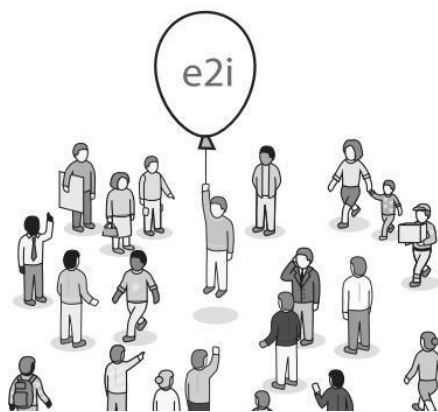




Employment and Employability Institute

JOB LISTING BOOKLET

Community Job Fair @ North East
[15 Sep 2026 | 10am – 4pm]



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

Only for Singaporeans & Permanent Residents

Legend: – PMET Roles

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#1 Ingrasys

Founded in Taiwan, Ingrasys build upon over 20 years of innovation and engineering excellence to stand as a global leader in AI computing solutions and close infrastructure. Renowned for its exceptional R&D expertise vertical integration capability, and global supply chain resilience, Ingrasys continues to pioneer advancements in cloud computing.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Automation Engineer	Key Responsibilities • Ensure all production machines and automation systems are in optimal working condition to support smooth, defect-free operations. • To validate system performance, reliability, and functionality. • Identify and resolve bugs or inefficiencies in both hardware and software systems. • Perform on-site troubleshooting and root cause analysis for machine and system issues; escalate to suppliers and collaborate for remote support when necessary. • Oversee the installation, integration, and setup of automation solutions — including robotics, control systems, and software — to ensure efficient process flow and minimal downtime. • Support New Product Introduction (NPI) activities by providing automation expertise for seamless implementation and issue-free ramp-up. • Ensure machines and automation systems consistently meet targeted UPH (Units Per Hour), cycle time, and quality standards. • Provide ongoing maintenance, preventive upkeep, and technical support for automated equipment and systems. • Collaborate closely with cross-functional teams — including production, quality, engineering, and project management — to define requirements, implement solutions, and drive continuous improvement. • Develop and maintain comprehensive documentation, including system designs, troubleshooting guides, test plans, and standard operating procedures (SOPs). Pre-requisites • Diploma or Degree in Electrical, Mechanical, Mechatronics, or related Engineering discipline. • Minimum 3 years of relevant experience in manufacturing or industrial automation. • Strong technical proficiency in: • Automation & Testing Tools: Experience with automation frameworks and test systems. • System Integration: Familiarity with robotics, sensors, and networking technologies. • Excellent troubleshooting and problem-solving skills, with the ability to work independently under minimal supervision. • Strong project management, documentation, and communication skills. • A detail-oriented mindset with a focus on quality, efficiency, and continuous improvement.	• Working Hours: 8:30am – 5:30pm • Location/ Postal code: S(528760)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Ability to work effectively with customers, headquarters/factory teams, peers, and management. - Professional certifications in automation or control systems will be an added advantage.	
Business Programme Specialist	Key Responsibilities - Responsible for driving efficiency and improvement within Foxconn global supply chain - Establish and manage customer relationships to capitalize on revenue growth opportunities - Accountable for the operational and financial performance of the customer account. - Build and maintain strong relationships with internal and external stakeholders. - Drive continuous improvement of customer relationship performance metrics and satisfaction - Communicate effectively to management as required to provide a clear understanding of project status, risk and decision - Working closely with R&D team for any new projects - Understand the project critical path, schedule compression and project recovery - Provide the risk assessment and risk mitigation plan for decision making - Create comprehensive project plans, budget and strategy for projects - Anticipate roadblock and elevate when appropriate - Ensure adequate capacity to meet demand and manage potential supply chain disruptions. - Clear to build review, action trigger and close follow up - Supervise daily operations, ensuring timely delivery and cost efficiency. - Identify and implement cost-saving initiatives through streamlining processes and systems in supply chain - Forecast demand and manage inventory levels to optimize supply chain performance. - Manage supply chain projects, ensuring timely delivery and successful implementation of new processes or enhancements. - Manage the Quarterly Business Review (QBR) process with assigned customer accounts. - Develop and implement strategy for optimal inventory control - Identify slow moving materials and implement process improvements in inventory management deployment - Facilitates communication as appropriate to all stakeholders including escalating issues to next level of management level - Deep understanding of the production line, Testing, layout, flow Pre-requisites	- Working Hours: 8:30am – 5:30pm - Location/ Postal code: S(528760)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Able to communicate in Mandarin to liaise with Mandarin-speaking customers and stakeholders • Degree in Supply Chain Management, Business, or a related field • Strong understanding of business operations, factory planning, and supply chain flows • Experienced in end-to-end supply chain process - including logistic, inventory control, and purchasing • Has knowledge of International Trade regulation Compliance procedure. • Proven ability to prepare management-level presentations with clarity and impact Skilled in operational data analysis and performance tracking (Excel, PowerPoint, Power BI, etc.) • Able to manage a multitude of projects • Meticulous and strong attention to detail ensure the data accuracy • Strong communication and collaboration skills across departments • Self-motivated team player with positive attitude • Critical thinker and problem-solving skills • Comfortable with night calls and meetings	
Buyer	Key Responsibilities • Execute end-to-end purchasing activities, including sourcing, request for quotation (RFQ), supplier negotiation, purchase order issuance, shipment arrangement, and delivery follow-up. • Review Material Requirements Planning (MRP) outputs and procure materials, components, and equipment to support production and business requirements. • Monitor supplier performance and expedite material deliveries to ensure timely fulfilment of production schedules, quality standards, and inventory objectives. • Collaborate closely with Supply Chain Planning, Logistics, and other internal stakeholders to ensure material availability and achieve operational and customer service targets. • Manage inventory levels and execute stocking policies established by management to support operational efficiency. • Coordinate with logistics service providers on shipment arrangements, shipment tracking, and customs declarations. • Maintain accurate purchasing records and documentation, including vendor setup, purchasing database maintenance, and submission of purchasing documents to Finance. • Manage Return Material Authorisation (RMA) and non-conforming material (NCM/NCT) activities with suppliers. • Support cost reduction, process improvement, and procurement efficiency initiatives. • Analyse Bills of Materials (BOM) to support purchasing, planning, and inventory management activities. • Prepare and maintain timely and accurate weekly and monthly reports.	• Working Hours: - Office-based: Monday, Thursday and Friday -Work From Home (WFH): Saturday and Sunday - Occasional office attendance may be required on weekends or other days based on operational requirements. - Successful candidates are required to undergo a 3-month training programme from Monday to Friday, 8:30 AM to 5:30 PM at the office

