

e2i Skills & Career Fair @ Choa Chu Kang Lot 1

9 Oct 2026

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 APTLed Careers	6
• Administrative Assistants 	6
• Centre Leaders 	6
• Infant Educators 	6
• Preschool Educators 	6
• Support Staff - Food Handler & Cleaner.....	6
#2 ASE Singapore	7
• Assistant Planner / Production Scheduler.....	7
• Associate Engineer - Test Equipment (WLCSP) 	7
• Associate Engineer - Facilities 	7
• Associate Engineer - IT 	8
• Associate Engineer - Test Equipment 	8
• Associate Engineer – Test Equipment (Backend) 	9
• Associate Engineer - Test Equipment (NPI) 	9
• Associate Engineer - Test Equipment (PM) 	10
• Associate Engineer - Test Maintenance 	11
• Associate Engineer - Test Maintenance (Wafer Sort) 	11
• Associate Engineer - Test/Product 	11
• Engineer - IT 	12
• Engineer - Test / Product 	13
• Engineer - Test Maintenance (Wafer Sort) 	14
• Engineer - Tester Support Group 	14
• ESD Technician 	14
• Industrial Engineer 	15
• Logistics Assistant	16
• NPI Engineer 	16
• NPI Engineer - Test Process (WLCSP) 	16

Legend:  – PMET Roles

• Operator.....	17
• Planner	17
• Programmer - IT 	18
• QA Engineer 	18
• Senior Engineer - Test / Product 	19
• Senior Engineer / Engineer - Facilities 	19
• Technician - Test Maintenance 	20
• Technician - Test Process (Backend) 	20
#3 Asia Sync Network.....	21
• Assistant Officer/ Executive/ Assistant 	21
• Sales cum Admin (FT/PT)	23
• Manufacturing Operator	24
• Manufacturing Technician 	25
#4 CH Talent Resources	26
• Accounts Executive (FULL SET) 	26
• Assistant HR Manager 	27
• Finance Internal Audit 	28
• IT Support Executive 	29
• Kitchen Crew	29
• Project Supervisor/ Manager (Marine Communication) 	30
• Sales Engineer 	30
• Security Officer (Airport).....	31
• Senior Cook	32
• Senior Marketing Executive 	32
• Staff Nurse (Nursing Home)	33
#5 Enterprise Promotion Centres	33
• Client Services Executive 	33
• MFC Associate (Mental Health) 	34
• Manager (Business Operation & Integration) 	35
• MFC Programme Executive (Eldercare) 	37
• MFC Social Worker (Mental Health) 	39
#6 Pall Corporation	40

• Material Handler (12 months contract)	40
• Production Associate II.....	41
• Senior Production Associate / Operator	42
• QC Analyst x 12 hours shift (12 months contract renewable)	43
#7 SMC Manufacturing (S).....	43
• Accountant 	43
• Engineer (CNC) 	44
• Engineer (Injection Molding) 	44
• Engineer (Mechanical/Mechatronics/Robotics & Automation) 	44
• Engineer (Quality Assurance) 	45
• Machinist (Plastic Mold Die)	45
• Machinist (Progressive Metal Stamping Die)	45
• Production Component Assembly	46
• Storeman.....	46
• Technician (Auto Assembly Machine)	46
• Quality Assurance Inspector (QA)	47
#8 White Beehoon Restaurant	47
• Food Processing Assistant	47
• Head Chef 	47
• Kitchen Assistant (Cutter)	47
• Kitchen Helper (Food Caller)	47
• Kitchen Assistant (Lower).....	47
• Kitchen Assistant (Oil Wok).....	48
• Kitchen Assistant (Upper).....	48
• Kitchen Assistant (2nd Wok)	48
• Kitchen Assistant (3rd Wok).....	48
• Kitchen Assistant (4th Wok - Bee Hoon)	48
• Kitchen Assistant (PT Long Term or Long Term/Hourly)	48
• Marketing Manager 	48
• Procurement Assistant 	48
• Production Team Leader 	49
• Restaurant Manager (5/6 days) 	49
• Retail Executive 	49

• Service Staff (PT Long Term Contract)	49
• Service Staff (5 or 6 days).....	49
• Service Staff (PT Food Service).....	49
#9 WSH Experts	50
• Admin Assistant	50
• Airport Baggage Handler.....	50
• Assistant Library Officer	51
• Call Centre Operator	51
• Class 3 Driver.....	51
• Class 4 Driver.....	51
• Cleaners.....	52
• Enforcement Officer.....	52
• Fueler	53
• Resident Technical Officer (RTO) 	53
• Service Ambassador	53
• Senior Investigations Officer 	53
• Site Inspector (Construction) 	54
• Warden(PT)	55
#1 Aetos Holding.....	55
• Auxiliary Police Officers (Armed) 	55
• Auxiliary Police Officers (Enforcement) (Unarmed) 	55
• Auxiliary Police Outrider 	55
• Security Officer / Senior Security Officer (Unarmed).....	56
#2 Kidibliss.....	57
• Infant Care Relief Teacher (ACEY/HCIC) 	57
• Infant Childminder - Infant Care Teacher (WFH) 	57
• L1/L2 Preschool Relief Teacher(PT) 	58
• Nanny or Babysitter (24h)	59
• Student Care Teacher.....	59
e2i Services	60

#1 APTLed Careers

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrative Assistants 	Responsibility, Meticulous and Friendly	- Supports daily operations by managing front-desk duties, parent communication, and enrollment. - Handling phone/email inquiries, maintaining child records, processing fee payments, ordering supplies, and ensuring compliance with safety regulations as well as assisting in school events.	Working Hours: 5 days Timing varies Employment Type: Full Time Location: Bukit Merah
Centre Leaders 	Responsibility, Passion, Patience and Love for Children	- Leads in developing strategic plans and structures to foster a culture of care and trust, mentoring, collaborative professionalism and continuous learning within the Centre. - Managing and enhancing Centre operations while adhering to industry regulations.	Working Hours: 5 days/ week Timing varies Employment Type: Full Time Location: Bukit Merah
Infant Educators 	Responsibility, Passion, Patience and Love for Children	- Attuned and responsive to the needs of kids between 2 months and 3 years of age, an Infant Educator is responsible for creating a safe, playful and welcoming environment for the young ones. - Actively develops trust with the little ones' parents and family members. - Adopt innovative and nurturing teaching approaches to help the young ones discover their potential.	Working Hours: 5 days/ week Timing varies Employment Type: Full Time Location: Bukit Merah
Preschool Educators 	Responsibility, Passion, Patience and Love for Children	- Equip children with life skills and cultivating values that will prepare them for primary school and beyond. - Create a safe and nurturing environment through creative and engaging activities.	Working Hours: 5 days/ week Timing varies Employment Type: Full Time Location: Bukit Merah
Support Staff - Food Handler & Cleaner	Maintains high standards of hygiene, friendly and professional	Assist with daily centre operations, including food handling, simple meal preparation, safe hygiene routines, and general cleaning duties across classrooms, kitchen	Working Hours: 5 days/ week Timing varies

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		areas, and common spaces. The role supports a clean, safe, and well-maintained environment for children and staff, ensuring smooth day-to-day functioning of the preschool.	• Employment Type: Full Time • Location: Bukit Merah

#2 ASE Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Planner / Production Scheduler	• Min. GCE O or A level or equivalent • Minimum 3 years of production control experience in manufacturing industries • Prior working experience with semiconductor or electronics industries is advantageous • - Able to work 12 hours	• Assist Planners in administrative matters (ESWOR, MTF, SRF, etc.) • Monitor daily production schedule and ensure alignment to planners' plan • Expedite and follow up on lots movement from receiving to shipping to ensure shipments are met • Monitor shipment backlog and highlight any potential missed shipment • Prepare daily report (incoming ship alert, backlog status, etc)	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Associate Engineer - Test Equipment (WLCSP) 	▪ Diploma in Electronic / Electrical / Mechanical / Mechatronics Engineering or equivalent. ▪ Tape and Reel experience in wafer level and knowledge on vision system is preferred. ▪ Possess strong analysis and good teamwork. ▪ Good communication and interpersonal skills. • - Able to work 12-hr night shift.	▪ Responsible for daily operational equipment issues and strategize recovery actions to support production requirement ▪ Perform equipment buy-off and qualification for machine installation, modification, upgrade and maintenance ▪ Involve in WLCSP process (Taping & Detaping, Wafer Mount, Backgrinding, Laser Grooving, Laser Mark, Dicing, AOI, Die Sort etc) • - Monitor and analyse equipment performance and reliability	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Associate Engineer - Facilities 	▪ NITEC / Diploma in Electrical / Mechanical / Building Facilities / CEE	▪ Conduct routine monitoring and spot checks of all the building facilities such as: central chiller system, cooling	• Working Hours: 3.5 days/ week,

