment. <p>Physical Requirements of the job:</p>	<p>Chef about the daily kitchen activities and the kitchen team. Ensuring the preparation and presentation of food is in line with company standards and brand requirements.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assists the Executive Sous Chef and Executive Chef in the daily operation of the kitchen. • Replaces the Executive Sous Chef during vacations and leaves and taking care of the kitchen's overall activities. • Observes compliance with the company's policies and procedures, as well as governmental laws and regulations. • Ensures accuracy and quality of received food products and other supplies as required for daily operations. • Ensures submission of all relevant documents to Executive Chef for immediate processing. • Inspects products quality during and after preparation, and makes adjustments as required. • Assists Executive Chef in inspecting all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards. • Meets customer requirements in terms of special requests and dietary needs. 	<p>5 days / week 44 hrs/week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • The job of the Sous Chef may require: • Physical handling of products such as handling objects up to 25 kilograms. • Moderate exposure to high temperatures, dust, fumes, smoke, and loud noises. • Long working hours, working during holidays, and covering different shifts (night shifts and weekends). • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions. 	<ul style="list-style-type: none"> • Collaborates with Executive Chef regarding special requirements, VIPs, functions, etc. • Ensures the proper appearance (condition of uniforms) and grooming of all kitchen staff. • Monitors daily attendance of kitchen staff and arrange production planning smoothly. • Constantly develop skills and knowledge. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the Executive Chef and Kitchen Management. • Communicates report and kitchen operational issues on a daily basis with the Kitchen Management. • Works closely with subordinates to ensure information transmission at all times. 	
<p>Steward Supervisor</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Diploma or Hospitality Degree with an emphasis on hygiene and safety. • Minimum 3 years of experience in similar positions – preferably in 5 stars hotel. • Good knowledge of dishwashing and chemicals. • Good in English. • Computer knowledge. 	<ul style="list-style-type: none"> • The Steward Supervisor is responsible to train, lead and monitor Stewarding Attendants to maintain cleanliness and organization of: • The Stewarding Department, Kitchen and all Central Kitchen sections. • Food service-related materials and equipment. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Ensuring the highest levels of efficiency, cleanliness, 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent communications skills. • Detail oriented. • Problem-solving skills. • Highly cooperative team spirit. • Coaching and training skills. • Positive and energy level. • Ability to work safely in a fast-paced kitchen environment. • Ability to work in a high stress, faced-paced environment. • Must possess strong leadership skills, with demonstrated ability to build relationships and manage staff (at all levels). <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Steward Supervisor may require: • Long hours, covering different shifts and working during public holidays. • Hazardous environment. • Physical handling of products such as handling objects up to 25 kilograms. • Stressful conditions. 	<p>organization and service in day-to-day operation.</p> <ul style="list-style-type: none"> • Prepares the stewards schedule to ensure that the store will be kept clean through appropriate planning and organization of staff. • Fill all paper works of the Hygiene and Safety as per standard (Cleaning Check Lists, etc.). • Coaching and training of stewarding attendants in all positions in order to improve performance and to achieve the department’s objectives and targets. • Implement and train staff on integrating proper cleaning, sanitation, and hygiene habits. • Ensure that all staff have the proper tools and training for day-to-day operations. • Ensures the proper practices are being adopted in the store from Food safety, food and equipment sanitation, and personal hygiene in all store internal and external areas. • Observes compliance with the company’s policies and procedures. • Follows up on pending maintenance orders and ensures prompt repairs. • Rotation schedule of new employees and trainees. • Assigns tasks and responsibilities to subordinates and validate their job descriptions. • Attend all regular departmental briefings and contribute to an open 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>communication within the assigned team.</p> <ul style="list-style-type: none"> • Ensure the cleaning schedules are fully implemented according to policies and procedures. • Control chemical cost and its usage in right manner. • Conduct and follow up inventory on all kitchen utensils and cutlery. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with superiors and subordinates while keeping a productive working environment. • Trains and coach Stewarding attendants on personal and work related hygiene, cleaning techniques and skills. 	
<p>Uniform/ Linen Attendant</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum Secondary School Education. • Basic written and spoken English. • Able to handle heavy loaded trolleys, linens and amenities. • Able to walk extensively to and from the loading bay. • Able to work independently. • Willing to work various shifts, including mornings and afternoons, as well on public holidays. 	<ul style="list-style-type: none"> • Responsible for the maintenance of all linen, laundry and uniforms according to the Hotel’s standards. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Count and send out dirty linen and uniforms to the Laundry as well we the receipt of clean linen and uniforms. • Managing guest laundry (record, count, verify, deliver and posting charges), communicate with guest in any laundry issues. • Count and distribute clean linen and uniforms to the different hotel outlets. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> The job of the Housekeeping Attendant may require long working hours 	<ul style="list-style-type: none"> Manage in house uniforms, maintain proper records and uniforms in out for on boarding and leaving associates. Communicate with relevant departments to raise uniforms fittings, sizing and adjustment when required. Report to Supervisor and send linen and uniforms that require repair or alteration to the tailor. Manage and record linen losses, condemned, rewash and inventory. Work closely with laundry vendors for collection and delivery timing. Understanding of linen and laundry operations systems. Understanding Opera and operations system use. Work closely and coordinate with Housekeeping team in ensuring smooth operations. Keep and maintain special linens (baby essentials, special pillows, spare duvet inserts and blankets). Monitor and manage all uniforms available in the Hotel for usage allocation. Maintain equipment in a proper state of cleanliness. Be well versed in Hotel fire & life safety / emergency procedures. Attend all briefings, meetings and trainings as assigned by management. Assist in stock receiving and invoices keeping when needed. Assist in receiving office phone calls and record in log book. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Able to multitask, able to take on different projects and tasks assigned by superiors. • Perform other duties as directed by the management. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with different departments. 	
<p>Waiter / Runner</p>	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 1-2 years of experience in similar positions in a high-volume, fine dining restaurant. • Good in English. • Good communications and interpersonal skills. • Customer oriented with a positive attitude and smiling face. • Cooperative and self-giving team player. • Ability and willingness to perform under stress. • Positive and high energy level. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Waiter may require: • Physical handling of products such as handling trays. • Covering different shifts and working during public holidays. • Stressful conditions. • Standing for long hours. 	<ul style="list-style-type: none"> • The Waiter is responsible for representing the restaurant and providing high levels of customer service to all diners to ensure they have a memorable experience and return again. <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Knows and uses the service guidelines by the brand guideline. • Prompt, and courteous greeting of customers. • Assists the Head Waiter in taking orders. • Deliver food to customers on the table in an accurate and timely manner. • Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations. • Follow sequence of service standards as per brand guidelines. • Have a complete and thorough knowledge of all menu items to be able to describe and make suggestive selling to customers. • Ensure food quality and consistency is always delivered. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Manage the set up and close down of tables within section. • Ensure tables are turned around and ready with minimal delay. • Maintain cleanliness and hygiene standards. • Ensure the cleanliness and refilling of condiment sets and napkin containers. • Always keeps all workstations and equipment as clean as possible. • Attend all regular departmental briefings and contribute to an open communication within the assigned team. • Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude. • Communicate professionally with the supervisor in charge. 	

