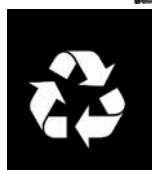


e2i Skills & Career Fair @ Bukit Panjang

16 October 2025

JOB LISTING BOOKLET
















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









About e2i (Employment and Employability Institute)

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



















Participating Companies

[Click on the specific role to view more details]

#1 Becton Dickinson Medical (S)	6
• Production Technician	6
• Technical Specialist 	7
#2 Enterprise Promotion Centres	9
• Account & Admin Executive 	9
• Assistant Programme Manager 	11
• MFC Assistant Manager 	13
• MFC Associate 	17
• MFC Senior Executive 	19
• MFC Social Work Associate 	23
• MFC Social Work Associate/Executive 	24
• MFC Social Worker (Mental Health) 	24
• Senior Programme Executive 	25
• THKH Social Work Assistant	28
• THKH Medical Social Worker 	31
• THKH Social Work Associate 	39
#3 Fairmont Singapore & Swissôtel The Stamford	43
• Banquet Function Coordinator	43
• Chef de Partie - Various Cuisine	44
• Commis Cook - Various Cuisine	44
• Culinary Assistant - Various Cuisine	45
• Dining Reservations Executive	45
• Doorman / Bellman	46
• Duty Manager	46
• F&B Guest Services Officer	46
• Guest Relation Officer/ Executive	47
• House Attendant	47
• Reservations Coordinator	48
• Restaurant Executive 	48

• Sales Manager (Proactive) 	49
• Sales Manager (Reactive) 	50
• Spa Attendant	50
#4 The Fullerton Hotels	51
• Bellman/ Doorman	51
• Captain (Restaurants/Bar/Banquet)	51
• Guest Relations Executive (Food & Beverage)	52
• Guest Relations Executive (Front Office)	52
• Housekeeping Supervisor	52
• Technician	53
#5 Kavessaa Consultancy	53
• Driver / Mobile Machinery Operator	53
• Engineer 	53
• Sales Executive 	54
#6 Maersk (LF Logistics)	54
• ASRS Engineer 	54
• Facility Technician 	56
• Logistics Coordinator	57
• Prime Mover Driver	58
• Warehouse Assistant	58
• Warehouse Assistant (with or without forklift)	59
#7 METT Singapore	60
• Barista	60
• Bartender	61
• Bellman	62
• Chef De Partie	63
• Cocktail Service	65
• Commis Cook	66
• Demi Chef De Partie	67
• Dining Reservation Agent 	68
• F&B Captain	70
• Guest Services Executive 	71


• Head Hostess / Host.....	73
• Hostess / Host	74
• Housekeeping Attendant	75
• Housekeeping Coordinator	76
• Junior Sommelier	78
• Junior Sous Chef.....	79
• Kitchen Steward	80
• Laundry Runner.....	82
• Maintenance & Electrical Technician.....	83
• Pastry Chef De Partie	84
• Pastry Commis Cook.....	85
• Pastry Junior Sous Chef.....	86
• Runner.....	88
• Sales Coordinator	89
• Security Officer.....	90
• Sommelier	92
• Sous Chef.....	93
• Steward Supervisor	94
• Uniform/ Linen Attendant.....	96
• Waiter / Runner	98
#8 Mr Bean International	99
• Area Manager 	100
• Management Trainee 	100
• Operation Manager 	101
• Service Crew.....	101
• Store Manager	102
#9 PAP Community Foundation	102
• Assistant Executive, Active Ageing Centre	102
• Care Programme Coordinator	103
• Executive, Active Ageing Centre 	104
• Executive, Admin and Finance 	105
• Occupational Therapist 	106
• Physiotherapist 	108

#10 Recruit Haus	109
• Assistant Manager (Large Electricity Sales) 	109
• Billing & Settlement Officer/ Senior Officer/ Executive 	110
• Customer Care Officer/ Executive (Account Servicing) 	110
• Customer Care Officer/ Executive (Sales) 	111
• Engineer/ Executive Engineer/ Assistant Manager (Control & Instrumentation) 	112
• Inpatient Pharmacist 	112
• Manager, Workforce Planning & Analytics and Human Resources Information Services 	113
• Manufacturing Operations Manager 	114
• Marketing Lead 	115
• Marketing Manager (Events, Partnerships & Projects) 	116
• Marketing Operation Officer/ Senior Officer 	117
• Outdoor Sales Executive	119
• Part-time Research Interviewers (Evening).....	119
• Part-time Research Interviewers (PM).....	120
• Pharmacy Technician, Inpatient Pharmacy 	120
• Product Development Sales Executive/ Senior Executive 	121
• Program Manager for English and Education 	122
• Radiographer – Gen / MRI / CT 	122
• Sales Executive 	123
• Senior Contract Administration Officer 	124
• Technical Officer/ Senior Technical Officer (Control & Instrumentation) 	125
• Technician/ Senior Technician (Control & Instrumentation)	125
e2i Services.....	126

#1 Becton Dickinson Medical (S)

Becton Dickinson Medical (S) is a global medical technology company that is advancing the world of health by improving medical discovery, diagnostics, and the delivery of care. Becton Dickinson Medical (S) leads in patient and healthcare worker safety and the technologies that enable medical research and clinical laboratories. The company provides innovative solutions that help advance medical research and genomics, enhance the diagnosis of infectious disease and cancer, improve medication management, promote infection prevention, equip surgical and interventional procedures, and support the management of diabetes.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Production Technician	<ul style="list-style-type: none"> • Candidate must possess at least Secondary School/"O" Level/NITEC in any field. • Able to work in a manufacturing cleanroom or non-cleanroom environment. • Able to perform 12hours shift work (7 am to 7.15 pm or 7 pm to 7.15 am) • Able to stand for long hours • Able to perform loading and unloading of 10-20kg materials • Require to perform the visual inspection using the scope 	<ul style="list-style-type: none"> • Operate on machine/process units as assigned. • Perform troubleshooting for machine/equipment failures to meet production targets and quality standards and/or specifications. • Perform Preventive Maintenance (Cleaning, Service, Replace) • While operating on the machine to perform tasks, always check and record the machine or process parameters and take containment and corrective actions if necessary, to ensure that the machine or process is under control. • Sampling inspection of parts as per the Quality plan to ensure that the products are within specifications. If out of specification, handle the disposition of non-conforming products as and when required by the Quality plan. • Support Team Leader to execute changes and projects within the production area and ensure compliance with EHS requirements, quality, cost, and schedule. • Accuracy in the update of machine MES satellite e.g. corrects component lot 	<ul style="list-style-type: none"> • Working Hours: 4 days / week Rotating Shifts: 7 am - 7pm ; 7pm – 7am • Employment Type: Full Time • Job Type: Permanent • Location: 30 Tuas Avenue 2 (S)639461


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>numbers, accurate shift output, waste, and downtime.</p> <ul style="list-style-type: none"> • Manage Material handling activities which include packing/unpacking, and loading/unloading. 	
Technical Specialist 	<ul style="list-style-type: none"> • Nitec, Higher Nitec or Diploma holders in Mechanical or Mechatronics Engineering with at least 2-5 years' relevant experience in the field. 	<ul style="list-style-type: none"> • Safety and ISO14001 Environmental accountability. Ensure a safe, healthy and environmentally-friendly workplace by observing Company's rules and procedures. Active involvement in prevention, elimination of potential safety hazards and participation in activities which promotes recycling, replacement and reduction of resource materials. • Safety & health accountability: Safety and health are important to BD and we encourage the observance of all safety programs and training assigned to you. Such programs are to be attended in a timely manner to ensure that work tasks carried out are in accordance to our safety guidelines and SOPs. • Good Manufacturing Practice (GMP) accountability. Observing GMP rules and procedures. • Apply SOP and/or SWI in daily operations. • Observe BD Code of Ethics • Reporting up on all incidents / accidents, near misses, deviations from plan and when required, to take part in further investigations. <p>Operation Tasks</p>	<ul style="list-style-type: none"> • Working Hours: 4 days / week • Rotating Shifts: 7 am - 7pm ; 7pm – 7am • Employment Type: Full Time • Job Type: Permanent • Location: 30 Tuas Avenue 2 (S)639461

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Operate machines to meet production output, and other metrics like quality, waste, etc. • Perform Preventive Maintenance (Cleaning, Service, Replace) • Perform troubleshooting of machine and tools, equipment failures to meet production targets, safety and quality standards and/or specifications. • Perform product/machine changeover on the line by tool/die change and machine set-up. • Initiate, Implement and follow-up on machine enhancement and project assignments. • Write Standard Work Instruction / Procedure for assigned operation / process • Implement Corrective and Preventives Actions • Participate in training and coaching of Technicians and new hires on skills and knowledge on machine operations and adjustments. • Assist Engineers or Subject Matter Experts for any CI activities. <p>Supporting Tasks</p> <ul style="list-style-type: none"> • Contribute into departments activities that are needed in order to achieve goals set for the department eg. Kaizen submission, team building, safety kaizen submission, 20Keys and others. • Participate in the discussion and review of team's performance in the daily shift changeover meeting. 	


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Participate in continuous improvement initiative / activities. Perform any other tasks as assigned. 	

#2 Enterprise Promotion Centres


Enterprise Promotion Centres is a not-for-profit organization that supports SMEs in Singapore. They offer business advisory, capability development, and training services to help local enterprises grow sustainably.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account & Admin Executive 	<ul style="list-style-type: none"> Degree/Diploma in Accounting, Finance, Business Administration, or related field Minimum of 2 years of experience in accounting or administrative roles Proficiency in accounting software (e.g., ABBS, QuickBooks, Xero) and Microsoft Office applications Strong understanding of accounting principles and practices Excellent organizational and time management skills Ability to work independently and as part of a team Strong attention to detail and accuracy Excellent communication and interpersonal skills 	<p>Company Description: EPC is a business service company dedicated to delivering high-quality service to our clients. We are committed to excellence, innovation, and fostering a supportive work environment. As we grow, we are seeking a talented and motivated individual to join our team as an Account & Admin Executive.</p> <p>Job Description:</p> <ul style="list-style-type: none"> The Account & Admin Executive will be responsible for managing both financial and administrative tasks to ensure the efficient operation of the company. This role requires a detail-oriented individual with strong organizational skills, a solid understanding of accounting principles, and the ability to handle multiple responsibilities simultaneously. <p>Key Responsibilities:</p>	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am-6pm Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to handle confidential information with discretion • A good team player, possess good initiative and hands-on attitude 	<p>1. Accounting:</p> <ul style="list-style-type: none"> • Maintain accurate financial records including invoices, receipts, payments, and other financial documents • Ensure timely preparation of full sets of accounts, including Profit & Loss statements, Balance Sheets, and supporting schedules • Process accounts receivable and payables, including billing, collecting payments, and processing invoices from suppliers • Assist with GST filing and ensure compliance with tax regulations • Support in managing project accounting, including tracking billing, revenue, and costs related to specific projects <p>2. Administration:</p> <ul style="list-style-type: none"> • Provide general administrative support to ensure the smooth operation of the office • Manage office supplies inventory, order replenishments, and ensure adequate stock levels • Coordinate office facilities maintenance, repairs, and cleaning • Assist with human resources tasks such as maintaining personnel records and assisting with payroll processing • Handle correspondence, phone calls, and other communication as necessary. • Undertake other ad-hoc duties as assigned <p>3. Liaison and Coordination:</p>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Liaise with external auditors to facilitate audits and ensure compliance with accounting standards Collaborate with team members and departments to support cross-functional initiatives Communicate effectively with clients, suppliers, and other external parties as needed 	
Assistant Programme Manager 	<ul style="list-style-type: none"> Possess Degree in any discipline from an accredited institution 3-4 years of relevant experience. Prior experience in events or programmes design, planning and implementation will be an advantage Working knowledge of social service practices will be an advantage People-oriented, good interpersonal and relation building skills Excellent communication and written skills for report and proposal writing Analytical ability & problem-solving skills Strong team lead 	<p>Programme Development and Evaluation</p> <ul style="list-style-type: none"> Develop and curate thematic programmes by closely collaborating with partners and identifying emerging trends Mobilise community stakeholders and resources for programmes Review and recommend improvements to organisational policies and processes that impact programmes Pilot and refine service and programme parameters to ensure successful implementation - drive promotional strategies, address barriers, allocate resources <p>Programme Implementation</p> <ul style="list-style-type: none"> Provide strategic oversight of programme implementation, ensuring adherence to programme plans and alignment with organisational objectives Buddying and Befriending Implement and evaluate strategies for buddying and befriending programmes to enhance social support for community members (e.g. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am-6pm Employment Type: Full Time Job Type: Permanent


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>evaluating the effectiveness of these initiatives to ensure they meet the needs of individuals and foster meaningful connections within the community) Information and Referral</p> <p>Develop & Implement Greenlanes:</p> <ul style="list-style-type: none"> Collaborate with healthcare providers and community partners to design and implement "green lanes" care pathways that allow for faster, more efficient access to services, particularly for patients with complex or urgent care needs <p>Volunteer Management</p> <ul style="list-style-type: none"> Develop and implement a comprehensive volunteer strategy to attract and retain volunteers that align with the organisation's mission and goals <p>Community Partnership</p> <ul style="list-style-type: none"> Organise and attend community partnership events/roadshows Coordinate with agencies, funders/sponsors, and other stakeholders in the social service sector to establish partnerships and determine programme requirements for community development and reintegration Organise and attend external stakeholder engagements and external networking events Develop and implement a strategic framework for building and sustaining community 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Partnerships Fund Management and Reporting</p> <ul style="list-style-type: none"> Identify and actively pursue funding opportunities from diverse sources including government grants, corporate sponsorships, foundations, and private donors for senior-focused programs. Vet reports for Montfort Care's leadership and funders (e.g., KPI status reports, annual reports) Set and monitor overall cluster budget <p>Leadership and Management</p> <ul style="list-style-type: none"> Provide support and guidance to staff in terms of workload and administrative issues Lead the resolution of complex operational challenges within the team or department Support employee professional development (i.e., 1:1 career development conversations) Evaluate team achievements and ensure work plans are aligned with the organisation's strategic goals Lead the recruitment and selection process to attract and retain high-quality talent Ad-hoc Duties Provide any other support as assigned/required 	
MFC Assistant Manager 	<p>Educational Qualifications</p> <ul style="list-style-type: none"> Possess Degree in any discipline from an accredited institution <p>Relevant Experience</p> <ul style="list-style-type: none"> 3-4 years of relevant experience. Prior 	<p>JOB SUMMARY</p> <p>The Assistant Manager plays a key role in supporting the development, implementation, and evaluation of programmes to meet community needs and align with organisational goals. He/she manages multiple centres and</p>	<ul style="list-style-type: none"> Working Hours: 9am-6pm Employment Type: Full Time Job Type: Permanent


