

e2i x Jurong Spring Skills & Career Fair

28th Aug 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 ABR Holdings.....	7
• Cook (FT/PT).....	7
• Customer Service Representative	7
#2 Alexandra Hospital	8
• Care Support Associate	8
• Endoscopy Technician (1 year Contract).....	8
• Instrument Technician	9
• Operating Theatre Technician.....	10
• Patient Service Associate	11
• Pharmacy Technician	12
#3 All Best Foods.....	14
• Area Manager / Asst Area Manager 	14
• Assistant Outlet Manager 	15
• Service Crew (FT/PT)	16
• Supervisor 	17
#4 Allied Container Group	18
• Admin Assistant	18
• Cleaner	19
• Delivery Attendant.....	20
• Driver cum Attendant (class 4).....	20
• Prime Mover Driver.....	21
• Sales Executive (Automotive).....	21
• Sales Executive (F&B Products).....	22
• Web Developer 	23
#5 APTLed.....	24
• Administrative Assistants 	24
• Centre Leaders 	25
• Infant Educators 	25
• Preschool Educators 	25

Legend:  – PMET Roles

#6 Asia Sync Network.....	26
• Manufacturing Operator	26
• Manufacturing Technician	27
#7 Exceltec Property Management	27
• Administrative Assistant/ Officer (MCST)	27
• Cleaning Crew	28
• Condominium / Building / Complex Manager (MCST) 	28
• Facilities Helpdesk Coordinator (8 hrs shift) 	29
• Facilities & Front Desk Coordinator (12 hrs rotating shift)	30
• Property Executive 	31
• Property Executive (MCST) 	33
• Property Officer (MCST) 	34
• Property/ Facility Executive 	35
• Supervisor/ Senior Supervisor (M&E) 	36
• Team Manager (MCST) 	36
• Technician / Senior Technician (Electrical M&E) 	38
#8 Luminary Service	39
• Assistant Cleaning Supervisor 	39
• Cleaner	40
• F&B Service Crew(PT).....	40
• Human Resource Executive 	40
#9 Maersk.....	41
• Billing Assistant (Logistics/ Warehouse) 	41
• Facilities / Building Technician	42
• Logistics Coordinator 	43
• Transport Supervisor 	44
• Warehouse Operator / Forklift Operator	44
• Warehouse Picker & Packer	45
• Warehouse Supervisor 	46
#10 Murata Electronics Singapore	47
• BPM Assistant Engineer (Tuas).....	47
• BPM Technician (Tuas)	48

• Facility Assistant Engineer (Tuas)	49
• Production Assistant	49
#11 Ng Teng Fong General Hospital & JurongHealth Campus	50
• Basic Care Assistant.....	50
• Care Support Associate	51
• F&B Assistant	52
• Kitchen Assistant.....	52
• Patient Service Associate	53
• (Emergency Department).....	53
• Patient Service Associate	53
• (Specialist Outpatient Clinics)	53
• Patient Service Associate	54
• (Inpatient Operations - Ward).....	54
• Radiography Assistant(PT)	54
• Security Officer.....	55
• Ward Service Associate.....	55
#12 Regional Health System Office	56
• Community Health Coach	56
#13 Resonac	57
• Manufacturing Abrasive Blasting Technical Operator	58
• Manufacturing Assistant Engineer 	58
• Manufacturing Engineering Assistant / Technician 	58
• Manufacturing Shield Wash Process.....	58
#14 Savills Property Management	59
• Account Admin Assistant	59
• Account officer (PM)	60
• Account Payable Executive	60
• Admin Assistant / Executive.....	62
• Asst Facilities Manager /	63
• Facilities Manager (FM).....	63
• Business Development Manager/	65
• Assistant Manager.....	65

• Cleaners.....	66
• Facilities Manager	67
• Facility Manager	68
• Facility Officer	69
• HR Admin cum Payroll Executive	70
• HR Payroll Assistant / Officer (AMS)	71
• Key Account Manager (Cleaning)	72
• Project Manager / Engineer (AVMV).....	74
• Strata Commercial Manager	77
• Strata Residential Executive M&E.....	77
• Strata Residential Manager.....	78
• Strata Residential Officer / Executive	80
• WSH Officer.....	82
#15 Singapore One Rail	83
• Assistant Engineer, Asset Performance & Management - JRL	84
• Assistant Engineer, Engineering Management - JRL	84
• Assistant Engineer, Power - JRL	85
• Assistant Engineer, Permanent Way - JRL.....	85
• Assistant Engineer, Signalling - JRL.....	86
• Engineer, Rail Communications - JRL	87
• Engineer, Engineering Management - JRL.....	88
• Engineer, Permanent Way - JRL	88
• Engineer, Rolling Stock - JRL.....	89
• Operations Associate - JRL	90
• Traffic Controllers - JRL	91
#16 SMC MANUFACTURING (S).....	92
• Accountant 	92
• Assistant Officer (Shipping) 	92
• Engineer (CNC) 	93
• Engineer (Injection Molding) 	93
• Engineer (Mechanical/Mechatronics/Robotics & Automation) 	94
• Engineer (Quality Assurance) 	94
• Machinist (Plastic Mold Die)	95

• Machinist (Progressive Metal Stamping Die)	95
• Production Component Assembly	95
• Quality Assurance Inspector (QA)	96
• Storeman.....	96
• Technician (Auto Assembly Machine)	96
e2i Services.....	97

#1 ABR Holdings

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cook (FT/PT)	Secondary education	2.1 Set-up the kitchen for the day's business by setting up equipment ready for use and preparing necessary products and laying out all necessary utensils. 2.2 Properly prepare, slice and portion food items for production use. 2.3 Properly prepare each customer's orders according to recipe and within standard preparation time. 2.4 Operate each piece of equipment by observing proper safety precautions. 2.5 Clean the kitchen and store all products at the end of the day. 2.6 Ensure that all weekly cleaning assignments are completed according to schedule. 2.7 To undertake any other duties and responsibilities that assigned by the management	Working Hours: 6 days/ week 44 hr / week Employment Type: Full Time/Part Time Location: 41 Tampines Street 92 (S)528881
Customer Service Representative	Understands and speaks English.	2.1 Set-up the dining area and service station in preparation for the day's business. 2.2 Take all guest orders by following proper guest serving procedures. 2.3 Promptly and correctly deliver all orders to the guests. 2.4 Clear all soiled dishes, glassware and cutleries from guests' tables to dishwashing area. 2.5 Perform daily and weekly housekeeping and cleaning duties according to schedules.	Working Hours: 6 days/ week 44 hr / week Employment Type: Full Time/Part Time Location: 41 Tampines Street 92 (S)528881

#2 Alexandra Hospital

Singapore's first Integrated General Hospital (IGH) under NUHS that provides patients with holistic, seamless care, through one bed, one care team and one principal doctor, reducing the need for patients to be transferred to another healthcare institution.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Care Support Associate	• Minimum PSLE • Good interpersonal and communication skills • Able to read, write, and converse in simple English	• Support Registered Nurses (RNs) and Enrolled Nurses (ENs) in the delivery of safe, timely, and quality patient care in inpatient wards • Provide direct patient care, including personal hygiene, elimination needs, feeding assistance, repositioning, and mobility support • Perform and accurately document patients' vital signs and basic clinical observations • Assist in patient admissions, examinations, procedures, transfers, and discharges • Support nursing and clinical procedures, including wound care assistance, IV related support, bladder scans, and emergency response initiation • Coordinate ward activities such as bed management, patient movements, and visitor management • Provide basic patient and family education on ward orientation and infection control practices • Perform clerical and documentation support, including medical records handling and discharge related tasks	• Working Hours: 5 days/ week, 40hrs/ week Morning Shift: 8.00am end between 4.00pm to 6.00pm Afternoon Shift: start between 11.00am to 1.00pm and end between 7.00pm to 9.00pm Night: 8.00pm to 8.00am • Job Type: Contract • Location: Alexandra Hospital, 378 Alexandra Road (S)159964
Endoscopy Technician (1 year Contract)	• Basic proficiency in written and spoken English • Basic computer skills (preferred)	• Perform cleaning, high-level disinfection, and reprocessing of endoscopes using Automated Endoscope Reprocessors (AER)	• Working Hours: 5 days/ week, 40hrs/ week

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Healthcare support certifications are an advantage - Responsible, self-motivated, and proactive - Strong teamwork, communication, and interpersonal skills - Open to 2 rotating shifts and work on Saturday	- Conduct daily cleaning of worktables, AER machines, flushing pumps, and leak testers - Prepare scopes according to procedure schedules - Inspect, perform leak tests, and manually clean used endoscopes. - Load scopes into AER and initiate reprocessing cycles. - Monitor and evaluate AER test indicators. - Dry and properly store scopes in designated cabinets. - Maintain inventory of endoscopes and disinfectants. - Track and monitor microbiological surveillance of scopes. - Report faulty equipment or scopes to the supervising nurse. - Perform weekly cleaning of sterile storage areas and scope cabinets. - Carry out basic maintenance of AER machines. - Prepare procedure rooms for endoscopy procedures. - Assist in simple diagnostic endoscopy procedures. - Monitor patients before and after procedures under supervision	Morning Shift: 8.00am end between 4.00pm to 6.00pm Afternoon Shift: start between 11.00am to 1.00pm and end between 7.00pm to 9.00pm Job Type: Contract Location: Alexandra Hospital, 378 Alexandra Road (S)159964
Instrument Technician	- Diploma in Engineering or relevant technical credentials. WSQ Higher Certificate in Healthcare Support (Sterilisation Services) will be an added advantage. - One year of working experience as Instrument Technical Assistant or relevant	- Ensure daily smooth functioning of the TSSU in receive, sort, decontaminate, inspect, pack, sterilize, storage and distribute surgical items - Ensure staff practice the standards of Loads and operates washer-disinfectors, dryers, ultrasonic washer and sterilizers	Working Hours: 5 days/ week, 40hrs/ week Morning Shift: 8.00am end between 4.00pm to 6.00pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	experience in CSSD/ TSSU will be preferred • Possess good inter-personal and supervisory skills • Good command of written English and Knowledge of Microsoft Office	• Perform and evaluate sterilizer test indicators • Perform inventory of all sterile linen and surgical consumables supplies • Issue sterile supplies To all supporting areas on a timely manner • Keep track of preventive maintenance (PM) of washer disinfectors, dryers, ultrasonic washer, and sterilizers and ensure all PM are up To date • Perform cleaning of TSSU storage area • Demonstrate proper use and care of equipment • Report defective equipment and take appropriate action To repair or replace • Identify and notify In-Charge of instruments that need To be repaired/ replaced • Liaise with OT nurses on the consignment sets required for procedures • Facilitate team dynamics and the smooth running of activities within the TSSU • Communicate and handover essential information and critical events To colleagues in-charge and supervisor	Afternoon Shift: start between 11.00am to 1.00pm and end between 7.00pm to 9.00pm • Job Type: Contract • Location: Alexandra Hospital, 378 Alexandra Road (S)159964
Operating Theatre Technician	• WSQ Higher Certificate (OT Support) or relevant experience • Possess initiative and keen to learn • Possess good interpersonal and communication skills	• Check and prepare equipment (suction, diathermy, lights) • Set up operating room and table for each surgery • Assist with patient transfer and positioning • Support surgeon during procedures (e.g. tourniquet, equipment) • Adjust operating lights • Clean OT between cases (within 15 minutes)	• Working Hours: 5 days/ week, 40hrs/ week Morning Shift: 8.00am end between 4.00pm to 6.00pm Afternoon Shift: start