#12 Woodlands Health

Woodlands Health (WH) provides care for the Northern population in Singapore. Spanning an area covering 7.66 hectares, the Woodlands Health Campus is designed to ensure seamless transition of care, promote health, and encourage community integration.

WH is an integrated acute and community hospital with a 1,000-bed capacity, offering the full range of healthcare services encompassing acute, sub-acute, rehabilitative and transitional care. Provisions are in place to expand to a total of 1,400 beds to meet future needs. Along with other specialist services at the Medical Centre, WH operates the Women’s Health & Specialist Centre and Children’s Clinic for women and children in the North. The Campus includes almost 400 beds in its long-term care facilities and is fully integrated with the 1.5-ha Woodlands Healing Garden.

Committed to Adding Years of Healthy Life to our community, WH has been serving and empowering residents in their health journey since 2016. WH also introduced initiatives to

improve the right-siting and accessibility of care, such as the GPFirst Programme in the North and the NurseFirst helpline. WH is a member of NHG Health, a leading public healthcare provider in Singapore recognised for its quality clinical care and its commitment in enabling healthier lives.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cook	<ul style="list-style-type: none"> • Primary school education with at least 3 years of experience in F&B, or NTC 2/3 (Food Service), or Diploma in Culinary Skills • Equipped with Basic Food Hygiene Certificate • Ability to work efficiently and independently • Ability to work in teams 	<ul style="list-style-type: none"> • Responsible for the respective kitchen sections in the absence of their Chef De Partie • Monitor and ensure the temperature of food prepared are within safe limits • Responsible for the preparation of ingredients, washing of vegetables, cleaning, cutting and assisting the Chef, etc • Check on personal hygiene, cleanliness of uniforms, sanitation of workstations and work tools • Assist in cleaning up the refrigerator, setting up the workstation for the day, and helping kitchen cleaners with general hygiene and sanitation • Be aware of the dangers of contaminated food and the need for proper checking and first-in-first out of the mise-en-place in the refrigerators • Check all equipment belonging to each station to ensure that all are in good working condition, and report to their supervisor for any problems to be solved, to escalate the necessary work/repair orders to Facilities Management Department • Ensure proper storage in first-in-first-out system and adequate temperature for all products in the fridge and no 	<ul style="list-style-type: none"> • Working Hours: 6 days / week (including PH / Weekends) • Shift Hours: 5.00am - 1.00pm, 7.00am - 3.00pm, 9.00am - 5.00pm • Employment Type: Full Time • Job Type: Contract • Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>item is to be placed on the floor at any point of time</p> <ul style="list-style-type: none"> • Know all hospital facilities and services offered, hours of operation and all other information indicated in the Food Services product and services handbook • Assist in collection of food supplies from the general storeroom and ensure proper documentation of stock requisitions, to report to supervisor should any problems arise • Maintain the cleanliness of the trolleys used for transporting food and cleanliness of the workstations at all times, and sanitise the working tools several times a day in accordance with health and safety rules • Carry out other tasks as instructed by the supervisors 	
<p>Senior / Associate Executive (Financial Counselling), Patient Billing Services</p>	<ul style="list-style-type: none"> • Diploma with at least 1 year of experience; fresh graduates are welcome. • Experience in financial counselling, billing, and collection in healthcare is a plus. • Ability to prioritize tasks to meet targets and deadlines. • Self-motivated with a strong interest in learning and sharing. • Proficient in Microsoft Office applications. • Ability to work independently and proactively. 	<ul style="list-style-type: none"> • In this role, you will be responsible for financial counselling, deposit/payment collection from patients and/or companies as well as providing various financial advice. <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Specific • Serve as the point of contact for inpatients regarding financial matters • Ensure financial counselling for assigned inpatients is performed in accordance with the Healthcare Services Act (HCSA) • To counsel and provide appropriate advice to inpatient 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Mon-Thurs: 8.30am-6pm Fri: 8.30am - 5.30pm • Employment Type: Full Time • Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong communication skills with a service-oriented and customer-focused mindset. • Ability to work effectively with stakeholders. • Willingness to work Saturdays (half day) based on the roster. 	<p>patients on managing their bills, including the use of Integrated Shield Plans/MediShield Life, MediSave and other financial schemes that patients.</p> <ul style="list-style-type: none"> • To collect out-of-pocket cash payments from private inpatients • To liaise with various parties such as employers/Integrated Shield Plan providers for payment, Letter of Guarantees and Medical Social Services for financial assistance. • To ensure all actions taken are recorded in the Financial Counselling system accurately • To make outbound calls to patients and/or companies for payment • To propose cases for legal proceedings to Management • To collaborate with 1 Finance Shared Services under MOHH for all debts management matters • To propose and review bad debts for write off • May be assigned to patient billing services counter at Patient Services Centre on a rotational basis • Any other duties as assigned by Reporting Officer 	