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	or equivalent with 1 year relevant experience ▪ Entry level candidates are welcome ▪ Working knowledge in cleanroom environment is preferred • - Able to work 12-hr rotating shift (8am to 8pm/ 8pm to 8am)	towers, pumps, AHU, compressors, BMS, plumbing and electrical system ▪ Attend to all facility works and M&E installations as well as to co-ordinate with contractors on repair works ▪ Provide support to production and assist in machine installations: power hook-up, CDA, vacuum and process cooling water, exhaust pipe and other set-up in the production floor • Perform in-house servicing of cooling towers, AHU, FCU, FFU, filter cleaning and replacement, strainers and other HVAC equipment	8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Associate Engineer - IT 	▪ Diploma or equivalent in IT or related discipline ▪ Minimum 1 year experience in IT support ▪ Knowledge in Microsoft Office, Outlook, Windows XP/7 ▪ Knowledge in basic LAN/WAN network infrastructure • - Strong communication and interpersonal skills	▪ Setup and troubleshooting of all PC/laptop, printers, print server, Windows XP, Windows 7, RFID scanner, Outlook client, VPN, MS Office, Anti-virus & in-house applications ▪ Managing of IT inventory ▪ Manage IT hardware requests and raise purchase requests when necessary • - Prepare proposals and presentations on assigned projects	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Associate Engineer - Test Equipment 	▪ Degree / Diploma in any Engineering field with relevant hands-on experience ▪ Knowledge and experience in handler models (Epson/Hontech-Logic/ATC/SLT/Matrix/M T9510/Castle/Chroma) will be an added advantage ▪ Possess strong mechanical / electronics	▪ Manage overall project management on new equipment buyoff, installation and associated activities ▪ Collaborate with internal and external stakeholders for smooth production transfer of equipment to mass production ▪ Collaborate with machine suppliers to drive for equipment efficiency and process improvement	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands Loop S738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	/ electrical knowledge and interest ▪ Effective communication and interpersonal skills • - Logical analysis / thinking and possess strong motivation to hone hands-on technical skills	▪ Work closely with PM team in establishment of effective PM system for continuous sustenance of machine and spare inventory ▪ Identify and close gaps between different working level or parties within the company • - Develop expertise to improve the assigned equipment platform, maintain and repair semiconductor process equipment	
Associate Engineer – Test Equipment (Backend) 	▪ Degree in Mechanical / Electrical Engineering ▪ Preferably with minimum 1 year relevant experience in semiconductor industry ▪ Knowledge of basic equipment troubleshooting ▪ Good communications and analytical problem solving skills • - Entry level candidates are welcome to apply	▪ Responsible for providing production and engineering support to all backend equipment-related activities ▪ Set up conversions of backend equipment for production utilization ▪ Perform timely set-up, repairs and maintenance of backend equipment such as laser mark, vision scanner and Tape & Reel platform ▪ Troubleshoot equipment-related issues and minimize equipment downtime ▪ Perform routine equipment preventive maintenance / calibration on timely basis • - Assist in implementing equipment improvement projects	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Associate Engineer - Test Equipment (NPI) 	▪ Diploma or Degree in mechanical/electronics/ electrical or any Engineering field ▪ Preferably 2 years of experience ▪ Basic knowledge of Microsoft office ▪ Observant, team-player, able to work under minimal guidance	▪ Responsible for leading smooth production transfers by collaborating effectively with both internal and external stakeholders ▪ Establish and maintain a robust communication system to manage the dynamic priorities inherent in New Product Introduction (NPI) processes	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Graduates without any experience are also welcomed to apply	- Manage consignment hardware setup, resolve test setup challenges, and oversee tooling and spare parts procurement, including acting as a liaison with suppliers - Ensure supplier compliance with quality standards via product assessments - Develop and maintain documentation for design rules, improvements, and related hardware and software - Collaborate with the engineering and preventive maintenance team for continuous process improvement	Loop S738074
Associate Engineer - Test Equipment (PM) 	- Diploma / Degree in mechanical/electronics/ electrical, or any Engineering field - Preferably minimum 2 years of working experience - Observant, team player, able to work under minimal supervision - Basic knowledge of Microsoft office - Candidates without experience are welcome to apply	- Perform internal/external calibrations, generate verification criteria - Coordinate with planners for efficient handler swaps/releases - Track post-release handler performance and maintain detailed records - Develop and refine PM/calibration checklists to minimize machine failures - Manage daily inventory handovers and maintain optimal spare stock levels - Partner with Engineering and NPI teams on workflow and improvement projects - Integrate improvement projects during scheduled PM/calibration - Establish a system for efficient handler release to support 12 by 7 operations - Attend production meetings, troubleshoot machine issues, and develop/distribute ""one-	Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am Employment Type: Full Time Location: 2 Woodlands Loop S738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		point lessons"" for line maintenance	
Associate Engineer - Test Maintenance 	▪ Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical/ Mechatronics Engineering or equivalent ▪ Specialized knowledge of equipment, testers, handlers, etc is preferred ▪ Possess Trouble shooting skills on equipment maintenance and repair ▪ Possess strong analysis and good teamwork ▪ Good communication and presentation skills • - Able to commit to either 12-hr permanent day / night shift	▪ Responsible for troubleshooting, calibration, repair and maintenance of assigned Testers and Handlers platform ▪ Ensure equipment are in production condition with minimum downtime and running at yield specified ▪ Responsible for tracking, monitoring and reporting daily equipment downtime • - Responsible for daily house keeping and any other responsibilities as assigned	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Associate Engineer - Test Maintenance (Wafer Sort) 	▪ Diploma / NITEC in Electronic / Electrical / Mechanical or any Engineering field ▪ Prior experience in semiconductor or manufacturing environment is advantageous ▪ Possesses strong analytical, problem-solving and communication skills ▪ Able to commit to 12-hr day shift • - Entry level candidates welcome to apply	▪ Responsible for troubleshooting, calibration, repair and maintenance of assigned testers and probers platform ▪ Ensure equipment are in production condition with minimum downtime and running at yield specified • - Responsible to perform prober preventive maintenance and calibration	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Associate Engineer - Test/Product 	▪ Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical/ Mechatronics Engineering or	▪ Provide timely reports on lot performance to internal teams and external customers ▪ Perform basic troubleshooting and provide reports of low yield or failure rates	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	equivalent with 1 year experience ▪ Entry level candidates welcome to apply ▪ Possess strong technical analysis and excellent teamwork • - Able to commit to 12-hr shift	▪ Disposition of engineering lots in manufacturing line ▪ Support engineering team for various engineering activities such as test program checkout, hardware buy-off, and machine qualification ▪ Participate in daily operations meetings and follow up on production issues • - Responsible for daily housekeeping and any other responsibilities as assigned	• Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Engineer - IT 	▪ Bachelor's degree in Computer Science/Computer Engineering/Electrical Engineering/Mechanical Engineering. ▪ 2 to 8 years of experience in semiconductor manufacturing, factory automation, or industrial automation. ▪ Experience in OSAT, wafer fabrication, electronics manufacturing, or high-volume manufacturing environments preferred. ▪ Strong troubleshooting and analytical skills. ▪ Strong knowledge of equipment automation protocols such as Secs/Gem, Semi E84. • - Experience in programming languages such as C#, python, etc.	• Equipment Automation Development ▪ Design, develop, deploy, and maintain Equipment Automation Programs (EAP) for assembly and test manufacturing equipment. ▪ Implement equipment integration using industry-standard protocols such as SECS/GEM. ▪ Support equipment recipe download/upload, remote control, and process parameter management. • Factory Integration ▪ Integrate new production equipment into the factory automation ecosystem. ▪ Collaborate with equipment vendors to develop and validate automation requirements. ▪ Perform equipment buyoff, qualification, and factory acceptance testing. ▪ Ensure seamless data exchange between equipment and manufacturing systems. • Production Support ▪ Provide 24/7 support (on-call when required) for equipment	• Working Hours: 5 days/ week, 8am - 5.15pm • Employment Type: Full Time • Location: 2 Woodlands Loop S738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		automation issues impacting production. ▪ Troubleshoot communication failures between equipment and host systems. ▪ Perform root cause analysis and implement corrective/preventive actions. ▪ Monitor EAP system health and equipment connectivity status. • System Enhancement ▪ Develop automation features to improve productivity, OEE, traceability, and manufacturing efficiency. ▪ Implement smart factory initiatives including Automated lot dispatching and Real-time equipment monitoring. ▪ Predictive maintenance data collection. • Industry 4.0 initiatives • Support digitalization and manufacturing analytics projects.	
Engineer - Test / Product 	▪ Bachelor's Degree in Electronics Engineering or related field ▪ Minimum 2 years working experience in similar capacity preferred, fresh graduates are also welcome to apply ▪ Good communication and interpersonal skills. ▪ Excellent project management, analytical and problem-solving skills. • - Familiar with SPC and FMEA, proficient in coding using Python and other related languages.	▪ Responsible for new product off-loads and qualification to meet customers' requirements ▪ Work closely with customers to analyze and improve product yield and performance, and optimize the testing process ▪ Implement and maintain test programs/hardware to support product sort and final test operations ▪ Prepare engineering reports and conduct regular technical reviews with customers ▪ Development and transfer of test solutions for both Wafer Sort and Final Test to production sites	• Working Hours: 5 days/ week, 8am - 5.15pm • Employment Type: Full Time • Location: 2 Woodlands Loop S738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Define, document and specify test process / procedures for new products	
Engineer - Test Maintenance (Wafer Sort) 	- Degree or Diploma in any Engineering field or equivalent - Prior experience in troubleshooting equipment, maintenance, and repair - Experience in manufacturing environment is an advantage - Analytical, problem-solver with good verbal and written communication skills - Entry level candidates are welcome to apply	- Perform troubleshoot, calibration, repair and maintenance of assigned testers and probers platform - Ensure equipment are in optimum production condition, with minimum downtime and running at yield specified - Support new product offload to production and perform new machine buyoff / evaluation - Initiate improvement project or DOE for process or yield improvement - Maintain spare parts inventory	Working Hours: 5 days/ week, 8am - 5.15pm Employment Type: Full Time Location: 2 Woodlands Loop S738074
Engineer - Tester Support Group 	- Degree / Diploma in any engineering field - Knowledge of equipment, testers, handlers would be advantageous - Prior experience in equipment troubleshoot, maintenance and repair - Semiconductor Programming & Application skills - Good planning & organizing ability and a team player - Familiar with Quality Management – Problem Solving, SPC, DOE, FMEA - Good communication & presentation skills	- Responsible for tester installation, re-configuration, upgrade, repair and debug - Identify and execute continuous improvement to improve test performance and OEE - Generate technical gap analysis of new hardware, software and license requirement - Provide technical training to production personnel - Coordinate and lead machine suppliers on project costing and time management - Support audit / visit and render assistance in solving outstanding/quality issues	Working Hours: 5 days/ week, 8am - 5.15pm Employment Type: Full Time Location: 2 Woodlands Loop S738074
ESD Technician 	GCE O'Level / Technical School / ITE certification in an Engineering discipline	Perform ESD Compliance Verification measurements and effectively troubleshoot any issues found	Working Hours: 3.5 days/ week,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Able to work independently	- Conduct routine ESD quality checks on production lines to maintain stringent ESD standards - Promptly report any ESD related problems encountered in the production	8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Industrial Engineer 	▪ Degree in Industrial Engineering, Electrical Engineering, Mechanical Engineering, or any related Engineering discipline ▪ Proficient in Microsoft Office (Word, Excel, PowerPoint) ▪ Strong analytical skills with a flair for numbers and data-driven decision-making ▪ Excellent interpersonal and communication skills, both written and verbal ▪ Ability to adapt to changing environments and manage multiple tasks efficiently ▪ Ability to work well as a team player while being independent and proactive in problem-solving ▪ Positive attitude, growth mindset, and eagerness to learn and develop new skills ▪ Exposure to manufacturing or production environments is a plus • - Fresh graduates are welcome to apply	▪ Conduct time studies to set precise standards for machine capacity and cycle time ▪ Use data analytics platforms to ensure accurate production loading assessments and resource allocation ▪ Collaborate with Operations and Engineering teams to drive OEE improvements ▪ Initiate, analyze, plan, and execute reconfiguration projects to maximize tester utilization ▪ Plan and manage testers and related hardware & software, overseeing transfer in/out activities and ensuring alignment with company goals. • - Maintain robust spare parts inventory and ensure availability and readiness for production needs	• Working Hours: 5 days/ week, 8am - 5.15pm • Employment Type: Full Time • Location: 2 Woodlands Loop S738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Logistics Assistant	- Min GCE "N" / "O" levels or certificates in related field with 2 years of relevant working experience - Ability to handle pallet jack equipment - Basic knowledge in Microsoft Word, Excel & Outlook - Understanding of Import permit, Commercial Invoices and packing list - Knowledge of IOR requirement is an advantage - Able to commit to 12-hr night shift	-Receiving of incoming shipment and checking of goods received against documents and condition of goods - Perform breakbulk and data entry, stock-take and Inventory count - Load and unload materials and finished products - Comply with safety regulations and security measures for warehouse store - Sort and place items on predetermined trolleys	Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am Employment Type: Full Time Location: 2 Woodlands Loop S738074
NPI Engineer 	- Degree in Engineering / Supply Chain with minimum 2 years of experience preferred. - Meticulous in planning, possess strong teamwork and excellent project management and communication skills. - Fresh graduates are welcome to apply.	- Champion New Customer Eco-System Setup, New Device Offload and New Process Flow Setup. - Responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. - Work closely with customer and respective internal teams to ensure the project are in schedule and on track. - Provide regular project statement updates / status reports and present to management. - Manage customer audits and customer visits.	Working Hours: 5 days/ week, 8am - 5.15pm Employment Type: Full Time Location: 2 Woodlands Loop S738074
NPI Engineer - Test Process (WLCSP) 	- Diploma / Degree in any Engineering Discipline - Working experience in semiconductor assembly manufacturing or process engineering and pre-assembly processes (Backgrind, Laser Marking, Laser Groove,	- Responsible for set-up and optimization of new device qualification, engineering lot processing, process data gathering and reporting - Monitor and improve device yield performance and process SPC charts - Investigate and troubleshoot production downtime and	Working Hours: 5 days/ week, 8am - 5.15pm Employment Type: Full Time Location: 2 Woodlands