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Prioritise workload based on business and operational requirements and perform other duties as assigned Pre-requisites - Degree in Supply Chain Management, Business, or a related discipline. - Minimum 2 years of relevant experience in manufacturing environment. - Strong interpersonal, communication, and stakeholder management skills. - Good analytical, problem-solving, and organizational skills. - Ability to work effectively in a fast-paced environment and manage multiple priorities. - Self-motivated, proactive, and able to work independently as well as collaboratively within a team. - Proficient in Microsoft Excel and other Microsoft Office applications. - Knowledge of SAP or other ERP systems will be an advantage.	- before transitioning to the permanent shift schedule. - Location/ Postal code: S(528760)
Debug Technician	Key Responsibilities - Assist Debug Engineers in executing debug tasks for both NPI and sustaining builds, including data collection, test replication, and implementation of temporary/permanent corrective actions. - Perform system and PCBA-level troubleshooting to isolate failures using standard diagnostic tools, guided limit trees, and work instructions. Identify faulty components, modules, or configurations. - Perform authorized rework such as CPU/DIMM/drive replacements, and connector/cable checks. - Conduct re-tests, confirm failure symptoms, and support yield recovery actions. Provide clear failure descriptions and escalate abnormal or repeated issues to engineers. - Update debug records, failure codes, and repair actions in SFC or tracking systems to support reporting and analysis. - Maintain accurate and complete documentation for traceability. - Follow all debug-related Work Instructions (WIs), Standard Operating Procedures (SOPs), and ESD/ISO requirements. - Support engineers in reviewing and updating WIs as processes evolve. - Provide guidance to operators or material handlers on proper handling, configuration steps, and debug-related procedures based on updated documentation Pre-requisites - Nitec & Diploma qualification in engineering with at least 1-3 years of working experience in testing and debug environment - Good understanding on server environment and RCA methodology - Knowledge in programming language Python / C++ and debugging skills - Ability to read test scripts	- Working Hours: Either perm 12-hrs Shift Day shift : 7am to 7pm or Perm Night shift : 7pm to 7am - Location/ Postal code: S(528760)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Ability to work with Peers, engineers, and superiors - Able to multi-task & work under pressure - Comfortable to perform shift work - Good team player	
Logistics Executive	Key Responsibilities - Process shipping documentation and monitor shipment movements including tracking and follow-up on Proof of Delivery (POD) status. - Coordinate closely with internal departments and external stakeholders to ensure smooth execution of inbound and outbound shipment activities. - Manage and follow up on damaged shipment claims, including investigation and resolution with relevant parties. - Liaise with the Finance team on supplier invoice processing and related matters. - Coordinate with Facilities and Warehouse teams on detrash and recycling activities. - Support the implementation and maintenance of logistics-related processes, systems and customer/vendor portals. - Ensure compliance with cross-border shipping requirements, customs regulations, and international trade policies. - Prepare and maintain accurate weekly and monthly operational reports in a timely manner. - Perform any other duties and responsibilities as assigned by the Company. Pre-requisites - Degree in Supply Chain Management, Business, or a related discipline. - Minimum 2 years of relevant experience in manufacturing environment. - Strong interpersonal, communication, and stakeholder management skills. - Good analytical, problem-solving, and organizational skills. - Ability to work effectively in a fast-paced environment and manage multiple priorities. - Self-motivated, proactive, and able to work independently as well as collaboratively within a team. - Proficient in Microsoft Excel and other Microsoft Office applications. - Knowledge of SAP or other ERP systems will be an advantage.	- Working Hours: Wednesday to Friday: 3:00 PM to 11:00 PM Saturday and Sunday: 10:00 AM to 7:00 PM - Location/ Postal code: S(528760)
NPI Engineer	Key Responsibilities - Lead and drive all New Product Introduction (NPI) activities within the plant, ensuring smooth transition from prototype to mass production. - Liaise and collaborate with internal teams, suppliers, customers, and HQ/factory to manage product introduction activities, including packaging requirements. - Create, review, and modify Bill of Materials (BOM) structures for assembly processes.	- Working Hours: 8:30am – 5:30pm - Location/ Postal code: S(528760)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Maintain and support Shop Floor Control (SFC) systems and SAP processes to ensure accurate production tracking and documentation. - Apply in-depth knowledge of server and rack assembly processes to support product development and production readiness. - Lead or participate in rack packaging design, ensuring quality, efficiency, and compliance with customer standards. - Drive process improvement initiatives through Kaizen and continuous improvement activities. - Provide production support during mass production runs, resolving issues to maintain quality and efficiency. - Participate actively in ISO audits (internal and external), ensuring compliance with quality and regulatory standards. Pre-requisites - Degree or Diploma in an Engineering discipline with at least 3 years of relevant experience in a manufacturing environment. - Strong problem-solving skills with a proactive and analytical mindset. - Ability to work independently with minimal supervision while managing multiple priorities. - Solid project management skills with proven ability to lead cross-functional initiatives. - A keen eye for detail with strong commitment to quality and accuracy	
Planner	Key Responsibilities - Serve as the primary point of contact for assigned customer accounts regarding planning, delivery and supply issues. - Handle customer inquiries professionally, ensuring fast resolution and high customer satisfaction. - Provide regular and ad-hoc updates/ reports to customers on production schedules, delivery timelines, and order status. - Analyze supply chain performance metrics and support root cause analysis for missed targets - Participate in continues improvement initiatives to enhance planning accuracy and supply chain performance. - Monitor production schedules and ensure alignment with customer delivery requirements. Pre-requisites - Degree in Supply Chain Management, Business, or a related discipline. - Minimum 2 years of relevant experience in manufacturing environment. - Strong interpersonal, communication, and stakeholder management skills. - Good analytical, problem-solving, and organizational skills.	- Working Hours: Wednesday till Sunday: 7:00AM to 3:00PM - Location/ Postal code: S(528760)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Ability to work effectively in a fast-paced environment and manage multiple priorities. - Self-motivated, proactive, and able to work independently as well as collaboratively within a team. - Proficient in Microsoft Excel and other Microsoft Office applications. - Knowledge of SAP or other ERP systems will be an advantage.	
Process Technician	Key Responsibilities - Assist engineer to work on all process related functions to ensure an efficiency production - Assist in creating a proper process operation flow as per customer & business requirement - Ensure production work instruction is properly maintained include SFC control process & SAP maintain process - Participate in Kaizen activities - Provide trainings over work instruction to production - To support on the NPI Process and production on mass run - Participate in ISO activities (implementation & maintain) Pre-requisites - Nitec & above qualification in engineering with at least 1-3 years of working experience in process. - Experienced in Root Cause Analysis (RCA), BOM - Good team player - Ability to work with Peers, engineers, and superiors - Able to multi-task & work under pressure	- Working Hours: Perm 12-hrs Shift Day shift : 7am to 7pm or perm Night shift : 7pm to 7am - Location/ Postal code: S(528760)
Product Handler	Key Responsibilities - Receiving, transferring and dispatching parts/materials - Examine incoming parts/materials for damage/shortages and 20kg to take necessary action - Report any errors or faults of products/goals to superiors - Assemble the products to the required specifications and standards - Other related tasks when required Pre-requisites - Able to stand for long hours - Able to carry up to 20kg to 30kg with 2 persons - Able to work in loud and cold environment	- Working Hours: 12-hrs Shift Day shift : 7am to 7pm or Night shift : 7pm to 7am Will required to work one weekend - Location/ Postal code: S(528760)
Project management executive	Key Responsibilities - Perform project account management for projects of infrastructure system integration (NRE), operation, and transformation to client business development, NPI and product launch - Manage on project team forming, project schedule, scope of work, project financial, delivery quality and customer expectation - Expert on infrastructure operation such as manufacturing operation, cost management (quotation, Non-Recurring	- Working Hours: 8:30am – 5:30pm - Location/ Postal code: S(528760)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Engineering, End of Life, etc), accountable for financial results and asset management • Be an owner of revenue, profit and loss (P&L), growth objectives (opportunity identification, qualification, and pricing) on the assigned account projects. • Perform client contract management, manage contract scope, commitments, and responsibilities of all parties • Own client satisfaction results and are responsible for all set/met agreements with the client . • Acts as a liaison between the Client (both internal and external), BPM, Operation, Supply Chain Management. Engineering and Client on project-related issues with supervision, ensuring that their needs are being met • Day to day involvement with projects from study setup, questionnaire input, project handling, quality control, and job analysis Pre-requisites • Able to communicate in Chinese to liaise with Chinese-speaking stakeholders • Strong proficiency in Microsoft Office (Excel, PowerPoint). • Experience in an Electronics Manufacturing Services (EMS) or Contract Manufacturing (CM) environment will be an added advantage. • Good in cost and quotation. • Proven ability to manage multiple projects and priorities within tight deadlines. • Detail-oriented with high accuracy in documentation, reporting, and communication. • Strong coordination and stakeholder management skills. • Commercial mindset with ability to manage financial performance and growth objectives. • Willing to support on-call duties (including weekends) when required in a 24/7 operational environment. • Self-motivated, adaptable, and eager to take on additional responsibilities	