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Dispose of waste and soiled linen safely - Maintain cleanliness of all OT areas daily - Perform terminal cleaning after surgeries - Check inventory of positioning aids and equipment - Stay in OT to assist when needed - Transport patients between ward and OT - Clean equipment weekly - Maintain pantry cleanliness - Handle other assigned tasks	between 11.00am to 1.00pm and end between 7.00pm to 9.00pm Job Type: Contract Location: Alexandra Hospital, 378 Alexandra Road (S)159964
Patient Service Associate	- Candidate must possess at least "O" Levels and above. - Proficient in computer skills, handling multiple systems will be an advantage. - Team player with good communication and interpersonal skills. Ability to speak a second language will be an advantage. - Able to multitask and work in a fast-paced environment. - Candidates should be comfortable/flexible with working in a hospital setting and in different clinics when needed. Prior experience in hospitality or service industries will be an advantage. - Be comfortable with working in inpatient wards if required. - This is a 2-year contract role, subjected to	Overview - As a Patient Service Associate, you will deliver friendly and efficient customer service and create a warm and welcoming atmosphere for all internal and external customers / patients, with the key aim of providing excellent patient care and satisfaction. Job Responsibilities - Ensure clinic's operational and procedural area readiness based on desired service standards. - Assist with smooth patient journey including accurate and timely registration, discharge, appointment bookings, cashiering and any other enquiries such as insurance provider's information for billing. - Provide chaperone assistance to doctors/nurses and prepare consultation documents. - Attend to any requests, emails, and phone enquiries.	Working Hours: 5 days/ week, 42hrs/ week Actual working hours subjected to individual clinic/ward 42 hours (non-shift Outpatient Clinic) Monday to Friday: 8am to 5:30pm 830am to 6pm 40 hours (shift Inpatient Ward/BMU/UCC) Inpatient Ward: 2 shifts (AM/PM) need to work on PH and 1 Saturday, One weekday & Sunday off

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	contract extension or permanent conversion with satisfactory work performance.	- Assist clinic manager in administrative duties. - Perform any other ad-hoc duties and responsibilities that may be assigned from time to time.	Monday to Friday: a) AM Shift: 8am to 5pm b) PM Shift: 11am to 8pm Saturday and PH a) AM Shift: 8am to 5pm BMU/UCC 3 shifts (AM/PM/Night) Monday to Sunday (24hours/7days) a) AM Shift: 7.30am to 3.30pm b) PM Shift: 1.30pm to 9.30pm c) Night Shift: 9pm to 8am Job Type: Contract Location: Alexandra Hospital, 378 Alexandra Road (S)159964
Pharmacy Technician	- Possess Certified Pharmacy Technician Certification (CPTC) OR Diploma in Pharmaceutical Science 2 year contract	1) Daily Operations - Provide professional and courteous service to all patients/customers - Process medication orders/prescriptions for both inpatient and outpatient	Working Hours: 5.5 days/ week, 42hrs/ week - Staggering work timings

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Picking, packing and labelling in accordance with stipulated policies, guidelines and department standard operating procedures - Perform billing functions - Ensures work area is ready for daily operations - Maintains the cleanliness of the pharmacy and ward areas where drugs are stored - Involvement in workplace quality improvement projects/activities as and when required 2) Inventory Management - Ensures stocks are stocked up properly and tidily according to First-Expiry-First-Out (FEFO) requirement and stipulated storage condition - Performs topping up of omnicell ward stock in the respective wards - Ensures correct receiving of goods - Secondary repackaging/redressing - Carry out cycle counts and stock takes periodically according to SOPs 3) Dispensing - Dispensing of medications to patients in accordance with stipulated policies, guidelines and department standard operating procedures	starting as early as 8.00am and ending as late as 8.00pm for both weekdays and weekends Required to work 2 weekends per month (inclusive of standby) Required to work 2-3 Public Holidays per year • Job Type: Contract • Location: Alexandra Hospital, 378 Alexandra Road (S)159964

#3 All Best Foods

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Area Manager / Asst Area Manager 	Job Experience in F&B	PRIMARY FUNCTION Work closely with the General Manager for the daily operations, manpower management, marketing and sales and profitability of all outlets. Job scope includes: • Ensure compliance with the company's policies and procedures • Responsible for staff rostering to ensure adequate manpower across outlets • Influencing and decision making on aspects such as recruitment, discipline, termination of employment and performance assessment • Perform outlet inspection at least once a week • Share relevant and pertinent news/information with the outlet staff on a regular basis • Conduct regular outlet meeting for feedback on strategies to achieve sales targets • Ensure that quality of products, service, and outlet ambience consistently meets and/or exceeds company standards. • Ensure the accuracy and timely submission of all monthly documents and reports of outlets to Head Office • Ensure that all new employees undergo onboarding and training according to SOP • Develop, coach and train employees on knowledge and skills with the objective	• Working Hours: 44 hrs/ week 8am to 10pm • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		To undertake any other duties and responsibilities assigned by the management	
Assistant Outlet Manager 	Job Experience in F&B	Primarily Function To assist Area Manager in terms of control and guidance in accordance to company's policies and guidelines. Set targets for self and team to achieve sales target and ensures that daily operations run smoothly and efficiently. Assist Company in achieving business targets and revenue growth and market share. Job scope includes: - To ensure compliance with the company's policies and procedures - Perform outlet visitation checks regularly - Ensure that the cash handling procedure is in place. - Shares relevant and pertinent news/information with the store/outlets staff on a regular basis - Conduct regular store / outlets meetings to disseminate and collect information - To ensure thorough and smooth implementation/launch of new programs or products through effective training. - To ensure quality of products, services, outlet ambience consistently meets and/or the company standards. - Plan and lead the Outlet's profitability and the cost controlling measures. - To ensure sufficient stock is in place for the day-to-day operation of the store. - Plan weekly labour and scheduling, ensuring sufficient manpower in the store / outlets	Working Hours: 44 hrs/ week 8am to 10pm Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		to secure a smooth operational flow. - To ensure accurate and prompt submission of daily sales to the Finance department. - To reduce product waste and minimize loss by monitoring closely store/outlets performance. - Responsible for the Sales and Profit performance of each store/ outlet under your supervision. - Conduct monthly Sales analysis and implement an immediate action plan for areas of improvement. - Manage outlets' petty cash expenditure. - Monitor and responsible for Stores' maintenance and repair costs. - To ensure proper cash handling controls such as accurate daily cash reports, change funds and petty cash funds. - Develop and implement effectiveness of On-Job Training for all staff. - Serves as a quality controller for all signage, posters and decoration at the outlets to ensure that they are in-line with the company's image	
Service Crew (FT/PT)	Job Experience in F&B	- Greet and attend to customer with a positive attitude. - Maintain product quality and ensure pleasant presentation of products. - Provide go-the-extra-mile service to create a positive customer experience - To assist in cooking preparation including cutting and washing raw ingredients	Working Hours: FT: 44 hrs/ week PT: 35 hrs/week, 8am to 10pm Employment Type: Full Time/Part Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- To assist superior on cooking and cleaning kitchen appliance/tools with care - Well-versed in product knowledge to upsell and cross-sell. - Assist in opening, operating and closing of shifts - Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale. - Proficient in operating the POS system – input of orders and cashiering. - Pack and serve products according to SOP. - Follow Tip Top's personal, food and beverage hygiene standards - Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule. - Generate sales report from POS at the end of the day	
Supervisor 	Job Experience in F&B	Primarily Function To ensure finished goods quality and quantity meet the daily production standard and target. Job scope includes: - Perform daily cleaning on working section, equipment and tools. - To adhere to food safety, health and personal hygiene in the workplace. - To adhere to Central Kitchen processes and procedures and always maintain cleanliness of the Central Kitchen. - Other roles and responsibilities include pastry dough making, cooking preparation, cutting and washing	Working Hours: 44 hrs/ week 8am to 10pm Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		raw ingredients. handle kitchen appliance/tools with care. To undertake hoc duties as delegated by immediate supervisor.	

#4 Allied Container Group

Established in 1975, Allied Container Group is one of Singapore's leading container haulage and yard operators. With over 50 years of logistics experience, the Group provides trusted solutions in container transportation, depot services, warehousing, distribution, and project logistics. Backed by a dedicated team and strong operational expertise, Allied continues to support businesses with reliable, efficient, and end-to-end supply chain services across Singapore and beyond.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant	- Minimum 1–2 years of experience in shipping, freight forwarding, or related industries (strongly preferred). - Familiarity with export, import, and transshipment regulations and requirements will be an advantage. - Strong communication, problem-solving, and coordination skills. - Ability to work independently while being a strong team player.	- Handle and manage customer shipment requests, ensuring clear and prompt communication. - Coordinate with customers to finalise booking processes and accurately update details into the system. - Address and resolve customer requests related to: - Container re-use - Cargo claims - Cross-bookings - Container detention - Damaged container handling - Container M&R matters - Monitor booking status and ensure timely updates are provided to customers. - Liaise with depot operations, trucking, and shipping partners to ensure smooth container movement and turnaround. - Maintain accurate records of bookings, service requests, and follow-ups in the system. - Escalate operational issues (e.g. container damages, delays, or disputes) to the	Working Hours: 5.5 day/week, Monday – Friday: 8.00am - 5.00pm Saturday: 8.00am - 12.00pm Employment Type: Full Time Location: 6 Tuas Avenue 6 (S)639311

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		relevant departments for timely resolution. • Provide proactive support to customers by anticipating needs and offering solutions. • Ensure compliance with company policies, industry regulations, and customer service standards. • Support ad hoc administrative and operational tasks as assigned by the Customer Service Manager.	
Cleaner	• Prior cleaning experience will be an advantage, but not compulsory. • Able to carry out general cleaning duties such as washing toilets, clearing rubbish bins, sweeping, vacuuming, and mopping floors. • Able to clean common areas, windows, doorknobs, staircases, tables, and chairs. • Physically fit and able to perform cleaning duties independently. • Responsible, punctual, and able to maintain cleanliness and hygiene standards. • Able to follow instructions and use cleaning detergents, tools, and equipment safely. • Willing to work according to the assigned cleaning schedule and work location.	• Washing of toilets • Clearing of rubbish bin • All cleaning detergents including cleaning material like mop, cloth, pails etc will be provided • Cleaning of windows, doorknobs and staircase • Cleaning of tables and chair • Sweeping/vacuuming & mopping of floors	• Working Hours: 5 days/week, Monday – Friday: 9.00am - 3.00pm • Employment Type: Full Time • Location: 6 Tuas Avenue 6 (S)639311

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Delivery Attendant	• Able to lift heavy goods • Organized and able to follow instructions closely • Able to work well with others in a team and individually	• Assist Drivers in checking the Packing List and the number of pallets is correct • Assist Driver in checking and ensure that the total carton number match with Packing List. • Assist Drivers in checking and drawing stocks from Warehouse • Check any of the deliveries require collection of loose goods • Ensure customers do stock checks before leaving the premise • Check if there are stocks to be returned and bring them back • In cases of direct return, call salesperson before proceeding • All Drivers/Attendants must contact the Sales on any disputes on orders. If Sales is not contactable, contact the supervisor	• Working Hours: 5.5 days/week, Monday – Friday: 8.30am - 5.30pm Saturday: 8.30am - 12.30pm • Employment Type: Full Time • Location: 6 Tuas Avenue 6 (S)639311
Driver cum Attendant (class 4)	• Valid Class 4 / 5 driving license with a clean driving record. • Minimum of 1-year relevant experience.	• Delivering a wide range of goods to customers. • Assist with loading goods securely into the vehicle to prevent damage during transit. • Unload goods from the vehicle and carry them into customers' premises or homes. • Obtain Proof of Delivery (POD) signatures from customers. • Ensure inventory stock matches delivery requirements. • Ensure products are delivered in a timely manner. • Load and organise product inventory from the	• Working Hours: 5.5 days/week, Monday – Friday: 8.30am - 5.30pm • Employment Type: Full Time • Location: 6 Tuas Avenue 6 (S)639311

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		warehouse into the vehicle, and manage loading/unloading throughout the day as required. • Keep the vehicle clean, organised and tidy at all times. • Follow set, scheduled routes for daily deliveries.	
Prime Mover Driver	• Class 4 / class 5 driver's license with clean record • Min 1 year of experience	• Handle daily delivery and collection timely, accurately, with care and safety. • Able to drive a prime mover • Follow Singapore traffic regulations and PSA / Jurong Port requirements. • Observe and conform to Company's safety regulations • Able / willing start time based on job needs	• Working Hours: 5.5 days/week, Monday – Friday: 8.00am - 5.00pm Saturday: 8.00am - 12.00pm • Employment Type: Full Time • Location: 6 Tuas Avenue 6 (S)639311
Sales Executive (Automotive)	• Proven sales experience, preferably in the automotive parts or aftermarket industry. • Knowledge of automotive parts and components is essential. • Strong communication, negotiation, and interpersonal skills. • Ability to work independently and as part of a team. • Results-driven with a customer-first mindset. • Proficient in Microsoft Office and CRM software.	• Generate leads and actively pursue sales opportunities within the automotive industry. • Meet or exceed monthly and quarterly sales targets. • Present and promote products such as batteries, wipers, filters, brake pads, and heavy vehicle parts, lubricant oil to potential clients. And all other products as desired by the company • Negotiate pricing, terms, and contracts with clients to close deals effectively. • Develop and maintain strong relationships with new and existing customers.	• Working Hours: 5 days/week, Monday – Friday: 8.30am - 5.30pm • Employment Type: Full Time • Location: 6 Tuas Avenue 6 (S)639311