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>experience in events or programmes design, planning and implementation will be an advantage</p> <ul style="list-style-type: none"> Working knowledge of social service practices will be an advantage <p>Competencies</p> <ul style="list-style-type: none"> People-oriented, good interpersonal and relation building skills Excellent communication and written skills for report and proposal writing Analytical ability & problem-solving skills Strong team lead 	<p>takes on managerial responsibilities such as providing guidance on professional development and supporting the recruitment of employees and volunteers. He/she reviews multiple funding options and contributes to setting the overall budget. The Assistant Programme Manager supports the development of strategies for buddying, befriending, and information and referral initiatives. Finally, he/she assists in organising community partnership events, facilitating stakeholder site visits, while overseeing logistics and driving programme improvements.</p> <p>JOB RESPONSIBILITIES</p> <p>Programme Development and Evaluation</p> <ul style="list-style-type: none"> Develop and curate thematic programmes by closely collaborating with partners and identifying emerging trends Mobilise community stakeholders and resources for programmes Review and recommend improvements to organisational policies and processes that impact programmes Pilot and refine service and programme parameters to ensure successful implementation - drive promotional strategies, address barriers, allocate resources <p>Programme Implementation</p>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Provide strategic oversight of programme implementation, ensuring adherence to programme plans and alignment with organisational objectives <p>Buddying and Befriending</p> <ul style="list-style-type: none"> Implement and evaluate strategies for buddying and befriending programmes to enhance social support for community members (e.g. evaluating the effectiveness of these initiatives to ensure they meet the needs of individuals and foster meaningful connections within the community) <p>Information and Referral</p> <ul style="list-style-type: none"> Develop & Implement Greenlanes: Collaborate with healthcare providers and community partners to design and implement "green lanes" — care pathways that allow for faster, more efficient access to services, particularly for patients with complex or urgent care needs <p>Volunteer Management</p> <ul style="list-style-type: none"> Develop and implement a comprehensive volunteer strategy to attract and retain volunteers that aligns with the organisation's mission and goals <p>Community Partnership</p> <ul style="list-style-type: none"> Organise and attend community partnership events/roadshows Coordinate with agencies, funders/sponsors, and other 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>stakeholders in the social service sector to establish partnerships and determine programme requirements for community development and reintegration</p> <ul style="list-style-type: none"> • Organise and attend external stakeholder engagements and external networking events • Develop and implement a strategic framework for building and sustaining community partnerships <p>Fund Management and Reporting</p> <ul style="list-style-type: none"> • Identify and actively pursue funding opportunities from diverse sources including government grants, corporate sponsorships, foundations, and private donors for senior-focused programs. • Vet reports for Montfort Care's leadership and funders (e.g., KPI status reports, annual reports) • Set and monitor overall cluster budget <p>Leadership and Management</p> <ul style="list-style-type: none"> • Provide support and guidance to staff in terms of workload and administrative issues • Lead the resolution of complex operational challenges within the team or department • Support employee professional development (i.e., 1:1 career development conversations) • Evaluate team achievements and ensure work plans are aligned with the organisation's strategic goals · Lead the recruitment 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>and selection process to attract and retain high-quality talent</p> <p>Ad-hoc Duties</p> <ul style="list-style-type: none"> • Provide any other support as assigned/required. 	
MFC Associate 	<p>Educational Qualification</p> <ul style="list-style-type: none"> • Diploma in Business Administration, Social Work, or a related field <p>Relevant Experience</p> <ul style="list-style-type: none"> • At least 2 years of relevant experience in administrative roles, preferably in a social service or healthcare setting <p>Competencies</p> <ul style="list-style-type: none"> • Good organizational and time-management skills • Detail-oriented with a focus on accuracy in documentation and reporting • Good written and verbal communication skills • Proficiency in Microsoft Office (Word, Excel, PowerPoint) and database systems • Familiarity with data entry, report writing, and basic analysis is an advantage <p>Personal Characteristics and Traits</p> <ul style="list-style-type: none"> • People-oriented, good interpersonal and relation building skills • Attention to detail and committed to confidentiality 	<p>JOB DESCRIPTION</p> <p>The Associate provides administrative and operational support to the Mental Health programmes and services while ensuring smooth coordination between teams, clients, and stakeholders. This role also includes, but not limiting, to the monitoring of staff movements in the area of hiring, training and transfer within the organisation. He/She supports the senior admin executive/senior staff in generating reports for senior management, funders and the respective Cluster Teams, as required. The incumbent supports the senior staff in overseeing key performance targets, processes, and the efficient operation of the mental health programmes.</p> <p>The Associate also provides facilities management support, which includes office maintenance issues, managing of contracts and financial claims for the teams.</p> <p>JOB RESPONSIBILITIES</p> <p>Administrative and Operational Support</p> <ul style="list-style-type: none"> • Manage daily administrative operations, including scheduling, correspondence, and documentation 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am-6pm • Employment Type: Full Time • Job Type: • Permanent


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Coordinate office and programme logistics, facilities management, contracts and financial claims, ensuring alignment with organizational goals and policies • Maintain accurate records for clients, stakeholders, and staff, ensuring compliance with confidentiality and data protection policies <p>Reporting and Data Management:</p> <ul style="list-style-type: none"> • Support senior staff in generating monthly and quarterly reports for funders, the C-suite, and other key stakeholders, providing insights into programme performance and outcomes • Support senior staff to prepare and present data summaries and analysis to inform strategic decision-making <p>Compliance</p> <ul style="list-style-type: none"> • Ensure all administrative processes comply with Montfort Care's policies and industry standards • Assist in regular reviews or audits of documentation and administrative workflows <p>Data Entry and Analysis:</p> <ul style="list-style-type: none"> • Input and organize programme data into relevant systems for tracking and reporting • Assist with data collection and pre-processing, support Senior Programme Executive/ Assistant Manager to analysis and identify trends or insights 	



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>that can inform team decisions</p> <ul style="list-style-type: none"> Create charts or visualizations to support presentations or reports <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> Support in the development of Mental Health's service planning document and manual including set up requirements (infrastructure, manpower, training, recruitment) and processes (outreach, screening, mental health information, service linkage & follow-up) Support performance evaluation across programmes to ensure alignment with divisions and organisational goals 	
MFC Senior Executive 	<p>Educational Qualifications</p> <ul style="list-style-type: none"> Possess Degree in any discipline from an accredited institution <p>Relevant Experience</p> <ul style="list-style-type: none"> 2-3 years of relevant experience. Prior experience in events or programmes design, planning and implementation will be an advantage Working knowledge of social service practices will be an advantage <p>Competencies</p> <ul style="list-style-type: none"> People-oriented, good interpersonal and relation building skills Excellent communication and written skills for report and proposal writing 	<p>JOB SUMMARY</p> <p>The Senior Executive takes the lead in the development, implementation, and evaluation of thematic programmes aimed at enhancing community support for seniors. He/she is responsible for the smooth running of day-to-day centre operations and develops promotional strategies to drive participation while managing the workload of team members in their centre. He/she engages and collaborates with external stakeholders such as vendors and partners to develop engaging programmes for seniors as well as coordinate trainings relevant to the thematic centre. Overall, the Senior Programme Executive provides leadership and supports the professional development to their team, while ensuring centre operations are in-</p>	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am-6pm Employment Type: Full Time Job Type: Permanent


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Analytical ability & problem-solving skills to analyze information quickly and Accurately and make recommendations Committed and can-do attitude Team Player 	<p>line with strategic organisation goals.</p> <p>JOB RESPONSIBILITIES</p> <p>Programme Development and Evaluation</p> <ul style="list-style-type: none"> Develop the overall centre Programme Plan by closely collaborating with partners and identifying emerging trends Support the mobilisation of community stakeholders and resources for programmes Evaluate the feasibility of programmes and activities for seniors Develop and implement promotional strategies to drive participation Oversee the documentation and maintenance of client records Review and recommend improvements to programmes and their effectiveness <p>Programme Implementation</p> <ul style="list-style-type: none"> Oversee overall programme implementation and ensure programme plans are being followed and according to centre direction <p>Buddying and Befriending</p> <ul style="list-style-type: none"> Oversee door knocking activities to reach out to 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>seniors who may require Montfort Care's services</p> <ul style="list-style-type: none"> • Oversee regular home visits and calls to seniors, rendering additional services (e.g., medical escort, programme registration, etc.) as required • Oversee the execution of basic assessments, data collection, and the compilation of reports and log sheets • Support the implementation and evaluation strategies for buddying and befriending programmes to enhance social support for community members (e.g. evaluating the effectiveness of these initiatives to ensure they meet the needs of individuals and foster meaningful connections within the community) <p>Information and Referral</p> <ul style="list-style-type: none"> • Oversee the mobilisation of community stakeholders and resources for escalated/ complex Information & Referral cases <p>Volunteer Management</p> <ul style="list-style-type: none"> • Support the collation and shortlisting of volunteer applications • Assist in the development and implementation of a comprehensive volunteer strategy to attract and retain volunteers 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Community Partnership</p> <ul style="list-style-type: none"> • Support the planning of community partnership events and roadshows, ensuring active participation and engagement • Assist in coordinating with agencies, funders, sponsors, and other stakeholders in the social service sector to establish partnerships and define programme requirements for community development and reintegration • Assist in organising stakeholder engagements and actively participate in external networking events • Organise and facilitate site visits for stakeholders, funders, and partners to showcase community programmes and initiatives <p>Fund Management and Reporting</p> <ul style="list-style-type: none"> • Prepare accurate information for Montfort Care leadership and funder reports (e.g., KPI status reports, annual reports) • Oversee programme expenditure and timeline, ensuring budget and timeline are adhered to • Source for additional funding for the programmes <p>Leadership and Management</p>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide support and guidance to programme team in terms of workload and administrative issues • Oversee the daily operation of the centre • Proactively identify and address operational challenges within the team, escalating to Cluster Lead where necessary <p>Ad-hoc Duties</p> <ul style="list-style-type: none"> • Provide any other support as assigned/required 	
MFC Social Work Associate 	<p>EDUCATIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Diploma in Business Administration or Social Work • Other disciplines can be considered <p>RELEVANT EXPERIENCE:</p> <ul style="list-style-type: none"> • Experience in related field of work would be an advantage • Fresh graduates are welcome to apply <p>PERSONAL CHARACTERISTICS & TRAITS:</p> <ul style="list-style-type: none"> • Possess good interpersonal and communication skills • Proficient in Microsoft Office applications such as Word and Excel • Demonstrate ability to be empathetic • Good communication and social skills to work with different people • Pleasant personality 	<p>KEY ROLE DESCRIPTION: The Social Work Associate (SWA) works in varied practice contexts where he/she offers support in welfare, case co-ordination and renders supportive counselling to the community. SWA works with Social Workers to ensure clients are well-served and programmes are executed, and objectives are met.</p> <p>RESPONSIBILITIES / MAJOR ACTIVITIES:</p> <ul style="list-style-type: none"> • Assist in coordinating casework, groupwork and community development activities and programmes, supporting community events and performing administrative functions • Support the planning and implementation of programmes at the centre • Assist in providing interventions and evaluations for programmes conducted • Support community outreach activities and group work 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am-6pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Team player, yet independent to carry out most functions 		
MFC Social Work Associate/Executive 	<p>EDUCATIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> Diploma in Business Administration or Social Work Other disciplines can be considered <p>RELEVANT EXPERIENCE:</p> <ul style="list-style-type: none"> Experience in related field of work would be an advantage Fresh graduates are welcome to apply <p>PERSONAL CHARACTERISTICS & TRAITS:</p> <ul style="list-style-type: none"> Possess good interpersonal and communication skills Proficient in Microsoft Office applications such as Word and Excel Demonstrate ability to be empathetic Good communication and social skills to work with different people Pleasant personality Team player, yet independent to carry out most functions 	<p>KEY ROLE DESCRIPTION:</p> <ul style="list-style-type: none"> The Social Work Associate (SWA) works in varied practice contexts where he/she offers support in welfare, case co-ordination and renders supportive counselling to the community. SWA works with Social Workers to ensure clients are well-served and programmes are executed, and objectives are met. <p>RESPONSIBILITIES / MAJOR ACTIVITIES:</p> <ul style="list-style-type: none"> Assist in coordinating casework, groupwork and community development activities and programmes, supporting community events and performing administrative functions Support the planning and implementation of programmes at the centre Assist in providing interventions and evaluations for programmes conducted Support community outreach activities and group work 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am-6pm Employment Type: Full Time Job Type: Permanent
MFC Social Worker (Mental Health) 	<p>EDUCATIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> Possess Degree in Social Work or Degree with a Graduate Diploma in Social Work from an accredited institution <p>RELEVANT EXPERIENCE:</p> <ul style="list-style-type: none"> Accredited as Registered Social 	<p>KEY ROLE DESCRIPTION: The Social Worker (Mental Health) is responsible for facilitating change and improving lives for individuals, families, community facing transitional challenges through the provision of casework and counselling.</p> <p>RESPONSIBILITIES / MAJOR ACTIVITIES:</p>	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am-6pm Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Worker with Singapore Association of Social Workers would be an advantage</p> <ul style="list-style-type: none"> • Prior experience as a social worker would be an advantage <p>COMPETENCIES:</p> <ul style="list-style-type: none"> • People-oriented and have good interpersonal skills • Excellent oral and written communications skills • Analytical ability & problem-solving skills • Committed and can-do attitude • Effective report writing skills • Team Player 	<ul style="list-style-type: none"> • Conduct casework management, including gathering information, conducting psycho-social assessment, identifying common needs and goals for intervention • Provide case work and counselling to persons with mental health conditions, dementia and their caregivers • Plan, organise and implement community outreach activities, programmes and group work • Perform evaluation and prepare reports for administrative investigation and intervention programmes • Provide information and referral services to link clients to appropriate social services • 6. Participate in research 	
Senior Programme Executive 	<ul style="list-style-type: none"> • Possess Degree in any discipline from an accredited institution <p>Relevant Experience</p> <ul style="list-style-type: none"> • 2-3 years of relevant experience. • Prior experience in events or programmes design, planning and implementation will be an advantage • Working knowledge of social service practices will be an advantage <p>Competencies</p> <ul style="list-style-type: none"> • People-oriented, good interpersonal and relation building skills • Excellent communication and 	<p>Programme Development and Evaluation</p> <ul style="list-style-type: none"> • Develop the overall centre Programme Plan by closely collaborating with partners and identifying emerging trends • Support the mobilisation of community stakeholders and resources for programmes • Evaluate the feasibility of programmes and activities for seniors • Develop and implement promotional strategies to drive participation • Oversee the documentation and maintenance of client records • Review and recommend improvements to programmes and their effectiveness 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am-6pm • Employment Type: Full Time • Job Type: Permanent