<p>Senior / Associate Executive, Biomedical Engineering</p> 	<ul style="list-style-type: none"> • Diploma of business qualification or equivalent • At least 2 years' of relevant experience for an Associate Executive position • At least 5 years' of relevant experience for 	<p>Broad Function</p> <ul style="list-style-type: none"> • Provide administrative and logistic support for BME team to ensure smooth operation of the department. Manage documentation and contracts registry for BME team to ensure proper record keeping and monitoring of key timelines and deliverables. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Mon-Thurs: 8.30am-6pm Fri: 8.30am - 5.30pm • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>a Senior Associate Executive position</p> <ul style="list-style-type: none"> • Good interpersonal skills, an eye for detail and high level of initiative. Able to communicate effectively to different stakeholders with diverse backgrounds. • Familiar with Microsoft office. 	<p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Specific • Review correspondences to ensure that they are forwarded to the relevant parties within the department in a timely manner. • Manage BME hotline and log requests into BME Asset Management System (AMS) for proper activation of relevant engineering staffs. • Register or de-register medical device to BME AMS after device is commissioned or de-commissioned. • Perform all filing and organization of reports, documents and exchanges with other departments and external agencies. • Raise purchase request form for spare part and contract services. • Verify and process invoices to ensure timely payment. • Manage BME store and track spare parts and accessories movement to ensure accuracy and prompt replenishment. • Maintain record for hospital equipment license application and renewal. • Coordinate and control office supplies of the department and ensure no disruption to administrative activities due to shortage of office supplies. • Record staff time-off and training information. • Plan and coordinate departmental meetings including meeting minutes taking. 	<ul style="list-style-type: none"> • Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Maintains confidentiality of information and prevent breach of confidentiality. <p>General</p> <ul style="list-style-type: none"> Work closely with OSG team to support procurement activities and related projects for Hospital Opening. Perform all other tasks and duties as directed by Head, BME. 	
<p>Senior / Associate Executive, Clinical Operations</p>	<ul style="list-style-type: none"> Diploma or GCE 'A' Levels preferred At least 3-5 years of related experience in a similar capacity, secretarial experience is preferred. Able to multi-task and manage projects. Able to communicate effectively at all levels with good interpersonal skills. Possess a good command of the English language, both written and spoken. Healthcare experience is preferred Proficiency in Microsoft Office essential 	<ul style="list-style-type: none"> This role provides administrative, logistical and secretarial/office support for the assigned clinical departments under Division of Medicine and Surgery: Support clinical HOD in calendaring, meeting arrangements and room bookings. Provides clinical department support which include Clinician education support (LNA, training-related claims, overseas travel arrangements), meeting coordination (incl. webinars and SME points submission), logistical support for department gatherings and bonding activities, office administration matters (eg. Stationeries, stamps, fixed assets tracking), new doctor support (onboarding & offboarding, briefings, registration of courses), doctor support (roster planning, medical report requests), process claims, support department events (purchase goodie bags, refreshments, book venue, email blasts), support 	<ul style="list-style-type: none"> Working Hours: 5 days / week Mon-Thurs: 8.30am-6pm Fri: 8.30am - 5.30pm Employment Type: Full Time Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		licensing and audits (collate and submit documents), etc. <ul style="list-style-type: none"> • Purchased Services, VCs, locums – onboarding and administrative matters, submit claims (incl. time sheets) • Onboard and offboarding of junior doctors (MOPEX, HO) • Students – liaise with HR, coordinate with HOD for mentor, provide orientation, etc. • Research – onboarding & offboarding of dept research staff, administrative matters. 	
Senior / Associate Executive, Nursing Administration	<ul style="list-style-type: none"> • Diploma or equivalent in any discipline • Preferably with some administrative experience in healthcare • Competent in Microsoft Office applications • Knowledge of statistics • Strong communication and interpersonal skills • Excellent organization and prioritization skills • Resourceful, responsive and disciplined • Able to work efficiently and independently 	<ul style="list-style-type: none"> • The jobholder is responsible in assisting the nurse educators in the development, implementation and evaluation of continuing nursing education and development programmes. He/she will assist in managing resources and providing leadership to ensure efficient running of Nursing Education & Development operational functions, including special projects. <p>Key Roles and Responsibilities</p> <ul style="list-style-type: none"> • Specific • Manage training resources and equipment in Nursing Education & Development Unit (NED) • Oversee course administration, including elearn management • Design, develop and analyse learning records of educational programs • Set up and maintain a database which consolidates 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Mon-Thurs: 8.30am-6pm Fri: 8.30am - 5.30pm • Employment Type: Full Time • Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>training record (including learning needs and training attendance) from various sources</p> <ul style="list-style-type: none"> • Provide data and analysis report to nursing supervisors routinely and upon ad hoc request • Plan and manage annual budget for Nursing Education & Development Unit with the stakeholders • Collaborate with nurse educators to draft and review policies and procedures to ensure smooth operations of NED • Support the planning, implementation and evaluation of continuing education programs for all levels of nursing personnel and support care staff • Oversee the coordination, facilitation and registration of internal/ external course applications • Assume additional responsibilities or tasks as assigned by Senior Nurse Educator, Nurse Educator, Nursing Administrators and Chief Nurse <p>General</p> <ul style="list-style-type: none"> • Co-ordinate and participate departmental activities • Precept and mentor junior staff. Induct and train new staff 	