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Wafer Dicing) is an advantage ▪ Knowledge in SPC, DOE, FMEA, OCAP, Control Plan, WI and Process Specification ▪ Clear and effective communication with customers, suppliers and cross department ▪ Able to multi-task and support ad-hoc projects in process and equipment related activities • Entry level candidates are welcome to apply	quality issues to provide lot disposition on outlier lots ▪ Perform engineering report and documentation such as 8D, DMAIC, FMEA, CP, Process Specification, Work Instructions, etc ▪ Implement continuous improvement program (CIP) to support yield and cost improvement, including developing systems for workflow management ▪ Facilitate training of manufacturing personnel on operating procedures and process specification ▪ Work closely with inter-department to improve process and equipment performance and capability ▪ Coordinate and communicate with customers for any process engineering related matters • Setup systems and NPI requirements, handles qualifications and engineering activities	Loop S738074
Operator	▪ Completed at least Secondary education ▪ Able to understand and communicate in basic English ▪ Possess basic computer literacy • A team player with a positive attitude and willingness to learn	▪ Operate machines to test devices to meet the quality and quantity requirements • Follow operational procedures and perform housekeeping	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: Woodlands
Planner	▪ Diploma / Degree in Engineering / Supply Chain / Business / Manufacturing or equivalent	▪ Responsible for monitoring and managing WIP and customer backlog ▪ Plan daily production schedule for manufacturing execution	• Working Hours: 5 days/ week, 8am - 5.15pm • Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	▪ Minimum 2 years working experience ▪ Good interpersonal and communication skills ▪ Self-motivated, meticulous and able to work well with teams • - Able to work effectively in a dynamic environment	- and work with cross-functional team to meet SOD ▪ Manage customer demand forecast & capacity allocation ▪ Act as customer interface in providing daily operational updates to customers • Improve capacity utilization through better device mix management	- Full Time • Location: 2 Woodlands Loop S738074
Programmer - IT 	▪ Degree in IT/Computer Science/Engineering or Equivalent Experience with Perl, Python, Java J2EE, or .NET C# ▪ Strong background in OOP, UML, XML and Web Services ▪ Good knowledge in Linux and Visual Basic will be advantageous ▪ Experience in system integration for Tester Advantest V93K & Teradyne UFLEX will be advantageous. • - Preferably with relevant working experience in semiconductor environment	▪ Develop and maintain Production User Interface using Visual Basic ▪ Design, implement, and maintain in-house applications using Java or .NET ▪ Develop Perl/Python/Shell scripts to support customer request/reports/data files ▪ Analyze and decode machine data such as Semiconductor STDF and GPIB messages ▪ Perform user acceptance and integration test with internal MES via webservice • Assist in maintaining existing Manufacturing applications	• Working Hours: 5 days/ week, 8am - 5.15pm • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
QA Engineer 	▪ Degree in Electronics or Engineering or related field with relevant experience in electronics / semiconductor / or other manufacturing industry ▪ Entry level candidates are welcome to apply ▪ Basic knowledge in Microsoft Office (Word, Excel, PowerPoint) ▪ Team player with good written / verbal communication and interpersonal skills ▪ Strong sense of urgency with ability to meet	▪ Provide analysis and dispositions on non-conformance products in accordance to requirements ▪ Perform inspection and verification (visually or using measuring tools) on product on hold due to quality issues ▪ Work closely with supervisor & team to monitor project status and closures ▪ Communicate with customers on the status of quality projects assigned to his/her area of responsibility	• Working Hours: 5 days/ week, 8am - 5.15pm • Employment Type: Full Time • Location: 2 Woodlands Loop S738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	deadlines and work independently ▪ Knowledge in basic manufacturing solving problem tools (8D, FMEA) and statistical tools (SPC) is an advantage • Highly motivated to learn new skills / systems / analytical tools used in manufacturing operations	▪ Prepare regular reports and meet submission deadlines (weekly, monthly) • Actively participate in team projects analysis	
Senior Engineer - Test / Product 	▪ Degree in any engineering field ▪ Good communication and interpersonal skills ▪ At least 5 years relevant experience, preferably in a cleanroom environment ▪ Possess good project management, analytical and problem solving skills ▪ Ability and passion to work in and foster a teamwork environment • Positive attitude with good communication and interpersonal skills	▪ Lead and mentor a team of Test/Product Engineers in delivering technical solutions for yield improvement, device offload, and test program development/validation ▪ Oversee setup/hardware correlation and qualification activities ▪ Drive technical solutions for wafer sort and final test processes ▪ Spearhead system algorithm optimization and advanced analytics implementation ▪ Manage cross-functional project timelines with customers and internal stakeholders ▪ Chair Test/Product Engineering meetings and represent the team in customer discussions ▪ Lead continuous improvement initiatives for quality and productivity in Test Operations/QA • - Perform additional leadership duties as assigned	• Working Hours: 5 days/ week, 8am - 5.15pm • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Senior Engineer / Engineer - Facilities 	▪ Bachelor Degree / Diploma in engineering related discipline ▪ At least 5 years relevant experience, preferably in a cleanroom environment	▪ Responsible for the operations and general maintenance of the plant, machinery, and associated building facilities ▪ Ensure that the facilities' systems and processes function efficiently and meet the organization's needs. Works	• Working Hours: 5 days/ week, 8am - 5.15pm • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Preferably with AutoCad drafting skills	includes a range of engineering disciplines such as mechanical, electrical, plumbing, HVAC, and energy management ▪ Troubleshoot equipment / facility breakdown and carry out basic repairs ▪ Supervise and coordinate with vendors and service providers on activities regarding daily routine facilities, maintenance work and execution of engineering projects within the facility ▪ Attend to any facility works and M&E installations, as well as development of project plans • Provide technical guidance and mentorship to team members	• Location: 2 Woodlands Loop S738074
Technician - Test Maintenance 	▪ Minimum SPM or GCE 'O' Level qualification ▪ 1–2 years of relevant technical working experience in equipment maintenance or manufacturing environment ▪ Knowledge and hands-on experience in troubleshooting, maintenance, and repair of equipment. ▪ Good communication and presentation skills. ▪ Proficient in basic PC and computer applications. • A proactive team player with a positive working attitude.	▪ Ensure equipment remains in optimal production condition with minimal downtime and operates within the specified yield targets ▪ Monitor, track, and prepare daily reports on equipment downtime and performance • Maintain good housekeeping standards and ensure a clean and safe work environment	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Location: 2 Woodlands Loop S738074
Technician - Test Process (Backend) 	▪ Higher Nitec or Nitec in any Engineering field • Minimum 3 years working experience preferred	▪ Verify and analyze hold lot rejects whether valid, invalid and escalate if in doubt or not meeting internal requirements ▪ Ensure smooth release of hold lots to meet shipment through verification, analysis and disposition	• Working Hours: 3.5 days/ week, 8am to 8pm / 8pm to 8am

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		▪ Pre-alert, trigger and feedback hold lot / issues to upstream process for containments and/or action improvements ▪ Provide hold lot / low yield reports to engineering team for tracking, monitoring, continuous improvements and/or escalation • Coordinate and follow up with cross functional team on incoming and Backend lot disposition to ensure shipment deliverables	• Employment Type: Full Time • Location: 2 Woodlands Loop S738074

#3 Asia Sync Network

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Officer/ Executive/ Assistant 	Min. "O" or "N" level. • Ideally 1–2 years of relevant experience in property management, facilities/operations, serviced residences, co-living or similar environment. • Proficient in MS Office / Google Workspace/ AI. • Meticulous, organised and able to handle multiple units and cases at the same time. • Strong interpersonal and communication skills; able to handle tenants and landlords professionally. • Willing to conduct physical site visits and inspections, sometimes at short notice or outside standard office hours.	Operations & Property Management • Oversee daily operations for assigned properties, including customer service. • Plan and conduct regular site inspections, identify defects, safety and follow through on rectification with contractors and Landlords/ Tenants. • Coordinate unit handover/takeover with Landlords and Tenants, ensuring all documentation, condition and keys are properly recorded. • Handle tenant operational matters and feedback (maintenance, access, breakdowns) and ensure timely resolution. Property Condition Reports (Core Duty) • Conduct detailed move-in, periodic and move-out inspections for all units under management.	• Working Hours: 9am - 6pm • Employment Type: Full Time • Location: 10 Anson Road S079903