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>written skills for report and proposal writing</p> <ul style="list-style-type: none"> Analytical ability & problem-solving skills to analyse information quickly and accurately and make recommendations Committed and can-do attitude Team Player 	<p>Programme Implementation</p> <ul style="list-style-type: none"> Oversee overall programme implementation and ensure programme plans are being followed and according to centre direction <p>Buddying and Befriending</p> <ul style="list-style-type: none"> Oversee door knocking activities to reach out to seniors who may require Montfort Care's services Oversee regular home visits and calls to seniors, rendering additional services (e.g., medical escort, programme registration, etc.) as required Oversee the execution of basic assessments, data collection, and the compilation of reports and log sheets Support the implementation and evaluation strategies for buddying and befriending programmes to enhance social support for community members (e.g. evaluating the effectiveness of these initiatives to ensure they meet the needs of individuals and foster meaningful connections within the community) <p>Information and Referral</p> <ul style="list-style-type: none"> Oversee the mobilisation of community stakeholders and resources for escalated/ complex Information & Referral cases <p>Volunteer Management</p> <ul style="list-style-type: none"> Support the collation and shortlisting of volunteer applications 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in the development and implementation of a comprehensive volunteer strategy to attract and retain volunteers <p>Community Partnership</p> <ul style="list-style-type: none"> Support the planning of community partnership events and roadshows, ensuring active participation and engagement Assist in coordinating with agencies, funders, sponsors, and other stakeholders in the social service sector to establish partnerships and define programme requirements for community development and reintegration Assist in organising stakeholder engagements and actively participate in external networking events Organise and facilitate site visits for stakeholders, funders, and partners to showcase community programmes and initiatives <p>Fund Management and Reporting</p> <ul style="list-style-type: none"> Prepare accurate information for Montfort Care leadership and funder reports (e.g., KPI status reports, annual reports) Oversee programme expenditure and timeline, ensuring budget and timeline are adhered to Source for additional funding for the programmes <p>Leadership and Management</p>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide support and guidance to programme team in terms of workload and administrative issues • Oversee the daily operation of the centre • Proactively identify and address operational challenges within the team, escalating to Cluster Lead where necessary Ad-hoc Duties • Provide any other support as assigned/required 	
THKH Social Work Assistant	<p>Ideal Candidate Profile</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Diploma in Social Work, Psychology, Health Services Management, Gerontology, or related field • WSQ Diploma in Social Services <p>Strong interpersonal, communication and writing skills.</p> <p>Empathetic, organized, and comfortable working in emotionally sensitive environments.</p> <p>Proficient in MS office.</p> <p>Growth Opportunities</p> <p>Exposure to multidisciplinary care teams.</p> <p>Supervision and mentorship from experienced Medical Social Workers.</p> <p>Pathways to further training or progression into Medical Social Work roles.</p> <p>Comprehensive Skill Set for Social Work Assistant</p>	<p>Role Purpose</p> <p>To support Care & Counselling Unit in their areas of responsibilities such as case management, administrative duties and support groups.</p> <p>Unit: Care & Counselling</p> <p>Key Responsibilities</p> <p>1. Case Management Support</p> <ul style="list-style-type: none"> • Assist medical social workers in coordinating straightforward care plans and follow-ups. • Gathering relevant psychosocial information. • Understanding and explaining long term care schemes available to patients and caregivers. • Conducting home visits when necessary. • Liaise with patients, families, and community partners to facilitate referrals and services. <p>2. Administrative Duties</p> <ul style="list-style-type: none"> • Manage and ensure proper documentation of case notes and other related documents. • Reception duties and attend to walk-ins and appointments. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am-6pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Social Work Assistants play a crucial role in supporting patients and families through emotionally challenging times. Their effectiveness depends on a diverse set of skills that span interpersonal, technical, and ethical domains. Below is a detailed overview of the essential skill categories and their significance:</p> <p>1. Soft Skills Soft skills are vital for building trust and fostering meaningful connections with patients and their families. These include: Empathy and active listening Emotional intelligence Communication and rapport-building Cultural sensitivity These skills enable meaningful engagement during vulnerable moments, helping patients feel understood and supported.</p> <p>2. Hard Skills Hard skills ensure that Social Work Assistants can manage administrative tasks efficiently and maintain accurate records. Key competencies include: Documentation and case note writing Administrative coordination Basic data entry and form handling Support group logistics</p>	<ul style="list-style-type: none"> • Prepare materials for programmes and activities. • Maintain confidentiality and compliance with hospital protocols. <p>3.Support Group Facilitation</p> <ul style="list-style-type: none"> • Assist in preparation of sessions. • Help set up venues, prepare resources, and provide logistical support. <p>Who You'll Work With</p> <ul style="list-style-type: none"> • Medical Social Workers • Multidisciplinary team – Doctors, Nurses, Allied Health Professionals • Community Partners 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>These skills contribute to operational efficiency and the smooth delivery of care services.</p> <p>3. Transferable Skills Transferable skills allow Social Work Assistants to adapt across various settings, including healthcare, social services, and community work. Important skills in this category are: Time management Conflict resolution Team collaboration Customer service mindset These abilities enhance flexibility and effectiveness in multidisciplinary environments.</p> <p>4. Knowledge-Based Skills A solid foundation in relevant knowledge areas supports informed and ethical decision-making. These include: Basic understanding of psychosocial care Familiarity with healthcare or social service systems Awareness of patient confidentiality and ethics Knowledge of referral pathways and community resources These skills ensure appropriate care coordination and uphold professional standards.</p> <p>5. Personal Attributes Personal qualities shape how Social Work Assistants approach their work and</p>		

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>interact with others. Key attributes include:</p> <p>Compassionate and patient-centred</p> <p>Resilient in emotionally demanding situations</p> <p>Growth-oriented and reflective</p> <p>Committed to dignity and inclusion</p> <p>These traits align with THK Hospital's values and its culture of holistic healing.</p>		
THKH Medical Social Worker 	<p>Key Competencies Needed</p> <p>1. Casework [Knowledge and ability to assess psychosocial needs and provide intervention for individuals]</p> <ol style="list-style-type: none"> Knowledge and ability to engage, assess, provide intervention and evaluate practice. Knowledge and ability to assess patients' level of functioning. Ability to assess patients' needs for social functioning. Ability to assess system intervention for patients. Ability to draw and apply relevant theories in direct case work for appropriate care plans. Ability to demonstrate reflective / reflexive practice. Theoretical knowledge in psychopathology, loss, grief and bereavement, individual and family life cycle, family system, biopsychosocial-spiritual framework, mental health and wellbeing etc. 	<p>Role Purpose</p> <p>To provide counselling and psychosocial support for patients and families through case management, in- depth assessment of family dynamics, linking up with various social service agencies to facilitate care and discharge planning.</p> <p>To contribute to the community via supporting colleagues in needs assessment, program development, implementation and/or evaluation of programs.</p> <p>Medical Social Worker Unit: Care & Counselling</p> <p>Key Responsibilities Areas</p> <p>1.Casework</p> <p>-Engagement and assessment</p> <ol style="list-style-type: none"> Engage patient and significant others in a therapeutic manner to understand their needs, by establishing rapport and build professional relationship. Identify and clarify key issues to the problem situation and engage patients, families, multidisciplinary team and relevant stakeholders to gather holistic and relevant information. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am-6pm Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>h. Case management of illnesses.</p> <p>i. Knowledge of medical conditions, terminologies, trajectory and impact of illnesses on individuals, families and social system.</p> <p>j. Assessment of risks and management of crisis/emergency cases.</p> <p>k. Behavioural health counselling aligned with patient care plan.</p> <p>l. Knowledge of the following:</p> <p>i. Culturally sensitive practices.</p> <p>ii. Healthcare system, health and social assistance schemes.</p> <p>iii. Management of end-of-life care, palliative care, advance care planning, and caregiver support programmes and services, and its application</p> <p>iv. Roles and function of multi-disciplinary team, and ability to work collaboratively in patient care to achieve positive outcome.</p> <p>m. Ability to conduct psychoeducation for patients and families.</p> <p>n. Ability to provide counselling for adjustment to illness.</p> <p>o. Ability to write social reports that have biopsychosocial insights that contribute to holistic patient care; being cognizant of medico-legal implications.</p> <p>p. Ability to do history taking, contribute to</p>	<p>iii. Manage and overcome reluctance and resistance to change.</p> <p>iv. Apply theoretical and professional knowledge to formulate biopsychosocial and spiritual assessment.</p> <p>v. Use different modes of engagement for the purposes of assessment, intervention and monitoring.</p> <p>-Goal setting and intervention plan</p> <p>i. Conceptualise and identify appropriate approaches to develop care plan for patients.</p> <p>ii. Help patients to develop and choose strategies and formulate viable plans.</p> <p>iii. Apply appropriate assistance schemes.</p> <p>iv. Provide illness-related psychoeducation and counselling.</p> <p>v. Represent case in case conference.</p> <p>vi. Represent team in inter-department or inter-agencies workgroups to discuss common and/or complex cases and formulate professionally endorsed treatment intervention plans.</p> <p>vii. Collaborate and negotiate with stakeholders to mobilise community resources.</p> <p>viii. Adhere to protocols in accordance with clinical practice guidelines and integrated care pathways.</p> <p>-Case review and documentation</p> <p>i. Implement and follow-up on care plans and interventions to determine the suitability of care plans in addressing patient's needs, and modify them where necessary.</p>	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>diagnosis, support medical team in breaking bad news and follow-up, guide caregivers to talk to medical providers, and represent patient in communicating interests to teams and external agencies.</p> <p>2. Group work / Community work [Knowledge and ability to assess group processes and specialised intervention strategies to bring about successful therapeutic outcomes. / Knowledge and ability to identify issues and mobilise community resources (e.g. volunteer management, funding, donors, community resources) to address community issues.]</p> <p>a. Knowledge of underlying theories that inform group work practice.</p> <p>b. Knowledge and ability in the formation of groups.</p> <p>c. Knowledge of basic facilitation skills and ability to co-facilitate with senior or experienced workers.</p> <p>d. Ability to conduct support groups.</p> <p>e. Ability to articulate outcomes and social work interventions to deliver, monitor and evaluate group work.</p> <p>f. Ability to conduct needs assessment and environmental scanning for users at the community level.</p>	<p>ii. Provide documentation and timely updates of psychosocial assessments and intervention in the medical records to be used by the multi-disciplinary profession.</p> <p>iii. Provide social reports with proper consent to relevant stakeholders to ensure continuity of care.</p> <p>2.Group Work / Community Work</p> <p>-Plan, implement, monitor, evaluate and modify therapeutic group work to address issues of target groups.</p> <p>-Co-facilitate support and psychoeducational support groups for patients and/or caregivers within organisation.</p> <p>-Conduct environmental scanning and assess community needs.</p> <p>3.Professional Development and Education</p> <p>-Engage in learning opportunities to develop skills and capabilities.</p> <p>-Attend professional development courses to acquire professional knowledge and skills.</p> <p>4.Programme Development and Implementation</p> <p>-Assist in development of programmes through data collection and basic analysis.</p> <p>-Assist in the implementation of programmes.</p> <p>-Participate in in-house programme/project work to improve the quality of care and services to patients.</p> <p>5.Research</p> <p>-Keep abreast of current research and trends.</p>	


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>3. Research and Programme Evaluation [Knowledge and ability to use applied research, theoretical framework and client profiling techniques to evaluate current or develop new programmes.]</p> <ul style="list-style-type: none"> a. Knowledge of research protocols for supervision and collaboration. b. Ability to identify available social programmes and social gaps, and conduct relevant analyses based on domain knowledge. <p>4. Ethics, Values and Legislation [Knowledge and ability to apply social work ethics and values, legislation and international conventions to practice.]</p> <ul style="list-style-type: none"> a. Knowledge of the following: <ul style="list-style-type: none"> i. Professional values and ethics, and its applications. ii. Legislations relevant to social work and its applications. iii. Ethics governing medical practices. iv. Maintenance of Parents Act. v. Women's Charter vi. Mental Health vii. Destitute Persons Act viii. Mental Capacity Act ix. Infectious Disease Act b. Ability to apply policies, legislations and conventions to Direct Practice. c. Ability to understand and apply ethical decision- 	-Assist in data collection and support action research activities.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>making processes/model in social work.</p> <p>5. System Linkage, Analysis and Development [Knowledge and ability to apply strategies and instrumentation to advocate for beneficiaries.]</p> <p>a. Knowledge of systems and availability of resources with a view to represent patients' needs.</p> <p>b. Knowledge and ability to empower patients to access needed resources.</p> <p>c. Knowledge and ability to apply social justice frameworks in the client system.</p> <p>6. Environmental Systems and Social Policies</p> <p>a. Knowledge of the following:</p> <p>i. Local community, context, political and larger system that impact patients/families and community.</p> <p>ii. Interpret relevant policies/schemes that impact patients, and its applications.</p> <p>iii. Healthcare service and delivery model.</p> <p>iv. Enabling Masterplan pertaining to health and social care.</p> <p>v. Local housing policies.</p> <p>vi. Healthcare financing policies and CPF policies.</p> <p>Who You'll Work With: Multidisciplinary team – Doctors, Nurses, Allied Health Professionals</p>		

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Community Partners</p> <p>Ideal Candidate Profile</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Degree in Social Work / Graduate Diploma in Social Work / Masters in Social Work • Strong interpersonal, communication and writing skills with emotional maturity. • Empathetic, organized, and comfortable working in emotionally sensitive environments. • Proficient in MS office. • Preferably Registered Social Worker with Singapore Association of Social Workers. • Good and effective team player. • Growth Opportunities • Exposure to multidisciplinary care teams. • Supervision and mentorship from Senior Medical Social Workers. • Pathways to further training for skills development and specialisation, such as counselling, other modalities / theoretical framework of intervention. <p>Comprehensive Skill Set for Medical Social Worker:</p> <p>Medical Social Workers play a pivotal role in bridging healthcare and social support systems to ensure holistic care for patients</p>		