<p>Senior / Associate Executive, Patient Billing Services</p>	<ul style="list-style-type: none"> • Minimum GCE 'O' Level or equivalent with 1-2 years of experience in similar capacity • Healthcare experience is an added advantage 	<ul style="list-style-type: none"> • Join our dynamic healthcare team as an Associate Executive with the Patient Billing Services Department, where you'll play a crucial role in ensuring accurate billing 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Mon-Thurs: 8.30am-6pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong ability to prioritise tasks and meet deadlines • Self-motivated with keen interest in learning and knowledge sharing • Proficient in Microsoft Office applications; SAP knowledge preferred • Independent and proactive work approach • Excellent communication skills • Service-oriented and customer-focused mindset 	<p>processes and timely revenue collection. You'll manage hospital billing systems, process claims, and deliver excellent customer service to patients and corporate clients.</p> <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Specific • Billing Operations & Accuracy • Verify and ensure accuracy of patient bills and invoices • Collaborate with clinical departments to resolve billing discrepancies and process adjustments through our Hospital Billing System • Review billing and claims reports to identify and address issues • Prepare and distribute consolidated invoices for corporate clients <p>Claims Management</p> <ul style="list-style-type: none"> • Process daily claims submissions to private medical insurers (PMI), Central Provident Fund (CPF), and government agencies • Submit electronic invoices for government entities through platforms such as Vendors@GOV • Follow up on claims issues and rectify rejected claims with relevant parties • Monitor and resolve outstanding accounts receivable <p>Customer Service & Documentation</p> <ul style="list-style-type: none"> • Assist patients with required documentation including 	<p>Fri: 8.30am - 5.30pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Medisave Claims authorisation forms and Means Testing Consent Forms <ul style="list-style-type: none"> • Handle email and telephone enquiries related to billing, payments, and claims processes • Ensure completeness and accuracy of all billing documentation 	
Senior / Engineering Assistant (Electrical), Facilities Management (2 Year Contract) 	<ul style="list-style-type: none"> • Diploma or Higher Nitec/Nitec in Electrical Engineering or equivalent. • 1-4 years of experience or ITE graduate with at least 5 years' Electrical system experience. • At least 5-6 years of experience or ITE graduate with at least 8 years' Electrical system experience for a senior position. • Familiar with design, installation, commissioning and maintenance of electrical systems & equipment. • Prior experience in management of electrical services and facilities operation as well as improvement projects will be an advantage. • Prior working experience in healthcare setting will be an advantage. • Conversant in reading and interpreting architectural and M&E schematic drawings. 	Broad Function <ul style="list-style-type: none"> • The Engineering Assistant (Electrical) shall reports to the Engineer and assist in the execution and management of FM services, such as operation, maintenance, modification, replacement and etc activities under Electrical Engineering services and non-clinical equipment. • In addition, the incumbent shall provide support to audit and monitor the prescribed KPIs of the maintenance services rendered by the specialist vendors and outsourced maintenance service provider. • To support, implement and manage as necessary in cyclical and improvement projects by both the department and hospital Key Responsibilities and Duties <ul style="list-style-type: none"> • Specific • To assist engineer or manager in overseeing preventive & corrective maintenance scheduling & coordination work. Manage Maintenance Agent or Specialist Contractor day-to-day works for electrical system such as High Tension Panels, LV Main 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Mon-Thurs: 8.30am-6pm Fri: 8.30am - 5.30pm • Employment Type: Contract • Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Conversant in Microsoft Office and AutoCAD. Ability to use 3D perspective drawing software such as BIM will be an added advantage. 	<p>Switchboard, Emergency Main Switchboards, Transformers, Uninterrupted Power Supply (UPS), Generators, all Sub-boards/Emergency Sub-boards and etc.</p> <ul style="list-style-type: none"> • To assist engineer or manager to oversee the performance of outsourced maintenance service provider and specialist vendors to ensure good maintenance standards are maintained and planned PM schedules are met. • Ensure prompt service recovery for any breakdown of equipment and systems to minimize disruption to hospital service operations. • To assist engineer or manager to oversee and coordinate improvements projects to the hospital services and facilities as well as upgrading of systems and equipment components. • To assist engineer or manager for improvement works to existing hospital facilities such as renovation and retrofitting, replacement of system infrastructure and improvement initiatives to existing specialized systems and hospital facilities • To provide advisory and support to the maintenance team in addressing and rectifying specialized system failures and troubleshooting. Recommend system condemnation and replacements as necessary. • To prepare technical specifications and drawings 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>for system improvements and draft cost estimates and work schedule for project execution.</p> <p>General</p> <ul style="list-style-type: none"> Oversee outsourced maintenance team safety practice and work conduct and ensure good maintenance standards are implemented. Ensure prompt service recovery for any breakdown of equipment and systems to minimize disruption to hospital service operations. Perform any other duties assigned by HOD. 	