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Possession of a valid driving license and own transport is a plus.	• Conduct market research to identify trends and customer needs within the automotive parts sector. • Prepare accurate weekly and monthly sales reports for management. • Educate customers on product features, technical specifications, and proper usage. • Devise and implement sales strategies to drive revenue and market share. • Resolve customer issues, answer queries, and provide after-sales support when required.	
Sales Executive (F&B Products)	• 3 years relevant sales experience in F&B (especially in Bakeries and restaurants preferred) and B2B • Knowledge of flour and food. • Native-level proficiency in both spoken and written Korean is essential • Class 3 driving licenses and possess a vehicle • Successful previous experience as a sales manager, consistently meeting or exceeding targets • Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization • Proven track record of closing sales, exceeding sales quotas and	• Design and implement a strategic business plan that expands company's customer base and ensure its strong presence • Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs • Identify emerging markets and market shifts while being fully aware of new products and competition status • Management of bulk flour and sugar customer relationships to build lasting mutually beneficial relationships. • Drive the achievement of set service delivery metrics for bulk and prepack flour and sugar customers and liaising with the relevant teams • Drive sales performance through implementation of sales and marketing initiatives, achieve targets	• Working Hours: 5 days/week, Monday – Friday: 8.30am - 5.30pm • Employment Type: Full Time • Location: 20 Penhas Road (S)208184

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	building revenue successfully • Strong business sense and industry expertise • Excellent verbal and written communication skills with the ability to deliver professional and persuasive presentations	• Build and maintain effective relationship with key and potential clients, interacting with business partners and provide expert knowledge and support to ensure operational excellence and standard application of operating standards. • Develop business plan and sales/marketing strategy for the targeted market, products and applications that ensure attainment of company sales goals and profitability • Deep understand sales strategies and plans to make sustainable business with constant sales increase • Penetrate into end-market to find out unmet needs and give value-added solution to increase sales revenue • Close relationship with distributors in order to support their sales activities. • Analyze territory condition and potential market of each country to focus on effective business development	
Web Developer 	• At least 2 years hands-on full-stack development experience in React, Laravel, React Native, HTML, CSS, related Javascript / PHP web and mobile frameworks, databases and code versioning tools (e.g. Git, SVN), web server experience (e.g. Apache, nginx) • Fundamental understanding of software development	• Develop, automate and maintain web applications and services to support business and operational goals while adhering to performance and quality code best practices • Work with team lead and members to identify requirements, define scope, ensure deadlines and goals are met • Collaborate with UI/UX team members to ensure consistency in design	• Working Hours: 5 days/week, Monday – Friday: 8.30am - 5.30pm • Employment Type: Full Time • Location: 20 Penhas Road (S)208184

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	lifecycles and appreciation of UI/UX practices • Understanding of Cloud services (e.g. AWS, Azure, DigitalOcean) • Understanding of system testing, automated testing is a plus • Able to work with initiative, collaborate with team members and users to meet deadlines • Interest in software development, automation, artificial intelligence and performing relevant research to solve difficult business problems, able to debug and resolve issues independently • Bachelor's degree in Computer Science or equivalent working experience in related field	• Document product and project information • Stay updated on emerging web development trends and technologies	

#5 APTLed

APTLed Careers (EA: 25C3162) is a Singapore-based recruitment and management consultancy specializing in the Early Childhood (EC) sector. They focus on connecting qualified educators, including preschool teachers, infant educators, and management staff, with preschool operators across Singapore. Beyond recruitment, they offer management consulting, training, and leadership development for the Early Childhood sector.

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. • Key responsibilities include handling phone/email inquiries, maintaining child	• Working Hours: 5 day/week, timing varies 8 hours • Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		records, processing fee payments, ordering supplies, and ensuring compliance with safety regulations as well as assisting in school events.	Full Time • Location: 123 Bukit Merah Lane 1 (S)150123
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. • He/She is responsible for managing and enhancing Centre operations while adhering to industry regulations.	• Working Hours: 5 day/week, timing varies 8 hours • Employment Type: Full Time • Location: 123 Bukit Merah Lane 1 (S)150123
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. • Just as important as building the trust of the infants and toddlers, the Infant Educator also actively develops trust with the little ones' parents and family members. • The Infant Educator is also expected to adopt innovative and nurturing teaching approaches to help the young ones discover their potential.	• Working Hours: 5 day/week, timing varies 8 hours • Employment Type: Full Time • Location: 123 Bukit Merah Lane 1 (S)150123
Preschool Educators 	• Responsibility, Passion, Patience and Love for Children	• By providing education in children's most formative years, a Pre-school Teacher plays an important role in equipping children with life skills and cultivating values that will prepare them for primary school and beyond.	• Working Hours: 5 day/week, timing varies 8 hours • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- To help young children develop a love for learning, the Pre-school Teacher has to create a safe and nurturing environment through creative and engaging activities. - This safe learning environment will also help the teacher gain the trust and respect of her young charges in the classroom.	Location: 123 Bukit Merah Lane 1 (S)150123

#6 Asia Sync Network

We are a manufacturing-focused recruitment partner, supporting new factory setups by hiring skilled talent for production, operations, engineering, and support roles. We help companies build the right workforce quickly and efficiently for smooth plant launch and daily operations.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Manufacturing Operator	- Candidates should have at least a high school education with certifications in chemical handling, safety, and quality inspection. - Relevant semiconductor and hands-on measurement experience is preferred. - Proficiency in MS Office and MES is required. - Strong communication, adaptability, teamwork, and attention to detail are essential. - Must be willing to work shifts, in cleanroom conditions, and support overtime.	- This role involves setting up and checking machinery, preparing raw materials or chemicals, and carrying out routine inspections during production. - It also includes basic quality checks on output, monitoring work-in-progress, and reporting any machine or quality issues to the supervisor. - In addition, the role may require tool changes, replacing consumables, supporting maintenance work, and operating multiple machines when needed. - The person will also help maintain a clean and organized work area, take part in shift handovers, and support continuous improvement activities on the shopfloor.	Working Hours: 7am to 7pm , 7pm to 7am Employment Type: Full Time Location: 163 Tras Street. (S)079024

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Manufacturing Technician	- Nitec in Engineering, Diploma and equivalent. - Experience in Semiconductor/PCB/substrate manufacturing is advantageous. - Certification in EHS, ISO Quality Standards and/or Chemical Handling is an advantage. - Knowledge with MES & ERP is an added advantage	- This role supports daily production by operating equipment, setting process parameters, and helping with start-up and mass production runs. - It also involves training operators, resolving line issues with engineering teams, investigating defects, managing shopfloor inventory, performing precision checks, carrying out preventive maintenance, and supporting chemical analysis.	Working Hours: 7am to 7pm , 7pm to 7am Employment Type: Full Time Location: 163 Tras Street. (S)079024

#7 Exceltec Property Management

Incorporated in 1997, Exceltec is an established property and facilities management company providing one-stop property solutions in Singapore. These solutions cater to commercial, retail and industrial sectors and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up its ranking in the SME 1000. The ranking helps in credibility building, raising visibility, benchmarking, and employee motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrative Assistant/ Officer (MCST)	Education "N" & "O" Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field. Certification - Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage. Experience	- The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team. - This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders. - The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and	Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Minimum one (1) year experience in property management, particularly in strata-living contexts. Legal Knowledge - Familiarity with regulations governing MCSTs, e.g. BMSMA. Computer Literacy - Basic competency in Microsoft Office Suite. - Familiarity with property management software is a plus. - Familiarity with property management software is a plus.	coordinating various activities that contribute to the effective management of strata-titled properties.	
Cleaning Crew	- No formal qualification, required - Working days - Between 5 to 6 days	- General cleaning duties. Vacuuming, sweeping, and mopping floors of various types. - Dusting ceilings, light fittings, countertops, and loose furniture. - Scrubbing and sanitizing toilets, sinks and fixtures. - Emptying waste bins. - Washing and drying windows	Working Hours: 5-6 days/ week, 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601
Condominium / Building / Complex Manager (MCST) 	Education: Diploma/Degree in real estate management, business administration, or a related field. Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. Experience: Experience in property management,	- Key Responsibilities: 1) Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained. 2) Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and	Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	particularly in strata-living contexts. Minimum five (5) years of experience. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property management software and office applications.	ensure financial efficiency. 3) Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community. 4) Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping. 5) Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes. 6) Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies. 7) Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.	• Location: 2 Jurong East Street 21 (S)609601
Facilities Helpdesk Coordinator (8 hrs shift) 	• Prior experience in helpdesk, customer service, or facilities coordination roles is preferred. • Good communication and interpersonal skills, with the ability to handle inquiries professionally.	• We are seeking a responsible and service oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations. • This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively.	• Working Hours: 5 days/ week, 8hrs rotating • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to multitask, stay organised, and manage follow-ups effectively. • Basic knowledge of building services or facilities operations is an advantage. • Familiarity with CMMS or other ticketing systems is a plus.	Key Responsibilities: • Operate the facilities helpdesk to receive, log, track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms. • Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors. • Provide regular updates and closure on feedback to users, ensuring clear communication on actions taken and resolution timelines. • Manage requests and responses related to: • General services and event support Faults, complaints, and maintenance related issues • Temporary service adjustments • Emergency incidents and alarm monitoring • Maintain accurate records of all reported issues in the Computerised Maintenance Management System (CMMS) or equivalent platforms. • Categorise and prioritise feedback based on service level agreements and urgency. • Prepare and submit monthly reports on service requests, complaints, incidents, and resolutions.	Street 21 (S)609601
Facilities & Front Desk Coordinator (12 hrs rotating shift)	• Minimum N/O Levels, NITEC/Higher NITEC, Diploma or equivalent;	About the Role • We are looking for a professional and service-oriented Front Desk & Service	• Working Hours: 12-hour rotating