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>and their families. Their effectiveness depends on a diverse and well-integrated skill set that spans emotional intelligence, technical proficiency, and ethical knowledge. Below is a breakdown of the essential skill categories and their significance:</p> <p>1. Soft Skills Soft skills are crucial for building trust and fostering meaningful relationships with patients from diverse backgrounds. These include: Empathy, active listening, and compassion Emotional intelligence and resilience Communication and interpersonal skills Cultural sensitivity Team collaboration Language proficiency Adaptability Patience These skills enable Medical Social Workers to effectively support patients and families, enhancing engagement and care outcomes across varied populations.</p> <p>2. Hard Skills Hard skills ensure operational efficiency and accurate documentation, which are vital in healthcare settings. Key competencies include: Documentation and case note writing Discharge planning</p>		

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Administrative and referral coordination Data entry and form handling Digital literacy Good organisational skills These skills help maintain accurate records, facilitate smooth transitions, and ensure appropriate linkage to services and resources.</p> <p>3. Transferable Skills Transferable skills allow Medical Social Workers to adapt and function effectively across departments and complex cases. Important skills in this category are: Time management Conflict resolution Problem solving and resourcefulness Resource mobilisation These abilities support multitasking and navigating the challenges of interdisciplinary collaboration.</p> <p>4. Knowledge-Based Skills A strong foundation in ethical and psychosocial knowledge empowers Medical Social Workers to make informed decisions and uphold professional standards. These include: Basic understanding of social work ethics and principles Understanding of psychosocial care and support Basic mental health and eldercare knowledge</p>		

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Familiarity with healthcare and social service systems</p> <p>Awareness of patient confidentiality and data protection standards</p> <p>Familiarity and knowledge with discharge planning workflows</p> <p>Case management and discharge planning</p> <p>Casework intervention</p> <p>Counselling skills</p> <p>Financial assessment and assistance</p> <p>Crisis intervention</p> <p>5. Personal Attributes</p> <p>Compassionate and patient-centred</p> <p>Resilient in emotionally demanding situations</p> <p>Growth-oriented and reflective</p> <p>Committed to dignity and inclusion</p> <p>These skills ensure ethical practice and informed care coordination within healthcare environments.</p>		
THKH Social Work Associate 	<p>Ideal Candidate Profile:</p> <p>Qualifications:</p> <ul style="list-style-type: none"> Degree in Psychology, Counselling, Gerontology or related field. Strong interpersonal, communication and writing skills with emotional maturity. Empathetic, organized, and comfortable working in emotionally sensitive environments. Proficient in MS office. <p>Growth Opportunities</p>	<p>Role Purpose</p> <ul style="list-style-type: none"> To provide counselling and psychosocial support for patients and families through case management, in-depth assessment of family dynamics, linking up with various social service agencies to facilitate care and discharge planning. <p>Key Responsibilities</p> <p>Case Management Support</p> <ul style="list-style-type: none"> Assist in conducting psychosocial assessments under supervision. Provide basic counselling and emotional support. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am-6pm Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Exposure to multidisciplinary care teams. Supervision and mentorship from experienced Medical Social Workers. Pathways to further training or progression into Medical Social Work roles. <p>Comprehensive Skill Set for Social Work Associate:</p> <p>A Social Work Associate plays a vital role in supporting patients and families within healthcare and community settings. To perform effectively, they must possess a well-rounded skill set that spans interpersonal abilities, technical competencies, and personal qualities. The following outlines the key categories of skills essential for success in this role:</p> <p>1. Soft Skills</p> <p>Soft skills are foundational for building trust and fostering meaningful relationships with patients and their families.</p> <p>These include:</p> <ul style="list-style-type: none"> Empathy, active listening, and compassion Emotional intelligence and resilience Communication and rapport-building Cultural sensitivity Team collaboration 	<ul style="list-style-type: none"> Monitor patient progress and document case notes Assist medial social workers in coordinating straightforward care plans and follow-ups. Gathering relevant psychosocial information. Support discharge planning by coordinating with multidisciplinary team and relevant stakeholders. Conducting home visits when necessary. <p>Administrative Duties</p> <ul style="list-style-type: none"> Manage and ensure proper documentation of case notes and other related documents. Reception duties and attend to walk-ins and appointments. Prepare materials for programmes and activities. Maintain confidentiality and compliance with hospital protocols. <p>Programme Development</p> <ul style="list-style-type: none"> Conducting of needs assessment for new programmes. Implementation of programmes. Collating feedback and outcomes. Evaluation of results from feedback. <p>Who You'll Work With:</p> <ul style="list-style-type: none"> Medical Social Workers Multidisciplinary team – Doctors, Nurses, Allied Health Professionals Community Partners 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Basic counselling skills • Language proficiency <p>These skills are crucial for providing effective support in diverse environments and ensuring that patients feel heard and understood.</p> <p>2. Hard Skills Hard skills are technical abilities that ensure operational efficiency and accurate documentation. Key competencies include:</p> <ul style="list-style-type: none"> • Documentation and case note writing • Administrative and referral coordination • Data entry and form handling • Digital literacy <p>These skills help maintain accurate records, facilitate smooth transitions, and ensure appropriate linkage to services.</p> <p>3. Transferable Skills Transferable skills enable Social Work Associates to adapt and thrive in dynamic settings. Important skills in this category are:</p> <ul style="list-style-type: none"> • Time management • Conflict resolution • Problem solving • Customer service mindset <p>These abilities support multitasking, navigating complex cases, and collaborating across departments.</p> <p>4. Knowledge-Based Skills</p>		

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>A strong foundation in relevant knowledge areas empowers Social Work Associates to make informed and ethical decisions. These include:</p> <ul style="list-style-type: none"> • Basic understanding of social work ethics and principles • Understanding of psychosocial care • Basic mental health and eldercare knowledge • Familiarity with healthcare and social service systems • Awareness of patient confidentiality and data protection standards • Familiarity with discharge planning workflows <p>Such knowledge ensures that care is delivered responsibly and in alignment with professional standards.</p> <p>5. Personal Attributes Personal qualities shape how Social Work Associates engage with their work and the people they serve. Key attributes include:</p> <ul style="list-style-type: none"> • Compassionate and patient-centred • Resilient in emotionally demanding situations • Growth-oriented and reflective • Commitment to diversity and inclusion <p>These traits align with hospital values and foster</p>		

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	long-term engagement and professional development.		

#3 Fairmont Singapore & Swissôtel The Stamford

Strategically located in the heart of Singapore's shopping, dining and entertainment districts and with the City Hall and Esplanade Mass Rapid Transit (MRT) train stations and other major transportation nodes at its doorstep, Fairmont Singapore and Swissôtel the Stamford are the gateway to explore Singapore's landscapes at your convenience. With a total of 2,030 well-appointed guestrooms, both hotels also offer a distinct collection of 12 lifestyle and dining choices including Michelin-starred fine dining restaurant JAAN by Kirk Westaway, cutting-edge meeting space at Raffles City Convention Centre with 34 meeting rooms and one of Asia's largest spas, Willow Stream Spa.


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Banquet Function Coordinator	<ul style="list-style-type: none"> • Minimum O-Level education or equivalent • Strong communication and guest relations skills • Fluent in spoken and written English • Proficient in Microsoft Office • Team player who works well with large group • Friendly and positive attitude • Able to perform under pressure • Flexible to work shifts, including nights, weekends, and public holidays 	<ul style="list-style-type: none"> • Plan staffing and help manage labor costs for events. • Prepare event materials like car passes, food tags, and place cards. • Organize and file bills, BEOs, and update electronic signage. • Coordinate casual staffing and handle monthly accruals. • Assist with admin duties as needed. • Promptly address guest complaints and report to management. • Follow up to prevent future issues. • Plan staffing and help manage labor costs for events. • Prepare event materials like car passes, food tags, and place cards. • Organize and file bills, BEOs, and update electronic signage. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Shift hours • Employment Type: Full Time • Job Type: Permanent • Location: 2 Stamford Road (S)178882


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Coordinate casual staffing and handle monthly accruals. Assist with admin duties as needed. Promptly address guest complaints and report to management. Follow up to prevent future issues. 	
Chef de Partie - Various Cuisine	<ul style="list-style-type: none"> At least 4 years in a culinary role, preferably in similar settings. Holds Basic Food Hygiene and Culinary certificates. Skilled in various culinary techniques with strong technical ability. Good communication, reliable, and consistent. Maintains high personal hygiene and professional appearance. Team player, self-motivated, energetic, and eager to learn. 	<ul style="list-style-type: none"> Prepare daily mise en place and ingredients, ensuring cleanliness and food safety. Maintain consistent quality and follow recipes and stock management. Stay updated on menu items and adapt cooking to guest preferences. Communicate effectively and support a positive team environment. Lead by example in hygiene, guide junior staff, and share improvement ideas Follow company guidelines and develop skills for growth as a Junior Sous Chef. 	<ul style="list-style-type: none"> Working Hours: 5 days / week Shift hours Employment Type: Full Time Job Type: Permanent Location: 2 Stamford Road (S)178882
Commis Cook - Various Cuisine	<ul style="list-style-type: none"> Minimum of 1 year in basic culinary position Knowledge of different culinary techniques Certificate in Culinary, preferred 	<ul style="list-style-type: none"> Maintain daily mis-en-place and prepare ingredients Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices Ensure the highest standards and consistent quality in the daily preparation Keep up to date with the new products, recipes and preparation techniques Have full knowledge of all menu items, daily highlights and promotions Adhere to recipes and stock management Adjust cooking based on guest preferences 	<ul style="list-style-type: none"> Working Hours: 5 days / week Shift hours Employment Type: Full Time Job Type: Permanent Location: 2 Stamford Road (S)178882


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Culinary Assistant - Various Cuisine	<ul style="list-style-type: none"> • Good Open Communication • Reliable and consistent • Personal Hygiene and Presentation, Clean/Tidy • Ability to work in a team • Self-motivated and energetic • Eager to learn 	<ul style="list-style-type: none"> • Prepare ingredients and maintain clean, safe food prep areas. • Ensure consistent, high-quality food preparation. • Stay informed on menus and communicate effectively with the team. • Foster a safe, friendly, and efficient work environment. • Adhere to hygiene, safety, and hotel standards. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Shift hours • Employment Type: Full Time • Job Type: Permanent • Location: 2 Stamford Road (S)178882
Dining Reservations Executive	<ul style="list-style-type: none"> • Minimum GCE 'O' Level or equivalent • Basic call centre or F&B operation experience • Fluent in verbal and written English. • Good interpersonal, telephone etiquette and communication skills • Computer Knowledge, i.e. well versed with emails, Microsoft word & excel, online information • Seat and handle continuous calls for a prolonged time • Prolonged glare from work station monitor • Energetic and cheerful attitude in handling repetitive calls • Ability to handle guest negative feedback • Show empathy should a request not be met 	<ul style="list-style-type: none"> • Respond promptly and courteously to calls and emails, following LQA and VOG standards. • Accurately record guest details in ResDiary and manage online reservations, including standby lists and cancellations. • Keep online booking portals updated and close them when near capacity. • Use promotion tools to inform guests of offers and stay current with Gift Central and Fairmont at Home systems. • Collaborate closely with restaurant hostesses and managers. • Follow SOPs and email templates; ensure PCI compliance for credit card transactions. • Support operations in the absence of supervisors and assist outlets when understaffed. • Generate reports, manage messaging, promotions, and maintain accurate online menus and information. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Shift hours • Employment Type: Full Time • Job Type: Permanent • Location: 2 Stamford Road (S)178882