Quality Inspector	Key Responsibilities • Perform regular quality assessments on products prior to shipment and conduct in-process quality inspections throughout production • Inspect racks and products accurately, identifying and differentiating conforming and non-conforming items • Document inspection findings and quality issues, including taking clear photographs for reporting and traceability purposes • Investigate and resolve quality-related issues in a timely and effective manner • Reject products or materials that do not meet specified quality standards and requirements • Work with relevant stakeholders to implement corrective actions and ensure products and processes meet quality expectations	• Working Hours: 12-hrs Shift Day shift : 7am to 7pm Night shift : 7pm to 7am • Location/ Postal code: S(528760)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Follow standard operating procedures (SOPs), work instructions, and quality requirements when performing assigned tasks - Maintain accurate inspection records and quality documentation - Support continuous improvement initiatives to enhance product quality and manufacturing processes - Ensure compliance with workplace safety requirements, Good Manufacturing Practices (GMP), company policies, and Responsible Business Alliance (RBA) standards. Pre-requisites - Minimum NITEC / Higher NITEC, Diploma, or equivalent qualification in Engineering, Quality Management, Manufacturing, or a related field. - Basic knowledge of quality inspection and manufacturing processes. - Ability to identify and differentiate conforming and non-conforming products accurately. - Knowledge of quality control tools, inspection methods, and defect identification. - Able to read and follow Standard Operating Procedures (SOPs), work instructions, and quality documentation. - Basic computer literacy and digital skills for recording inspection results and preparing reports. - Ability to take clear photographs and maintain accurate inspection records. - Good observation skills and strong attention to detail. - Strong problem-solving and analytical skills with the ability to escalate quality issues promptly. - Good communication and teamwork skills.	
Quality Management System (QMS) Engineer	Key Responsibilities - Maintain, monitor, and improve the QMS to ensure full compliance with customer, regulatory, and statutory requirements by developing and updating SOPs, policies, and procedures. - Develop annual audit plans, conduct process, product, and system audits, identify nonconformities, and verify corrective actions. - Facilitate root cause analysis (5 Why, Fishbone, 8D, FMEA) and monitor corrective and preventive actions to ensure timely closure of quality issues. - Manage controlled documents and records, ensuring proper revision control, distribution, and retention according to company standards. - Facilitate process risk assessments, maintain risk registers, and ensure that operational risks and opportunities are effectively addressed. - Lead continuous improvement initiatives, support Lean and Six Sigma projects, and analyze quality trends to recommend operational enhancements. - Track and analyze key quality metrics, including customer complaints, internal reject rates, First Pass Yield (FPY),	- Working Hours: 8:30am – 5:30pm - Location/ Postal code: S(528760)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	COPQ, audit findings, CAPA closures, and supplier performance. - Collect and analyze quality performance data, prepare management review presentations, and track resulting action items. - Conduct QMS awareness training, train employees on relevant SOPs and quality requirements, and maintain complete training records. - Coordinate certification audits, support customer audits, and prepare formal responses to any audit findings Pre-requisites - Bachelor's Degree in Engineering, Quality, Manufacturing, Industrial Engineering, or related field. - Minimum 3 years of QMS experience in manufacturing. - Experience maintaining ISO-certified management systems. - Data Analysis experience will be advantage - Knowledge on different international standards (ISO 9001, IATF 16949) - Certified lead auditor (ISO 9001/IATF 16949) - Experience on lean six sigma mythologies is preferred - Experience of using various tools for CAPA (fish bone diagram, 8D, FMEA) - Proficiency in Office (Excel, words, Power BI) - Problem solving and analytical thinking skills - Clear communication and presentation skills - Cross-functional collaboration and team work	
Test Engineer	Key Responsibilities - Lead a team of Associate Engineers and Technicians in executing all test-related activities for Server & - Rack products during production. - Support and implement PXE Server configuration for products. - Perform and maintain Server & Rack run-in testing processes. - Conduct and oversee burn-in and power testing processes. - Liaise with customers, headquarters, and factory teams for test program implementation, updates, and maintenance. - Analyze product failures in production and collaborate with stakeholders to drive improvements. - Participate in Kaizen and continuous improvement activities. - Maintain and update the Test Program Master List and associated tracking tools. - Prepare, update, and maintain Working Instructions (W/I) for test procedures. - Provide training to production teams based on W/I. - Support the New Product Introduction (NPI) process. - Assist production teams during mass production runs. - Participate in ISO compliance activities, including implementation and maintenance Pre-requisites	- Working Hours: Must be open to both day and night shift. 12-hrs Shift Day shift : 7am to 7pm - Night shift : 7pm to 7am - Location/ Postal code: S(528760)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	3 years of experience as a Test Engineer in electrical manufacturing company - Strong ability to work effectively with customers HQ/factory teams, peers, subordinates, and supervisors - Proficiency in SAP and Linux systems. - Strong multi-tasking abilities and ability to perform under pressure - Solid understanding of testing methods, processes, and best practices - Knowledge of programming and debugging techniques	
Test Technician	Key Responsibilities - Assist engineers in executing all test-related tasks for both New Product Introduction (NPI) and sustaining projects, ensuring smooth project delivery and adherence to test requirements - Perform product testing, diagnose test failures, and collaborate closely with process and test engineers to drive continuous yield and performance improvements. - Ensure work processes comply with relevant ISO standards and actively participate in Kaizen and continuous improvement initiatives. - Update and maintain accurate test tracking records to support analysis and reporting. - Prepare, review, and update Work Instructions to reflect the latest test processes and best practices. - Ensuring knowledge pass down for Material Handlers and other relevant personnel based on updated Work Instructions. Pre-requisites - Nitec and Diploma qualification in engineering with at least 1-3 years of working experience in testing and debug environment - Good team player - Ability to work with Peers, engineers, and superiors - Able to multi-task & work under pressure - Comfortable to perform shift work - Good understanding of test methods and concepts - Knowledge of programming and debugging skills	- Working Hours: Night shift : 7pm to 7am - Will required to work one weekend 4334 work arrangement - Location/ Postal code: S(528760)
Warehouse Assistant	Key Responsibilities - Reporting to the Store supervisor and take responsibility to ensure assignments is completed - Arrangements of incoming materials and outgoing finished goods - Ensure 5S in the store and updates of all stock cards - Ensure kitting accuracy to support production - Assist in the delivery of FG and ensuring documentation are inspected before shipment - Assisting in stock count and ensure discrepancy is reported Pre-requisites - Must have warehouse experience - Able to work in cold environment	- Working Hours: 12-hrs Shift Day shift : 7am to 7pm - Night shift : 7pm to 7am - Location/ Postal code: S(528760)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Comfortable to carry 20kg workloads with another employee	
Warehouse Leader	Key Responsibilities - Assist the Warehouse Supervisor in leading a team of Warehouse Assistants and Warehouse Administrators to ensure smooth daily warehouse operations and maintain discipline on the warehouse floor - Support manpower planning and deployment to achieve operational targets and productivity goals - Ensure all warehouse personnel comply with established Standard Operating Procedures (SOPs) and work instructions - Maintain accurate and timely updates of warehouse transactions and records in SAP - Uphold warehouse safety standards, housekeeping requirements, and a safe working environment - Liaise with internal and external stakeholders to provide operational and warehouse support as required Pre-requisites - Diploma in Logistics, Supply Chain Management, Business Administration, or a related field - Minimum 1-3 years of relevant experience in a warehouse or logistics - Experience with Warehouse Management System (WMS) or ERP systems is an advantage - Basic knowledge of warehouse operations and inventory management systems is an advantage - Good communication, coordination and problem-solving skills - Able to work independently and lead a small team	- Working Hours: 12-hrs Shift Day shift : 7am to 7pm - Location/ Postal code: S(528760)