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Prepare professional Property Condition Reports including: photo documentation, description of defects, assessment of wear & tear vs damage, and recommendations for remedial works. • Liaise with technical vendors to obtain specialist reports where necessary and incorporate findings into the Property Condition Report. • Maintain an organised digital archive of all Property Condition Reports and inspection records for audit, claims and dispute resolution. Vendor & Contractor Coordination • Source, schedule and supervise contractors to ensure rectification works are carried out to required standards and within timeline. • Review quotations, compare options and highlight cost, scope and risk considerations to management. • Verify completion of works against scope before approving invoices. Compliance, Risk & Documentation • Ensure properties comply with building regulations, condo/MCST rules, • Support deposit claims by providing Property Condition Reports, photos and correspondence trail. • Draft and maintain SOPs, checklists and forms for inspections, handover/takeover and incident reporting. Stakeholder Management • Build positive working relationships with landlords,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		MCST, tenants, agents and internal teams. • Communicate clearly with tenants on house rules, maintenance responsibilities and rectification timelines. • Support management in resolving disputes regarding property condition, damages and responsibilities, using evidence from inspections and reports. Process Improvement & Reporting • Track defects trends and propose preventive measures or changes to selection criteria for new properties. • Prepare monthly operations reports (KPIs, open/closed cases, major incidents, contractor performance) for management review. • Contribute ideas to improve efficiency, service quality and tenant satisfaction.	
Sales cum Admin (FT/PT)	• Minimum N/O Level • Good communication and interpersonal skills. • Basic computer skills and ability to perform accurate data entry. • Responsible, detail-oriented, and able to work independently. • Sales or admin experience is an advantage, but fresh candidates may be considered.	• Promote and market the company's products/services to potential clients. • Support sales activities and assist in generating new business opportunities. • Maintain customer relationships and follow up on inquiries. • Perform data entry for client details and update information into the system accurately. • Ensure all records and data are complete, correct, and up to date. • Assist with general administrative duties as assigned. • Work closely with the team to support daily operations.	• Working Hours: 9am - 6pm • Employment Type: Full Time/Part Time • Location: 10 Anson Road S079903

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Manufacturing Operator	• High school education or equivalent. • Certification in chemical handling. • Certification in manufacturing safety & hazard awareness. • Certification in Quality inspection/assurance training.	• Perform daily machinery setup & check with dedicated checklist. • Manage different machinery settings competently to correspond to different product programs. • Perform machinery (and tool) routine inspections on a periodic basis. • Prepare raw material and/or chemicals (during production runs) that are required for the dedicated process(es). • Conduct inspection (during production runs) on input material to ensure integrity of material is not compromised. • Conduct fundamental quality checks (during production runs) on output products to ensure quality standards/requirement is met. • Perform data-entry/logging activities to ensure proper documentation of production process(es). • Conduct work-in-progress checks using machinery inline monitoring system(s). • Communicate quality and/or machinery issue(s) timely to the supervisor. • Perform tool switch, program change and/or other necessary machinery procedures when switching product types. • Conduct periodic switch/replacement of machinery consumables. • Provide support to scheduled machinery maintenance works. • Operate multiple machinery runs simultaneously, when necessary.	• Working Hours: 7am - 7pm, 7pm - 7am • Employment Type: Full Time • Location: 9 Pesawat Drive S619607

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Support production runs (pre-trained) at other functional manufacturing areas, when necessary. • Perform 5S activities and maintain care for dedicated work-areas. • Participate in handover briefing during the start and end of each working shift. • Participate in shopfloor Quality and/or Continuous Improvement activities (e.g. Gemba walk), when applicable. • Perform ad-hoc duties as assigned by the Manager, to support team and organization goals.	
Manufacturing Technician 	• Nitec in Engineering, Diploma and equivalent. • Experience in Semiconductor/PCB/substrate manufacturing is advantageous.	• Perform equipment and task operations in support of daily production runs. • Perform part and process conversions using validated recipes and parameter settings during start-up and mass production runs. • Train manufacturing operators using Standard Operating Procedures (SOPs) and Work Instructions (WIs). • Communicate and collaborate with Manufacturing and Engineering stakeholders to resolve production line issues in a timely manner. • Conduct preliminary investigations and root cause analyses of process and output defects. • Manage inventory levels of raw materials, chemicals, and machine consumables on the shop floor. • Perform precision measurement analyses within specified limits and tolerances.	• Working Hours: 7am - 7pm, 7pm - 7am • Employment Type: Full Time • Location: 9 Pesawat Drive S619607

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Carry out periodic preventive maintenance activities on equipment. • Perform manual chemical analyses for relevant manufacturing processes. • Undertake other assigned duties and responsibilities as required.	

#4 CH Talent Resources

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Executive (FULL SET) 	• Minimum Diploma in Accountancy or Finance	• Handle the full set of accounts, including accounts payable, accounts receivable, general ledger and month-end closing. • Prepare and maintain accurate accounting records, schedules and supporting documents. • Perform monthly bank reconciliations, balance sheet reconciliations and inter-company reconciliations. • Prepare monthly management accounts, financial reports and analysis for management review. • Manage accounts payable and accounts receivable, including invoice processing, payment preparation and collection monitoring. • Handle GST / tax-related matters, including preparation of schedules and coordination with external tax agents where required. • Assist in the preparation of annual financial statements and support year-end audit activities.	• Working Hours: 5 days/ week • Employment Type: Full Time • Location: 93 Tuas Bay Drive S637041

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Monitor cash flow, including cash position, payments and receipts. • Ensure timely and accurate submission of statutory and regulatory reports. • Maintain proper documentation and ensure compliance with accounting standards, company policies and internal controls. • Liaise with auditors, tax agents, banks and other external parties on accounting and finance matters. • Assist with budgeting, forecasting and financial analysis when required. • Identify and resolve accounting discrepancies and provide recommendations for process improvements. • Support other ad-hoc accounting and finance-related duties as assigned.	
Assistant HR Manager 	• HR Degree	• Strong HR Business Partnering experience • Experience managing the full employee lifecycle, including recruitment, onboarding, performance management, employee relations, compensation & benefits, and offboarding • Strong stakeholder management and communication skills • Experience partnering with business leaders and supporting organisational objectives • Good knowledge of Singapore employment practices and HR compliance • Regional/APAC exposure will be an advantage	• Working Hours: 5 days/ week • Employment Type: Full Time • Location: 4 Battery Road (S)049908

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Finance Internal Audit 	Data analysis (Excel, Power BI, ACL, IDEA, SQL, etc.)	- Internal audit professionals provide independent assurance that an organization's governance, risk management, and internal control processes are effective. Their responsibilities typically include: - Risk Assessment: Identify and evaluate financial, operational, compliance, and strategic risks. - Audit Planning: Develop annual and engagement-specific audit plans based on risk priorities. - Conduct Audits: Review processes, systems, transactions, and controls to assess effectiveness and compliance. - Evaluate Internal Controls: Determine whether controls adequately safeguard assets, ensure accurate reporting, and prevent fraud. - Ensure Compliance: Verify adherence to laws, regulations, company policies, and industry standards. - Fraud Risk Assessment: Identify potential fraud risks, investigate suspected irregularities when required, and recommend preventive controls. - Analyze Data: Use data analytics to identify trends, anomalies, and areas requiring further review. - Document Findings: Prepare clear audit working papers and document evidence supporting conclusions. - Report Audit Results: Present findings, risk ratings, and practical recommendations to management and the audit committee.	Working Hours: 5 days/ week Employment Type: Full Time Location: 1 Wallich Street (S)078881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Follow Up on Recommendations: Monitor management's implementation of agreed corrective actions. - Advise on Process Improvements: Recommend ways to improve efficiency, effectiveness, and control without assuming management responsibilities.	
IT Support Executive 	- Minimum diploma in Computer Science, Information Technology, or a related field - Proficient in utilizing virtualization technology, specifically Hyper-V. - Technical knowledge on IT and personal computer troubleshooting with good awareness on cybersecurity	- Assist in the procurement of hardware, ensuring that the company has the necessary equipment for its IT infrastructure. - Document the system in the lab and create a comprehensive network diagram for the lab environment - Provide technical support to end-users for hardware, software and network-related issues - Develop, maintain and improve existing and new local application systems, tools and Inter & Intranet environment to meet local business needs with a relentless customer satisfaction focus. - Maintain and support client hardware and software environment in compliance with Local, Regional and Global standards, strategic policies, guidelines, procedures for ensuring the continuous of business activities. - Support IT Service Desk so that IT could timely feedback to user's incidence calls and give them support for users troubleshoot problems.	Working Hours: 5 days/ week Employment Type: Full Time Location: 1 Wallich Street (S)078881
Kitchen Crew	Comfortable to fast pace kitchen	- Preparing ingredient in kitchen. - Assist to ensure cleanliness in kitchen.	Working Hours: 5 days/ week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Assist to simple cooking in kitchen such as frying and deep fry.	Employment Type: Full Time Location: Tai Seng
Project Supervisor/ Manager (Marine Communication) 	- Diploma or Bachelor's degree in M&E or Electrical Engineering, Project Management, or a related field - Proven project management experience, preferably in energy, offshore, or marine navigation industries - Strong organisational and multitasking abilities, with experience managing multiple projects - Excellent communication and teamwork skills - Proficient in project management software/tools - Knowledge of quality procedures and relevant regulations - Able to work in a fast-paced environment and adapt to shifting priorities - Project Management certification (e.g., PMP) is an advantage	- Manage the full project management lifecycle from design to project closure, including pre-delivery checks, testing, and handover - Attend project kickoff meetings to understand project scope, schedules, and deliverables - Coordinate the preparation of project drawings and documents, and review and implement change orders and amendments - Coordinate and schedule engineers and technicians to meet project deadlines - Prepare and monitor project schedules, coordinate with subcontractors, and gather information from suppliers - Manage pre-delivery testing, on-site installation, termination, and commissioning of equipment - Conduct technical reviews of plans to ensure compliance with codes and regulations - Continuously monitor project performance and provide accurate monthly project status reports to the management - Ensure compliance with all related quality procedures and departmental Business Continuity Plans - Perform any other duties of a similar nature or level as required	Working Hours: 5 days/ week Employment Type: Full Time Location: 194 Pandan Loop S128383
Sales Engineer 	Degree or Diploma in Engineering related discipline is preferred	Collaborate with the Sales Manager to implement sales plans and strategies for the	Working Hours: 5 days/ week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Hyster Singapore market, supporting the achievement of sales revenue, gross profit, and order intake targets within the assigned territory. • Achieve sales targets and budgets set by the Sales Manager. • Effectively manage the assigned territory by identifying new sales opportunities while maintaining and growing the existing customer base. • Conduct product demonstrations at customer sites, friendly sites, or Hyster locations where applicable. • Build and maintain strong relationships with direct and indirect customers, as well as key stakeholders, to ensure customer loyalty and long-term engagement. • Gather, analyze, and share market, industry, and competitor insights to identify opportunities, gaps, and customer needs for Hyster products and services. • Promote Hyster brand awareness through marketing and business development activities, and contribute to marketing strategies and go-to-market initiatives. • Ensure accurate sales documentation and paperwork, and provide administrative support as required. • Perform other ad hoc duties and responsibilities as assigned	• Employment Type: Full Time • Location: 93 Tuas Bay Drive (S)637041
Security Officer (Airport)	• Valid PLRD Security license (Must be licensed as a Security Officer (SO) and are already in possession of a valid SO ID cards)	• Perform CCTV and Control Room monitoring duties. • Undertake screening of baggage and personnel.	• Working Hours: 6 days/ week, 9 hrs/day