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	relevant experience is an advantage. • Experience in reception, customer service, service desk/helpdesk, call centre, or workplace operations preferred. • Comfortable with basic systems (email, MS Office/Google Workspace; ticketing tools a plus). • Strong service mindset with good communication and interpersonal skills. • Calm under pressure with attention to detail; able to follow SOPs and security protocols. • Able to commit to 12-hour rotating shift work reliably. Preferred (Nice to Have) • Familiarity with meeting room AV/VC (Teams/Zoom rooms), printers, and access/visitor management systems. • Experience coordinating vendors and handling facilities/service requests. • Ability to communicate in English and at least one other language is an advantage.	Desk Associate to support daily operations at a client site in the one-north area. You will be the first point of contact for visitors and staff, providing front-of-house reception services and service desk support (administrative), ensuring a smooth and positive workplace experience. Key Responsibilities • Front Desk / Reception Services • Manage the reception counter and provide a warm, professional welcome to visitors and stakeholders. • Handle visitor registration, verification, and access procedures in accordance with site policies. • Answer incoming calls, general enquiries, and email requests; route/escalate appropriately. • Support meeting room coordination (e.g., bookings, directions, and basic set-up requests as required). • Maintain reception area readiness (signage, forms, supplies) and uphold professional standards.	shifts (including weekends/ public holidays as rostered) Shift allowance/OT (if applicable) will be shared during the hiring process. • Employment Type: Full Time • Job Type: Permanent • Location: One-North Area
Property Executive 	• Minimum Diploma in Building, Facilities or Engineering. • Minimum 3 years of related working experience.	• Supervise and ensure that all types of routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract.	• Working Hours: 5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Knowledge of facilities operations & maintenance. • Team Player and willing to learn. • Effective communications with stakeholders	• Oversees preventive and corrective maintenance works in regard to cleaning, pest control, security, fire protection system, security system, plumbing & sanitary system, building works, etc. • Liaise and coordinate with Contractors to ensure timely maintenance works are done. • Compile all term contract service reports. • Attend to all complaints / feedback, incidents and crisis situations and submit incident report. • Offer first hand solutions to Facilities Manager on breakdown / complaints. • Inspect site areas and report all defects and non-compliances to the Management. • Update the Client on any disruptions, feedbacks, fitting-out and maintenance works conducted on site. • Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement works and work completion form/job sheet once work is completed for billing purpose. • Ensure all statutory licenses and permits are renewed timely (e.g. fire cert, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.) • Prepare the monthly presentation slides and management report. • To undertake other work assignments which the Management may assign.	Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Property Executive (MCST) 	- Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. - Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. - Experience: Experience in property management, particularly in strata-living contexts. - Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA - Computer Literacy: Competence in property management software and office applications.	- The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title. - These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners. - Key Responsibilities: Strategic Management: Overseeing, developing, and implementing property management strategies to enhance asset value. - Operational Leadership: Leading the property management team, including Property Officers and other staff, in day-to-day operations. - Stakeholder Relations: Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers. - Financial Oversight: Managing budgets, financial planning, and reporting for the property. - Contract Administration: Overseeing the negotiation and management of contracts with external vendors.	Working Hours: 5.5 days/week 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Compliance and Risk Management: Ensuring all property operations comply with local regulations and standards and managing risks associated with property management. Ad hoc duties may be required on an as-needed basis.	
Property Officer (MCST) 	- Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. - Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. - Experience: Experience in property management, particularly in strata-living contexts. - Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. - Computer Literacy: Competence in property management software and office applications.	- The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value. - These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners. - Key Responsibilities: Maintenance and Upkeep: Ensuring regular maintenance and repair of communal facilities. - Financial Management: Assisting in budget preparation, managing expenditures, and overseeing service charge collections. - Regulatory Compliance: Ensuring the property complies with local building codes, safety regulations, and environmental laws. - Communication and Coordination: Acting as a liaison between the Management Corporation, residents, and other stakeholders. - Contract Management: Negotiating and managing	Working Hours: 5.5 days/week 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		contracts with various service providers. - Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs. - Emergency Response: Coordinating with emergency services and implementing procedures during emergencies. - Ad hoc duties may be required on an as-needed basis.	
Property/ Facility Executive 🏢	- Minimum Diploma in Building or Facilities disciplines from a recognised tertiary establishment (with M&E background is preferred) - At least three (3) years of relevant working experience. - Able to commit to staggering shift work (44 hours per wee	The duties of the Property Executive shall include but not limited to the following: a) Supervise workers on maintenance matters, service facilities, conservancy work and others. b) Manage the day-to-day permit to work system; c) manage emergency and ad-hoc repairs, breakdowns, and troubleshooting. Provide technical support and attendance where necessary and act as an authorised person. Manage and act as the co-ordination point between the Main Contractor and the client; d) manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner; e) Co-ordinate, manage and monitor all corrective and preventive maintenance programmes.	Working Hours: 5.5 days/week 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		f) Attend to complaints and feedback from tenants. g) Investigate and report tenancy infringements by tenants. h) Assist in all surveys required by the client. i) Attend to any other matter as assigned from time to time.	
Supervisor/ Senior Supervisor (M&E) 	- Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent. - Minimum 3 years of related experience. - General competency in the use of computer. - Capable of English writing and reporting.	- Perform preventive and corrective maintenance works according to quality standards and procedures - Conduct technical investigations in response to fault calls - Provide summary reports on preventive and corrective maintenance works - Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices Report accidents, near misses and incidents in accordance with WSH reporting practices - Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements - Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies	Working Hours: 5.5 days/week 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601
Team Manager (MCST) 	Education: Bachelor's degree in Property Management, Real Estate, Business Administration, or related field.	The Property/Team Manager (HQ) Senior Manager Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health.	Working Hours: 5.5 days/week 9am - 6pm, 9am - 1pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. • Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role. • Computer Literacy: Proficiency in property management software and office productivity tools.	• This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction. • Key Responsibilities: Leadership and Team Management: Lead and develop a high-performing property management team, setting clear objectives that align with business goals. Foster a collaborative environment that encourages innovation and efficiency. • Operations Management: Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. • Drive initiatives that enhance property functionality and resident satisfaction. • Financial Management and Business Results: Develop and rigorously manage the property's budget, optimising costs, and maximising financial performance. • Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals. • Stakeholders Relations: Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. • Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management.	• Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Compliance and Regulatory Adherence: Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities. - Maintain readiness for audits and ensure compliance with all documentation practices. Strategic - Planning and Execution: Work with the MCST council to develop long-term strategies that improve property valuation and operational efficiency. - Lead sustainability initiatives to position the property as eco-friendly and cost-efficient. - Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. - Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. - Ad hoc duties may be required on an as-needed basis.	
Technician / Senior Technician (Electrical M&E) 	Knowledge, Skills and Abilities - Min 2-3 years of related experience - General competency in the use of computers; and - Capable in English writing and reporting Education/Experience - Higher Nitec or Nitec in Mechanical Engineering,	Primary Duties - Perform preventive and corrective maintenance works according to quality standards and procedures. - Conduct technical investigations in response to fault calls. - Provide summary reports on preventive and corrective maintenance works.	Working Hours: 5.5 days/week 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Electrical Engineering, Facilities Management or equivalent	- Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices. - Report accidents, near misses and incidents in accordance with WSH reporting practices. - Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements. - Engage in continuous improvement initiatives to improve time, cost and quality management. - Support the use of the latest smart facilities management trends or technologies.	Location: 2 Jurong East Street 21 (S)609601

#8 Luminary Service

At Luminary Service our primary activity is providing top-notch manpower contracting services, specializing in the F&B industry, public area cleaning for hotels, private residences, shopping malls, and housekeeping for hotels ranging from boutique to five-star establishments

We are committed to revolutionizing outsourcing services, delivering tailored solutions that ensure efficiency, reliability, and cost-effectiveness.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Cleaning Supervisor 	- Minimum 3 years of experience in a supervisory role within the cleaning or housekeeping industry - Strong leadership and communication skills, with the ability to manage diverse teams - Proficiency in English; knowledge of other languages commonly spoken in Singapore is an advantage - Familiarity with cleaning techniques, equipment,	- Supervise and coordinate cleaning staff, assigning tasks and creating work schedules - Conduct regular inspections to ensure adherence to cleanliness standards and safety protocols - Manage inventory of cleaning supplies and equipment, placing orders as needed - Train new team members and provide ongoing guidance to improve efficiency and quality of work	Working Hours: 5 day/week, 9 hr /day Employment Type: Full Time Location: 24 Sin Ming Lane. (S)573970

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and health and safety regulations		
Cleaner	• Prior experience in professional cleaning, preferably in residential or hospitality settings • Physical stamina to perform cleaning tasks throughout the day • Ability to follow instructions and work independently with minimal supervision • Basic English communication skills to interact with residents and supervisors • Willingness to work flexible hours, including weekends and public holidays as needed	• Perform comprehensive cleaning of common areas, including lobbies, lifts, corridors, and recreational facilities • Conduct regular deep cleaning, ensuring all surfaces are spotless and sanitized • Operate cleaning equipment and use appropriate cleaning agents safely and effectively • Report maintenance issues and safety hazards to the property management team promptly	• Working Hours: 5 days/week, 8 hr /day • Employment Type: Full Time • Location: 24 Sin Ming Lane. (S)573970
F&B Service Crew(PT)	• Previous experience in food service or hospitality preferred • Excellent communication and interpersonal skills • Ability to work in a fast-paced environment and multitask effectively • Flexibility to work evenings, weekends, and holidays as needed	• Set up banquet rooms, including tables, chairs, linens, and place settings • Serve food and beverages to guests in a timely and professional manner • Maintain cleanliness and organization of the banquet area • Assist with post-event cleanup and breakdown of equipment	• Working Hours: 5 days/week, 8 hr /day • Employment Type: Full Time • Location: 24 Sin Ming Lane. (S)573970
Human Resource Executive 	• Minimum 2 years of experience in HR roles, preferably in corporate sales or business development sectors • Strong knowledge of Singapore employment laws and TAFEP guidelines • Excellent interpersonal and communication skills, with the ability to work effectively in a	• Manage full-cycle recruitment process, including job postings, candidate screening, and interview coordination • Assist in developing and implementing HR policies and procedures aligned with company goals and TAFEP guidelines • Coordinate employee onboarding, training, and development programmes	• Working Hours: 5 days/week, 8 hr /day • Employment Type: Full Time • Location: 24 Sin Ming Lane. (S)573970

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	multicultural environment • Proficiency in HRIS and MS Office applications	• Support performance management processes and maintain accurate employee records	

#9 Maersk

We are a leading logistics and supply chain solutions provider in Singapore, delivering integrated warehousing, transportation, and distribution services across diverse industries. Our operations are supported by advanced technology, safety-focused processes, and a skilled workforce to ensure efficiency and reliability. We are committed to operational excellence, continuous improvement, and customer satisfaction, while fostering a collaborative and inclusive work environment for our employees.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Billing Assistant (Logistics/Warehouse) 	- We are looking for candidate who proficient in Microsoft Office applications, particularly Excel and Outlook, to support daily billing activities and reporting. - A high level of accuracy and attention to detail is essential to ensure billing correctness and minimize errors. - The candidate must be able to perform effectively in a fast-paced environment, with flexibility to support overtime when required. - Strong communication and interpersonal skills are important to liaise effectively with internal teams and customers, ensuring smooth coordination and timely resolution of issues.	- This role is responsible for supporting end-to-end billing operations by ensuring accuracy, timeliness, and compliance in invoicing processes. - The Billing Assistant works closely with Customs Brokerage, Haulage, and Operations teams to resolve billing discrepancies and ensure proper charge allocation. - The position involves verifying billing details, generating invoices using accounting systems such as Oracle JD Edwards, and maintaining accurate records within internal platforms. - Additionally, the role includes preparing billing templates, handling customer enquiries related to invoice discrepancies, and organizing documentation for audit purposes. - The Billing Assistant also ensures timely submission of billing reports, coordinates the delivery of invoices through appropriate channels, and supports ad-	Working Hours: 5 day/week, Mon-Fri 8:30am to 6pm Employment Type: Full Time Location: 10 Bulim Avenue (S)648165

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		hoc billing tasks to enhance operational efficiency.	
Facilities / Building Technician	- We are looking for candidates who possess at least a Secondary or ITE qualification with relevant experience in facility management and exposure to mechanical and electrical (M&E) systems. - Hands-on experience in maintenance, troubleshooting, and repair of building services and material handling equipment (MHE) is essential. - The candidate should be proficient in Microsoft Office and able to maintain safety, health, and operational standards. - Physical fitness is required, as the role involves handling heavy items and working in an oil and grease environment. - A positive attitude, strong teamwork, good attendance, and effective communication and coordination skills are important. - Candidates with a forklift license, fire safety experience, or the ability to read technical drawings and site plans will have an added advantage, along with flexibility to work	- This role is responsible for ensuring the smooth operation and maintenance of building systems and equipment, including ACMV, electrical, fire protection, plumbing, sanitary systems, and building management systems (BMS). - The role involves conducting routine inspections, as well as performing both scheduled and ad-hoc maintenance, troubleshooting, and repairs of facility systems, machinery, and material handling equipment (MHE). - The technician also carries out general building repair works such as electrical, plumbing, painting, and basic landscaping. - In addition, the role requires coordinating and supervising external vendors for maintenance works, supporting operational teams with facility-related needs, and ensuring effective communication with team members and supervisors to track progress of maintenance activities. - Accurate record-keeping of maintenance reports and inventory is essential, along with the ability to respond promptly to emergency breakdowns, including after-hours support when required.	Working Hours: 5 day/week, Mon-Fri : 8:30am to 6pm Employment Type: Full Time Location: 10 Bulim Avenue (S)648165 OR 15 Benoi Sector. (S)629849

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	overtime when required.		
Logistics Coordinator 	- We are looking for candidates who possess a Diploma or Degree with at least one year of relevant experience in the logistics or supply chain industry. - Strong proficiency in Microsoft Office applications, including Word, Excel, and Outlook, as well as experience with Warehouse Management Systems (WMS) or Exceed systems, is essential. - The candidate should demonstrate good verbal and written communication skills to effectively engage with both internal teams and external customers. - A positive and proactive attitude, the ability to work independently, and strong teamwork skills are important, along with the capability to perform well in a fast-paced and demanding environment. - Provide your feedback on BizChat	- This role is responsible for coordinating daily logistics operations by working closely with customers, operations teams, and transporters to ensure accurate and timely order fulfillment, inventory management, and shipment execution. - The role involves maintaining effective communication with customers by providing updates, addressing operational issues, and coordinating resolutions to ensure service excellence. - It also includes generating KPI and transactional reports for both internal and external stakeholders, verifying vendor invoices, and resolving discrepancies with suppliers. - In addition, the position requires monitoring warehouse supply levels and raising purchase orders for replenishment, as well as coordinating urgent orders to ensure prompt delivery. - The Logistics Coordinator ensures all system transactions are updated accurately and in a timely manner to maintain data integrity. - The role also supports daily operational activities when required, ensures compliance with company policies and procedures, and undertakes additional tasks or projects as assigned by management to support overall business operations.	Working Hours: 5 day/week, Mon-Fri : 8:30am to 6pm Employment Type: Full Time Location: 10 Bulim Avenue (S)648165 OR 15 Benoi Sector. (S)629849