<p>Senior / Engineering Assistant, Biomedical Engineering (2 Year Contract) </p>	<ul style="list-style-type: none"> Diploma in Engineering At least 2 years' relevant experience for Engineering Assistant position At least 5 years' relevant experience for Senior Engineering Assistant position Good interpersonal skills Customer server oriented Positive work attitude and ability to work with all levels of staff Basic IT skills Familiar with Microsoft office. Required to be activated back on site to respond urgent request or during pandemic situation. 	<p>Broad Function</p> <ul style="list-style-type: none"> Reports to assigned BME supervisors in the commissioning of medical equipment, managing breakdown services, planned preventive maintenance, and decommissioning of medical equipment in the hospital. <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> Specific Provide technical support to user departments in the commissioning, operation, maintenance and de-commissioning of medical equipment. Supervise the specialist vendors and appointed contractors on medical equipment maintenances to ensure quality of works and compliance to required standards. Update and collect feedback form user department regularly on the maintenance, 	<ul style="list-style-type: none"> Working Hours: 5 days / week Mon-Thurs: 8.30am-6pm Fri: 8.30am - 5.30pm Employment Type: Contract Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>performance, reliability and quality of medical equipment.</p> <ul style="list-style-type: none"> • Check, analyse and investigate faults / complaints / hazards on medical equipment and assist assigned BME supervisors in mapping out and implementation of required action plans. • Ensure quality of works conform to standards and practices that the hospital subscribes to, including other quality initiatives driven by hospital and department. • Manage stock and spares for front line technical support and assist stock supervisor in documentations. • Provide prompt update of works order and repair status to user departments and in Asset Management System. <p>General</p> <ul style="list-style-type: none"> • Assist assigned BME supervisors in coordinating services for medical equipment projects with user departments, vendors and appointed contractors. • Contribute to and participate in improvement activities, e.g. environmental and safety initiatives. • Perform all other tasks and duties as directed by assigned BME supervisors. 	
<p>Senior / Patient Service Associate (Contact Centre) (2 Year Contract)</p>	<ul style="list-style-type: none"> • Possess at least a GCE 'N' or 'O' levels • Possess the ability to speak two or more languages / dialects will be an advantage (to 	<ul style="list-style-type: none"> • Handle customer queries, appointments, and service referrals across all communication channels using transactional and CRM systems, providing accurate, complete information and 	<ul style="list-style-type: none"> • Working Hours: 5.25 days / week Mon – Fri, 8 am to 5.30 pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	liaise with dialects speaking patients) <ul style="list-style-type: none"> • Computer literate • Possess experience in contact centre or customer service preferred 	exceptional assistance service. <ul style="list-style-type: none"> • Ensure timely follow-up on customer requests and coordinate with relevant departments to meet promised timelines. • Serve as primary contact for non-subsidised patients, delivering personalised, end-to-end concierge support including appointment coordination and medical procedure scheduling. • Manage challenging customers using established escalation procedures and ensure thorough documentation and case categorisation. • Conduct post-discharge follow-up calls to patients or next of kin and support other departmental hotlines as needed. • Manage emergency staff activations, maintain staff contact details, and communicate critical results to internal teams. • Work collaboratively to achieve contact centre KPIs, including personal productivity targets and department metrics like Service Level and Abandon Rate. • Maintain strict adherence to policies, processes, and procedures whilst providing feedback for service improvements • Conduct on the job (OJT) training and provide guidance to new and junior PSAs 	<p>Alternate Sat, 8 am to 12.30 pm</p> <ul style="list-style-type: none"> • Employment Type: Contract • Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Assist supervisor in handling of escalated calls and emails and be able to apply service recovery where applicable • Assist Supervisor in training and updating information for WH Chatbot • Ensure patient confidentiality and confidential documents must be kept safely at all times • Perform daily housekeeping of workstation to maintain neatness • Provide support to other ground operations when required 	
<p>Senior / Patient Service Associate (Diagnostic Radiology)</p>	<ul style="list-style-type: none"> • Possess at least a GCE 'N' or 'O' level • Patient-oriented and will go the extra mile to enhance patient experience • Driven, willing to learn and embrace change • Team players, able to foster strong relationships at all levels and across various departments and institutions • Experience in frontline customer service preferred 	<ul style="list-style-type: none"> • Register patients for consultation and print out patients' labels, queue and time chits for appointments. • Attend to queries from both internal and external customers • To perform simple crowd-control and manage waiting times • To reduce no-show rates and communicate need for rescheduling to patients or next-of-kin • To handle all image duplication in DVDs/CDs and/or Radiological Reports in accordance to PDPA Act • Collect payment for services rendered and accountable for payment collected • Provide financial counselling to patients • Assist with appointment scheduling for patients' follow up • To maintain the cleanliness and tidiness of the reception areas in terms of stocking of 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Mon – Fri, 8 am to 6.30 pm Alternate Sat, 8 am to 12.30 pm • (will be working 2 shifts when clinic opens) • Employment Type: Full Time • Location: 17 Woodlands Drive 17 (S)737628