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Perform X-ray screening and access controls. • Perform guarding and patrolling of installations. • Any other duties as assigned.	• Employment Type: Full Time • Location: Airport
Senior Cook	• Experience in Cuisine and Oriental Cuisine is required	• Prepare food according to the Company standard procedures, recipe and given instruction. • Constantly check the quality of food prepared with regards to taste and temperature according to the company standard. • Lead junior cooks or kitchen helpers in kitchen duties	• Working Hours: 6 days/ week, 9 hrs/day • Employment Type: Full Time • Location: 19 Tai Seng Avenue (S)534054
Senior Marketing Executive 	• Diploma/ Bachelor's degree in Marketing or a related discipline • 3–5 years of hands-on experience in marketing roles	• Develop creative briefs that align marketing vision with business objectives • Plan and execute multi-channel campaigns across the customer journey, ensuring consistent messaging • Manage content strategies for both customer-facing and internal communications • Support sales initiatives, set marketing budget benchmarks, and participate in brand events • Utilise customer and market insights to refine outreach strategies and improve conversion and loyalty • Communicate ideas and strategies effectively to internal teams and external partners • Collaborate closely with senior leadership on marketing plans, initiatives, and budget decisions • Enhance overall e-commerce site performance through continuous UI/UX improvements and collaboration with designers/developers	• Working Hours: 5 days/ week • Employment Type: Full Time • Location: 4 Battery Road (S)049908

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Staff Nurse (Nursing Home)	Bachelor's Degree or Diploma in Nursing recognised by the Singapore Nursing Board (SNB)	- Provide professional nursing care in line with established standards and guidelines - Assess, plan, implement and evaluate care plans for residents - Support doctors and allied health professionals in clinical procedures and care delivery - Maintain accurate documentation and reporting - Ensure a safe, clean and comfortable environment for residents	Working Hours: 5 days/ week Employment Type: Full Time Location: 71 Venus Drive (S)573859

#5 Enterprise Promotion Centres

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Client Services Executive 	- Educational Qualifications: - A diploma in any discipline with minimum 3 years of relevant experience, preferably in organising events and secretariat services in a professional / trade organisation - Pro-active, self-motivated, conscientious, team player and able to work independently - Good time management. Able to multi-task and deliver assigned tasks with quality and timeliness - Meticulous and good project management skills. Able to follow through on implementation of plans.	- Report to and support the Client Services Manager in coordinating and executing the assigned tasks as follows: - Managing and servicing client organisations and stakeholders - Membership Services and Support - Handling enquiries, requests and invitations, processing membership applications, coordinating membership renewal drive and maintain and update membership database. - Board, Committee, Subcommittee and Annual General Meetings - coordinating and arranging meetings, preparing Notes of Meeting and follow up on action plans, follow up and collating of meeting attendance and quorum, preparing the meeting slides and meeting documents and	Working Hours: 5 days/ week 9am - 6pm Employment Type: Full Time Location: 223 Mountbatten Road S398008

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good problem-solving skills and service-oriented mindset • Excellent interpersonal and communication skills, both written and verbal • Proficient in MS Office applications • Possess good working knowledge of social media and website design and management	• preparing Minutes of Meeting and follow up actions. • Events and Training Courses - plan, coordinate and manage events & training courses; liaising with venue partners, speakers, sponsors, organising committee, catering service; registration and payment; prepare event flyer and post-event & training courses reports • Publications & Website - managing and posting on website and social media pages; handling of public relations (e.g. managing invitations, drafting of letters/responses/invitations); liaising and coordinating with external parties and producing, coordinating and circulation of newsletters. • Financial - reconciliation of monthly financial statement with payment and events held and membership renewals, etc.	
MFC Associate (Mental Health) 	• Diploma in Business Administration, Social Sciences, or related field • Other disciplines may be considered based on relevant experience • Experience in related field of work would be an advantage • Fresh graduates may welcome to apply • Detail-oriented and organised • Strong communication and coordination skills • Proficient in Microsoft Office (Word, Excel, PowerPoint)	• The Associate provides essential administrative and operational support to the Mental Health team. • This role focuses on data management, report preparation, facility coordination, and financial administration to ensure smooth programme delivery and compliance with organisational standards. • Programme Coordination and Implementation • Perform general administrative duties including documentation, scheduling, and filing	• Working Hours: 5 days/ week 9am - 6pm • Employment Type: Full Time • Location: 223 Mountbatten Road S398008

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work independently and collaboratively in a team environment	• Coordinate facility-related matters such as maintenance requests and space usage • Support procurement processes including sourcing, quotations, and purchase requests • Assist in processing internal budget claims and tracking expenditures • Data Collection and Reporting • Collect, compile, and organise programme and case-related data • Prepare regular reports and presentations for internal and external stakeholders • Ensure data accuracy and timely submission of reports • Programme & Team Support • Assist in coordinating internal meetings and team activities • Provide support during community events and outreach programmes as needed • Liaise with internal departments for operational and finance-related matters • Undertake additional responsibilities as assigned to support team and organisational needs	
Manager (Business Operation & Integration) 	• Educational Qualifications • Bachelor's degree in business administration, Project Management, or related field. • Minimum 5–8 years of experience in a project management, operations, or business integration role. • Proven experience managing projects in the services, training,	• Project Leadership & Execution • Lead and manage the full life cycle of multiple client and internal projects simultaneously. • Develop and track detailed project plans with timelines, resources, milestones, and deliverables. • Serve as the main point of contact for internal teams and clients on project execution matters.	• Working Hours: 5 days/ week 9am - 6pm • Employment Type: Full Time • Location: 223 Mountbatten Road S398008 •

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	event, or association management sectors. • Strong understanding of middle office functions including procurement, finance coordination, and SOP development. • Proficiency in Microsoft Office Suite, Excel, project management tools (e.g., Asana, Trello), and CRM software. • PMP certification or equivalent preferred but not mandatory.	• Identify, assess, and mitigate risks and issues throughout project lifecycles. • Monitor progress to ensure timely and cost-effective project completion. • Lead project post-mortems and implement learnings into future workflows. • Operational Integration • Coordinate integration of operations across different departments (e.g., Sales, Marketing, Finance, Client Services). • Drive standardization and optimization of project-related workflows and documentation. • Improve communication channels and decision-making between internal teams for smoother project implementation. • Support cross-functional process mapping and policy alignment across service units. • Client & Stakeholder Communication • Support client onboarding by providing implementation timelines, workflows, and resource planning. • Ensure all deliveries meet client expectations and contractual agreements. • Attend client meetings to provide operational insights and updates on project milestones. • Maintain strong relationships with partners, vendors, and	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		service providers involved in project execution. • • Team Supervision & Collaboration • Supervise and guide project coordinators or executive staff assigned to clients or internal projects. • Provide on-the-job training and mentorship to junior staff. • Lead internal review meetings and encourage proactive issue resolution and performance tracking. • Foster a culture of collaboration, accountability, and operational excellence. • Reporting & Performance Monitoring • Prepare regular internal reports on project status, risks, and budget utilization. • Collaborate with leadership to design and track project KPIs (e.g., client satisfaction, delivery timelines, service margins). • Provide input into strategic planning, business process reengineering, and growth initiatives.	
MFC Programme Executive (Eldercare) 	• Possess Degree in any discipline from an accredited institution • Prior experience in events or programmes design, planning and implementation will be an advantage • Working knowledge of social service practices will be an advantage • Fresh graduates are welcome to apply	• The PROGRAMME EXECUTIVE is responsible for developing, implementing, and evaluating programmes for seniors. • He/she enhances program quality, drives participation through executing promotional strategies, and guiding junior staff while resolving operational issues. • He/she also supports managerial activities, particularly in the planning and	• Working Hours: 5 days/ week 9am - 6pm • Employment Type: Full Time • Location: 223 Mountbatten Road S398008

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• People-oriented, good interpersonal and relationship-building skills • Ability to multi-task and work in a fast-paced and dynamic environment • Enjoy engagement with the seniors • Physically fit and willing to travel for regular home visits • Proficient in Microsoft Office and comfortable with various IT platforms • Excellent verbal and written communication skills. Able to speak dialects is an added advantage • Committed and can-do attitude • Team Player	• implementation of community partnerships and the consolidation of progress reports. • He/she works closely with external stakeholders to develop engaging programmes as well as coordinates relevant trainings. • Overall, the Programme Executive plays an active role in implementing work plans and coordinating them with external stakeholders. • Programme Development and Evaluation • Brainstorm and evaluate the feasibility of programmes and activities for seniors • Develop and implement promotional strategies to drive participation • Document and maintain client records about programmes attended, observations and feedback from clients, caregivers and social service professionals • Review and recommend improvements to programmes, considering upcoming trends to drive participation • Implement programmes independently • Oversee preparation of logistics for programmes • Liaise with vendors on the programme requirements • Conduct door knocking activities to reach out to seniors who may require Montfort Care's services • Conduct regular home visit and calls to seniors, rendering additional services (e.g.,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		medical escort, programme registration, etc.) as required • Perform basic assessments, collect data and consolidate reports/log sheets • Assist seniors with Information & Referral enquiries, including programme registration • Manage escalated/ complex Information & Referral cases • Recruit volunteers to support programmes • Train and provide guidance to volunteers • Coordinate with volunteers to implement volunteer-driven engagement activities • Reach out to passive volunteers • Support the planning of community partnership events and roadshows, ensuring active participation and engagement • Organise and facilitate site visits for stakeholders, funders, and partners to showcase community programmes and initiatives • Assist in the preparation of accurate information for Montfort Care leadership and funder reports (e.g., KPI status reports, annual reports) • Track programme expenditure and timeline, ensuring budget and timeline are adhered to • Provide support and guidance to Programme Associate in terms of workload and administrative issues • Provide any other support as assigned/required	
MFC Social Worker (Mental Health) 	Educational Qualifications: Possess Degree in Social Work or Degree with a Graduate Diploma in Social	The Social Worker (Mental Health) is responsible for facilitating change and improving lives for individuals, families, community facing transitional	• Working Hours: 5 days/ week 9am - 6pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Work from an accredited institution 1. Accredited as Registered Social Worker with Singapore Association of Social Workers would be an advantage 2. Prior experience as a social worker would be an advantage 1. People-oriented and have good interpersonal skills 2. Excellent oral and written communications skills 3. Analytical ability & problem-solving skills 4. Committed and can-do attitude 5. Effective report writing skills 6. Team Player	challenges through the provision of casework and counselling. 1. Conduct casework management, including gathering information, conducting psycho-social assessment, identifying common needs and goals for intervention 2. Provide case work and counselling to persons with mental health conditions, dementia and their caregivers 3. Plan, organise and implement community outreach activities, programmes and group work 4. Perform evaluation and prepare reports for administrative investigation and intervention programmes 5. Provide information and referral services to link clients to appropriate social services 6. Participate in research	• Employment Type: Full Time • Location: 223 Mountbatten Road S398008