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Transport Supervisor 	- We are looking for candidate who possess a Diploma or Degree in Logistics, Supply Chain, Transportation, or a related discipline, with a minimum of three years of relevant experience in transport, logistics, or distribution operations. - Strong hands-on experience in transport planning, fleet management, and driver supervision is essential. - Proficiency in Transport Management Systems (TMS) and Microsoft Office applications is required. - The candidate should demonstrate strong communication, problem-solving, and organizational skills, with the ability to work effectively in a fast-paced environment while managing multiple priorities and deadlines.	- This role is responsible for planning and coordinating daily transport operations, including route optimization, vehicle allocation, and delivery scheduling to ensure efficient and timely service. - It involves monitoring fleet utilization, improving operational productivity, and supervising drivers and transport coordinators to maintain smooth daily activities. - The position also requires the use of Transport Management Systems (TMS) for dispatching, tracking, and reporting, while ensuring accurate and timely updates of delivery statuses. - Additionally, the role focuses on resolving delivery issues and service disruptions, ensuring compliance with safety and company policies, analyzing performance metrics for continuous improvement, and collaborating closely with warehouse and customer service teams to ensure seamless end-to-end delivery execution.	Working Hours: 5 day/week, Mon-Fri : 8:30am to 6pm Employment Type: Full Time Location: 10 Bulim Avenue (S)648165
Warehouse Operator / Forklift Operator	- We are looking for candidates who are able to safely operate lifting equipment such as forklifts and reach trucks and perform basic daily maintenance to ensure equipment is in good working condition. - The ideal candidate should have prior	- This role involves supporting daily warehouse operations by handling the receiving, transferring, inspecting, and proper storage of incoming goods. - The employee is responsible for loading and unloading both containerized and loose shipments while ensuring accuracy and care in handling.	Working Hours: 5 day/week, Mon-Fri : 8:30am to 6pm Employment Type: Full Time Location: 10 Bulim Avenue (S)648165

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	experience in warehouse operations or a related industry, with a good understanding of standard processes. Basic knowledge of Environment, Health, and Safety (EHS) practices is also important to ensure compliance and maintain a safe working environment.	- Any product damages must be identified and reported promptly to maintain inventory integrity. - The role also requires the safe and proper use of material-handling equipment (MHE), ensuring all activities comply with established Environment, Health, and Safety (EHS) procedures. - In addition, the individual is expected to provide general operational support and carry out any ad-hoc duties assigned by the supervisor to ensure smooth and efficient warehouse operations.	OR 15 Benoi Sector. (S)629849
Warehouse Picker & Packer	- We are looking for candidates who able to read and understand simple English to follow picking lists, work instructions, and basic documentation accurately. - Prior experience with handheld scanning devices is preferred, although training will be provided for those without experience. - The role requires good physical fitness, as it involves standing, walking, and handling goods for extended periods. - A positive attitude, willingness to learn, and the ability to work as part of a team are essential to support daily warehouse operations and meet productivity targets.	- This role is responsible for accurately picking, packing, and preparing, FMCG, beauty and personal care products for outbound orders in accordance with operational requirements. - This role involves using picking lists and handheld RDT scanners to verify product details, ensure order accuracy, and maintain inventory integrity. - The position requires proper handling, packing, and labeling of products to meet quality standards and comply with established SOPs. - The role also supports general warehouse activities, including labeling and ad-hoc tasks during low-peak periods to ensure smooth workflow. - In addition, the Warehouse Picker & Packer must maintain a clean and safe working environment, adhere to safety guidelines, and be	Working Hours: 5 day/week, Mon-Fri : 8:30am to 6pm Employment Type: Full Time Location: 10 Bulim Avenue (S)648165 OR 15 Benoi Sector. (S)629849

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		physically capable of performing repetitive tasks while standing for extended periods. Strong teamwork and coordination are essential to meet daily operational targets and ensure timely order fulfillment.	
Warehouse Supervisor 	- We are looking for candidate who possess a Diploma/Degree in Logistics, Shipping, Supply Chain, Warehouse Management, or Industrial Engineering, with at least two years of relevant experience in warehouse, logistics, or freight forwarding operations. - Strong knowledge of order management, customer service, and shipping documentation is essential. - The candidate should have good written and verbal communication skills in English, with Mandarin proficiency as an added advantage for customer and stakeholder engagement. - A fast learner with strong interpersonal skills, the candidate should be able to adapt to a dynamic and fast-paced environment, demonstrate effective problem-solving abilities, and maintain a	- This role is responsible for overseeing end-to-end supply chain operations, ensuring smooth coordination of daily warehouse activities and shipment planning across various modes of transportation for key customers. - The role involves close liaison with customers on documentation and administrative matters, as well as coordination with internal departments such as IT, Customs Brokerage, Transport, and Freight to ensure seamless operations. - The supervisor is required to have a good understanding of shipping documentation, including FTA and MSDS, and to effectively utilize warehouse management systems to support operational efficiency. - In addition, the role focuses on ensuring timely and accurate delivery of export shipments and local orders, monitoring warehouse productivity, and driving cost control and order fulfilment performance. - The Warehouse Supervisor plays a key role in managing operational issues,	Working Hours: 5 day/week, Mon-Fri : 8:30am to 6pm Employment Type: Full Time Location: 10 Bulim Avenue (S)648165

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	service-oriented mindset. Proficiency in Microsoft Office applications and experience using Warehouse Management Systems (WMS) are also required.	discrepancies, and damages through close follow-up with both customers and internal teams to ensure timely resolution. - The position also requires monitoring and achieving key performance indicators (KPIs), preparing reports, identifying areas for process improvement, and implementing enhancements to workflow and procedures. - A strong emphasis is placed on maintaining high standards of safety, compliance, and operational excellence, while also supporting ad-hoc duties as assigned by management	

#10 Murata Electronics Singapore

Murata Electronics Singapore (Pte.) Ltd. is a subsidiary of Murata Manufacturing Co.Ltd. In Japan. It functions as production and sales foothold of the Murata Group in the ASEAN regions. Murata Singapore was established in 1972 and it located in three facilities in Yishun Industrial Park and 1 plant in Tuas. Murata Singapore manufactures multilayer ceramic chip capacitor and energy devices in its Singapore plants. It also covers sales in Southeast Asia and Southern Asia to support Murata Singapore's sales operation.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
BPM Assistant Engineer (Tuas)	- Diploma in any Engineering field. - Able to perform hand on job. - Knowledge of CAD, SolidWorks, material knowledge and some mechanical or pneumatic knowledge. - Able to work in any rotating 12hrs shift or Normal shift. - Able to accept urgent call back when necessary.	- Perform or support machine maintenance as plan, troubleshooting & improvement. - Machine & quality trouble troubleshooting and implement improvement activities. - Analyse chronic trouble, propose counter measure and implementation. - Perform or support machine model change, machine and quality confirmation after model change.	Working Hours: 12 hr shift 6:50am-7pm 6:50pm-7am Employment Type: Full Time Location: 1 Tuas Road. (S)638481

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work well as a team player while being independent and pro-active • Positive attitude in a challenging work environment • Good technical report writing and presentation skills. • Able to work independently as well as multi-task.	• Plan and execute preventive maintenance at area in charge, review and assess constantly to improve maintenance efficiency. • Prepare maintenance manual and train new members. • Ensure activity compliance to applicable codes, practices, QA/QC policies, performance standards, specifications and maintain process ISO system.	
BPM Technician (Tuas)	• NITEC/Higher NITEC/Work Study Diploma in Electronics/Electrical/Mechanical Engineering and relevant field. • Knowledge in Mitsubishi PLC, Proface HMI and Keyence Vision System would be advantage. • Able to perform hands on job. • Able to write analysis/trouble using Excel/PowerPoint. • Able to work in the rotating 12hrs shift. • Able to accept urgent call back when necessary. • Positive attitude in a challenging work environment .	• Perform or support machine maintenance as plan, on production equipment, electrical panels and automation system. • Perform periodic PM activities, to maintain Slipring, Vision System and Program Backup. • Analyse trouble causes (use PLC datalogger, simulation tool), propose counter measure and implementation. • Perform or support machine model change, machine and quality confirmation after model change. • Periodically spare part stock take and ordering to ensure sufficient parts to maintain continuing running of machines. • Perform good 5S and housekeeping practice at the assigned areas and machines. • Ensure activity compliance to applicable codes, practices, QAQC policies, performance standards, specifications and maintain process ISO system.	• Working Hours: 12 hr shift 6:50am-7pm 6:50pm-7am • Employment Type: Full Time • Location: 1 Tuas Road. (S)638481

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Facility Assistant Engineer (Tuas)	• Diploma in Facility Management, Electrical, Electronics, Mechatronics, Electromechanical Engineering, or a related discipline. • Fresh graduates are welcome to apply. • Willingness and ability to work 12-hour rotating shifts (morning and night). • Strong team player with the ability to work independently and proactively when required. • Excellent communication and interpersonal skills, with the ability to collaborate effectively across all stakeholders.	• Manage daily facility operations to ensure efficiency and reliability. • Monitor equipment performance and document operating conditions using checklists. • Operate and oversee the Building Management System (BMS). • Conduct maintenance of electrical systems, air-conditioning, chillers, compressors, boilers, vacuum and exhaust systems, RO/DI water systems, wastewater treatment, Last IC, and other water supply systems. • Diagnose and resolve unexpected facility or production-related issues promptly. • Maintain spare parts inventory, oversee control processes, and manage procurement activities. • Coordinate and collaborate with contractors and service providers to ensure quality service delivery. • Track and analyze utility consumption for effective resource management. • Organize and maintain electronic filing of facility-related documents. • Support and manage construction projects within the facility.	• Working Hours: 12 hr shift 6:50am-7pm 6:50pm-7am • Employment Type: Full Time • Location: 1 Tuas Road. (S)638481
Production Assistant	a) SPM / STPM / O Level / High School b) Perform 12 hours rotating shift work (Morning Shift/Night Shift)	a) Perform jobs and tasks according to Operation Standard (SOP) and achieve set target accordingly. b) Work in dust-free environment and wear	• Working Hours: 12 hr shift 6:50am-7pm 6:50pm-7am • Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	c) Work in a cleanroom environment (Wear cleanroom suit if required) d) Wear N95 & other surgical mask if required e) Carry heavy loads up to 25kg (specific process)	cleanroom suits or masks (specific process). c) Standby, confirm & load raw materials into machine and operate machine, while perform 12 hours rotating shift work to ensure smooth production. d) Perform basic machine inspection and maintenance, product quality checking, and report any abnormality timely. e) Handle chemicals or solvent with proper personal preventive equipment (PPE). f) Carry heavy loads up to 25kg (specific process). g) Adhere to safety, health & environmental policy, housekeeping (5S) rules and work disciplines. h) Report something strange on safety, machine or quality to leader or superior immediately. i) Other tasks assigned by leader or superior.	Full Time • Location: 1 Tuas Road. (S)638481

#11 Ng Teng Fong General Hospital & JurongHealth Campus

JurongHealth Campus comprises the integrated 700-bed Ng Teng Fong General Hospital (NTFGH) and 400-bed Jurong Community Hospital (JCH) which were designed as an integrated development to complement each other for better patient care, greater efficiency and convenience.