#2 Sunset Hospitality Group

Sunset Hospitality Group (SHG) is a leading multinational lifestyle hospitality group, with a wide portfolio encompassing Hotels & Resorts, Restaurants, Beach Clubs, Nightclubs, Fitness Centers, and many more.

SHG continues to solidify its position as a global leader in hospitality management by expanding its footprint with multiple hotels, resorts, and a growing lifestyle hospitality portfolio. In 2024, SHG acquired a majority stake in Maximal Concepts Holding, one of Asia's most awarded hospitality groups, expanding its global presence into key markets such as the USA, Canada, Hong Kong, Singapore, South Korea, Thailand, and Vietnam.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Chef de Partie	Key Responsibilities To be updated Pre-requisites • Knowledge, Skills, and Experience: • Minimum 4 years of kitchen experience, at least 1 year as Demi Chef De Partie. • Understands oral and written instructions in English. • Handles multiple priorities and works under stress. • Maintains all international standards of health guidelines for food preparation and safety. • Passes all required job-related tests. • Ability to perform manual labor. • Physical Requirements of the job: • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises. • Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions.	• Working Hours: 44 working hours • Location/ Postal code: S(178881)
Commis Cook	Key Responsibilities To be updated Pre-requisites Knowledge, Skills and Experience: • Minimum 2-3 years of kitchen experience • Understands oral and written instructions in English • Handles multiples priorities and works under stress • Maintains all international standard of health guidelines for food preparation and safety • Passes all required job-related tests • Ability to perform manual labor Physical Requirements of the job: • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises • Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions	• Working Hours: 44 working hours • Location/ Postal code: S(178881)
Commis Cook	Key Responsibilities To be updated Pre-requisites Knowledge, Skills and Experience • Minimum 2-3 years of kitchen experience • Understands oral and written instructions in English • Handles multiple priorities and works under stress	• Working Hours: 44 working hours • Location/ Postal code: S(178881)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Maintains all international standards of health guidelines for food preparation and safety - Passes all required job-related tests - Ability to perform manual labor Physical Requirement of the job: - Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises - Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day - Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions	
Commis Cook	Key Responsibilities To be updated Pre-requisites Knowledge, Skills, and Experience: - Minimum 2-3 years of kitchen experience. - Understands oral and written instructions in English. - Handles multiple priorities and works under stress. - Maintains all international standards of health guidelines for food preparation and safety. - Passes all required job-related tests. - Ability to perform manual labor. Physical Requirements of the job: - Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises. - Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. - Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions.	- Working Hours: 44 working hours - Location/ Postal code: S(068912)
Demi Chef de Partie	Key Responsibilities To be updated Pre-requisites Knowledge, Skills, and Experience: - Minimum 3-4 years of kitchen experience, previously worked in a fine dining concept. - Understands oral and written instructions in English. - Handles multiple priorities and works under stress. - Maintains all international standards of health guidelines for food preparation and safety. - Passes all required job-related tests. - Ability to perform manual labor. Physical Requirements of the job: - Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises.	- Working Hours: 44 working hours - Location/ Postal code: S(178881)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. - Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions.	
Demi Chef de Partie	Key Responsibilities To be updated Pre-requisites - Knowledge, Skills, and Experience: - Minimum 3-4 years of kitchen experience, previously worked in a fine dining concept. - Understands oral and written instructions in English. - Handles multiple priorities and works under stress. - Maintains all international standards of health guidelines for food preparation and safety. - Passes all required job-related tests. - Ability to perform manual labor. - Physical Requirements of the job: - Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises. - Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day. - Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions.	- Working Hours: 44 working hours - Location/ Postal code: S(068912)
F&B Runner	Key Responsibilities To be updated Pre-requisites Knowledge, Skills, and Experience: - Minimum 1 year of experience in similar positions in a high-volume, fine dining restaurant. - Good in English. - Good communications and interpersonal skills. - Customer oriented with a positive attitude and smiling face. - Cooperative and self-giving team player. - Ability and willingness to perform under stress. - Positive and high energy level. Physical Requirements of the job: The job of the Runner may require: - Physical handling of products such as handling trays. - Covering different shifts and working during public holidays. - Stressful conditions. - Standing for long hours.	- Working Hours: 44 working hours - Location/ Postal code: S(178881)
F&B Station Captain	Key Responsibilities The Station Captain is responsible to provide high levels of customer service to all diners to ensure they have a memorable experience and return	Working Hours: 44 working hours