#6 Pall Corporation

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Material Handler (12 months contract)	• Nitec, Diploma or equivalent • Basic computer skills in Microsoft Excel and SAP • Strong attention to detail and accuracy in handling goods • Willingness to work on shift hours, including evenings and weekends if required.	In this role, you will have the opportunity to: • Accepting incoming shipments, verifying their contents and checking for damages or discrepancies, while accurately documenting received goods, updating inventory management systems - SAP and organizing received items in designated storage areas; • Order Picking and Packing: Carefully retrieve items from inventory based on production pick lists or order sheets, and pack the items efficiently, ensure items are protected during transfer. include labels	• Working Hours: 8am to 8.15pm / 8pm to 8.15am • Employment Type: Contract • Location: 13 Benoi Sector S629860

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and prepare packages for internal production. • Loading and Unloading: Safely load and unload trucks and containers, ensuring the proper handling of goods by utilizing forklifts, pallet jacks, and other equipment as necessary (if certified and trained) by following all safety protocols to prevent accidents and injuries; • Inventory Management: Perform regular inventory counts and yearly physical inventory counts to maintain accurate stock records, including assisting in identifying and resolving discrepancies between physical stock and inventory records, ensuring restocking shelves and maintaining a well-organized warehouse environment. • Assist with warehouse/SAP administration tasks and maintain a clean and safe work area. • Operate forklifts, pallet jacks, and other material handling equipment. • Inspect outgoing shipments for accuracy and quality before dispatching and report any damaged or defective items to supervisors. Adhere to company policies, procedures, and safety regulations at all times; Maintain a clean and hazard-free work environment, participate in safety training and be vigilant about safe working practices.	
Production Associate II	• Secondary educated graduate with at least 2 years of relevant	In this role, you will have the opportunity to:	• Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	manufacturing experience or NITEC graduate with at least 1 year of relevant manufacturing experience is preferred • Able to work and communicate effectively in a team and support operations by working 12-hour shifts whenever required • Flexible to work in rotating shifts and comfortable in occasional lifting or carrying of objects weighing up to 20kg • It would be a plus if you also possess previous working experience in SAP or other ERP, cleanroom manufacturing	• Operate machines/equipment at the required specifications and ensure all materials are readily available • Support improvement efforts and assigned projects • Work in a team environment on day-to-day operations which includes preliminary troubleshooting of machines or equipment and other appropriate duties as assigned	8am to 8.15pm / 8pm to 8.15am • Employment Type: Full Time • Location: 13 Benoi Sector S629860
Senior Production Associate / Operator	• NITEC graduate with at least 3 years of relevant manufacturing experience or Diploma graduate with at least 2 year of relevant manufacturing experience is preferred; Secondary educated graduate with at least 5 years of relevant manufacturing experience will also be considered • To meet daily production output, escalate line issues and quality. • Flexible working in rotating shift. Occasional lifting and carrying of objects weighing up to 20kg in white room area • It would be a plus if you also possess previous experience in: • Familiarity on Microsoft software and SAP/other	• Carry out production activities which adhere to EHS and Quality guidelines, regulations, policies, procedures and 5S methodology; • Operate machines/equipment at the required specifications and ensure all materials are readily available • Develop and revise SOP and work instructions in collaboration with cross functional teams as required; Support improvement efforts and assigned projects • Work in a team environment and liaise with cross functional teams as required on day-to-day operations which includes preliminary troubleshooting of machines or equipment, On-Job-Training of new hires and other appropriate duties as assigned	• Working Hours: 8am to 8.15pm / 8pm to 8.15am • Employment Type: Full Time • Location: 13 Benoi Sector S629860

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	ERP experience (specifically in manufacturing environment or cleanroom environment) • Basic knowledge in Programmable Logic Controller (PLC) operations		
QC Analyst x 12 hours shift (12 months contract renewable)	• Minimum ITE/ Higher Nitec/ Diploma in related Science. • 12-hour shift in a cleanroom environment, adhering to the gowning procedure. • Occasionally handle and carry filters weighing up to 5 kg during testing procedures. • It would be a plus if you also possess previous experience in: ICP-MS / GC-MS / Liquid Particle Counter/ TOC. • Good understanding of GMP, GLP and Quality parameters in QC operations. • Microsoft office skills	• Carry out day-to-day testing including preparation of standards and samples and escalating the failed and risky products. Perform routine laboratory testing, including preparation of standards and samples. • Verify test data and ensure accurate input into the laboratory information system. Identify and escalate non-conforming or high-risk products. Ensure instruments are calibrated and maintained. • Support and contribute to the execution of the laboratory vision, initiatives to align with business and production goals and requirements.	• Working Hours: 8am to 8.15pm / 8pm to 8.15am • Employment Type: Contract • Location: 13 Benoi Sector S629860

#7 SMC Manufacturing (S)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accountant 	• Experience using accounting software (SAP, Oracle or similar ERP systems) • Proficiency in Microsoft Office Application • Leadership preferred	• Carry out day-to-day testing including preparation of standards and samples and escalating the failed and risky products. Perform routine laboratory testing, including preparation of standards and samples. • Verify test data and ensure accurate input into the laboratory information system. Identify and escalate non-	• Working Hours: 8am to 5.15pm / • Employment Type: Permanent Location: Tuas

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		conforming or high-risk products. Ensure instruments are calibrated and maintained. • Support and contribute to the execution of the laboratory vision, initiatives to align with business and production goals and requirements.	
Engineer (CNC) 	1) Passion in Machining Technology /Operation 2) Good Technical Sense 3) Reasonable skill level in computer usage (Microsoft Excel & Words)	1) Operation Management *Production Mgt *Quality Mgt *Manpower Mgt *Facility Mgt (Capacity , Utilization & Efficiency) *Operation Supervision 2)Continual Improvement Works *Quality, Productivity, Cost & Sustainability 3) Technical Management * Work Process Mgt *Machining Process Mgt *Facilities Troubleshooting & Maintenance , Setup/ Resume &etc *Cycle Time Mgt	• Working Hours: 8am to 5.15pm / • Employment Type: Permanent • Location: Tuas
Engineer (Injection Molding) 	• 3-5 yr exp in related field. • Technically inclined (Mechanical Engineering). • Passionate in Injection molding type of work. • Ability to manage situation and human management.	• To qualify injection mold, include test, trouble shoot and take countermeasure Quality. • To upkeep quality of mold & machines in use include preventive maintenance and repair. • Supervise floor operation, including production, inspection, packing,etc. • Manage operators and leaders	• Working Hours: 8am to 5.15pm / • Employment Type: Permanent • Location: Tuas
Engineer (Mechanical/ Mechatronics/ Robotics & Automation) 	• 5 yrs exp in mfg Industry. has passion in mechanical automation technology. • Knowledge in 3D CAD software. Knowledge in PLC& Robotic preferred.	• To ensure machines perform at optimum conditions by manage a team of technicians and machine operators to carry out set-up, trouble shooting, preventive and breakdown maintenance and improve work. Etc	• Working Hours: 8am to 5.15pm / • Employment Type: Permanent • Location: Tuas

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Project work; rationalization work to improve efficiency, quality, cost and safety. • Set up new process or facility.	
Engineer (Quality Assurance) 	1. Good EQ 2. Strong logic and engineering sense 3. Initiative and hardworking 4. Proficient in report writing 5. Hands-on Type	1. Work Closely with Production QC to ensure implementation of quality system, rectify quality issues and initiate improvements 2. Supervise QA inspectors and plan daily QA job activities 3. Investigate product claim and reply customer on Cause and Countermeasure 4. ISO 9001, ISO 14001 and IATF 16949 system implementation and maintenance 5. Perform measurement of parts and product testing 6. Chair quality meeting and liaise with production on solving quality issues 7. Liaise with external supplier on quality issues 8. Collect and analyse quality data using statistical control tools 9. Oversee in-house and external equipment calibration 10. Prepare and present reports to Senior Management 11. Initiate and implement Continuous Improvement projects 12. Budget Planning	• Working Hours: 8am to 5.15pm / • Employment Type: Permanent • Location: Tuas
Machinist (Plastic Mold Die)	• 3-5 yr exp in related field. • Technically inclined (Mechanical Engineering). • Passionate in Injection molding type of work. • Ability to manage situation and human management.	• Operate conventional and CNC machines. • Assemble , fit, and test plastic injection mold and dies. • Ensure machining accuracy and adherence to quality standards. • Perform mold repair, maintenance, troubleshooting, and modification.	• Working Hours: 8am to 5.15pm / • Employment Type: Permanent • Location: Tuas
Machinist (Progressive Metal Stamping Die)	• 3-5 yr exp in related field. • Technically inclined (Mechanical Engineering).	Machine and fabricate progressive stamping die components using conventional and CNC machines. Maintain tight	• Working Hours: 8am to 5.15pm /