Be part of our exciting future. Transform the future of healthcare with us.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Basic Care Assistant	- No prior patient care experience is required - Minimum qualifications: PSLE or WPLN - Good communication and interpersonal skills - On-the-job training will be provided - Able to work 3 rotating shifts, including weekends and public holidays	- Attend to hygiene needs of patients who require assistance or are bedbound - Oral feed patients who require assistance with oral feeding - Assist with lifting, moving and transporting of patients - Ensure patients safety and facilitate social-emotional support through suitable activities	Working Hours: 40 hrs/week, 3 rotating shift Employment Type: Full Time Location: 1 Jurong East Street 21 (S)609606

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Maintain a clean, well-organised and pleasant environment for all patients • Comply with infection control practices when attending to patients • Performs other duties assigned by nurse manager	
Care Support Associate	• Minimum GCE 'N' Level or equivalent or • WSQ Higher Certificate in Healthcare Support (Nursing) • Service-oriented, pleasant and possess good communication skills • Able to work 3 rotating shifts, including weekends and public holidays	• Attend to hygiene needs of patients who require assistance or are bedbound • Oral feed patients who require assistance with oral feeding • Monitor patients' vital signs • Collect body fluid samples for investigations from stable patients • Perform oro-pharyngeal suctioning • Perform 12-lead ECG • Perform capillary blood glucose monitoring • Assist nurses in resuscitative situations • Deliver care to patients with tubes, catheters and restraints • Comply with infection control practices when attending to patients • Transport discharged patients on wheelchair to the taxi stand or to designated transport as assigned • Fetch 'stable' ambulant patients or patients on wheelchair to other departments or for tests and investigations • Maintain tidiness of ward, drug fridge, clean utility, disposal room, equipment and trolleys at all times or assigned	• Working Hours: 40 hrs/week, 3 rotating shift • Employment Type: Full Time • Location: 1 Jurong East Street 21 (S)609606

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
F&B Assistant	• Minimum Diploma in culinary skills or equivalent • Possess certification in Basic Food Hygiene • Good knowledge in Electronic Meal Ordering System	• To oversee Dishing and Assembly Operations • Ensure that dishing activities are carried out in accordance to the standard operating procedures • Ensure that all special requests are properly arranged and catered to meet patients' needs • Adhere to food hygiene and MUIS standard	• Working Hours: Earliest start time of shift: 5am End Time of Latest Shift: 9pm • Off days: Rotating, No fixed day. Need to work on Weekend and PH • Employment Type: Full Time • Location: 1 Jurong East Street 21 (S)609606
Kitchen Assistant	• Minimum Primary School qualification • Possess certification in Basic Food Hygiene • Able to work in cold room environment • Good knowledge in food production and preparation	• Ensure that dishing activities are carried out in accordance to the standard operating procedures • Ensure that all special requests are properly arranged and catered to meet patients' needs • Adhere to food hygiene and HACCP standard	• Working Hours: 6 days /week, 42 hrs /week Earliest start time of shift: 5.30am End Time of Latest shift: 7.pm (5.30am to 1.30pm, 7.30am to 3.30pm, 11am to 7pm) • Off days: Rotating, no fixed day Work on Weekend & PH

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• Employment Type: Full Time • Location: 1 Jurong East Street 21 (S)609606
Patient Service Associate (Emergency Department)	• Minimum GCE N Levels with 1 year of working experience in customer service • Excellent interpersonal and communication skills, able to work with all levels and staff • Strong passion to serve patients • Willing to work morning, afternoon and overnight shifts, including weekends and public holidays.	• Register patients via phone and upfront enquiries • Collect payment/deposits and provide Financial Counselling for admissions and discharges • Liaise closely with Bed Management Unit for acquisition of beds for Emergency Medicine Department's (EMD) patients • Sort documents in preparation for dispatch to Medical Records Office (MRO) • Extend excellent customer service to patients and their relatives • Replenish inventory when stock is low	• Working Hours: 3 shifts 40 hours per week; 8am to 4.15pm / 1pm to 9.15pm / 9pm to 8.15am. 2 AM; 1PM; 1 rest day; 1 PM: 2 nights shifts • Employment Type: Full Time • Location: 1 Jurong East Street 21 (S)609606
Patient Service Associate (Specialist Outpatient Clinics)	• Minimum GCE O Level • Preferably 1-year experience in customer-related / front desk service • Entry level candidates are welcome to apply • Working knowledge on computers • Good interpersonal and communication skills, able to work with all levels of staff • Strong organizational skills • Strong passion to serve patients	• Register patients for visits to Specialist Outpatient Clinic • Schedule appointments and assist patients to coordinate multiple appointments • Perform billing processes, including payment collection, manage cash float and encourage patients to sign up for cashless payment • Provide financial counselling, explain charges and assist patient with various finance schemes available • Assist doctor during consultation i.e. chaperone, translation, et cetera	• Working Hours: 42 hrs/ week, Staggered clinic hours. Earliest start time 7.30am, Latest end time 7.30pm. 1 or 2 half Saturdays per month • Employment Type: Full Time • Job Type: Contract • Location: 1 Jurong East

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Prepare patients for physical examination and take patient's height and weight - Support doctors in teleconsultation i.e. equipment setup, coordinate with patients, etc.	Street 21 (S)609606
Patient Service Associate (Inpatient Operations - Ward)	- Minimum GCE N Levels with 1 year of working experience in customer service - Excellent interpersonal and communication skills, able to work with all levels of staff - Strong passion to serve patients - Willing to work 2 rotating shifts (9am to 6pm / 11am to 8pm), including weekends and public holidays with 2 days off per week	- Assist in the collection of payment for discharging patients - Conduct financial counselling for inpatient stay/charges - Perform discharging procedures for patients - Obtain follow up appointments for inpatients - Help in additional responsibilities as assigned by supervisors	Working Hours: 2 shifts 40 hours per week; 9am to 6pm / 11am to 8pm 1 weekday off and 1 weekend off. Weekends and PH: 9am to 6pm Employment Type: Full Time Job Type: Contract Location: 1 Jurong East Street 21 (S)609606
Radiography Assistant(PT)	- Minimum N Level - WSQ Certificate in Healthcare Support (Nursing Care) or its equivalent is preferred - Computer literate - Team player with good interpersonal and communication skill	- Perform basic Patient Care activities e.g. providing instruction and assisting patients with general hygiene and personal care activities e.g. changing of patient's clothing - Assist doctors or radiographers in examination rooms e.g transferring patient onto examination couch, act as chaperon, preparing patient for radiological procedures. - Assist the radiographer in data entry into Worklist, Radiology Information System	Employment Type: Part Time Job Type: Contract Location: 1 Jurong East Street 21 (S)609606

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Perform the daily Equipment Preventive Maintenance (PM) for General X-Ray machine - Comfortable with interacting with patients - Administration duties - Data collection - Maintain the storage of request forms and assist in retrieving request forms from storage/ system	
Security Officer	- Minimum GCE 'N' Level with at least 3 years' relevant experience - Willing to work on 2 and 3 rotating shifts including weekends and public holidays - Possess valid security license registered with Police Licensing & Regulatory Department (PLRD)	- Check on all security-related equipment before and after shift, and during regular patrol and assist to incident location immediately and render assistance to staff - Investigate any case brought to attention and interview relevant parties and alert any fire safety hazards and flag up any hazards immediately - Facilitate with mortuary transfer procedures within the hospital - Ad-hoc duties assigned by the Reporting Officer	Working Hours: 12 hours shift, including weekends and PH. 8am to 8pm, 8pm to 8am 2 days work, 2 days off Employment Type: Full Time Job Type: Contract Location: 1 Jurong East Street 21 (S)609606
Ward Service Associate	- Has a passion for healthcare - Min GCE N level or its equivalent - Experience in Food & Beverages will be an advantage. Candidates who do not have the relevant experience but have a passion for the healthcare industry are welcome to apply - Possess excellent customer service with a can-do attitude	- Provide excellent customer service to the patients - Serving of food and drinks to patients and clearing it once patients have finished their meals - Checking food served against patient meal orders - Assist in inventory management - Maintain a high standard of cleanliness in and around workstation and strictly abide with health/sanitation regulations	Working Hours: 7am to 4:30pm 10:30am to 8pm Employment Type: Full Time Job Type: Contract Location: 1 Jurong East Street 21 (S)609606

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Self-motivated, independent, proactive and ability to work cohesively with fellow team members as part of a team - Basic computer literacy - Able to work on staggered working hours with rotational weekends, which includes one Saturday or Sunday a week to meet operational needs - from 7am – 4.30pm - from 10.30am – 8.00pm - Able to work on public holidays	- Assist nurses to meet patient's nutritional needs - Maintains levels of confidentiality and discretion of the patients. - Any other ad-hoc duties as assigned by Manager	

#12 Regional Health System Office

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Community Health Coach	- Diploma/Advance Diploma qualification or certifications relevant to healthcare industry is required. - Working experience in the healthcare industry is an advantage. - Good knowledge of various community services and support in the community setting will be an advantage. - Able to work in a team and independently. - Strong communication and social engagement capabilities especially with older adults in the community - Strong organizational, coordination, and interpersonal skills	- The Community Health Coach supports and empowers residents through personalised health coaching to embrace healthy lifestyle, manage their chronic disease conditions and improve quality of life. - This includes working with residents on following-up with their health plan developed by primary care providers and community nurses, and facilitating their active participation in health-related programmes organised by community partners, such as Active Ageing Centres. - He/she shall participate and organise health education	Working Hours: 42 hrs/week, 8.30-5.30pm Employment Type: Full Time Location: 1E Kent Ridge Road (S)119228

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Proficient in computer skills and Microsoft Office • Ability to converse in local dialects is preferred.	• programmes and community health screening events. • Perform health and social screening to identify health needs of residents. • Develop a personalised health plan to coach / support resident in achieving health and wellness goals. • Address challenges residents faced in achieving health promoting behaviours and lifestyle. • Document and maintain accurate records of residents' progress in achieving their health goals. • Escalate care gaps/issues to community nurses. • Collaborate with community nurses or Community Health Managers to support residents in achieving their health plan and goals. • Assist residents in navigating the social and health systems. • Escalate complex health and social needs following the escalation matrix • Provide basic Patient and Family Education for wellness and disease prevention. • Perform preventive health screening for residents in the Western region. • Participate in health promotion events and activities e.g health talks	

#13 Resonac

Resonac HD Singapore Pte. Ltd., formerly known as Showa Denko HD Singapore, is a leading manufacturer of hard disk media based in Singapore. Established in 2002, the company plays a vital role in the global electronics supply chain, producing high-quality glass and aluminum substrates used in hard disk drives. Known for its commitment to innovation and precision, integrating cleanroom automation and data analytics into its manufacturing processes to ensure consistent quality and efficiency.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Manufacturing Abrasive Blasting Technical Operator		Preparing, assembling, reworking, and blasting parts, operating machines to maintain production output, conducting quality inspections, and recording process data, while also supporting workplace organization (5S) safety, and basic machine maintenance	Working Hours: 4 day/week, 12hr/ shift Job Type: Contract Location: 2 Pioneer Crescent (S)628553
Manufacturing Assistant Engineer 		To lead a group of Production Technicians/Operators in machine and process troubleshooting, process change, process control, failure analysis and assist supervisor in controlling the production team.	Working Hours: 4 day/week, 12hr/ shift Job Type: Permanent Location: 2 Pioneer Crescent (S)628553
Manufacturing Engineering Assistant / Technician 		To support Production Technicians/Operators in machine and process troubleshooting, process change, process control, failure analysis and assist supervisor in controlling the production team.	Working Hours: 4 day/week, 12hr/ shift Job Type: Permanent Location: 2 Pioneer Crescent (S)628553
Manufacturing Shield Wash Process		- Operating and performing first-level troubleshooting on shield wash machines to ensure correct parameters and continuous automated operation, reporting issues to maintenance and supervisors, and carrying out preventive tasks like changing filters and detergents to minimize downtime. - Responsibilities also include monitoring production systems, maintaining cleanroom standards through 5S and regular cleaning, and	Working Hours: 4 day/week, 12hr/ shift Job Type: Contract Location: 2 Pioneer Crescent (S)628553

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		supporting maintenance engineers as needed	