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		stationery, relevant patient information sheets, presentation and cleanliness	
Senior / Patient Service Associate (Emergency Department) (1 Year Contract)	<ul style="list-style-type: none"> • Possess at least a GCE 'N' or 'O' levels • Possess the ability to speak two or more languages / dialects will be an advantage (to liaise with dialects speaking patients) • Computer literate • Possess experience in frontline customer service preferred 	<ul style="list-style-type: none"> • Register patients for consultation • Attend to queries from both internal and external customers • Render assistance to patients when necessary • Collect payment for services rendered and accountable for payment collected • Provide financial counselling to patients • Assist with appointment scheduling for patients' follow up 	<ul style="list-style-type: none"> • Working Hours: 4 days / week 12 Hours Shift: Night: 7pm-7am, 730pm to 730am, 8pm to 8am. Day: 7am-7pm, 7:30am to 7:30pm, 8am to 8pm. • Average of 4 days / week (inclusive of PH & Weekends) • Employment Type: Contract • Location: 17 Woodlands Drive 17 (S)737628
Senior / Patient Service Associate (Inpatient Wards) (1 Year Contract)	<ul style="list-style-type: none"> • Possess at least a GCE 'N' or 'O' level, Professional Certificate/NITEC/Higher NITEC or Diploma • Possess the ability to speak two or more languages /dialects will be an advantage (to liaise with dialects speaking patients) • Experience in frontline customer service preferred 	<ul style="list-style-type: none"> • Perform admission procedure and coordinate with Bed Management Unit for bed booking and reservation • Attend to queries from both internal and external customers • Render assistance to patients when necessary • Collect payment for services rendered and accountable for payment collected • Provide financial counselling to patients 	<ul style="list-style-type: none"> • Working Hours: 4.5 days / week Morning Shift: 8am - 5.45pm Afternoon Shift: 10.15am - 8pm Required to work on weekends