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Principal Accountabilities: - Knows and uses the service guidelines by the brand guideline - Prompt, and courteous greeting of customers - Deliver food to customers on the table in an accurate and timely manner - Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations - Follow sequence of service standards as per brand guidelines - Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers - Ensure food quality and consistency is delivered at all time - Manage the set up and close down of tables within section - Ensure tables are turned around and ready with minimal delay - Maintain cleanliness and hygiene standards - Ensure the cleanliness and refilling of condiment sets and napkin containers - Keeps all workstations and equipment as clean as possible at all times - Attend all regular departmental briefings and contribute to an open communication within the assigned team - Performs other duties pertinent to this job as assigned Communication & Working Relationships: - Interacts with customers and shows willingness to serve them with a pleasant attitude - Communicate professionally with the supervisor in charge Pre-requisites Knowledge, Skills, and Experience: - Minimum 1-2 years of experience in similar positions in a high-volume, high-end restaurant preferred. - Good in English. - Good communications and interpersonal skills. - Customer oriented with a positive attitude and smiling face. - Cooperative and self-giving team player. - Ability and willingness to perform under stress. - Positive and high energy level. Physical Requirements of the job: The job of the Captain may require: - Physical handling of products such as handling trays. - Covering different shifts and working during public holidays. - Stressful conditions. - Standing for long hours.	Location/ Postal code: S(178881)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
F&B Station Captain	Key Responsibilities - The Station Captain is responsible to provide high levels of customer service to all diners to ensure they have a memorable experience and return - Principal Accountabilities: - Knows and uses the service guidelines by the brand guideline - Prompt, and courteous greeting of customers - Deliver food to customers on the table in an accurate and timely manner - Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations - Follow sequence of service standards as per brand guidelines - Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers - Ensure food quality and consistency is delivered at all time - Manage the set up and close down of tables within section - Ensure tables are turned around and ready with minimal delay - Maintain cleanliness and hygiene standards - Ensure the cleanliness and refilling of condiment sets and napkin containers - Keeps all workstations and equipment as clean as possible at all times - Attend all regular departmental briefings and contribute to an open communication within the assigned team - Performs other duties pertinent to this job as assigned Communication & Working Relationships: - Interacts with customers and shows willingness to serve them with a pleasant attitude - Communicate professionally with the supervisor in charge Pre-requisites Knowledge, Skills, and Experience: - Minimum 1-2 years of experience in similar positions in a high-volume, high-end restaurant preferred. - Good in English. - Good communications and interpersonal skills. - Customer oriented with a positive attitude and smiling face. - Cooperative and self-giving team player. - Ability and willingness to perform under stress. - Positive and high energy level. Physical Requirements of the job: The job of the Captain may require: - Physical handling of products such as handling trays. - Covering different shifts and working during public holidays. - Stressful conditions. - Standing for long hours.	- Working Hours: 44 working hours - Location/ Postal code: S(068912)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Hostess	Key Responsibilities - The Hostess is responsible to greet customers and to ensure that all guests receive an amazing. - Principal Accountabilities: - Greets guests, escorts them to tables, and provides menus. Manage waiting list as per brand guidelines. - Offer appropriate seating arrangements. - Receive and record customers dining reservations. - Ensure all orders are filled in a timely and accurate manner. - Maintain clean and organized tables and work area. - Observe proper grooming and personal hygiene at all times. - Assist waiters and head waiters when needed. - Manage event related work including setting up tables of the restaurant. - Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations. - Handles guest problems and complaints. - Attend all regular departmental briefings and contribute to an open communication within the assigned team. - Performs other duties pertinent to this job as assigned. - Communication & Working Relationships: - Interacts with customers and shows willingness to serve them with a pleasant attitude. - Communicate professionally with the supervisor in charge. Pre-requisites Knowledge, Skills, and Experience: - Minimum 1-2 years of experience in similar position in hospitality industry, preferred but not limited to. - Good in English. - Good communications and interpersonal skills. - Basic computer skills (Recommended to have previous experience in restaurant software). - Customer oriented with a positive attitude and smiling face. - Friendly and approachable. - Cooperative and self-giving team player. - Ability and willingness to perform under stress. - Positive and high energy level. - A willingness to go the extra mile in ensuring guests' needs are met. - A huge passion for customer service and hospitality. Physical Requirements of the job: The job of the Hostess / Host may require: - Covering different shifts and working during public holidays. - Stressful conditions. - Standing for long hours.	- Working Hours: 44 working hours - Location/ Postal code: S(178881)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Recreation Attendant	Key Responsibilities To be updated Pre-requisites • Knowledge, Skills, and Experience: • Previous experience in hospitality, wellness, or recreation environments preferred • Basic First Aid and/or Lifeguard certification advantageous • Strong communication skills in English; additional languages a plus	• Working Hours: 44 working hours • Location/ Postal code: S(178881)
Security Officer	Key Responsibilities • The Security Officer, we rely on you to: • Responsible for maintaining adequate and effective security measures for the resort. • Ensuring maximum protection is given to the guests. • Ensure the resort and guest properties are safeguard against loss, damages and other untoward accidents. • Handle all incidents in a professional and timely manner. • Actively participate in the day-to-day security operations of the hotel to ensure the safety and security of all guests, employees and property. • Provide necessary assistance to guests and employees in a friendly and tactful manner. • Enforce the company policy and procedures relating to safety and security. • Responding to all incidents involving hotel guests and employees. • Keeps surveillance on potential criminals and activities and to maintain peace and order within the hotel premises and to take appropriate remedial action if necessary. • Conduct investigations and submit reports on incidents affecting guests and employees. • Carry out patrolling duties around and within the hotel compound. • Perform access control duties at the Security Office and managing of CCTV surveillance. • Managing of crowds and traffic controls during peak periods. • Respond to all emergency situations including fire alarms, medical assistance and emergency evacuation. • Carry out other duties as assigned by the Security Manager or Hotel Management. • Communication & Working Relationships: • Communicates professionally with superiors and subordinates while keeping a productive working environment. • Assist the Security Manager in problem solving with a can-do attitude. Pre-requisites Knowledge, Skills, and Experience: • Candidate must possess a valid Security License issued by the Police Licensing and Regulatory Department.	• Working Hours: 44 working hours • Location/ Postal code: S(178881)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Minimum 1 years of relevant working experience in similar capacity in the hospitality industry. • Knowledge of fire safety and first aid would be an advantage. • Able to work shifts including weekends and public holidays. • Assist the Security Manager in problem solving with a can-do attitude. • Experience in Crisis Management and part of the Emergency Response Team. • Possess other relevant certifications such as CERT, OFA+AED added advantage. • Physical Requirements of the job: • Long hours, covering different shifts and working during public holidays.	
Senior M&E Technician	Key Responsibilities • The Technician assists in carrying out shift duty smoothly by repairing, maintaining and ensuring that all electrical and mechanical equipment including lighting throughout the hotel are operating satisfactorily. • Principal Accountabilities: • Assisting the Shift Engineer with the design of a preventative maintenance program. • Carrying out minor repairs at guest rooms or public areas. • Service and repair all electrical and mechanical equipment such as, but not limited to, motors, starters, switchgears, fittings, wiring, vacuum machines, all laundry, kitchen equipment, cables and all electrical machines throughout the hotel. • Carry out masonry works for all walls, beams, pillars and posts; cement floor traps, floor tiles, vinyl tiles, long bath grouting, pipe duct and staircases. • Clear all obstructions in sewer, waste pipe, soil channels and grease interceptor system. • Repair defective flushing system, toilet bowls, urinals, basins, vent pipes and air-conditioning waste pipes as well as service and clean all grease traps. • Assist other technicians to perform other jobs as required by Management within and outside hotel premises. • Communication & Working Relationships: • Coordinate with different departments to guarantee effective communication. Pre-requisites • Knowledge, Skills, and Experience: • Minimum Professional Certificate/ NiTEC/ Diploma in Engineering. • Minimum 2 years of proven working experience in similar position. • Basic in English language. • Understanding of advanced principles of air conditioning, refrigeration, and heating. • Proficient in balancing air and water treatment systems in line with HVAC protocols. • Proficient in reading schematics and work plans.	• Working Hours: 44 working hours • Location/ Postal code: S(178881)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Good written, verbal, and interpersonal skills. • Communication and project management skills. • Ability to work in confined spaces. • Positive and high energy level. • Highly cooperative team spirit. • Ability to work in a high stress, faced-paced environment. • Physical Requirements of the job: • The job of the HVAC Technician may require: • Attending the operations (after duty hours) in case of emergencies and should always be reachable by phone. • Require to work rotating shift (day, afternoon, night). • Long hours and working during public holidays. • Work in confined spaces. • It also necessitates some physical handling of products, including lifting and transportation.	