#14 Savills Property Management

Savills Property Management, became a subsidiary after Savills Singapore acquired a stake in CKH Strata Management and merged their property management business. The founding Director, Mr Chan Kok Hong's vision was to provide his clients with the very best strata management advice and service, on par with international standards but with local knowledge and expertise. This vision can now be taken to the next level by tapping into Savills Global network and expertise where Savills has over 1 billion sq ft of properties under management. Savills Property Management Pte Ltd has set itself apart from its competition through professionalism, service excellence, efficiency, integrity, strategic application of information technology and concern for the welfare of the residents. Today, it has become the largest privately held strata management company with a staff strength of over 500 and services over 160 clients, including landmark buildings such as DUO, Shopping/Office/Hotel Complex, orchardgateway, orchardgateway@emerald, 20 Collyer Quay, Sim Lim Square and Singapore larger condominiums such as The Interlace, Parc Oasis, Signature Park and Costal Del Sol. At Savills Property Management, we are committed to developing, supporting and empowering our employees.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Admin Assistant	• Minimum GCE 'O'/'N' Level • At least 1 year of relevant working experience in Accounting/Admin preferred • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently.	• Issuing of cheques • Prepare cash management form weekly • Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties	• Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account officer (PM)	- Minimum Diploma in Accounting related - Possess minimum 1 year of experience handling full set of accounts - Proficient in MS Office applications - Meticulous, resourceful & motivated - Strong interpersonal and communication skills	- Handle full set of accounts (AR, AP and GL) - Prepare monthly financial reports - Issuing invoices, statement of accounts and reminders - Issuing payments to suppliers - Prepare and submit of GST - Coordinate and liaise with external parties like external auditors - Attend to owners one enquires regarding their statement - Supervise and guide Accounts Assistants - Receiving, courier or handling cash/cheques from clients - Banking of cash/cheques - Complete ad-hoc projects or tasks as assigned	Employment Type: Full Time Job Type: Permanent
Account Payable Executive	- Diploma in Accountancy, Finance, or equivalent qualification. - Minimum two years of relevant Accounts Payable or finance experience. - Good understanding of accounting principles and AP processes. - Detail-oriented, proactive, and able to work independently. - Ability to work in a fast-paced environment and meet tight deadlines. - Proficient in MS Office applications, especially MS Excel. - Experience in accounting systems such as Microsoft	1. Accounts Payable Operations - Process suppliers' invoices, payment requests, and staff claims with proper supporting documents and approvals. - Verify accuracy of invoices before posting into the accounting system. - Prepare payment vouchers and process payments via bank transfer. 2. Vendor Management & Reconciliation - Liaise with suppliers and internal departments to resolve invoice discrepancies and payment-related issues. - Perform reconciliation of supplier statements and AP related GL accounts.	Working Hours: 0900hr to 1800hr Employment Type: Full Time Job Type: Permanent Location: 30 Cecil Street (S)049712

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Dynamics 365 will be advantageous.	c. Maintain accurate and updated vendor records in the accounting system. • 3. Financial Closing & Reporting a. Support monthly, half-yearly, and year-end closing activities related to Accounts Payable. b. Prepare AP schedules, accruals, and relevant journal entries for financial reporting purposes. c. Prepare supporting schedules and documentation for financial reporting. d. Ensure completeness and accuracy of AP records in compliance with accounting standards. • 4. Compliance & Internal Controls a. Ensure compliance with company policies, financial procedures, and internal controls. b. Maintain proper audit trails for all AP transactions. c. Assist with external and internal auditors by providing required documents and explanations. • 5. Process Improvement & Support a. Assist in improving AP processes and workflow efficiency. b. Identify opportunities for process automation and system enhancements within the finance function. c. Undertake ad-hoc assignments as assigned.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant / Executive	• Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management • Outgoing and vocal with good communications skill. • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent. • Familiar with CMMS for work order management; • Dynamic and multi-tasking capabilities.	• Prepare and submit regular facility operation reports to management. • Track and report key facility metrics. • Maintain incident and service request logs for audit and review purposes. • Provide updates on compliance with safety, health, and environmental regulations. • Serve as the main point of contact for internal departments regarding facility needs. • Coordinate with employees to address workspace concerns and requests. • Liaise with building management for shared facility issues and updates. • Ensure all stakeholders are informed of facility-related activities and schedules. • Manage contracts and service agreements with external vendors • Monitor vendor performance and ensure service delivery meets agreed standards. • Schedule and coordinate routine and emergency maintenance with service providers. • Review and approve vendor invoices and service reports. • Maintain and update facility documentation and records. • Coordinate facility access passes, keys, and security systems for staff and visitors. • Manage procurement of office and facility supplies.	• Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Ensure compliance with administrative policies and procedures. • Organize and participate in facility-related meetings with internal teams and external vendors. • Record and distribute meeting minutes and action points. • Follow up on tasks and resolutions discussed during meetings. • Assist in preparing presentation materials for management reviews or planning sessions. • Conduct regular facility inspections and audits to identify areas for improvement. • Recommend and implement facility upgrades, layout changes, or efficiency improvements. • Support sustainability initiatives and cost-saving measures. • Evaluate feedback from users to enhance facility operations and services. • Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). • Collaborate with finance and operations teams to align facility functions with revenue goals.	
Asst Facilities Manager / Facilities Manager (FM)	• Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a	• Proactively engage stakeholders to ensure that on site client's expectations are met • Build and develop effective client /stakeholder	• Working Hours: Mon to Fri 0830Hrs - 1730Hr OR

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	recognised tertiary institute; • At least 3 years of relevant experience as a manager in facilities management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player. Proactive and independent; Dynamic and multi-tasking capabilities; Familiar with CMMS for work order management; Fire Safety Manager Certificate.	relationships across multiple levels of the organization; • On-site key point of contact for Facilities in the client's premises; • Ensure effective communications and reporting to clients' on operation matters; • Evaluate service response time and analyse occupants' service request trends and suggestions; • Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; • Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites • Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. Lead by example and groom the team in achieving maximum client satisfaction level; • Preparing weekly, monthly facilities reports; • Assist the FM to develop and review planned maintenance schedules with maintenance vendors; • Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and	0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		essential services and environmental. • Ensure critical operations and sites are identified across the region. • Establish HSSE plan for the account on site. • Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. • Implement and ensure escalation procedures are in place and observed for incident and problem reporting. • Have good knowledge of statutory legislations and requirements • Managing work orders using a CMMS and analysing maintenance data; • Any other scope and roles as assigned by the reporting manager.	
Business Development Manager/ Assistant Manager	• Diploma/ Degree in Facilities Management, Estate Management, Business Management or relevant related discipline from a recognized tertiary institute • At least 3 years of relevant experiences in facilities management and business development portfolios • Proven capabilities in managing tender costings and submissions within timeline	Business News Sourcing • Source and keep track of incoming business opportunities that are suitable & aligned with business objectives. • Regular engagement with Client and Consultants for potential business opportunities, realizing it from 'News' to 'Tender' to 'Award'. • Identify potential business opportunities from market research and analysis. Business Department Duties • Carry out day-to-day Business Department duties such as:	• Working Hours: Mon to Fri 0900Hr to 1800Hrs • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong financial acumen paired with a proactive, can-do attitude - Able to work independently with minimum supervision - Those with Facilities Management operation experiences or equivalent is an added advantage.	- Carry out research & market analysis for business opportunities, competitors and other market trends – discuss and report regularly to Management - Guide business executives on business department duties including checking and managing the timeline of the said works - Manage and regularly discuss timeline of all tasks with GM and ensure timely deliverables. Tender Management & Coordination - Ability to conduct costings proposals for FM tender and RFPs - Check, compile and ensure an adequate overall tender submission - Manage and keep track of all tasks to follow up with each tender, ensuring timely execution - Prepare and deliver tender presentations during tender interviews as well as corporate presentations when necessary.	
Cleaners	- Previous experience in commercial, industrial, or janitorial cleaning is preferred. - Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. - Knowledge of cleaning chemicals, equipment,	- Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. - Clean and sanitize restrooms, break rooms, and common areas. - Empty waste bins and dispose of rubbish according to company procedures.	Working Hours: 0900 hr to 1800 hr Employment Type: Full Time Job Type: Permanent Location: Multiple site

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and safe handling procedures. Ability to work independently and as part of a team.	- Clean machinery, equipment, and workstations as required. - Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. - Replenish cleaning supplies, toiletries, and consumables. - Follow workplace health, safety, and environmental regulations.	
Facilities Manager	- The FM shall possess a Degree preferably in Built Environment / Facilities Management / Engineering or relevant disciplines. - must have a minimum 5 years of relevant working experience with a proven management / supervisory background, - preferably with at least 2 years' experience in providing IFM services with the Tenderer's company, and - preferably with Tier 3 Certified Facilities Management Expert (CFME) accreditation by Singapore International Facility Management Association (SIFMA) accreditation scheme. - The FMs are the key front line of the Contractor in responding and attending to each Site and Employer Representatives, and including supervision to ensure that the Works and Services under the	- Manage daily operations and maintenance of school buildings, grounds, and equipment. - Coordinate and supervise maintenance staff, contractors, and vendors. - Develop and implement preventive maintenance schedules to minimize disruptions. - Ensure compliance with safety, health, and regulatory standards. - Assist in budgeting, cost control, and procurement of facility-related services. - Support facility improvement and minor renovation projects. - Respond promptly to facility-related issues or emergencies. - Maintain accurate records of maintenance, inspections, and facility performance.	Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Contract are rendered and performed professionally, effectively, and efficiently. The FM shall assist the Sites in planning and programming all Works and Services, including the schedule planning and implementation of Improvement Works with the PM.		
Facility Manager	- Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. - At least 5 years of relevant experiences as a manager in Facilities Management - Able to lead independently the team of Facilities Management and properties at site with minimum supervision; - Excellent client management skills in a corporate environment and a strong team player; - Dynamic and multi-tasking capabilities; - Familiar with CMMS for work order management; - Fire Safety Manager Certificate.	- To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commencement. - To apply for Permit to Work at occupier site. (if applicable) - To maintain a Safe Work Environment/Conditions at workplace. - To assist on the overall operational effectiveness WSH management at the site as per contract requirements. - To conduct weekly random safety inspection as required by Client. - To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. - To adhere/ implement WSH and all safety regulations in the workplace under WSHA and its applicable subsidiary legislation. - Ensure all workers at site always wear the appropriate PPE.	Working Hours: 5 days/week, 0900Hr to 1800 Hrs Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Conduct daily toolbox briefing with attendance recorded for the contractors. - Advise external customers of safety needs when visiting the sites. - Attend ad-hoc/ outstanding safety related issues whenever required. - Any other duties as assigned by the superiors.	
Facility Officer	- Diploma in Engineering, Facilities Management or equivalent. - No experience are welcome to apply as training will be provided. - Self-motivated with good written and communication skills and computer literate. Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. - Meticulous and a good team player.	- Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. - Respond promptly to building issues, equipment malfunctions, and customer complaints. - Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. - Keep records of on-site maintenance works and manage inventory of spare parts used. - Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. - Assist in the coordination of installation, renovation, refurbishment and building improvement projects. - Assist in tracking utility consumption and identifying anomalies. - Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. - Ensure registers of drawings, equipment lists and	Working Hours: 5.5 days/week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		service records are accurately updated and maintained. 10. Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance works or adhoc replacement works. 11. Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. 12. Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. 13. Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. 14. Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client.	
HR Admin cum Payroll Executive	• Minimum Diploma / Degree in Business Administration, Human Resources, or Higher Nitec in Business Studies. • 2-3 years of relevant HR and payroll experience in Singapore. • Proficient in MS Office, especially Excel for payroll reconciliation. • Knowledge of Info-Tech payroll software is an advantage. • Familiar with Singapore Employment Act, CPF, IRAS, and MOM regulations.	Key responsibilities • Payroll & Statutory Compliance. • Process monthly full payroll accurately and on time for all employees. • Calculate and submit monthly CPF contributions. • Prepare and submit IR8A, Appendix 8A/8B, IR21 tax clearance for foreign employees. • Process NSmen make-up pay and Government-Paid Leave schemes claims HR Administration	• Working Hours: 5 days/week, 0900hr to 1800hr • Employment Type: Full Time • Job Type: Permanent • Location: 13 Kaki Bukit Place (S)416191

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to communicate in Mandarin to liaise with Mandarin-speaking workers. • Meticulous, well-organized, and able to meet strict payroll deadlines. • Strong sense of integrity and ability to handle confidential information. • Positive attitude, responsible, and a strong team player.	• Create, update, and maintain employee database and personnel records. • Manage MOM work pass applications, renewals, cancellations, and appeals. • Administer employee compensation, benefits, and e-leave systems. • Respond promptly to employee payroll and HR-related queries. • Prepare and generate detailed payroll and HR reports for management. • Coordinate recruitment activities and interview arrangements. • Administer training programs, including funding applications and attendance tracking. • Organize and file HR and payroll documents for audit readiness. • Assist with MOM surveys and statutory reporting. • Perform other HR-related duties as assigned.	
HR Payroll Assistant / Officer (AMS)	• Minimum GCE 'O' Level, Diploma in Business Administration / Human Resources, or Higher Nitec in Business Studies. • 1-2 years of relevant payroll experience preferred. • Proficient in MS Office applications, especially Excel. • Knowledge of Info-Tech payroll software is an advantage. • Able to communicate in Mandarin to liaise with	• Execute monthly full payroll cycle for all employees, ensuring accuracy and compliance with MOM guidelines. • Maintain and update employee database and personnel records. • Prepare and generate monthly payroll reports and management summaries. • Administer e-leave system and track employee leave balances. • Prepare and submit IR21, IR8A, Appendix 8A/8B, and other IRAS tax filings.	• Working Hours: 5 days/week, 0900hr to 1800hr • Employment Type: Full Time • Job Type: Permanent • Location: 13 Kaki Bukit Place (S)416191