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Doorman / Bellman	<ul style="list-style-type: none"> • Minimum secondary education; some work experience preferred. • Proficient in reading and writing English; knowledge of a second language is a plus. • Physically able to perform Bell Person duties. • Guest-focused with strong communication skills and a pleasant, courteous demeanor. • Team player who is flexible, adaptable, and efficient. • Demonstrates good attitude, initiative, integrity, and honesty. 	<ul style="list-style-type: none"> • Assist guests with taxi and shuttle arrangements, including handling luggage. • Coordinate arrivals and departures of coaches, taxis, and VIP parking. • Ensure smooth traffic flow and safety at the driveway. • Greet guests warmly and provide accurate transport information. • Maintain cleanliness and uphold hotel grooming and LQA service standards. • Support team members, provide on-the-job training, and attend briefings. • Report incidents and handle guest interactions professionally with empathy. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Shift hours • Employment Type: Full Time • Job Type: Permanent • Location: 2 Stamford Road (S)178882
Duty Manager	<ul style="list-style-type: none"> • Minimum A-level or diploma in hospitality; 3+ years Front Office experience with 1+ year in supervisory role. • Fluent in English, well-groomed with leadership and interpersonal skills. • Able to work under pressure, discreet, detail-oriented, flexible, and positive. 	<ul style="list-style-type: none"> • Provide leadership and support at Front Desk; manage staff scheduling, training, and performance. • Coordinate guest arrivals/departures, especially VIPs, ensuring compliance with hotel standards. • Handle guest feedback and maintain presence during peak times • Conduct daily briefings, night audits, and ensure safety, security, and PCI compliance. • Lead emergency response efforts and support team development. • Maintain vigilance on in-house credit and support staff growth. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Shift hours • Employment Type: Full Time • Job Type: Permanent • Location: 2 Stamford Road (S)178882
F&B Guest Services Officer	<ul style="list-style-type: none"> • No F&B service experience is required • Minimum GCE 'O' level education • Read, write, speak English fluently 	<ul style="list-style-type: none"> • Prepare and maintain table settings and side stations before each meal period. • Greet and serve guests courteously, take accurate 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Shift hours • Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		orders, and suggest menu options. <ul style="list-style-type: none"> • Use POS efficiently and seek opportunities to upsell. • Handle guest concerns professionally and inform management as needed • Ensure cleanliness, safety, and assist with hosting or bartender duties as required • Perform opening and closing shift responsibilities. 	Full Time <ul style="list-style-type: none"> • Job Type: Permanent • Location: 2 Stamford Road (S)178882
Guest Relation Officer/ Executive	<ul style="list-style-type: none"> • GCE 'O' Level or equivalent, with at least 2 years' Front Office experience in a hotel. • Confident communicator, fluent in English, and tech-savvy with Windows, MS Word, and POS/PMS systems (Opera experience is a plus). • Professional, well-presented, and able to inspire and lead others. • A true team player who embraces diversity and connects well with guests from all backgrounds. • Calm and resourceful under pressure, with the ability to work independently and resolve challenges smoothly. 	<ul style="list-style-type: none"> • Deliver seamless check-in/out and exceptional guest service. • Handle guest requests, feedback, and communications. • Drive revenue through up-selling and premium room sales. • Ensure safety, security, and policy compliance. • Maintain guest privacy and Front Desk standards. • Support and oversee Front Office operations. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Shift hours • Employment Type: Full Time • Job Type: Permanent • Location: 2 Stamford Road (S)178882
House Attendant	<ul style="list-style-type: none"> • Experience preferred but not necessary • Able to communicate in basic English • Technical skills for Housekeeping • Interpersonal skills well developed with guests and colleagues 	<ul style="list-style-type: none"> • Prepare VIP and LCAH rooms and amenities as instructed. • Perform preventive maintenance cleaning and assist Room Attendants with cleaning tasks. • Report damages, maintenance issues, and inventory shortages promptly. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Shift hours • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Physically prepared for the physically demanding role Attention to detail especially cleanliness, room presentation Able to work independently, reliable, self-motivated 	<ul style="list-style-type: none"> Change light bulbs and ensure cleanliness of assigned floors, restrooms, and service areas. Manage safety and security of keys, equipment, and storage areas. Transport furniture, supplies, and linens as needed. Pack amenities and assist with monthly inventory counts. Follow hotel policies, safety procedures, and use the Heartist® approach in daily duties. Support team with creativity, positive feedback, and other assigned tasks. 	<ul style="list-style-type: none"> Location: 2 Stamford Road (S)178882
Reservations Coordinator	<ul style="list-style-type: none"> Minimum of 1 year of relevant experience in the reservations sales Strong working knowledge of CRS, PMS, RESAWeb or distribution systems Detail-Orientated External and internal environment understanding Ability to work effectively and contribute in a team 	<ul style="list-style-type: none"> Support reservations and operations teams to meet KPIs like conversion and quality. Manage travel agency commissions, guest profiles, and VIP preferences accurately. Maintain high reservation guest experience and promote “RevPRO culture.” Handle rooming lists, corporate bookings, and crew blocks as needed. 	<ul style="list-style-type: none"> Working Hours: 5 days / week Shift hours Employment Type: Full Time Job Type: Permanent Location: 2 Stamford Road (S)178882
Restaurant Executive 	<ul style="list-style-type: none"> Minimum 1 year of F&B management experience in a similar 5-star hotel. Diploma in Hospitality Management. Proven leadership and people management skills. Strong interpersonal, communication, and service orientation with attention to detail. 	<ul style="list-style-type: none"> Support daily Front and Heart of House operations and coordinate with the culinary team on reservations. Manage staffing to meet business needs and ensure the outlet is clean, orderly, and ready before service. Uphold service standards, hygiene, and food safety compliance. Deliver personalized guest experiences, handle complaints promptly, and 	<ul style="list-style-type: none"> Working Hours: 5 days / week Shift hours Employment Type: Full Time Job Type: Permanent Location: 2 Stamford Road (S)178882

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to work independently under pressure. • Proficient in Microsoft Word and Excel. • Skilled in problem-solving, decision-making, and conflict management in a multicultural environment. • Committed to enhancing guest service and team performance with sensitivity and discretion. 	<ul style="list-style-type: none"> • lead the team with a Heartist® approach. • Assist with F&B promotions, stock management, and maintain cleanliness. • Follow safety protocols and participate in departmental leadership. • Maintain guest confidentiality and continuously develop skills. 	
Sales Manager (Proactive) 	<ul style="list-style-type: none"> • Candidate must possess at least a Bachelor Degree or Diploma • At least 2-5 years of relevant experience in the hotel industry • Possess good communication and interpersonal skills at all levels of management • Ability to manage and develop sales portfolio of clients • Flexible and able to embrace and respond to change effectively • Ability to plan, direct, organize and control the sales personnel 	<ul style="list-style-type: none"> • Generate leads and acquire new accounts to meet group and FIT revenue targets. • Manage sales portfolio, prioritize activities, and collaborate with sales teams to achieve goals. • Use market research to identify key accounts and expand business opportunities. • Maintain strong client relationships to ensure ongoing business. • Provide regular sales updates and reports. • Participate in sales projects, marketing plans, and strategy development. • Monitor forecasts and adjust sales efforts during low periods. • Communicate effectively with internal departments, Accor sales offices, and stakeholders. • Ensure compliance with safety, health, security policies, and hotel procedures. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Regular hours • Employment Type: Full Time • Job Type: Permanent • Location: 2 Stamford Road (S)178882

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform additional duties as assigned by management 	
Sales Manager (Reactive) 	<ul style="list-style-type: none"> Candidate must possess at least a GCE "A" level certificate or Diploma At least 2 years of relevant experience in the hotel industry Strong computer knowledge of Microsoft Office and Opera system Possess good communication and interpersonal skills at all levels of management Good time management skills Multicultural awareness and able to work with people from diverse cultures 	<ul style="list-style-type: none"> To manage and ensure timely response to assigned sales leads Strong conversion in corporate sales leads Achieve sales goals set by management Conduct sales activities such as follow up call and hotel site inspection Responsible for new bookings and managing existing business blocks in Opera Effective communication with conference & event services team to ensure smooth execution of events To handle any other duty/projects assigned by Director of Sales and/or Senior Director of Sales 	<ul style="list-style-type: none"> Working Hours: 5 days / week Regular hours Employment Type: Full Time Job Type: Permanent Location: 2 Stamford Road (S)178882
Spa Attendant	<ul style="list-style-type: none"> At least one year of experience in related club or spa environment Spoken and written English Interpersonal skills People-oriented and Team player Able to work under pressure and independently Looks presentable 	<ul style="list-style-type: none"> Greet guests warmly and provide detailed spa tours. Personalize services and use guests' names when possible. Ensure guest safety and maintain cleanliness in all areas. Manage supplies and report equipment issues promptly. Assist with treatment and retail recommendations. Follow safety procedures and participate in training. Maintain good teamwork and communication. 	<ul style="list-style-type: none"> Working Hours: 5 days / week Shift hours Employment Type: Full Time Job Type: Permanent Location: 2 Stamford Road (S)178882

#4 The Fullerton Hotels

The Fullerton Singapore is a luxury hotel with 400 rooms and suites. Transformed from the Fullerton Building built in 1928, and once home to the General Post Office, its rich heritage, neo-classical architecture and strategic location make it an inspiration to all. Our aim is to be globally recognised as an inspiring luxury hospitality brand. We are looking for dedicated people to be part of our success. If you have what it takes to excel in our winning team, we invite you to join us.


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Bellman/ Doorman	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Conducting bell service activities such as luggage service upon guest's arrival and departure, luggage storage, message service fax delivery, parcel and mail hand-over, information service and other related tasks. Opening door of the car for the guest in a professional manner at the main entrance of the hotel and assisting to unload the luggage if any Rooming the guest in a professional way, which includes addressing the guest by name, holding the lift for guest and extending hotel introduction to guest, etc. Assisting to arrange for transport for hotel guest 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9.5 hrs/ day Employment Type: Full Time Location: 1 Fullerton Square (S) 049178
Captain (Restaurants/ Bar/Banquet)	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Assist the day to day running of the Food & Beverage outlets within the overall policies and controls established by the Hotel. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9.5 hrs/ day Employment Type: Full Time Location: 1 Fullerton Square (S)049178


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Guest Relations Executive (Food & Beverage)	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Responsible in assigning guests to tables, maximizing the utilization of the space to the best advantage. Includes Cashiering duties 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9.5 hrs/ day Employment Type: Full Time Location: 1 Fullerton Square (S) 049178
Guest Relations Executive (Front Office)	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Welcome guests upon arrival and check-in according to establish standards and procedures. To provide courteous and efficient service and if possible to comply with each and every guest request. Check out guests courteously and accurately. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9.5 hrs/ day Employment Type: Full Time Location: 1 Fullerton Square (S)049178
Housekeeping Supervisor	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness. Investigates complaints regarding housekeeping service and equipment, and takes corrective action. Obtains list of rooms / public areas to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments. Coordinates work activities among departments. Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate the use and maintenance of equipment. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9.5 hrs/ day Employment Type: Full Time Location: 1 Fullerton Square (S)049178

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Inventories stock to ensure adequate supplies. 	
Technician	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Responsible for the smooth operation and overall performance of all buildings' services by running shift duty or daily normal duty. Carry out daily check and logging of Hotel M & E plant and equipment. Ensure PPM Schedule and repair works are carried out accordingly. Carry out daily repair & maintenance works assigned by Technical Officer. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9.5 hrs/ day Employment Type: Full Time Location: 1 Fullerton Square (S)049178

#5 Kavessaa Consultancy


At Kavessaa Consultancy we specialize in professional recruitment and executive search with a strong focus on building personalized long-term relationships dedicated to supporting local employment in Singapore, upholding core values of excellence and integrity. What sets us apart is our stringent verification process, PROCESS ANALYTICS method, and offshore recruitment solutions across various industries. So, as we say at Kavessaa – “WE MAKE CAREERS NOT JOBS!

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Driver / Mobile Machinery Operator	<ul style="list-style-type: none"> Possess a valid local driving license (specify class, e.g. Class 3/3A) 1 or 2 yrs of experience 	<ul style="list-style-type: none"> Safely operate company vehicle(s) for delivery and collection of goods, documents, or materials as assigned. Plan Delivery note to ensure on timely and efficient transport, vehicle upkeep, general support for warehouse tasks 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.30am to 5.30pm 44 hrs/week Employment Type: Full Time
Engineer 	<ul style="list-style-type: none"> 3 yrs experience in semi conductor industry, 	<ul style="list-style-type: none"> Technical, analytical ATE Engineer, develop SLT regression, develop and apply debug techniques etc 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am to 6pm 44 hrs/week Employment Type:


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Full Time • Job Type: Permanent
Sales Executive 	<ul style="list-style-type: none"> 2 years of experience in logistic or freight forward company 	<ul style="list-style-type: none"> Hunting sales, manage client, bring new client, business development function 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am to 6pm 44 hrs/week Employment Type: Full Time Job Type: Permanent

#6 Maersk (LF Logistics)

LF Logistics is part of A.P. Moller – Maersk, an integrated container logistics company working to connect and simplify its customers' supply chains. As the logistics partner of choice for major local and multinational companies, LF Logistics offers a suite of integrated logistics and supply chain management services in the Fast Moving Consumer Goods, Food & Beverage, Footwear & Apparel and Retail sectors. Through its comprehensive distribution network in Asia, LF Logistics collaborates closely with over 400 brand owners and retailers to provide tailor-made warehousing and transport management solutions. Through its global freight forwarding presence, LF Logistics connects origins and destinations with flexibility, timeliness and responsiveness. Today, with the increasing importance of e-commerce and cross border trades, LF Logistics provides a total omnichannel-fulfilment solution and operates major regional hubs and consolidation centres to optimise inventory flow and ensure quick response.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
ASRS Engineer 	<ul style="list-style-type: none"> High school diploma or equivalent; additional technical training or certification in warehouse operations, material handling, or ASRS operation is a plus. 	<ul style="list-style-type: none"> Operate ASRS equipment, including automated cranes, conveyors, and control systems, to perform material handling tasks such as loading, unloading, and 	<ul style="list-style-type: none"> Working Hours 5 days per week Shift 1- 08:00am- 05:30pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred. • Basic understanding of warehouse operations, inventory management principles, and supply chain logistics. • Ability to operate computerized systems and software applications for data entry, inventory tracking, and system monitoring. • Strong attention to detail, accuracy, and reliability in performing tasks and recording inventory transactions. • Excellent communication skills, both verbal and written, with the ability to follow instructions and collaborate with team members. • Physical stamina and dexterity to perform manual tasks, including lifting, bending, and standing for extended periods. • Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required. 	<ul style="list-style-type: none"> • storing goods in designated locations. • Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on ASRS equipment. • Diagnose and troubleshoot mechanical, electrical, and software issues affecting ASRS equipment performance, using diagnostic tools, schematics, and technical manuals. • Conduct repairs and replacements of defective components or parts, such as motors, sensors, actuators, bearings, and PLC modules, to restore equipment functionality. • Coordinate with equipment vendors or service providers for technical support, spare parts procurement, and warranty/contract repairs as needed. • Assist Maintenance Team in implement software updates, firmware upgrades, and system modifications to enhance ASRS performance, reliability, and safety. • Monitor system operation through computerized interfaces or control panels, and respond promptly to alarms, error messages, or abnormal conditions. • Ensure smooth operation with the aid of warehouse control system (WCS) and Humane Machine Interface (HMI). • Ensure compliance with safety regulations and company policies by following proper lockout/tagout 	<p>Shift 2- 12:30pm- 10:00pm Shift 3- 08:30pm- 06:00am</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 10 Bulim Avenue (S) 648165