#3 THY Hospital

Ang Mo Kio – Thye Hua Kwan Hospital (AMK-THKH) is a leading provider of rehabilitative care in Singapore. We aim to provide safe, good quality rehabilitative care to our patients and assist them in their reintegration back into society. This is achieved with a multidisciplinary healthcare approach towards each patient. Our team of doctors, nurses and allied health professionals (physiotherapists, occupational therapists, speech therapists, dietitians, pharmacists and medical social workers) work closely to chart a customised rehabilitation plan for every patient referred to for out care.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Health Attendant (Wards)	Key Responsibilities • Performs regular tidying and cleaning of patient's bed area including bedside locker, overbed tables, commode chairs etc. • Carries out daily pantry duties such as receiving food trolley, serving and collection of food trays, ensure pantry and storage areas are kept clean and dry at all times, assist in preparation and serving of beverages to patients etc. • Assist the nurses in admitting patients by ensuring the beds are made and pyjamas are available • Transportation of patients, specimens and documents • Any other duties as assigned by the Ward Nurse Manager Pre-requisites • Able to work 6 days a week on rotating shifts, including weekends and Public Holiday • Able to commit the following working hours • A team player with good interpersonal and communications skills	• Working Hours: AM Shift: 7am to 3pm PM Shift: 1pm to 9pm • Location/ Postal code: S(569766)
Healthcare Assistant (Renal)	Key Responsibilities Patient Care and Support • Conduct and document Patient Assessment including vital signs, fluid balance monitoring and evaluating treatment response	• Working Hours: AM Shift: 6.30am to 3pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Assist nursing staff with hemodialysis cannulation and needle removal in accordance with established guidelines and best practices - Furnish Patient Care & Safety support for personal hygiene, mobility, comfort needs - Assist in monitoring patient condition and report patient abnormalities before, during and after dialysis treatments - Follow established emergency and protocols on assisting in dialysis-related emergencies such as hypotension, machine malfunctions Equipment and Environmental Management - Sterilisation of dialysis equipment and the surrounding environment - Preparation of dialysis machines, including connection, setup and priming before treatment sessions - Maintain environmental cleanliness - Report any equipment malfunction faults or issues promptly - Assist in maintaining consumable stock levels - Assist in medical materials administration - Task and duties - Perform any other ad hoc duties as assigned Pre-requisites - Minimum GCE 'N' or 'O' level Certification, or relevant certificate in Healthcare Support - Ability to work 5.5 days a week in rotating shifts, including weekends and Public Holidays - Ability to perform physical tasks such as assisting patients effectively and safely - Good interpersonal skills and ability to work as a team - Previous healthcare experience is preferred	PM Shift: 2.30pm to 11pm Location/ Postal code: S(569766)
Healthcare Assistant (Renal)	Key Responsibilities Patient Care and Support - Conduct and document Patient Assessment including vital signs, fluid balance monitoring and evaluating treatment response - Assist nursing staff with haemodialysis cannulation and needle removal in accordance with established guidelines and best practices - Furnish Patient Care & Safety support for personal hygiene, mobility, comfort needs - Assist in monitoring patient condition and report patient abnormalities before, during and after dialysis treatments - Follow established emergency and protocols on assisting in dialysis-related emergencies such as hypotension, machine malfunctions Equipment and Environmental Management - Sterilisation of dialysis equipment and the surrounding environment - Preparation of dialysis machines, including connection, setup and priming before treatment sessions - Maintain environmental cleanliness	- Working Hours: AM Shift: 6.30AM to 3pm - PM Shift: 2.30pm to 11pm - Location/ Postal code: S(569766)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Report any equipment malfunction faults or issues promptly - Assist in maintaining consumable stock levels - Assist in medical materials administration Task and duties - Perform any other ad hoc duties as assigned Pre-requisites - Minimum GCE 'N' or 'O' Level Certification, or relevant certificate in Healthcare Support - Ability to work 5.5 days a week in rotating shifts, including weekends and Public Holidays - Ability to work 5.5 days a week in rotating shifts, including weekends and Public Holidays - Ability to perform physical tasks such as assisting patients effectively and safely - Good interpersonal skills and ability to work as a team - Previous healthcare experience is preferred	
Healthcare Assistant (Wards)	Key Responsibilities - Assists in the physical admission, transfer and discharge of patients - Assist to orient new patients to the assigned bed and facilities in the ward - Performs the following daily basic patient care procedures/activities: - Assess, monitor, record and report abnormal vital signs; - Perform blood glucose monitoring (if trained); - Administer Oxygen therapy; - Serve foods/meals and assist patients who are unable to feed themselves; - Perform enteral tube feeding; - Record intake and output; - Collect sputum, urine and stool specimens; - Take patient's weight; - Assist the patient with personal hygiene, e.g., toilet baths, bed sponging changing of diapers, care of the skin and hair; - Lift, turn and position bed bound patients 2 hourly; - Offer and collect bedpan/urinals for non-ambulant patients; - Closely monitor restless patients and ensure they are safe and comfortable; - Transport patients on wheelchairs or trolley to other wards/areas or taxi stand when assigned; - Accompany patients to other hospitals for their follow up appointments when assigned; - Assist and participate in emergency situations e.g., code blue; - Maintain a conducive, clean and safe environment for the patient to recuperate - Attend continuing education / in – services on a regular basis to maintain competency - Participate in ward discussions and meetings to improve patient care and work processes	- Working Hours: AM Shift: 7.00am to 7.30pm PM Shift: 7.00pm to 7.30am - Location/ Postal code: S(569766)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Counts the ward items and reports losses or items requiring repairs to the supervisor in charge promptly - Perform other duties as assigned by the trained nurse / Nurse Manager Pre-requisites - Completed secondary education or equivalent as approved - GCE 'N' or 'O' level in at least three subjects, including English - Completed WSQ Certificate in Health Care Support (Nursing Care) Course - One-year experience as a nursing aide preferred - Ability to understand and speak English - Warmth personality, pleasant demeanour, good attitude	
Senior / Health Attendant (Home Healthcare Team)	Key Responsibilities - The job holder provides and guides basic home-based care support to clients, while assisting nurses and senior care staff in ensuring safe service delivery - The role support ADL assistance, basic monitoring, home environment support, junior staff guidance and timely escalation of client or operational concerns in accordance with AMK-THKH policies and care plans 1. Direct Care and ADL Support - Provide basic personal care and ADL support, including hygiene, grooming, dressing, toileting, meal support and comfort measures - Assist with safe mobility, transfer, positioning and simple prescribed maintenance exercises within competency - Accompany clients for appointments, therapy or approved activities where assigned - Support clients' physical, mental and nutritional well-being during care delivery 2. Monitoring, Safety and Escalation - Observe, monitor and report changes in client condition, behaviour, function, safety and home environment - Take and record basic observations where trained and assigned e.g Vital signs - Escalate emergencies, incidents and unsafe situations promptly to nurses/supervisors - Reinforce infection prevention and control and safe care practices during visits 3. Enhanced Home Personal Care, Home Environment and IADL Support - Support HPC+ Module A housekeeping tasks assigned in the care plan, such as maintaining cleanliness of the client's immediate care area, laundry support, changing bedsheets and basic toilet/care equipment cleanliness - Support HPC+ Module C custodial support tasks, where assigned, including wellbeing check-ins, appointment and medication reminders, basic communication support, checking supplies, assisting with	- Working Hours: Mon-Fri: 9am to 6pm Alternate Sat: 9am to 1pm - Location/ Postal code: S(569766)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	meals/groceries/household necessities and linking issues to the care team - Assist with simple household task related to client care, where assigned 4. Staff Guidance, Documentation and Quality - Guide junior Health Attendant staff and reinforce adherence to care plans, safety practices and service boundaries during field work - Communicate professionally with clients, caregivers and the multidisciplinary team - Document services, observations and follow-up accurately and timely - Participate in audits, training, infection control activities and service improvement projects - Carry out other duties assigned by supervisor within role scope and competency Pre-requisites For Local candidates: - GCE N level Attained training in either one of the following courses: - Workforce Skills Qualification Higher Certificate/ Advanced - Certificate in Healthcare Support (Nursing Care) - ITE Approved Training Centre Healthcare (Home Care) programme For Foreign candidates: - At least completed a Nursing Aide Course (from home country) - Ability to understand and speak English - Preferably 4 years of experience in home care, nursing home, hospital, senior care or community care setting - Experience supporting frail seniors with ADLs, personal hygiene, feeding, mobility, basic monitoring and home-based care is preferred	
Senior / Healthcare Assistant (Home Healthcare Team)	Key Responsibilities The job holder supports Registered Nurses / Enrolled Nurses and senior care staff in the delivery of safe, person-centred home care and Enhanced Home Personal Care Services to clients in accordance with AMK-THK policies, procedures, individualized care plans and established standards of care. The role provides personal care, ADL assistance, basic monitoring, home and IADL support, approved higher care support within training and competency, documentation and timely escalation of concerns in the home setting Responsibilities 1. Personal Care, ADL and HPC+ Module B Support Assist clients with ADLs including bathing/bed sponging, oral and denture care, grooming, dressing, toileting, continence care and changing of soiled linen/clothes	- Working Hours: Mon-Fri: 9am to 6pm Alternate Sat: 9am to 1pm - Location/ Postal code:

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Assist with oral feeding and, where assigned and assessed competent, support NGT/PEG feeding tasks that do not involve tube insertion - Assist with safe lifting, transfer, positioning, walking and prescribed maintenance exercises within competency - Provider elder-sitting, respite, companionship and cognitive stimulation activities within the agreed care plan - Provide medication reminders or medication assistance only as trained, authorized and in accordance with SOP 2. Monitoring, Safety and Escalation - Monitor, record and verify basic observations as assigned, including temperature, blood pressure, pulse, respiration, weight and other trained monitoring tasks - Identify and escalate changes in client condition, mood, cognition, function, pain, skin integrity, falls risk, home safety, medication adherence and caregiver coping - Escalate emergencies, incidents, suspected abuse/neglect, medication-related issues, service gaps and unsafe situations promptly to nurses/supervisors - Ensure Healthcare Assistants observe safety boundaries and infection prevention and control during care activities. 3. Enhanced Home Personal Care, Home Environment and IADL Support - Support HPC+ Module A housekeeping tasks assigned in the care plan, such as maintaining cleanliness of the client's immediate care area, laundry support, changing bedsheets and basic toilet/care equipment cleanliness. - Support HPC+ Module C custodial support task, where assigned, including wellbeing check-ins, appointment and medication reminders, basic communication support, checking supplies, assisting with meals/groceries/household necessities and linking issues to the care team - Support approved higher care tasks only after training and competency sign-off, such as nebulizer assistance with normal saline, cold compress, PEG/stoma/tracheostomy care support, simple wound dressing support and catheter/urining bag hygiene care as applicable 4. Communication, Documentation and Quality - Communicate professionally with clients, caregivers, nurses, coordinators and other team members - Ensure service rendered, observations, client response, deviations from care plan and follow-up are documented accurately and timely in the approved systems/forms - Provide timely updates to nurses/supervisors on client issues, service concerns and staff performance matters - Precept and guide newly joined Healthcare Assistants/ Health Attendants during onboarding, orientation and field practice, withing assigned competency and supervision framework - Perform the role of Lead Senior HCA for an assigned sub-region, where required, to support daily coordination, guide	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	a group of HCAs/HAs, monitor service issues and escalate operational or care concerns to nurses/supervisors - Undergo interRAICheck-Up (CU) training and, upon certification/authorization, support or conduct interrail CU assessments as assigned, in accordance with AIC/MOH requirements and organizational workflow - Carry out other duties assigned by supervisor within role scope and competency Pre-requisites For Local Candidates: - GCE N Level - Attained training in either one of the following courses: - Workforce Skills Qualification Higher Certificate / Advanced Certificate in Healthcare Support (Nursing Care); or ITE Approved Training Centre Healthcare (Home Care) programme For Foreign Candidates: - Completed a Nursing Diploma or equivalent healthcare qualification in native country - Ability to understand and speak English - Preferably 4 years of experience in home care, nursing home, hospital, senior care or community care setting - Experience supporting frail seniors with ADLs, personal hygiene, feeding, mobility, basic monitoring and home-based care is preferred - Compassionate, patient, respectful and client-centred - Able to work independently in the home setting while observing safety boundaries - Good communication skills with clients, caregivers and team members - Reliable, accountable, observant and willing to learn - Able to follow care plans, SOPs and escalation instructions closely	

#4 Thye Hua Kwan Nursing Home (THKNH)

Thye Hua Kwan Nursing Home (THKNH) was established in 2013 in response to Singapore's rapidly ageing population and growing demand for elder-care services. THKNH operates nursing homes at Hougang and Tanjong Katong, alongside THK Senior Care Centre, together caring for hundred of residents — including significant numbers of residents living with dementia. We believe in fostering a sense of community through enhancing the quality of life for our residents. Our dedicated team is committed to delivering the highest standard of care, ensuring that everyone feels valued and respected every day.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Facility Assistant	Key Responsibilities - Assist with the daily operations and routine maintenance of building systems, including ACMV, plumbing, and electrical systems - Perform minor repairs and coordinate with vendors and contractors for larger maintenance tasks - Support groundskeeping, janitorial duties, and safety protocols, ensuring compliance with health and safety regulations - Manage inventory of supplies and equipment, ensuring availability and proper functioning - Set up and maintain meeting rooms, office spaces, and common areas - Respond promptly to service requests - Ensure quality standards are met across all operational needs of the nursing home - Report to the Manager (Operations) on all operational and management matters - Assist with procurement processes according to finance guidelines and best practices, as assigned by supervisor - Liaise with suppliers and vendors to facilitate service delivery - Support your supervisor in monitoring service contracts to ensure professional service delivery Pre-requisites - Min Nitec/ Higher Nitec/ Diploma in Facilities management, building Services, Engineering or a related discipline - Preferably with prior experience in Facilities, building maintenance or Engineering Support - A team player with strong coordination and communication skills	- Working Hours: Mon to Thu: 8.30AM to 6pm Fri: 8.30am to 5.30pm - Location/ Postal code: S(538793)
Nurse Manager	Key Responsibilities - Oversee your team of Registered Nurse, Enrolled Nurses, Nursing Aides, and Healthcare Assistant - Ensure compliance with all nursing standards set by MOH and the Singapore Nursing Board - Provide direct hands-on care to residents, modelling the standards you expect from your team - Work with Allied Health colleagues on preventive and rehabilitative programmes for residents - Lead quality assurance activities to monitor and evaluate the quality and appropriateness of nursing care on the ward	- Working Hours: Mon to Thu: 8.30am to 6pm Fri: 8.30am to 5.30pm - Location/ Postal code: S(538793)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Plan and conduct periodic quality audits, following up with corrective improvements - Keep written policies and SOPS current and accessible to guide nursing practice - Ensure smooth transitions for residents between acute and chronic care, and back to the community where possible - Ensure the right skill mix and adequate staffing across all shifts and services in your area - Prepare the roster and daily staff assignments for your ward - Guide orientation, induction, and preceptorship programmes for new staff - Drive staff development through in-house training, approved online learning, or formal education opportunities - Promote evidence-based nursing care delivery - Stay current with nursing and healthcare practices - Monitor and analyse trends and the changing needs of residents in an institutional setting - Take on other duties as assigned Pre-requisites - Advanced Diploma in Nursing/ Bachelor's degree in Nursing - Registration with Singapore Nursing Board - Demonstrate leadership ability and management skills - Strong sense of integrity - Possesses good interpersonal and supervisory skills	
Staff Nurse	Key Responsibilities - Perform nursing procedures in accordance with established protocols and best practice standards - Monitor vital signs, symptoms and changes in residents' conditions and escalate concerns appropriately - Conduct comprehensive nursing assessments and monitor residents' physical and psychological conditions - Administer medications and treatments safely and accurately - Recognise and respond promptly to deterioration and medical emergencies - Carry out and supervise assessments of new admissions - Evaluate resident's response to care interventions and recommend revision of care plans as necessary - Work closely with the multidisciplinary team to provide comprehensive nursing services to residents - Participate guidance and mentorship to enrolled nurses, nursing aides and healthcare assistants Pre-requisites - Diploma or degree in Nursing - Registered Nurse with Singapore Nursing Board - Relevant working experience in a Singapore nursing home setting is preferred - Strong knowledge of nursing care protocols and clinical best practices	- Working Hours: 7am to 7.30pm and 7pm to 7.30am (1.5 hours break) - Location/ Postal code: S(S538793)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Competence in medication administration and nursing assessments - A team player with good communication and interpersonal skills - Able to work 2 rotating shifts (4 days per week)	