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist with appointment scheduling for patients' follow up Order ward supply items such as stationaries and inventory management To maintain the cleanliness and tidiness of the wards' counters 	and public holidays <ul style="list-style-type: none"> Employment Type: Contract Location: 17 Woodlands Drive 17 (S)737628
Senior / Triage Specialist	<ul style="list-style-type: none"> Possess at least Higher NITEC. Possess the ability to speak two or more languages / dialects will be an advantage (to liaise with dialects speaking patients) Computer literate Possess professional license such as non-registrable Doctor, or Enrolled/Registered Nurse with Singapore Nursing Board or equivalent is advantage. 	<ul style="list-style-type: none"> Handle general enquiries and appointment related matters for all clinical disciplines and services Perform administrative tasks to ensure optimal operational efficiency and patient/customer satisfaction in the provision of Contact Centre Services Determine appropriate avenue of care and provide health advice according to established guidelines and protocols by obtaining history, gathering triage information, assessing and evaluating patient health concerns made via phone, fax, email or other modes of communication Communicates complex triage case with the relevant clinician. Streamline the triage process and shorten the waiting time for patients requiring Emergent care or Specialist consult Attend regular meetings with relevant stakeholders to discuss and provide feedback on triage services Provide point of contact (Subject Matter Specialist 	<ul style="list-style-type: none"> Working Hours: 5.25 days / week Mon – Fri: 8.00am to 9.00pm Alternate Sat: 8.00am to 1.00pm Employment Type: Contract Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		role) for Contact Centre Staff on clinical enquiries <ul style="list-style-type: none"> • Collates data for outcome tracking, trending and reporting • Analyzes data to establish health priorities and interventions • Maintains and safeguards confidentiality of patient health information • Identify areas of improvement or participate in improvement projects • Ensure teamwork and participate in activities related to the smooth running of the department • Ensure that all tasks requiring follow-up are being carried out • Perform other duties as requested by Executive and/or Manager 	
Senior Executive/Assistant Manager, Clinical Education (2 Year Contract) 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent experience in education administration, health sciences, or related field • Minimum 2-3 years of administrative experience, preferably in healthcare or education • Experience in training programme coordination is advantageous • Strong organisational and time management abilities • Excellent written and verbal communication skills in English 	<ul style="list-style-type: none"> • This role focuses on building organisational capabilities, managing training programmes, and creating an enriching learning environment to meet both current and future healthcare workforce needs. <p>Key Responsibilities and Duties</p> <ul style="list-style-type: none"> • Specific • Programme Administration • Provide comprehensive administrative support for: • Pre-Employment Clinical Training • Post-Graduate Clinical Education • Continuing Professional Development • Life Support Certification Training 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Mon-Thurs: 8.30am-6pm Fri: 8.30am - 5.30pm • Employment Type: Full Time • Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in Microsoft Office suite and virtual conferencing platforms • Strong data management and analytical skills • Ability to work independently in a fast-paced environment • Proven track record in stakeholder management 	<ul style="list-style-type: none"> • Simulation and Surgical Skills Training • Coordinate logistics, procure materials, and oversee resources to ensure the smooth execution of educational programmes and activities. <p>Faculty Management and Development</p> <ul style="list-style-type: none"> • Collaborate with clinical leads, committees, academic institutions, and regulatory bodies to manage faculty and teaching appointments, ensuring adherence to educational standards, funding guidelines, and accreditation requirements. • Partner with administrative and clinical leaders to plan, implement, and evaluate faculty development initiatives and activities effectively. <p>Data Management and Reporting</p> <ul style="list-style-type: none"> • Oversee the collection, maintenance, and organisation of training and programme data, including essential documents like training materials, schedules, evaluations, and reports to ensure readiness for audits and accreditations. • Assist in preparing insightful reports analysing attendance, feedback, funding, and resource utilisation to enhance programme effectiveness and support quality assurance efforts. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Aid in the development of policies that guide clinical education and training within the organisation. Provide administrative and secretarial support for clinical education and training-related matters. <p>General</p> <ul style="list-style-type: none"> Support departmental projects and collaborate with both internal and external stakeholders. Work collaboratively with the People & Organisational Development (P&OD) team on cross-team and organisation-wide initiatives. 	
<p>Senior Executive/Assistant Manager, People & Organisation Development (People Development) </p>	<ul style="list-style-type: none"> A relevant degree or equivalent experience in Learning and Development, Human Resources, or a related field, with a minimum of 7 years of experience in a similar role. In-depth knowledge of learning methodologies, instructional design principles, and program evaluation processes. Exceptional communication and interpersonal skills, with the ability to engage and inspire diverse audiences. Proven ability to collaborate effectively in a fast-paced and dynamic environment. Expertise in program design, development, and evaluation, 	<p>Job Purpose</p> <ul style="list-style-type: none"> his role is pivotal in creating a thriving learning environment that fosters collaborative learning, integrates various pedagogical methods and technologies, and builds a strong organizational culture. <p>Key Responsibilities</p> <ul style="list-style-type: none"> Capability Development Collaborate with the Chief, P&OD to assess and respond to the evolving needs of WH and the broader healthcare landscape. Devise and implement strategies and roadmaps to facilitate individual, team, and organizational learning and growth. Promote a culture where staff take ownership of their learning journey as self-directed, independent learners skilled in leveraging 	<ul style="list-style-type: none"> Working Hours: 5 days / week Mon-Thurs: 8.30am-6pm Fri: 8.30am - 5.30pm Employment Type: Full Time Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>particularly in adult learning theory.</p> <ul style="list-style-type: none"> • Familiarity with online learning technologies and their effective application in blended learning environments. • Strong project management skills, with a track record of successfully managing and delivering projects on time. • Excellent presentation skills, demonstrating a strong command of the English language. 	<p>technology for educational purposes.</p> <p>Learning Needs Analysis (LNA)</p> <ul style="list-style-type: none"> • Lead the organization wide LNA process, engaging senior leadership and stakeholders to identify learning priorities and development needs at organisational, departmental and individual level. • Utilize data-gathering tools to analyse trends and recommend learning interventions aligned with strategic goals. • Collaborate with the Finance team to determine budgetary requirements for effective learning initiatives. • Develop communication plans to disseminate learning needs effectively while managing the end-to-end LNA exercise to ensure timely project delivery. <p>Programme Development & Management</p> <ul style="list-style-type: none"> • Create and refine training programs and materials that address the diverse learning needs of the organization. This may involve in-house development, curation of external programmes or programme development in partnership with external experts. • Partner with program owners to leverage learning design principles, methodologies, and evaluation strategies for effective training delivery. This includes, but is not limited to conducting learning 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>needs analysis, designing the programme, developing course materials, incorporating learning technologies, conducting programme evaluation and review for improvement, and keeping programme and course materials up to date.</p> <ul style="list-style-type: none"> • Collaborate with stakeholders to manage people development programs, ensuring metrics are tracked and programs run smoothly. • Faculty Development (Train-the-Trainers) • Facilitate training sessions as required and support the development of trainers within the organization. <p>Programme Evaluation & Impact Measurement</p> <ul style="list-style-type: none"> • Participate in developing systems for assessing and evaluating the effectiveness of training programs to meet organizational needs. • Oversee program evaluations, establishing metrics and KPIs to measure impact and ensure continuous improvement. <p>Strategic Partnerships & Special Projects</p> <ul style="list-style-type: none"> • Engage with internal and external stakeholders to forge strategic partnerships that enhance capability development initiatives. • Contribute to special projects that arise from these partnerships to build workforce competencies. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>General Responsibilities</p> <ul style="list-style-type: none"> • Coordinate and support departmental projects while working collaboratively with internal and external stakeholders. • Contribute to cross-department projects and initiatives led by the P&OD team. 	
<p>Senior Logistics Associate (Unit Dose Packaging) (2 Year Contract)</p>	<ul style="list-style-type: none"> • Possess at least a GCE 'N' or 'O' levels • Computer literate • Basic customer service skills 	<ul style="list-style-type: none"> • Be familiar with the use of automation machines in the Unit Dose Packaging Pharmacy as part of Inpatient Pharmacy Automation System. Perform medication repackaging and quality checks in accordance with repackaging procedures. • Receive, unpack and check stocks against the appropriate documents, to ensure that items supplied are correct and accounted for. • Arrange stocks in FEFO order • Perform stock receipts and issues/ transfers in the inventory systems • Assist in replenishing, monitoring and maintaining inventory of stocks and consumables in the Unit Dose Packaging Pharmacy • Liaise with external vendors to coordinate outsourced repackaging schedule • Maintains the cleanliness of the pharmacy work areas and prepare work areas for daily operations • Assist in orientating and training new staff assigned to the section • Assist the Unit Dose Packaging (UDP) Pharmacy In Charge in ensuring the 	<ul style="list-style-type: none"> • Working Hours: 5.25 days / week 42 hrs/week • Employment Type: Contract • Location: 17 Woodlands Drive 17 (S)737628