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Passionate in Injection molding type of work. • Ability to manage situation and human management.	tolerances and ensure parts meet dimensional and quality standards. Conduct preventive maintenance on existing stamping dies.	• Employment Type: Permanent • Location: Tuas
Production Component Assembly	1-2yrs working experience in related field.	Perform visual and basic functional inspections to ensure quality standards are met. Use hand tools, fixtures, jigs, or small machines for assembly work. Report defects, assembly issues, or abnormal conditions to supervisors.	• Working Hours: 8am to 5.15pm / • Employment Type: Permanent • Location: Tuas
Storeman	1. Familiarity with robotic systems and automation technologies 2. Experience in debugging and optimizing PLC (Programmable Logic Controller) programs 3. Proficient in troubleshooting electrical and mechanical issues in automated systems 4. Knowledge of predictive maintenance techniques to minimize downtime 5. Proficiency in MS Office and CAD	Receive, inspect, and record incoming materials, parts, and supplies. Coordinate with purchasing and production departments on stock requirements. Prepare materials for internal use or external delivery.	• Working Hours: 8am to 5.15pm / • Employment Type: Permanent • Location: Tuas
Technician (Auto Assembly Machine)	1. Familiarity with robotic systems and automation technologies 2. Experience in debugging and optimizing PLC (Programmable Logic Controller) programs 3. Proficient in troubleshooting electrical and mechanical issues in automated systems 4. Knowledge of predictive maintenance techniques to minimize downtime 5. Proficiency in MS Office and CAD	Process and Facility related works 1. Supporting new machine builds, installations and modifications 2. To maintain, monitor and troubleshoot existing machines. 3. Suggesting and implementing improvements to manufacturing processes, information, and procedures 3. Ensure safety and housekeeping standards are upheld	• Working Hours: 8am to 5.15pm / • Employment Type: Permanent • Location: Tuas

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Quality Assurance Inspector (QA)	1-3 yr exp in related field. Passionate in Quality control type of work. Ability to work closely with internal customer	Quality Control Support, Inspection & Testing .	Working Hours: 8am to 5.15pm / Employment Type: Permanent Location: Tuas

#8 White Beehoon Restaurant

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Food Processing Assistant	- No experience required; training provided. - Able to follow food safety procedures and work in a production environment.	Assists in food preparation and processing activities while ensuring compliance with food safety, hygiene, and quality standards.	Working Hours: 44 hrs/week, Rostered Duty/Full Time
Head Chef 	- Extensive culinary experience with strong leadership skills. - Able to manage kitchen operations, food quality, and food safety standards.	Leads the kitchen operations, oversees food preparation, maintains food quality and safety standards, and manages kitchen staff and productivity.	Working Hours: 44 hrs/week, Rostered Duty/Full Time
Kitchen Assistant (Cutter)	- Experience in food preparation and ingredient cutting preferred. - Able to work efficiently while maintaining hygiene standards.	Prepares and portions meats, vegetables, and ingredients according to production requirements while maintaining hygiene standards.	Working Hours: 44 hrs/week, Rostered Duty/Full Time
Kitchen Helper (Food Caller)	- Good communication and coordination skills. - Able to multitask and work under pressure with attention to detail.	Coordinates food orders between the kitchen and service team, ensuring accurate, timely, and efficient order fulfilment.	Working Hours: 44 hrs/week, Rostered Duty/Full Time
Kitchen Assistant (Lower)	Physically fit, hardworking, and able to perform general kitchen support duties while maintaining cleanliness.	Supports kitchen operations through washing, preparation work, stock replenishment, and maintaining cleanliness of the work area.	Working Hours: 44 hrs/week, Rostered Duty/Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Kitchen Assistant (Oil Wok)	• Experience operating a frying station preferred. • Able to maintain food quality and follow safety procedures.	• Operates the frying station, preparing fried dishes according to company recipes while ensuring food quality and kitchen safety.	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Kitchen Assistant (Upper)	• Physically fit with a willingness to learn. • Able to support kitchen operations in a fast-paced environment.	• Assists the cooking team with ingredient preparation, food assembly, and maintaining cleanliness in the cooking area.	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Kitchen Assistant (2nd Wok)	• Relevant wok cooking experience with good knowledge of Chinese cuisine. • Able to work efficiently in a high-volume kitchen.	• Assists the Head Chef in preparing wok dishes, ensuring food quality, consistency, and efficient kitchen operations.	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Kitchen Assistant (3rd Wok)	• Basic to intermediate wok cooking experience. • Able to follow recipes and maintain food quality consistently.	• Prepares assigned wok dishes according to recipes while supporting smooth kitchen operations and maintaining food quality standards.	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Kitchen Assistant (4th Wok - Bee Hoon)	• Experience in preparing bee hoon or similar wok dishes. • Knowledge of food hygiene and kitchen safety practices.	• Specializes in the preparation of bee hoon dishes while maintaining consistency, quality, and food safety standards.	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Kitchen Assistant (PT Long Term or Long Term/Hourly)	• No experience required; training provided. • Physically fit, responsible, and able to commit to a long-term part-time arrangement.	• Assists with food preparation, cleaning, ingredient handling, and general kitchen support under a long-term part-time arrangement.	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Marketing Manager 	• Degree or Diploma in Marketing or related field with relevant experience. • Strong analytical, communication, project management, and digital marketing skills.	• Develops and implements marketing strategies, manages promotional campaigns, strengthens brand presence, and drives customer acquisition and business growth.	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Procurement Assistant 	• Diploma or equivalent with basic purchasing or administrative experience.	• Supports purchasing activities by sourcing materials, processing purchase orders,	• Working Hours: 44 hrs/week,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good organizational and computer skills.	coordinating deliveries, and maintaining inventory records.	Rostered Duty/Full Time
Production Team Leader 	• Relevant production or manufacturing experience with supervisory ability. • Strong leadership, planning, and problem-solving skills.	• Supervises production staff, coordinates daily production activities, ensures productivity, quality standards, and timely completion of production schedules.	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Restaurant Manager (5/6 days) 	• Diploma or equivalent with relevant restaurant management experience. • Strong leadership, communication, problem-solving, and operational management skills.	• Oversees the overall restaurant operations, ensuring excellent customer service, operational efficiency, staff management, and achievement of sales and business objectives.	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Retail Executive 	• Secondary or Diploma qualification with retail or customer service experience. • Good communication and sales skills.	• Manages retail sales operations, assists customers, maintains product displays, monitors inventory, and achieves sales targets.	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Service Staff (PT Long Term Contract)	• No experience required; training provided. • Positive attitude, customer-oriented, and able to commit to a long-term part-time schedule.	• Supports daily restaurant operations by providing customer service, serving food and maintaining cleanliness under a long-term part-time arrangement	• Working Hours: Rostered Duty • Employment Type: Part Time
Service Staff (5 or 6 days)	• Secondary education or equivalent. • Friendly, customer-oriented, able to work in a fast-paced environment, and willing to work shifts, weekends, and public holidays.	• Provides excellent customer service by taking orders, serving food and beverages, maintaining cleanliness, and ensuring a pleasant dining experience	• Working Hours: 44 hrs/week, Rostered Duty/Full Time
Service Staff (PT Food Service)	• No experience required; training provided. Positive attitude, customer-oriented, and able to commit to a long-term part-time schedule.	• Assists with food service, customer interactions, and outlet cleanliness during assigned part-time shifts.	• Working Hours: Rostered Duty • Employment Type: Part Time

#9 WSH Experts

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant	-Has pleasant character and able to build rapport with parents -Well mannered	• Maintain and update administration related data records. Recording & tracking of invoices. • Manage counter operations: • Screening of calls and line transfers • Attending to walk-in customers/ students/ parents/vendors • Handling email correspondence received through the school generic account. • Filing and Organizing • Providing basic support to administer first aid to students who get injured during school hours. • Handling of mails and deliveries with record keeping • Handling of students' identity cards as well as GCE 'O' Level exam & SGC certificates. • Covering the other Admin assistant counter duty when she is on leave. • Assist in school events. • Perform data entry duties assigned by school. • Other general administration-related duties eg, collation of data, filing of documents, printing and statistics tabulation etc. • Conversant in using apps such as WhatsApp to keep in touch with school staff	• Working Hours: 5 days/ week • Employment Type: Full Time
Airport Baggage Handler		• Safely load and unload passengers' baggage from aircraft cargo holds, baggage carts, and conveyor belts etc	• Working Hours: 2 days/ week 12 hrs/day • Employment Type:

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Full Time
Assistant Library Officer		• Print, process and affix colour code spine label, High Frequency and Ultra High Frequency (RFID) tags on library materials. • Sort materials according to the categories. • Retrieve and match copies of materials after cataloging process. • Handling of items based on sets. • Shelving and retrieval of books to-and-fro the bins and shelves. • Input data and create new records of items. • Physical processing of materials which require stapling, attaching or simple taping work. • Print inventory list based on catalogued records	• Working Hours: 5 days/ week 8hrs/day • Employment Type: Full Time • Location: 351 Upper Bukit Timah Road S588192
Call Centre Operator	• Able to do shift work	• To manage feedback received on alleged TCASA offences via specific hotlines and email addresses etc	• Working Hours: 2 days/ week 12hrs/day • Employment Type: Full Time • Location: 8 Cleantech Loop S637145
Class 3 Driver		• Drive the provided Baggage tractor or lorry inside the Terminals • Need to drive the truck to transfer the Baggage for the Transit Flight between the Terminals • Proper Handover of vehicles	• Working Hours: 2 days/ week 12hrs/day • Employment Type: Full Time • Location: 60 Airport Boulevard S819643
Class 4 Driver		• Drive and operate the Molly Buses to and from designated	• Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		destinations punctually and according to the daily schedule specified by the NLB. • Drive the Molly buses back to Assigned Parking Location at the end of the day and ensure proper parking at designated parking area at all times. • Safely and securely lock the Molly Buses when they are not in use. • General Library Operations Support • Conduct Routine check on the Buses • Maintain Log Book • Daily Up to 3 Sites per day • Molly buses are currently parked at Jurong Regional located at 21 Jurong East central 1	5 days/ week 8hrs/day • Employment Type: Full Time
Cleaners		• Maintain the general cleanliness of the School and equipment • Assist in performing security-related duties • Assist in providing logistical support for all school-based activities/ functions till end, including transporting and arrangement of furniture and equipment • Assist in the daily operations of the School such as accompanying vendors or term contractors to ensure that work/services are delivered • Any other duties as assigned by the School	• Working Hours: 5 days/ week 8hrs/day • Employment Type: Full Time
Enforcement Officer		• Attend to feedback/complaints/tip offs on Tobacco related offences and work assigned by the Authority • Conducting observations, patrols and Enforcement activities	• Working Hours: 4 days/ week 12hrs/day • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Conducting raids and operations under appropriate supervision of the Authority officers. • Other consecutive documentation works related to the job assigned and other job instructed by the authority	• Location: 8 Cleantech Loop S637145
Fueler		• Use the Scanner to Scan the Bus and Top up Diesel to the Bus • Note down the Bus number in the Given sheet Demounting : • Use the scanner to scan the bus registration number • Demount and scan loaded coin boxes with security tie seal • Bring the loaded coin boxes to duty operation personnel for sealing of the coin boxes with security tie seal • Load sealed coin boxes onto trolley.	• Working Hours: 6 days/ week 8hrs/day • Employment Type: Full Time • Location: Hougang
Resident Technical Officer (RTO) 		• Co-ordinate and liaise between the Board and the Project Contractor. • The RTO shall also collaborate with and be responsible for the co-ordination of the services to be provided by the other specialists engaged by the Project Contractors, and such other consultants as may be appointed by the Board from time to time etc	• Working Hours: 8hrs/day • Employment Type: Full Time • Location: 60 Airport Boulevard S819643
Service Ambassador		• Provide directional guidance to visitors • Assist with the use of self -help kiosks and Address queries related to cremation and ash collection	• Working Hours: 4 days/week, 8hrs/day • Employment Type: Full Time
Senior Investigations Officer 		• Submission of investigation reports and preparing the relevant documents i.e.	• Working Hours: 8hrs/day