#5 Woodlands Group

Founded in 1974, Woodlands Transport is one of the largest private transport fleets in Singapore today. With over 1000 vehicles on the roads daily, we are constantly driving towards providing our customers with the best in efficiency, comfort and safety.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Admin Executive	Key Responsibilities - Data Input – Input and update data into the VMS system - Provide administrative support for fleet maintenance, workshop and parts departments - Manage customer phone calls, email inquiries and requests related administrative tasks - Submit insurance claims to insurance companies, ensuring all forms are completed accurately and completely - Undertake special projects or administrative tasks assigned by direct supervisor - Prepare daily reports such as daily attendance, overtime records, inventory reports, and tire report Pre-requisites - GCE 'O' level, Nitec or Diploma in a relevant field in Business - Administration or Office Management - Proficiency in Microsoft Office (Word, Excel, Powerpoint) - Minimum 3 years of relevant experience in an administrative or office environment - Able to start work within short notice 5 days work week - Diploma in Engineering, Transport Management, Logistics, IT, or a related field	- Working Hours: 830am to 530pm - Location/ Postal code: Gul Circle / S(629564)
Bus Drivers	Key Responsibilities - Ferry workers, Transporting Tourists, Airport Shuttle Pre-requisites - Class 4 driving license with valid BDVL	- Working Hours: 6am - Location/ Postal code: S(629564)
Business Support Lead	Key Responsibilities - Support day-to-day business operations across administration, finance, and systems - Coordinate subcontractor payments, billing, budgets, and financial reporting - Manage business systems, data and user access	- Working Hours: 9am – 6pm - Location/ Postal code: S(629564)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Support tenders, contracts, and operational documentation - Train team members on internal systems and applications - Improve processes that make our operations smarter and more efficient Pre-requisites - Organized, proactive, and a natural problem solver - Thrive in a fast-paced, collaborative environment - Enjoy working with people, systems, and numbers - Have experience in business support, operations, or administration (transport experience is a plus)	
Customer Service Executive	Key Responsibilities - Provide excellent customer service - Manage customer complaints and ensure prompt resolution - Maintain a strong understanding of our operation and service to effectively support customer inquiries and issues - Prepare regular reports on customer service performance - Respond to inquiries from parents/guardians regarding bus routes, schedules and other related information - Work closely with operation and school officials to ensure timely and safe transportation of students - Resolve customer complaints and issues promptly and effectively - Maintain accurate records of customer interactions, transactions and feedback - Collaborate with the operation team to optimize route planning and scheduling - Assist in following up on Accounts Receivables - Any other assignments by the management Pre-requisites - Minimum Diploma / Degree or equivalent 1 to 3 years of experience in a customer service role, preferably in the transportation industry - Excellent communication and interpersonal skills - Ability to work effectively in a fast-paced, dynamic environment - Strong organizational and time management skills - Proficient in Microsoft Office Suite - Able to prioritize and multitask - Good written and communication skills	- Working Hours: 6am - Location/ Postal code: S(629564)
Marketing Executive	Key Responsibilities - Plan and execute creative marketing campaigns across digital offline channels - Promote our travel packages, products, and services through engaging marketing initiatives - Track campaign performance, analyse results, and recommend improvements Our Own Digital Presence - Manage and grow our social media platforms, website, email marketing, and online advertising	- Working Hours: 845am - 615pm - Location/ Postal code: S(629564)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Keep our content fresh, engaging, and aligned with our brand - Monitor customer engagement, online reviews, and our digital reputation Bring Ideas to life - Design eye-catching marketing materials, graphics, videos and promotional content - Create content using tools such as Adobe Creative Suite, Canva, Capcut, or similar platforms - Capture photos and videos during events and marketing activities Collaborate & Coordinate - Work closely with internal teams to brainstorm creative ideas and execute campaigns - Liaise with media partners, vendors, and industry partners on marketing projects - Conduct market research and competitor analysis to uncover new opportunities Be Part of Exciting Events - Support travel fairs, roadshows, exhibitions, and company events - Assist with the promotion of in-house merchandise and other products - Be prepared to work on weekends or public holidays when events are scheduled Keep Things - Maintain marketing databases and mailing lists - Assist with other marketing and administrative tasks as assigned Pre-requisites - Diploma or Degree in Marketing, Communications, Business, Design or a related field - Marketing experience is an advantage, but we also welcome enthusiastic candidates eager to grow - Comfortable using Adobe Creative Suite, Canva, CapCut, or similar creative tools - Familiar with social media platforms, digital marketing, and analytics - Excellent communication, organization, and multitasking skills - Creative, proactive, detail-oriented, and able to thrive in a fast-paced environment - Willing to work weekends and public holidays when required for events and travel fairs	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Mechanic (Kaki Bukit)	Key Responsibilities - Minimum of 3 to 5 years of experience working on commercial vehicles, big buses, European vehicles (Euro 3,4,5,6) and Japanese cars, with expertise in aircon system repair, gearbox, and engine overhaul - Diagnose and repair complex problems in commercial vehicles, big buses, European vehicles, and Japanese cars - Perform aircon system repairs, maintenance, and troubleshooting - Conduct gearbox and engine overhauls, including disassembly inspection, reassembly - Work on various vehicle systems, including brakes, suspension, and electrical systems - Use specialized tools and equipment, such as diagnostic scanners and pneumatic tools - Meet productivity and quality standards, ensuring timely completion of tasks - Collaborate with colleagues and supervisors to achieve workshop goals - Stay updated on manufacturer specifications, technical bulletins, and industry developments Pre-requisites - Minimum 3 to 5 years of experience in an automotive workshop - Strong technical knowledge of commercial vehicles, big buses, European vehicles (Euro 3,4,5,6) and Japanese cars - Expertise in aircon system repair, gearbox, and engine overhaul - Proficiency in diagnostic tools and equipment - Excellent problem-solving and communication skills - Ability to work under pressure and meet deadlines - Relevant qualifications and certifications (e.g., City & Guilds, NVQ) - Posses Singapore driving license will be an added advantage	- Working Hours: 9am - 6pm & 9am - 1pm - Location/ Postal code: S(629564)
Operations Executive – Autonomous Surveillance	Key Responsibilities - Comfortable using computers, software applications, and exploring new technologies - Experience in transport or fleet operations is a bonus—but not required - Passionate about autonomous vehicle technology and innovation - Strong technical aptitude with a curious mindset and willingness to learn - Bilingual communication skills Pre-requisites - Diploma in Engineering, Transport Management, Logistic, IT, or a related field	- Working Hours: To ask employer during interview - Location/ Postal code: S(629564)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operations Executive (Overland Products & Operations)	Key Responsibilities - Oversee and manage the daily operations within the operations team - You will ensure that all travel-related services are carried out efficiently, effectively, and in line with company standards Pre-requisites - Excellent customer service oriented	- Working Hours: 845pm - 615pm - Location/ Postal code: S(629564)
Operations Executive (TMS)	Key Responsibilities Assisting the daily operations of WTS Travel's premium transportation services, including: - Corporate Charters - Cross-Border Services - WTS Travel Transportation Production & Services - Assisting with the transport operations to meet service commitments and contractual obligations - Coordinating with external transport partners to ensure timely vehicle deployment and operational readiness - Driving frontline teams to achieve sales and service targets - Identifying opportunities to improve processes, enhance efficiency, and support WTS Travel's long-term growth in tourism, hospitality, and travel services Pre-requisites - Holds a Certificate or Diploma Has 2-3 years of experience in operations within: - Transportation - Logistics - Customer Service or Service Operations	- Working Hours: To ask employer during interview - Location/ Postal code: To ask employer during interview
Sales cum Admin Assistant (Pawnshop)	Key Responsibilities - Assist customers in purchasing pre-owned valuable, including gold and jewellery - Deliver friendly, professional, and personalized customer service - Maintain accurate sales transactions and customer records - Perform simple administrative and data entry duties - Support the team with day-to-day store operations Pre-requisites - GCE 'N' or 'O' Levels (or equivalent) - At least 2 years of working experience - Comfortable using basic computer applications for reports and data entry - Positive attitude with a willingness to learn - Customer-focused, dependable, and a team player	- Working Hours: 8am – 530pm & 8am – 2.30pm - Location/ Postal code: S(629564)
Tour Consultants	Key Responsibilities - Provide excellent customer service and respond to client inquiries and concerns - Book tours, flights, cruises, coaches, accommodations, rental cars and other travel arrangements	- Working Hours: 845pm - 615pm - Location/ Postal code: S(629564)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Certification or training in travel planning, a familiar with computer reservation system (CRS) • Excellent communication skills	
Vehicle Breakdown Mechanic	Key Responsibilities • Attend to vehicle breakdowns and recovery jobs on-road or roadside • Ensure compliance with safety guidelines, drive safely and work in advance weather / traffic conditions as required Pre-requisites • Proven experience (2 years or more) working as a mechanic, preferably with breakdown / recovery / roadside assistance exposure	• Working Hours: 8 – 5pm • Location/ Postal code: S(629564)

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#6 e2i SERVICES

Meet an e2i Career Coach

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

<https://e2i.com.sg/app>



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

 e2i Career Centre (DNI) Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607	Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East
 e2i Career Centre (OMB) One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989	Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown
 e2i Career Centre (OTH) ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523	Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	Nearest MRT East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines
 e2i Career Centre (WCC) ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900	Operating Hours (Face-to-face/virtual coaching) Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	Nearest MRT North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands

NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies

- Subscribe to **PMET Jobs-Alert**
(e.g. 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>



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