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		smooth running of UDP operations, including manpower allocation, production job planning, handling enquiries from wards and perform simple troubleshooting of the automation machines. <ul style="list-style-type: none"> • Assist in processing of medication orders for inpatient and outpatient dispensing and supplies as necessary • Support the hospital by participating actively in the various activities organized by the hospital. Activities include QC, community projects, staff welfare and recreational activities and etc • Other duties directed by the supervisors 	
Senior/ Care Support Associate	<ul style="list-style-type: none"> • Prior experience in patient care will be an added advantage, • Communicate and write in simple English, • Caring and cheerful personality, • Ability to work in a team and in a fast pace environment, • Willing to work shifts, on weekends and public holidays 	<ul style="list-style-type: none"> • You will support nurses in the care of patients' activities of daily living, basic vital signs and parameter measurement. • You will also assist nurses and doctors in procedures. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 40hrs/ week, 3 rotating shift • Employment Type: Full Time • Location: 17 Woodlands Drive 17 (S)737628

e2i services

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

Meet an e2i Career Coach

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

<https://e2i.sg/cg-cp123?r=qr>

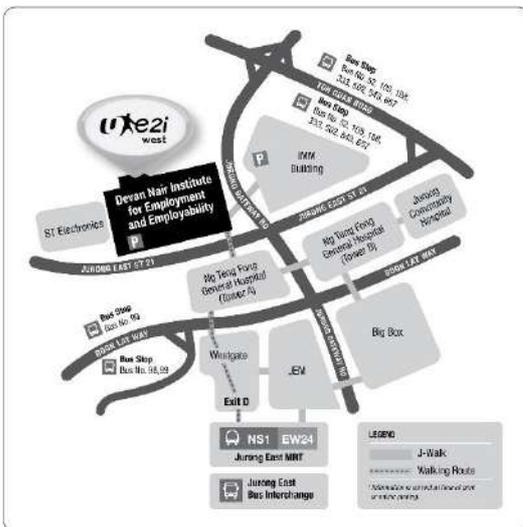


You can also reach them at the following centres (By appointment only):

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

Find us at these other locations.



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

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

NTUC Job Security Council’s Telegram Channels

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

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



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



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

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



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

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



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