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>procedures, wearing appropriate personal protective equipment (PPE), and adhering to safety protocols during maintenance activities.</p> <ul style="list-style-type: none"> • Document maintenance activities, repair logs, equipment histories, and spare parts inventory using computerized maintenance management systems (CMMS) or other digital record-keeping tools. • Provide training and technical support to operators and maintenance personnel on ASRS operation, troubleshooting techniques, and safety procedures. • Participate in cross-functional teams for system upgrades, capacity expansion projects, or process improvements related to ASRS operations. • Shift schedule planning, arrangement, and execution. • Managing inventory accuracy, stock replenishment, and space utilization within the warehouse or distribution center environment. This role involves coordinating with various teams to ensure timely inventory transactions, cycle counts, and adjustments to maintain optimal inventory levels. 	
Facility Technician 	<ul style="list-style-type: none"> • Minimum Secondary Levels / ITE with Facility Management experiences and M&E exposures. • Proficiency in MS Office. • Physically fit; this job may requires to carry heavy item. 	<ul style="list-style-type: none"> • Conduct routine checks to ensure smooth operation of facility equipment and systems (ACMV, electrical, fire protection, plumbing, sanitary, BMS, etc.). • Perform scheduled and unscheduled maintenance, inspection, troubleshooting 	<ul style="list-style-type: none"> • Working Hours 5 days per week 8.30am - 6.00pm • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Hands-on experience in maintenance, troubleshooting and repair of M&E systems and MHE. Maintain safety, health and operational quality standards Willingness to work in an oil and grease environment. Willing to work overtime whenever required Good attendance and attitude Teamwork orientated, committed and ethical behavior personality. Strong communication and coordination skills Possess with forklift license and Fire Safety relevant experiences will be an added advantage Ability to read and interpret technical diagrams and site plans an added advantage. 	<ul style="list-style-type: none"> and repairs on material handling equipment (MHE), machinery, equipment and all associated to building services. Conduct general building facility repairs, including electrical, plumbing, painting, and landscaping. Supervise and coordinate with vendors, external service providers for services maintenance and repairs. Support other departments with facility-related needs and maintenance services. Maintain a good communication, work with team members and supervisors in coordinating facilities maintenance operations. Providing updates and following up on outstanding repairs and maintenance tasks. Maintain accurate records of services maintenance activities, reports, and inventory. Respond to emergency repairs and breakdowns, including after-hour support. Perform any other ad-hoc tasks as assigned by supervisor and management 	<ul style="list-style-type: none"> Job Type: Permanent Location: 10 Bulim Avenue (S) 648165
Logistics Coordinator	<ul style="list-style-type: none"> Diploma/Degree in Business Studies/Administration/Management, Logistics/Transportation or equivalent At least 2 years of relevant working experience in the logistics industry Computer proficiency (MS Office – Word, 	<ul style="list-style-type: none"> Liaise closely with customers and operations team on order fulfillment, inventory & shipment related activities Working closely with operations team to provide information/ feedback to customers on operational issues and coordinate with customers to resolve all issues Generate KPIs and transactional reports to 	<ul style="list-style-type: none"> Working Hours 5 days per week 8.30am - 6.00pm Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Excel and Outlook) & Warehouse Management System (WMS)</p> <ul style="list-style-type: none"> • Good verbal and written communication skills, including ability to effectively communicate with internal and external customers • Must be able to work as part of a team in a fast-paced and pressured environment • Positive Attitude and Good Team Player 	<p>internal and external customers on a timely basis</p> <ul style="list-style-type: none"> • Verify vendor invoices and liaise with vendors for any discrepancies • Monitor the usage of warehouse supplies and raise POs for replenishment • Coordinate the urgent order fulfillment with customer, operations and transporter • Ensure the accuracy and timely update of system transactions • Perform other required duties or tasks when assigned • Maintain compliance with all company policies and procedures 	<ul style="list-style-type: none"> • Location: 10 Bulim Avenue (S) 648165
Prime Mover Driver	<ul style="list-style-type: none"> • MUST possess Class 4 Driving License • At least 1 year of delivery experience • Detailed and task oriented • Hardworking, Polite, Good attitude and committed to work • Familiar with Singapore roads / PSA 	<ul style="list-style-type: none"> • Collection, delivery, shifting of containers • To ensure that containers are loaded in a safe and secure manner on the trailer • Retrieve shipments from clearance agents at port, conduct custom clearance of shipments, scan and send shipments back to distribution centres • Compliance to all regulations or company procedures strictly. • Carry out daily checks to ensure vehicle's road worthiness before use and maintain vehicle and report any faults immediately to the supervisor for rectifications. • Other duties as assigned by Transport Supervisor/Manager 	<ul style="list-style-type: none"> • Working Hours 5 days per week 8.30am - 6.00pm • Employment Type: Full Time • Job Type: Permanent • Location: 10 Bulim Avenue (S) 648165
Warehouse Assistant	<ul style="list-style-type: none"> • Minimum Primary/Secondary School/O Level 	<ul style="list-style-type: none"> • Perform pick and pack of goods • Loading and unloading from container and loose shipment. 	<ul style="list-style-type: none"> • Working Hours 5 days per week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Physically fit and able to carry up to 25kg from time to time Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> Segregation of stock base on item and put away Pick the order by using RDT scanner and scan pack through WMS system Report any product damages, take photos and document, move to designated stocking location To support general warehouse operations Practice good handling and usage of all Material-handling equipment (MHE) for warehouse Any other ad-hoc duties as assigned by superior from time to time 	<p>8.30am - 6.00pm</p> <ul style="list-style-type: none"> Employment Type: Full Time Job Type: Permanent Location: 10 Bulim Avenue (S) 648165
Warehouse Assistant (with or without forklift)	<ul style="list-style-type: none"> Minimum Primary/Secondary School/O Level Physically fit and able to carry up to 25kg from time to time Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> Perform pick and pack of goods Loading and unloading from container and loose shipment. Segregation of stock base on item and put away Pick the order by using RDT scanner and scan pack through WMS system Report any product damages, take photos and document, move to designated stocking location To support general warehouse operations Practice good handling and usage of all Material-handling equipment (MHE) for warehouse Any other ad-hoc duties as assigned by superior from time to time 	<ul style="list-style-type: none"> Working Hours 5 days per week 8.30am - 6.00pm Employment Type: Full Time Job Type: Permanent Location: 10 Bulim Avenue (S) 648165

#7 METT Singapore

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.

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: The job of Barista may require:</p> <ul style="list-style-type: none"> Long working hours and sometimes work during holidays. 	<p>The Barista is responsible for the preparation with friendly, individualized attention towards each customer.</p> <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. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ 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"> Walk and stand for entire shift. 	<ul style="list-style-type: none"> 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 with customers to follow-up on their satisfaction, requests, and complaints. Interacts closely with customers and promotes an image of professionalism. 	
Bartender	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> At least high school diploma. Minimum 1-2 years of experience in a high-volume, fine dining concept. Fluent in English. Excellent communications skills. Outstanding customer service skills. Positive and high energy level. 	<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 	<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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Highly cooperative team spirit. Ability to work in a high stress, faced-paced environment. <p>Physical Requirements of the job: The job of Bartender may require:</p> <ul style="list-style-type: none"> Long hours, covering different shifts and working during public holidays. Walk and stand for entire shift. 	<p>suggestive selling to customers.</p> <ul style="list-style-type: none"> Maintains the highest quality, consistent beverage 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. 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. 	
Bellman	Knowledge, Skills, and Experience:	As a Bellman, you are the first point of contact with our guests as they enter the hotel.	<ul style="list-style-type: none"> Working Hours:


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> A minimum qualification in GCE O levels. Independent and motivated individual with friendly personality. 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>Your friendly personality will spark joy to our guest and make their welcome experience a truly experience one.</p> <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. 	<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
Chef De Partie	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> Minimum 4 years of kitchen experience, at 	<p>The Chef De Partie is responsible for preparing all food products in relevant sections and making</p>	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs/week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>least 1 year as Demi Chef De Partie.</p> <ul style="list-style-type: none"> • 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, 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>them ready for in-house service.</p> <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 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. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk (S) 178881, 168 Robinson Road (S)068912

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> 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. 	
Cocktail Service	<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. 	<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"> Assisting with opening and closing duties, such as preparing ingredients and restocking items, such as straws, napkins, etc. 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. 	
Commis Cook	<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>	<p>The Commis Cook is responsible to assist in preparation of all sections and making them ready for the superiors.</p> <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 	<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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<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>of working area and/or as delegated by the Head Chef.</p> <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"> Communicate professionally with the supervisor in charge and subordinates while keeping a productive working environment. 	
Demi Chef De Partie	<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, 	<p>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> <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

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. 	
Dining Reservation Agent 	<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, both verbal and written; 	<p>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> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> Understand guests' needs and provide them with personalized solutions. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: 11 Canning

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>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: The job of the Dining Reservation Agent may require:</p> <ul style="list-style-type: none"> Rotational shifts including public holidays and weekends depending on operation needs. 	<ul style="list-style-type: none"> 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. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> Internal: Finance team, senior management, department 	<p>Walk. (S)178881</p>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		heads, and other employees within the organization. <ul style="list-style-type: none"> External: Auditors, vendors, financial institutions, and other relevant stakeholders. 	
F&B Captain	<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, 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. <p>Physical Requirements of the job: The job of the Captain may require:</p> <ul style="list-style-type: none"> Physical handling of products such as handling trays. Covering different shifts and working during public holidays. Stressful conditions. Standing for long hours. 	<p>The Station Captain is responsible to provide high levels of customer service to all diners to ensure they have a memorable experience and return.</p> <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. 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. 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. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881, 168 Robinson Road (S)068912

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> 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. 	
Guest Services Executive 	<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. 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>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.</p> <p>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> <p>Principal Accountabilities:</p> <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 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Physical Requirements of the job: <ul style="list-style-type: none"> The job of the Guest Services Executive may require long working hours. 	<p>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.</p> <ul style="list-style-type: none"> 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. 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. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Head Hostess / Host	<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. • A huge passion for customer service and hospitality. <p>Physical Requirements of the job: The job of the Head Hostess/Host may require:</p> <ul style="list-style-type: none"> • Covering different shifts and working during public holidays. • Stressful conditions. • Standing for long hours. 	<p>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> <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 Greeting to the highest standards to exceed the customer's expectations. • 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. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Communication & Working Relationships: <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. 	
Hostess / Host	Knowledge, Skills, and Experience: <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. 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. Physical Requirements of the job: The job of the Hostess / Host may require: <ul style="list-style-type: none"> Covering different shifts and working during public holidays. Stressful conditions. 	The Hostess / Host is responsible to greet customers and to ensure that all guests receive an amazing. Principal Accountabilities: <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. 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. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ 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"> Standing for long hours. 	<ul style="list-style-type: none"> 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. 	
Housekeeping Attendant	<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 Attendant may require long working hours. 	<p>The Housekeeping Attendant is responsible for the immaculate upkeep and cleanliness of guest rooms and guest corridor, presenting a clean and welcoming environment.</p> <p>He/she will always provide sufficient supplies in every guest room and attends to guest requests.</p> <p>He/she will self-inspect rooms for guest arrivals.</p> <p>Principal Accountabilities:</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. Ensures trolley is clean and properly stocked up for the next shift. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ 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"> Ensures scheduled deep cleaning task are completed. Ensures 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. Ensures 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. 	
Housekeeping Coordinator	<p>Knowledge, Skills, and Experience:</p> <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. 	<ul style="list-style-type: none"> Housekeeping Co-Ordinator manages Housekeeping day-to-day operations support. 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"> Working Hours: 5 days / week 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Physical Requirements of the job: <ul style="list-style-type: none"> The job of the Housekeeping Attendant may require long working hours. 	<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. 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. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • 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. 	
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: 	<p>Junior Sommelier is to offer recommendations on the best pairing to the guests.</p> <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. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hr/ 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"> Long hours, covering different shifts and working during public holidays. Walk and stand for entire shift, up to 10 hours. 	Communication & Working Relationships: <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. 	
Junior Sous Chef	Knowledge, Skills, and Experience: <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. 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. 	<p>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> <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. 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, 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ 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"> Highly cooperative team spirit. Excellent leadership skills and the ability to lead by example in a multicultural environment. <p>Physical Requirements of the job: The job of the Junior Sous Chef may require:</p> <ul style="list-style-type: none"> 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. 	<p>governmental laws and regulations.</p> <ul style="list-style-type: none"> 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. 	
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>The Steward is generally responsible for keeping all the BOH restaurant premises clean and tidy.</p> <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. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ 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: The job of the Steward may require:</p> <ul style="list-style-type: none"> • 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"> • 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 used in the kitchen following established procedures. • 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 relayed hygiene, 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Cleaning techniques and Skills.	
Laundry Runner	<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. <p>Physical Requirements of the job: The job of the Laundry Runner may require long working hours.</p>	<p>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> <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. • 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. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Communication & Working Relationships: <ul style="list-style-type: none"> Interacts with different departments. 	
Maintenance & Electrical Technician	Knowledge, Skills, and Experience: <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, refrigeration, and heating. 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. Physical Requirements of the job: The job of the HVAC Technician may require:	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. Principal Accountabilities: <ul style="list-style-type: none"> Assisting the Shift Engineer with the design of a preventative maintenance program. 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 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ 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"> • 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>well as service and clean all grease traps.</p> <ul style="list-style-type: none"> • 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. 	
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. 	<p>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> <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. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: 168 Robinson Road (S)068912

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> 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: The job of the Pastry Junior Sous Chef may require:</p> <ul style="list-style-type: none"> 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"> 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. 	
Pastry Commis Cook	<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. 	<p>The Commis Cook is responsible to assist in preparation of all sections and making them ready for the superiors.</p> <p>Principal Accountabilities:</p>	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ week Employment Type: Full Time Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> 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, 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"> 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. 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. Communication & Working Relationships: Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment. 	<p>Permanent</p> <ul style="list-style-type: none"> Location: 11 Canning Walk. (S)178881
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. 	<p>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> <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. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: 11 Canning

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • 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: The job of the Pastry Junior Sous Chef may require:</p> <ul style="list-style-type: none"> • 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, 	<ul style="list-style-type: none"> • 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. • 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>	Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and covering different 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. 	<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	Knowledge, Skills, and Experience: <ul style="list-style-type: none"> Minimum 1 year 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. Physical Requirements of the job: The job of the Runner may require: <ul style="list-style-type: none"> Physical handling of products such as handling trays. Covering different shifts and working during public holidays. Stressful conditions. Standing for long hours. 	The Runner is responsible for delivering the food from the kitchen to the customer tables, and clear tables. Principal Accountabilities: <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 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>communication within the assigned team.</p> <ul style="list-style-type: none"> 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. 	
Sales Coordinator	<p>Knowledge, Skills, and Experience:</p> <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>The Members Club Manager will be responsible for the 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. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ 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"> • 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. • 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. 	
Security Officer	<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. 	<ul style="list-style-type: none"> • As a Security Officer, we rely on you to: <ol style="list-style-type: none"> a) Responsible for maintaining adequate and effective security measures for the resort. b) Ensuring maximum protection is given to the guests. c) Ensure the resort and guest properties are safeguard against loss, damages and other untoward accidents. d) Handle all incidents in a professional and timely 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hr/ 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"> • 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 CERT, OFA+AED added advantage. <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Long hours, covering different shifts and working during public holidays. 	<p>manner.</p> <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. • 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. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Communication & Working Relationships: <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. 	
Sommelier	Knowledge, Skills, and Experience: <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. Physical Requirements of the job: The job of the Sommelier may require: <ul style="list-style-type: none"> Long hours, covering different shifts and working during public holidays. Walk and stand for entire shift, up to 10 hours. 	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. Principal Accountabilities: <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. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Communication & Working Relationships: <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. 	
Sous Chef	Knowledge, Skills, and Experience: <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 	<p>The Sous Chef is responsible for Updating the Executive 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 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>and supportive role with the kitchen teams.</p> <ul style="list-style-type: none"> • Highly cooperative team spirit. • Excellent leadership skills and the ability to lead by example in a multicultural environment. <p>Physical Requirements of the job: The job of the Sous Chef may require:</p> <ul style="list-style-type: none"> • 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. 	<p>products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.</p> <ul style="list-style-type: none"> • Meets customer requirements in terms of special requests and dietary needs. • 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. 	
Steward Supervisor	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Diploma or Hospitality Degree with an emphasis on hygiene and safety. 	<ul style="list-style-type: none"> • The Steward Supervisor is responsible to train, lead and monitor Stewarding Attendants to maintain cleanliness and organization of: 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hr/ week • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum 3 years of experience in similar positions – preferably in 5 stars hotel. • Good knowledge of dishwashing and chemicals. • Good in English. • Computer knowledge. • 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: The job of the Steward Supervisor may require:</p> <ul style="list-style-type: none"> • Long hours, covering different shifts and working during public holidays. • Hazardous environment. • Physical handling of products such as handling objects up to 25 kilograms. 	<p>a) The Stewarding Department, Kitchen and all Central Kitchen sections.</p> <p>b) Food service-related materials and equipment.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Ensuring the highest levels of efficiency, cleanliness, organization and service in day-to-day operation. • 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. 	<ul style="list-style-type: none"> • Job Type: Permanent • Location: 11 Canning Walk. (S)178881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Stressful conditions. 	<ul style="list-style-type: none"> 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 communication within the assigned team. 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. 	
Uniform/ Linen Attendant	<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. 	<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 as the receipt of clean linen and uniforms. Managing guest laundry (record, count, verify, deliver 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ 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"> • 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. 	<p>and posting charges), communicate with guest in any laundry issues.</p> <ul style="list-style-type: none"> • Count and distribute clean linen and uniforms to the different hotel outlets. • 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. 	