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		advisories, warnings, Notices Of offer of Composition and prosecution papers. - Investigation work will include taking statements from any witness or suspect in the field or interview room - Pictures taken for investigations and other relevant documents shall be forwarded to the Authority upon completion of the investigations. - Key in investigation details into the Authority's system via the provided computer/laptop as directed by the Authority - Responding to activation for urgent cases detected at Checkpoints and inland locations. - Respond to phone activations for urgent cases detected at Checkpoints and inland locations	Employment Type: Full Time
Site Inspector (Construction) 		- The Team is to identify all new construction sites / construction activities within the DTSS1 corridor during the combing exercise and immediately call the WRN officer-in-charge to report the location of the new construction site and construction activity observed. - The Team shall also take coloured photographs of the construction project signboard, construction equipment/machinery, construction activities on site and send to the WRN officer-in-charge. - The Team shall also speak to the workers present on site to obtain the site manager's name, contact number and email	Working Hours: 8hrs/day Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		address, and report to the WRN officer-in-charge etc	
Warden(PT)	• Able to work weekends	• Opening & closing the sports facility Gate @ School • Checking registered player entry • Take the meter reading before and after the session • Ensure the cleanliness after dismissal	• Working Hours: 2 days/ week Sat: 3-9pm Sun: 9am - 9pm

Backend Referral

#1 Aetos Holding

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Auxiliary Police Officers (Armed) 	• At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy)	• Attend to security enquiries in the premises. • Conduct armed security patrol in the premises. • Consolidate incident reports. • Perform armed access control and security screenings. • Perform armed security surveillance at the command Centre	• Working Hours: Rotational day or night shifts • Employment Type: Full Time • Location: Islandwide
Auxiliary Police Officers (Enforcement) (Unarmed) 	• At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy) • Physically fit with normal color vision and no hearing defects • Able to work shift duties (Including extended shift, weekends & public holidays)	• Attend to security enquiries in the premises. • Conduct security patrol in the premises. • Consolidate incident reports. • Perform crowd control in public areas and manage traffic on the roads. • Perform law enforcement duties. • Provide quick responses to incidents and emergencies.	• Working Hours: Rotational day or night shifts • Employment Type: Full Time • Location: Islandwide locations
Auxiliary Police Outrider 	• At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing,	• Attend to queries in regards to security within premises. • Conduct armed security patrol in the premises.	• Working Hours: Rotational day or night shifts

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Speaking, Reading, Listening and Numeracy) • Able to work shift duties (Including extended shift, weekends & public holidays) • Applicants who are not able to do IPPT may consider applying for unarmed APO positions • At least class 2/2A license	• Control crowds in public settings, respond to incidents and emergencies. • Regulate traffic on roads. • Perform armed access control and security screenings. • Performing armed security surveillance at the command centre or assigned premises. • To maintain law and order and perform law enforcement duties. • Provide armed guarding, escorting services and assets protection. • Provide quick responses to incidents that threatens the safety of members of the public, such as suspicious and/or terrorist activities. • Compiling of incident reports	• Employment Type: Full Time • Location: Islandwide locations
Security Officer / Senior Security Officer (Unarmed)	• Minimum Secondary 2 and above • No colour blindness or hearing defects • Able to work shift duties (Including extended shift, weekends & public holidays) • Proficient in spoken and written English • Additional requirements for Part-Time. • Must be a trained security officer with a valid PLRD License	• Manning of static/access control points • Checking of passes and other documents at static/access points • Screening and checking of all personnel and vehicles entering and exiting the premises • Patrolling and guarding client's personnel and properties • Operating metal/explosive detectors/x-ray machines at checkpoints • Issuing of visitor/contractor pass in exchange for their identification cards • Attending to alarm activation • CCTV Monitoring • Responding to incidents such as unattended bags, etc. • Maintaining records of all incidents • Checking of boarding, staff, and valid entry passes	• Working Hours: Rotational day or night shifts • Employment Type: Full Time • Location: Islandwide locations

#2 Kidibliss

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Infant Care Relief Teacher (ACEY/HCIC) 	- Applicants of all ages are welcome. - Candidates must have prior experience in a childcare setting and possess at least one of the following qualifications: an Advanced Certificate in Early Years, a Higher Certificate in Infant Care, or any other relevant qualification or experience, which may be considered on a case-by-case basis.	- The team works collaboratively to ensure that every child in their care enjoys enriching experiences and feels secure and well looked after. - Team members conduct engaging, age-appropriate programmes for infants and children, while consistently providing safe and high-quality care.	Working Hours: 1 day/week, 9am-1pm or 12-7pm Employment Type: Part Time Location: 111 North Bridge Road S179098
Infant Childminder - Infant Care Teacher (WFH) 	- Applicants must be medically fit to care for up to three children at any one time. - Preference will be given to individuals with at least two years of experience caring for children aged 0 to 3 years. - Candidates should be able to provide a safe and child-friendly home environment. - The role is suitable for individuals who are not engaged in other forms of employment, except for home-based work, and is especially appropriate for active stay-at-home mothers. - A minimum of GCE "O" Level or secondary school qualifications is required. - Candidates with infant care certification and child first aid certification will be highly preferred.	- As a home-based Infant Childminder, the individual plays an essential role in delivering high-quality care to infants enrolled in the programme. - The Infant Childminder is responsible for ensuring the safety, well-being, and holistic development of each infant under their supervision. - This role requires a nurturing, attentive, and responsible individual who is passionate about working with young children. - In this position, the Infant Childminder provides attentive and responsive care within a home setting, creating a safe and stimulating environment that supports each infant's physical, cognitive, and social-emotional development. - They adhere to all health and safety regulations, including proper hygiene practices and safe sleep guidelines.	Working Hours: 5 days/week, 7am-7pm Employment Type: Full Time Location: 111 North Bridge Road S179098

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Applicants must reside in a minimum three-room flat to comfortably accommodate up to three infants. • Before accepting any placements, Infant Childminders (ICMs) are required to complete the Child First Aid Course, Food Safety Course, and Basic Infant Care Course (for those without an Infant Care certificate). • All three courses may be fully funded using SkillsFuture Credits. • ICMs are required to undergo the Pre-Employment Check-up for Childcare under SATA, at an estimated cost of \$60 to \$80, which will be self-funded.	• The Infant Childminder engages infants in age-appropriate activities that encourage sensory exploration, language development, and motor skills growth. • Maintaining open and consistent communication with parents regarding their child's daily activities, feeding, and sleeping routines is essential. • They also respond promptly and sensitively to each infant's needs, including feeding, diapering, and providing comfort as required.	
L1/L2 Preschool Relief Teacher(PT) 	• Applicants of all ages are welcome and should be willing to travel to assigned workplaces across Singapore. • Candidates must be certified by ECDA or provide a Letter of Notification from ECDA, with qualifications such as a Diploma in Child Psychology and Early Education, Diploma in Early Childhood Education, Diploma in Early Childhood Studies, WSQ Professional Diploma in Early Childhood Care & Education, Certificate in Early Childhood Care & Education,	• Kidibliss is looking for individuals to join their on-demand kids care team, supporting families by creating a safe, happy, and fun environment for children above 18 months. • The team works collaboratively to ensure that every child in their care enjoys enriching experiences and feels secure and well looked after. • Team members conduct engaging, age-appropriate programmes for infants and children, while consistently providing safe and high-quality care.	• Working Hours: 5 days/week, 9am-1pm or 12-7pm • Employment Type: Part Time • Location: 111 North Bridge Road S179098

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	or Higher Nitec in Early Childhood Education.		
Nanny or Babysitter (24h)	- Applicants must be medically fit to care for up to three children at any one time. - Preference will be given to individuals with experience caring for children aged 0 to 6 years old. - Candidates are required to provide a child-safe home environment, including the installation of window grilles or limiters throughout the house. - The role is suitable for individuals who are not engaged in other employment, except for home-based work, and is particularly appropriate for active stay-at-home mothers or grandmothers. - A minimum of GCE "N" Level qualifications is required. - Applicants must be able to commit to caring for the child if selected and should be capable of maintaining proper records and documentation for the children under their care.	- A nanny is required to provide short-term care on a 24-hour basis, seven days a week, including Public Holidays, within the comfort of their own home. - The care period may range from one to six months. - The nanny will be responsible for up to two children, aged from newborn to 12 years and above. - The position offers a minimum earning of \$60 per day for at least one child, based on 30 to 31 days in a calendar month. In addition, a daily budget of \$20 per child will be provided to cover the children's expenses.	Working Hours: 24 hours/ 7 days a week Employment Type: Full Time Location: 111 North Bridge Road S179098
Student Care Teacher	- Applicants should have a minimum of three GCE 'O' Level passes, including English, or a Higher NITEC Certificate. - A Diploma in Community and Social Service, Early Childhood, Education, Healthcare, or a WSQ	- The role involves providing consistent academic guidance, care, and close supervision to children as they complete their daily homework, spelling tasks, and other assigned learning activities. - The incumbent will also actively support and engage students	Working Hours: 5 days/week, 10am-7pm OR 11.30am-6.30pm OR 1pm-7pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Certificate in Student Care is an added advantage. • Candidates should have a strong passion for mentoring, guiding, and supervising children in MOE Primary Schools, with a long-term career commitment in this field. • They should be capable of working proactively in a dynamic environment, and familiarity with the local educational system and culture is beneficial.	during centre-based programmes, fostering a positive, structured, and nurturing learning environment. • In addition, the candidate will be responsible for monitoring students' academic progress, motivating them to achieve their learning potential, and maintaining clear communication with parents and colleagues where necessary.	• Employment Type: Full Time • Location: 111 North Bridge Road S179098

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

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

📍 **e2i Career Centre (OTH)**

Operating Hours

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

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

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



Click Here for Table of Content

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/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
<https://bit.ly/jsc-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!



[Click Here for Table of Content](#)