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in stock receiving and invoices keeping when needed. Assist in receiving office phone calls and record in log book. 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. 	
Waiter / Runner	<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: The job of the Waiter may require:</p> <ul style="list-style-type: none"> Physical handling of products such as handling trays. Covering different shifts and working during public holidays. Stressful conditions. 	<p>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> <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. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hr/ 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"> Standing for long hours. 	<ul style="list-style-type: none"> Ensure food quality and consistency is always delivered. 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. 	

#8 Mr Bean International

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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Area Manager 	<ul style="list-style-type: none"> • Minimum diploma in business/marketing/management discipline from recognized education institutions. • Minimum 4 years operation management experiences in a reputable F&B chain store (5 outlets or more) with proven track records in retail F&B sales operation excellence. • Strong people handling skills. Logical thinking, articulate and ability to communicate effectively with all stakeholders. 	<ul style="list-style-type: none"> • Lead and support outlets in executing company's business objectives in your responsible area. • Recruit & interviews in search for potential new team members. • Conduct annual work performance review for assigned outlets team members. • Liaison with landlord on matters pertaining to outlet operations. • Key liaison officer between HQ and outlets in translating clear, precise, understandable information, objectives and directives to assigned team members. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 8.30am-6pm • Employment Type: Full Time • Job Type: Permanent • Location: 705 Sims Drive (S)387384
Management Trainee 	<ul style="list-style-type: none"> • Degree in Hospitality Management or a related field. • Minimum 1 to 2 years of working experiences in F&B Industry. • Ability to work in a fast-paced environment, multitask, and manage priorities effectively. • Flexibility to work various shifts, including nights, weekends, and holidays. 	<ul style="list-style-type: none"> • Assist the F&B team with daily operations such as order-taking, food and beverage service, and guest relations. • Ensure cleanliness, safety, and hygiene standards are consistently met across all areas. • Review and analyze daily, weekly, and monthly sales reports to track performance against budgeted targets. • Monitor sales trends and identify opportunities for improving sales and maximizing revenue. • Provide exceptional customer service and address any concerns or complaints in a professional and timely manner. • Support in controlling costs related to labor, food, and beverage to maximize profitability 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week, 7am-3pm • Employment Type: Full Time • Job Type: Permanent • Location: 705 Sims Drive (S)387384

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Operation Manager 	<ul style="list-style-type: none"> At least Diploma in Business Management or any related fields. Minimum 8 years' experience in F&B operations with at least 3 years' experience in leading at least a market chain outlets as Operations General Manager or equivalent. 	<ul style="list-style-type: none"> Analyse data relationships, patterns and trends to gain important insights and make informed decisions. Develop and maintain business continuity strategies, policies and guidelines. Establish business continuity processes. Provide leadership during crisis situations. Direct negotiation policy and develop negotiation limits. Facilitate innovation and lead managers to manage change. Establish and maintain strategic business partner relationships. Resolve conflicts with stakeholders 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 8.30am-6pm Employment Type: Full Time Job Type: Permanent Location: 705 Sims Drive (S)387384
Service Crew	<ul style="list-style-type: none"> At least PSLE, Food & Beverage certificate or any related fields. At least half year experience working in customer service. 	<ul style="list-style-type: none"> Perform Order taking. Cashiering. Promote Target Items. Assemble and present orders. Perform cleaning, sweeping, mopping, washing and weekly housekeeping duties. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week, 7am-3pm Employment Type: Full Time Job Type: Permanent Location: 705 Sims Drive (S)387384

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Store Manager	<ul style="list-style-type: none"> At least O Level/ Professional Certificate in F&B management. Minimum 1 year experience as a store-in-charge in management of Food and Service Operations. 	<ul style="list-style-type: none"> Train, support, coach, consult and recognize the results of all staff. Support, coach and consult teams in critical store systems that help to produce consistently high levels of QSC. Review Stores' sales projection and approve Weekly Store Schedules to maximise the use of labor and achieve sales. Collate customers' feedbacks and suggest ideas or recommend actions. Support superior in contributing positive business results to the area. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week, 7am-3pm Employment Type: Full Time Job Type: Permanent Location: 705 Sims Drive (S)387384

#9 PAP Community Foundation


As a charitable and social foundation, PAP Community Foundation (PCF) strives to nurture a multi-racial, fair, just and inclusive society by providing educational, welfare and community services. At PCF, our people-first culture has bagged us the award of 2021 Best Workplace to work by Great Place to Work® in Asia. You will enjoy abundant opportunities for intellectual, personal and professional growth; no matter what you do, we are a fantastic place to be. Begin your journey with us. Our brands PCF Sparkletots is Singapore's largest preschool operator and employer. PCF Sparkle Care is a community-based eldercare service provider with a wide range of services for seniors.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Executive, Active Ageing Centre	<ul style="list-style-type: none"> Minimum "O" Level qualifications Preferably with at least 1 year of working 	<ul style="list-style-type: none"> Support the Centre Supervisor and Executive in the day-to-day execution of activities 	<ul style="list-style-type: none"> Working Hours:


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>experience in an eldercare setting or befriending and buddying services [or volunteering services]</p> <ul style="list-style-type: none"> • Good communication and interpersonal skills • Possesses a passionate and sincere disposition to plan activities and outreach to active and frail seniors. • Be able to work in the evening and on weekends when necessary/required. 	<p>/related tasks at the Active Ageing Centres.</p> <ul style="list-style-type: none"> • Engage elderly residents in the community and encourage them to participate in activities which the Active Ageing Centre organizes. • Organize social activities and outings for the community at the designated Active Ageing Centre. • Co-plan and support integrated home-based or offsite programs/activities extended from the Centre and fulfill at least four of the five domains recommended by the regulatory agency, AIC (Physical; Cognitive; Social, Volunteerism, Learning). • Engage and support volunteers for programs and activities. • Source for suitable locations for the conduct of activities and programs. • Deliver a high level of customer service and engagement with seniors and community partners. • Attend to phone calls to Centre hotline and walk-ins when Admin Assistant is away. • Support targeted outreach and contact seniors within the Centre's service cluster at least once annually. • Collect and compiling data for KPI Submission on a weekly or monthly basis. • Attend to any other ad-hoc duties as and when required. 	<p>5.5 days / week 9am - 6pm Alt Sat: 9am to 1pm Optional: 3pm to 9.30pm (6 hrs)</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: 57B New Upper Changi Road (S)463057
Care Programme Coordinator	<ul style="list-style-type: none"> • Advanced/Higher/Certificate in Community & Social Service [Senior 	<ul style="list-style-type: none"> • Care for the well-being and safety of elderly clients [at all 	<ul style="list-style-type: none"> • Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Care Services] and good "O" level [minimum 3 credits] or WSQ Higher Certificate in Healthcare Support [Nursing care]</p> <ul style="list-style-type: none"> Competency in eldercare service with at least 2 years working experience in an eldercare institution Good communication and interpersonal skills Possess a passionate disposition to care for elderly clients Be able to engage comfortably with elderly clients Be able to prepare and conduct care programmes for seniors; e.g. daily news chats/cooking therapy/art & craft/singing sessions/dancing, reminiscence therapy; etc. 	<p>times] in the Senior Care Centre</p> <ul style="list-style-type: none"> Prepare and conduct programme activities for elderly clients e.g. daily news chats/cooking therapy/art & craft/singing sessions/dancing, reminiscence therapy; etc Organise social and recreational group excursions Update Individual Care Plans and relevant records daily Support caregivers and volunteers in caring for clients 	<ul style="list-style-type: none"> 5.5 days / week Staggered shifts from 7.30am - 6pm; 7.30am – 4.30pm; 8.30am - 5.30pm; 9am - 6pm Employment Type: Full Time Location: 57B New Upper Changi Road (S)463057
Executive, Active Ageing Centre 🏠	<ul style="list-style-type: none"> Bachelor's degree or diploma from an accredited University or Polytechnic. Preferably with at least one year of working experience in an eldercare setting or befriending and buddying services [or volunteering services]. Good communication and interpersonal skills. Proficient in Microsoft (Word, Excel, and PowerPoint) and administrative skills. Adaptable, responsive to change, and resilient 	<ul style="list-style-type: none"> Review referrals for befriending and buddying services and conduct home visits for clients referred for the service. Update IRMS on status of referral and ensure that there is proper handover of clients who reject or does not meet criteria of the service. Deliver high level of customer service and maintain frequent engagement with seniors and community partners. Support targeted outreach and provide quality befriending or buddying services to socially isolated 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 9am - 6pm Alt Sat: 9am to 1pm Optional: 3pm to 9.30pm (6 hrs) Employment Type: Full Time Location: 57B New Upper Changi Road (S)463057

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>when encountering setbacks.</p> <ul style="list-style-type: none"> Be able to work in the evening and on weekends when necessary/required. 	<p>seniors as guided by the service requirements.</p> <ul style="list-style-type: none"> Provide information and referral services to seniors or the community in need at the Active Ageing Centre. Support in Active Ageing activities and outings organised for the seniors. Maintain proper records, documentation on the check calls, and information and referral of the engaged seniors. Support and assist the Center Supervisor in compiling data to meet reporting requirements. Work closely with volunteers for befriending and buddying. Ensure that volunteers meet service requirements and there are no service lapses. Any other responsibilities and duties the Center Supervisor/Senior Management assign. 	
Executive, Admin and Finance 	<ul style="list-style-type: none"> Min 2 years working experience [taking charge of admin; finance or analysis and customer service; etc 	<ul style="list-style-type: none"> Manage admin and performance related functions in a Senior Care Centre. Interact with new clients and prepare client Service Contracts. Process fee invoices (Opening/ Closing) and handle fee collection. Manage scheduling of clients for the service and their transportation. Perform compilation and analysis of key indicators where required. Be involved in SOP preparation and digitalization. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 8.30am - 5.30pm / 9am - 6pm Employment Type: Full Time Location: 57B New Upper Changi Road (S)463057

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Process subvention claims for submission to regulatory agencies. • Take charge of inventory controls and equipment maintenance. • Oversee purchasing functions . • Support administration of customer service and client feedback. • Be involved in projects or process improvements (either self-initiated or assigned). 	
Occupational Therapist 	<ul style="list-style-type: none"> • Bachelor degree or Diploma in Occupational Therapy • Qualified and registered with AHPC [Allied Health Professions Council]. • Minimum 3 years of working experience in a hospital or eldercare institution; preference is for a candidate with working experience in a community setting. • Good communication and interpersonal skills. • Possess a passionate disposition to interact with frail seniors. 	<ul style="list-style-type: none"> • Plan and run occupational therapy services in the Senior Care Centre [in coordination with the Centre Manager and Physiotherapist]. • Conduct assessments for SCC clients during admission and periodic reviews. • Institute an appropriate and effective client therapy treatment. • Participate in multidisciplinary case discussions with the SCC care team. • Contribute to formulation and follow-up of clients' Individual Care Plan [ICP] to ensure holistic health and care coverage. • Plan and conduct group therapy programme and activities for day care clients. • Review and revise programme schedule when necessary to enhance quality of therapy program. • Take charge of proper documentation of therapy records. • Understand dementia issues and know how to manage clients who display behavioural problems 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 8.30am - 5.30pm • Employment Type: Full Time • Location: 57B New Upper Changi Road (S)463057

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>[associated with onset of dementia].</p> <ul style="list-style-type: none"> • Interact to foster close and warm relationships with clients' families and caregivers; and to exhibit with sincerity the care and respect of clients. • Take charge of other duties which the Centre Manager may assign from time to time. 	


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Physiotherapist 	<ul style="list-style-type: none"> • Bachelor degree or Diploma in Physiotherapy • Qualified and registered with AHPC [Allied Health Professions Council]. • Minimum 3 years of working experience in a hospital or eldercare institution; preference is for a candidate with working experience in a community setting. • Good communication and interpersonal skills. • Possess a passionate disposition to interact with frail seniors. 	<ul style="list-style-type: none"> • Plan and run physiotherapy services in the Senior Care Centre [in coordination with the Centre Manager and Occupational Therapist]. • Conduct assessments for SCC clients during admission and periodic reviews. • Institute an appropriate and effective client therapy treatment. • Participate in multidisciplinary case discussions with the SCC care team. • Contribute to formulation and follow-up of clients' Individual Care Plan [ICP] to ensure holistic health and care coverage. • Plan and conduct group therapy programme and activities for day care clients. • Review and revise programme schedule when necessary to enhance quality of therapy program. • Take charge of proper documentation of therapy records. • Understand dementia issues and know how to manage clients who display behavioural problems [associated with onset of dementia]. • Interact to foster close and warm relationships with clients' families and caregivers; and to exhibit with sincerity the care and respect of clients. • Take charge of other duties which the Centre Manager may assign from time to time. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 8.30am - 5.30pm • Employment Type: Full Time • Location: 57B New Upper Changi Road (S)463057



#10 Recruit Haus


Recruit Haus is a human resources firm based in Singapore since 2009, providing a wide range of holistic solutions to organizations and talents.



Our team consists of experienced recruiters and HR practitioners with deep knowledge of the local market and solid global experience.


We offer a comprehensive range of services that includes recruitment (permanent, temporary or contract) and outsourced payroll services.


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
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 8.30am – 6.00pm • Employment Type: Full Time • Job Type: Contract


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Billing & Settlement Officer/ Senior Officer/ Executive 	<ul style="list-style-type: none"> Local Diploma/ Degree in Business/ Finance/ Accountancy/ IT or other relevant fields 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 	<p>We are seeking meticulous and experienced candidates to join our team.</p> <ul style="list-style-type: none"> The successful candidates will be responsible for managing the 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"> Working Hours: 5 days / week 8.30am – 6.00pm Employment Type: Full Time Job Type: Contract
Customer Care Officer/ Executive (Account Servicing) 	<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 	<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 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.30am – 6.00pm Employment Type: Full Time Job Type: Contract


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	stakeholder(s) as required <ul style="list-style-type: none"> • 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 	initiatives as the company embraces new technologies to keep up with an evolving market <ul style="list-style-type: none"> • Supporting the company's other activities in line with its overall vision as a leading electricity retailer in Singapore 	
Customer Care Officer/ Executive (Sales) 	<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 	<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 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 – 6.00pm • Employment Type: Full Time • Job Type: Contract


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
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
Inpatient Pharmacist 	<ul style="list-style-type: none"> Possess a recognised Bachelor of Science (Pharmacy). Possess valid practising pharmacist license. Registered with the Singapore Pharmacy Council. Minimum 1 year of experience in hospital inpatient setting. On-call required but no overnight shift currently. 	<ul style="list-style-type: none"> Perform medication reconciliation, medication dispensing, provide specialised counselling to patients and review of patient's medication. 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 	<ul style="list-style-type: none"> Working Hours: 5 days / week Staggered between 8am to 7pm; 42 hours per week – Rostered to work on Sat/Sun once a month Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Pharmacist and/or Senior Manager. <ul style="list-style-type: none"> Maintain the distribution of drugs and to ensure a stringent and accurate inventory control system. E.g. Supply and Distribution of controlled drugs. 	
Manager, Workforce Planning & Analytics and Human Resources Information Services 	<ul style="list-style-type: none"> Degree in HRM or degree in other discipline with post graduate HRM qualification. Minimum 5 years of working experience in manpower planning and analytics and/or HRIS with at least 1-2 years in a supervisory role in HRM and/or HRIS and data analytics Well versed in data analytical tools and HR technology software Excellent analytical skills Ability to handle confidential information with integrity Excellent interpersonal, communication and presentation skills Able to exercise flexibility and creativity yet maintains a fair approach in problem solving and execution of processes, policies etc. Meticulous with a keen eye for numbers & details Team Player and Service oriented 	<ul style="list-style-type: none"> Setup and manage the workforce planning and analytics function. Establish framework and workflow process for manpower data collection; identify data issues, cleaning, and integrity checks across systems to achieve accurate manpower reporting. Design and develop dashboards to analyze trends and provide meaningful HR metrics and insights for manpower planning. Engage and influence stakeholders and propose recommended solutions through data analysis to drive business decisions, process improvements and supports strategic initiatives. Work closely with Finance to support the annual headcount budgeting process. Implement and manage HRIS solutions and support. Monitor and manage HR policies and procedures to ensure that they are reviewed and up to date and comply with statutory requirements. Workflow Optimisation and Digitalisation: Engage stakeholders to conduct reviews and experimentation of workflow automation for workforce planning and HRIS processes. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8:30am-5:30pm Employment Type: Full Time Job Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Budgeting and Resource Allocation: Plan and manage the annual budget of the Department. Prioritise the allocation of resources to achieve department's objectives within the approved budget. 	
Manufacturing Operations Manager 	<ul style="list-style-type: none"> Willing to be based in Vietnam/China At least 10+ years of experience in manufacturing and has a deep understanding of factory production and manufacturing management processes, management methods and models Familiar with products in the fields of furniture/kitchen cabinet (sofas / wood / textiles) will be an advantage Familiar with the requirements of the quality management system Proficiency in English and Chinese communication and writing as required to liaise with China manufacturing plants as well Strong analytical, leadership, and communication skills Possess strong business acumen and operations process driven Strong stakeholder management capability 	<ul style="list-style-type: none"> Directs, manages, and optimizes one plant or production facilities' overall operations and financial performance (P&L) Sets policies and procedures that guide plant operations' productivity, quality, and cost efficiency Organize the factory's mid-to-long-term plan and annual work plan Take overall responsibility for the management and formulation of the factory's production line Ensure the production progress, and be responsible for the company's total production capacity, quality, and production efficiency Systematically collects operational metrics to analyze productivity and set performance targets to meet revenue and cost goals Supports the development and deployment of manufacturing practices focused on quality and continuous improvement Direct Operations by ensuring that teams work closely to analyze the demand and develop production strategies, including supply chain, product rationalization, material flow, information flow, manpower staffing, and 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8:30am-5:30pm


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>equipment to meet Customer requirements</p> <ul style="list-style-type: none"> • Troubleshoot process-related problems and formulate a corrective action plan to avoid recurrence of shortcomings in the processing line. • Drive industrial relations harmony and accountability for all plant KPIs and ensures adequate training and development at all staff/operations levels • Oversees multi-functional plant teams including finance, engineering, materials, quality assurance, and human resources 	
Marketing Lead 	<ul style="list-style-type: none"> • Bachelor's degree in Marketing, Business Management, or a related field. • Proven experience in digital and social media marketing. • Proficient in tools such as Google Ads, Facebook Ads, LinkedIn Ads, Google Analytics, and Search Console. • Excellent written and verbal communication skills in English and Mandarin. • Ability to manage multiple projects in a fast-paced environment. • Prior experience in the education sector is an added advantage. 	<p>This is a strategic and hands-on role responsible for driving integrated marketing communications, digital campaigns, public relations, and brand-building efforts to support student enrolment and institutional growth.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Develop and execute integrated marketing and communications strategies aligned with organisational goals. • Lead program-specific marketing initiatives and digital campaigns to drive enrolment. • Manage public and media relations, including media outreach and press coverage. • Oversee content creation and ensure consistency across all marketing collaterals. • Plan, manage, and optimise digital advertising campaigns (Google, Facebook, LinkedIn). 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.30am to 5.30pm • Employment Type: Full Time • Job Type: Permanent


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Monitor and analyse marketing performance metrics; propose improvements based on data. • Manage relationships with vendors and external partners. • Collaborate with internal teams including sales (local and international) and academic departments. • Support institute-led branding and recruitment events such as open houses, fairs, and graduation ceremonies. • Take on ad-hoc projects as assigned by management. 	
Marketing Manager (Events, Partnerships & Projects) 	<ul style="list-style-type: none"> • Bachelor's Degree in Business, Communications, Marketing, or related field. • 4 years of experience in partnership management, community engagement, events, or social impact projects. • Possess a strong commercial mindset with business acumen, analytical ability, and effective negotiation skills. • Proven ability to develop and manage large-scale events and multi-stakeholder projects with measurable outcomes. • Strong relationship-building skills with external stakeholders (government, NGOs, corporates) and internal teams. 	<ul style="list-style-type: none"> • Cultivate and manage strategic partnerships with government agencies, community organizations, and social enterprises, focusing on enhancing hawker centre vibrancy and driving meaningful social impact. • Develop and execute events that strengthen company's positioning as a community-focused brand and engage diverse population segments. • Drive community engagement by fostering participation from residents and local leaders, ensuring initiatives are co-created and deliver meaningful social impact. • Oversee end-to-end project lifecycles, from concept development and partner acquisition to execution, stakeholder communication, evaluation, and reporting, ensuring alignment with strategic objectives. • Promote hawker centre vibrancy through campaigns and events that enhance their 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.30am – 6.00pm • Employment Type: Full Time • Job Type: Permanent



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>role as community hubs, drive footfall, and support local businesses.</p> <ul style="list-style-type: none"> • Strategize and lead the expansion of the Community Project, ensuring its sustainable growth and deepening its impact on consumers. • Champion and drive cost-of-living (COL) initiatives for our tenants by developing B2B partnerships and a tenant ecosystem to enhance their commercial viability. • Build and lead a high-performing team by cultivating a culture of learning, feedback, and resilience. Coach team members to adopt a growth mindset, pursue development opportunities, and take ownership of their growth and performance. 	
Marketing Operation Officer/ Senior Officer 	<ul style="list-style-type: none"> • Degree in Business / Marketing or related fields • 1-2 years of experience in marketing coordination or admin roles preferred • Detail-orientated with strong organisational and follow-up skills • Ability to manage multiple projects and deadlines in a fast-paced environment • Excellent written and verbal communication skills • Proficiency in MS Office (Excel, Word, PowerPoint); familiarity with Canva is a bonus 	<ul style="list-style-type: none"> • This role plays an important role in supporting the Marketing Team in executing day-to-day marketing operations and backend processes that enable effective campaign and event delivery. • The role involves coordinating logistics and vendors for roadshows and events, tracking promotion fulfilment, and managing campaign related admin. • The officer will also be responsible for inventory checks, event setup support, and ensuring timely updates to campaign materials and documentation. • This is a cross-functional support role that works 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • 8.30am – 6.00pm (Monday – Friday) • Fri work 1/2 day and another 1/2 day working on either Sat or Sun to visit the event/roadshow • Employment Type: Full Time • Job Type: Contract


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Team-oriented with strong interpersonal skills • Possesses a proactive, can-do attitude with results-oriented mindset • Ability to work on weekends 	<p>closely with both internal stakeholders and external vendors.</p> <ul style="list-style-type: none"> • Coordinate venue sourcing and vendor liaison for roadshows and events • Identify new or possible opportunities at roadshow to engage consumers and encourage enquiries or sign-ups for promotions • Support backend logistics, including roadshow set-up and inventory management • Tracking promo fulfilment and manage Corporate and Group Buy enquiries to support sales acquisition • Assist with sourcing festive gift, managing campaign timelines and preparing Terms & Conditions • Monitor campaign code validity and update marketing assets accordingly • Collate and track roadshow performance data, RSVP responses and event feedback • Manage roadshow and marketing inventory, including merchandise, booth collaterals, and printed materials, and ensure sales kits and flyers are updated with the latest promotional details • Prepare and submit vendor quotes and accruals and track payment processing to ensure timely vendor payments • Generate monthly campaign / roadshow / reseller performance reports • Conduct weekend spot checks at roadshows and ensure 	


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		proper set-up and brand compliance	
Outdoor Sales Executive	<ul style="list-style-type: none"> • Minimum "O" Level Holders • On the job training provided • Class 3 driving licence • 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 – 6.00pm • Employment Type: Full Time • Job Type: Permanent
Part-time 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 calm and professional manner • Comfortable in managing repetitive task 	<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"> Self-motivated and take a proactive approach to work 		
Part-time 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
Pharmacy Technician, Inpatient Pharmacy 	<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. Resourceful, organized and able to work independently. 	<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. 	<ul style="list-style-type: none"> Working Hours: 5 days / week Rostered hours, 5 days inclusive of Sat/Sun Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possess strong analytical capabilities and good problem solving skills. • Open to working shift hours/weekends including night shift 	<ul style="list-style-type: none"> • To maintain the distribution of drugs and to ensure a 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. 	
Product Development Sales Executive/ Senior Executive 	<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, Excel) • 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 – 6.00pm • Employment Type: Full Time • Job Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Program Manager for English and Education 	<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 • 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 	<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 remedial/enrichment purposes • 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 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.30am to 5.30pm • Employment Type: Full Time • Job Type: Permanent
Radiographer – Gen / MRI / CT 	<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, or CT 	<ul style="list-style-type: none"> • Ensure patient safety and comfort during imaging procedures • Maintain high standards of documentation and quality assurance • Collaborate with radiologists and healthcare teams 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 9am–6pm, Half-day on Saturdays • Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Candidates with other imaging modality experience (e.g. Ultrasound, 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"> • Mentor junior radiographers where applicable • Participate in ongoing training and education 	Full Time <ul style="list-style-type: none"> • Job Type: Permanent
Sales Executive 	<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 availability, and coordinate delivery schedules to ensure timely project execution. • Coordinate with operations and logistics teams to ensure proper equipment movement, site access 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am to 6pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>planning, and job safety compliance.</p> <ul style="list-style-type: none"> 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. 	
Senior Contract Administration Officer 	<ul style="list-style-type: none"> Degree in any discipline Min 3 years related working experience Proficiency in Microsoft Office - Excel & Word Meticulous, good interpersonal & problem-solving skills Good communication skills Fast learner who can work independently while maintaining a team-oriented mindset 	<ul style="list-style-type: none"> We are seeking dedicated professionals to oversee contract administration, ensuring that all contract documentation and operational processes are aligned with our operational plan and business policies. This role involves managing a variety of customer contracts and includes the following responsibilities: Overseeing/ manage contract matters, including reviewing contracts, account setup, contract activation and termination, vetting summaries, and maintaining physical contract documentation Managing meter-related tasks such as setup, activation, deactivation, and removal Ensuring compliance with audit requirements and retail policies Liaising and managing communication with external parties on customer-related issues 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.30am – 6.00pm Employment Type: Full Time Job Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Maintaining databases, including SAP, customer portals, and department mailboxes • Supervising junior staff and ensuring that operational workflows and manuals are in place for staff training • Administering and implementing processes in compliance with requirements • Reviewing work processes to simplify, standardize, and automate them • Handling ad-hoc projects as assigned • Assist in new system processes and documentations 	
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 	<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 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.15am – 5.30pm • Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	or process plant will be an advantage	progress of maintenance works, full compliance with contract specifications <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 	Full Time <ul style="list-style-type: none"> • Job Type: Contract

e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

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>



Discover our Services at a Centre Near You

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

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

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

📍 **e2i Career Centre (OTH)**

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

📍 Scan here for our other Jobs and Skills Centres around Singapore.



NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at <https://telegram.org/>

- Subscribe to **PMET Jobs-Alert**
(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/isc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
<https://bit.ly/isc-ja-npmet>



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=>

Click Here for Table of Content