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Mandarin-speaking workers. • Meticulous, well-organized, and able to meet tight deadlines. • Strong sense of confidentiality and integrity. • Positive attitude, responsible, and a strong team player.	• Compute and submit monthly CPF contributions; prepare CPF file submissions. • Generate and submit monthly workers' data as required by MOM. • Address employee queries and grievances related to payroll and benefits. • Manage HR filing and documentation. • Support ad-hoc HR payroll projects and related matters.	
Key Account Manager (Cleaning)	• Minimum 5+ years of experience in operations management within the Cleaning, Facilities Management, or Environmental Services industry, with at least 2 years in a managerial/key account capacity. • Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. • Leadership: Strong track record of leading diverse teams and managing multi-site operations. • Communication: Exceptional interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. • Tech-Savvy: Familiarity with digitized	• Client Relationship & Stakeholder Management a. Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. b. Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. c. Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. • Operational Leadership & People Management a. Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. b. Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation	• Working Hours: 5 days/week, 0900 hr to 1800 hr • Employment Type: Full Time • Job Type: Permanent • Location: 13 Kaki Bukit Place (S)416191

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	solutions for operational challenges. c. Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. d. [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for site staff to boost productivity and retention. - Financial & Administrative Governance a. Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. b. Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. c. Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization. d. Balance high-level operational execution with rigorous administrative compliance. - Strategic Value-Adds & Innovation a. Innovation & Automation: Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. d. Sustainability & ESG: Align cleaning operations with modern sustainability goals,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		ensuring the eco-friendly use of chemical consumables, waste reduction practices, and compliance with green standards. e. Proactive Risk Management: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact the client.	
Project Manager / Engineer (AVMV)	• Bachelor's Degree or Diploma in Mechanical Engineering, Building Services, or related discipline. • At least 2–5 years of relevant experience in HVAC/ACMV/chiller sales or project-based retrofit work. • Strong understanding of chilled water systems, chiller plants, HVAC designs, airside systems, and industry practices. • Able to read, analyze, and interpret engineering and mechanical documents (drawings, specifications, instructions, and correspondence). • Proficient in defining problems, collecting data, analyzing facts, and drawing valid conclusions. • Good knowledge of project sales processes, including tendering, proposal preparation, and contract review.	• Sales & Account Management - Prepare quotations for chillers, retrofit works, and related HVAC projects. - Manage a portfolio of key accounts (consultants, main contractors, dealers, end-users) and act as the main customer representative for all matters. - Develop and execute account plans to grow existing customers and open new accounts. - Ensure consistent follow-up from quotation stage through to sales conversion and project award. - Drive sales growth and overall business development to achieve assigned sales targets. - Build and cultivate strong relationships with HVAC/chiller contractors, project dealers, distributors, and direct customers. - Identify opportunities with existing and new customers and update them on service value-added offerings. - Plan and execute marketing and customer engagement initiatives to support lead generation and branding.	• Working Hours: 5 days/week, 0900 hr to 1800 hr • Employment Type: Full Time • Job Type: Permanent • Location: 54 Senoko Road (S)758118

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Strong skills in communication, interpersonal relations, negotiation, presentation, and customer-focused solutions. 8. Proficient in MS Excel and PowerPoint; able to adapt quickly to different platforms and multitask effectively. • Able to work effectively under pressure, meet tight deadlines, and maintain high attention to detail. • 1. Adaptable, willing to learn new technologies, tools, and methods to enhance performance. • Experience or knowledge in project management will be an added advantage.	- Understand customer and market needs to determine pricing and selling strategies, and provide market/competitive feedback. - Manage accounts receivable within defined credit limits and timelines. • Technical & Retrofit (Project-Based Sales) - Perform basic project design, equipment selection, and sizing in accordance with customer specifications and good HVAC practice. - Understand chilled water systems, chiller plants, airside systems, and general HVAC/ACMV scope to bid effectively. - Conduct site surveys, measurements, and attend pre-bid walkthroughs or clarification meetings where required. - Coordinate with internal teams (Technical Support, Operations, Management) to develop proposals, tender submissions, clarifications, and contractual documents. - Create quotations and follow up specifically for retrofit/service job opportunities (equipment replacement, upgrades, energy improvement). - Develop and track project plans, budgets, and schedules; prepare status reports and ensure delivery within agreed specs, timelines, and cost. - Source, liaise, and negotiate with suppliers and vendors; compile and assess	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		quotations, prepare costing sheets and BOQs. - Research and recommend new chiller and HVAC technologies to enhance solutions and project offerings. • Customer Service & After-Sales - Work closely with Technical Support and Operations to provide solutions that meet customer requirements and address technical issues. - Oversee after-sales activities to ensure high customer satisfaction, including coordination of service, rectification, and follow-up. - Organize regular service reviews with customers and internal Ops teams on critical issues and performance. - Resolve complaints by investigating issues with relevant stakeholders and recommending practical solutions. - Maintain accurate documentation and track results for all sales, project, and service activities. - Compile reports across different segments (sales pipeline, project status, customer feedback) for effective management. • Continuous Improvement - Analyze competitors' actions and identify their weaknesses to sharpen sales strategies. - Introduce innovative technological solutions and tools to enhance sales efforts and value propositions.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Engage in continuous learning related to chiller technologies, HVAC trends, and energy-efficient solutions. - Perform other relevant duties as assigned by management.	
Strata Commercial Manager	• Degree or Diploma in Building/Estate Management or related disciplines • At least 3-5 years relevant working experience • Knowledge of Building Maintenance and Strata Management Act will be advantageous • Good leadership ability with excellent interpersonal and communication skills • Outgoing and approachable • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications	• Manage and maintain commercial property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well-maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record meeting minutes • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support staff to the tenants and owners • Supervise and manage a team of site staff • Other job related and ad-hoc duties as assigned	• Working Hours: 5.5 days/week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Tuas
Strata Residential Executive M&E	• At least 2 years of M&E experience required • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Possess good customer service skills • Good decision making skills and effective problem solver	• Manage and maintain property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation,	• Working Hours: 5.5 days/week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Proficient in MS Office applications	- preparation and record minutes of meetings - Ensure good record keeping and filing administration - Review and recommend replacement/improvement plans for managed sites - Provide essential customer service support to the residents and owners - Supervise and manage a team of site staff - Other job related and ad hoc duties as assigned	0830Hrs to 1230Hrs OR 0900Hr to 1300HRS Employment Type: Full Time Job Type: Permanent Location: Central / East
Strata Residential Manager	- Degree or Diploma in Building/Estate Management or related discipline - At least 3-5 years relevant experience - Knowledge with Building Maintenance and Strata Management Act will be an added advantage - Those with M&E experience would be advantage - Good leadership ability with excellent interpersonal and communication skills - Possess good customer service skills - Good decision making skills and effective problem solver - An eye for details - Proficient in MS Office applications	- Ensure the smooth operations and effective management of properties managed by the Company. - Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. - Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). - Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required).	Working Hours: 5.5 days/week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government's authorities; d. Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the superior.	
Strata Residential Officer / Executive	• Degree or Diploma in Building/Estate Management or related discipline • At least 2 year relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision making skills and effective problem solver	• Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company).	• Working Hours: 5.5 days/week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). - Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. - Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. - Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. - Attending to daily operation and administrative works: - Updating the subsidiary proprietors list and change of address; - Filing of correspondence and follow-up on essential matters; - Submission of returns when required by various government's authorities; - Preparation of reports for review by Councils / Owners;	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. - Handling and keeping records of security pass / car park labels as approved. - Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. - Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. - Any other jobs as and when assigned by the Manager.	
WSH Officer	- The WSHO shall have valid registration with relevant WSHO or equivalent qualification approved by MOM, and possess minimum 3 years of practical experience relevant to the work to be performed by the WSHO in building construction and works of engineering construction. - Any of the Core Team members can be appointed as the WSHO provided that the staff possess the required	- Develop, implement, and maintain WSH policies, procedures, and programs aligned with national regulations and best practices. - Conduct regular risk assessments, inspections, and safety audits to identify hazards and ensure compliance. - Investigate accidents, incidents, and near-misses; prepare reports and recommend corrective actions. - Provide WSH training and awareness programs for staff,	Working Hours: 5.5 days/week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	qualifications of WSHO. Should a Core Team staff be appointed as the WSHO, Permit-to-Work (PTWs) shall not be approved by the same personnel who verified them, and if necessary, the Contractor shall engage a separate WSHO who fulfils the necessary qualifications. The Contractor shall proposed frequency of WSHO site visit prior to the Commencement Date. Thereafter, the WSHO shall inspect the Sites based on the proposed frequency accepted by the Superintending Officer or Employer Representative and provide validation services including advice and recommendations on all workplace safety & health matters, including validate / advise on Site specific risk assessments before Works and Services are carried out, and validate /advise on WSH plans, training and procedures of the Contractor and subcontractors.	students (where relevant), and contractors. - Monitor and maintain records of safety equipment, certifications, and statutory inspections. - Collaborate with management to ensure safe project operations, maintenance, and facility usage. - Serve as the point of contact for external regulatory bodies and audits. - Keep up-to-date with changes in WSH legislation and advise management accordingly.	Job Type: Permanent Location: Islandwide

#15 Singapore One Rail

Singapore One Rail (abbreviation: SOR) is a public transport operator in Singapore, formed in joint venture between Singapore public transport operator SBS Transit and RATP Dev Asia.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Engineer, Asset Performance & Management - JRL	• Preferably 1 years of experience in Railway industry • Experience in implementing or supporting an ERP software would be an advantage • Strong communication and interpersonal skills • Good planning, organizing and analytical skills	• The role supports compliance with Authority regulations and ensures smooth operations of the Maintenance Management System (MMS). • Key duties include overseeing MMS maintenance, coordinating data extraction and reporting, and supporting analytics work with internal teams and vendors. • The position assists in managing system reliability and availability submissions, aligning asset information, and maintaining failure management and emergency response procedures. • It also involves providing frontline user support, implementing engineering and performance processes, and collaborating with the SBST Rail MMS team to meet stakeholder needs. • The role includes secretariat duties for internal or external meetings.	• Working Hours: Rotating Shift • Employment Type: Full Time • Job Type: Permanent • Location: Tengah Depot
Assistant Engineer, Engineering Management - JRL	• Minimum 2 years of Railway experiences is preferred. • Knowledge of computer hardware or/and software applications. • Strong problem-solving skills. • Passion for data analytics and condition monitoring systems. • Able to work with own initiative and independent. • Strong planning, organisation,	• The role supports the Chief Controller in monitoring and managing mainline and depot fault occurrences, as well as engineering activities. • It involves dispatching O&M staff to attend to operational or safety-related faults and providing coverage for the Maintenance Engineering Centre when required. • The position develops procedures for normal operations, incident management, and post-investigation work, alongside preparing routine	• Working Hours: Rotating Shift • Employment Type: Full Time • Job Type: Permanent • Location: Tengah Depot

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	interpersonal and communication skills. • Resourceful, self-motivated and results oriented. • Must not have colour blindness.	reliability and performance reports for OCC. • The role responds to incidents when activated by Engineering or Rail Engineering & Performance leaders, performs 24/7 shift duties, and handles any other tasks assigned by supervisors.	
Assistant Engineer, Power - JRL	• Preferably with relevant working experience in maintenance of HV, LV and DC traction power equipment • Fresh graduates are welcome to apply • Electrical Power System background • Ability to perform 3 rotating shift	• The role is responsible for monitoring and controlling power systems in the Operations Control Center, including HV, DC traction, LV equipment, and station ECS systems such as air-conditioning and mechanical ventilation. • The position coordinates closely with Traffic and frontline maintenance teams to ensure rapid fault response and efficient repair work. • Responsibilities include implementing safety plans, developing and updating work instructions and procedures, and managing electrical Permit-to-Work processes. • The role also conducts system training to maintain staff competency and supports engineering tasks or assignments as directed by supervisors.	• Working Hours: Rotating Shift • Employment Type: Full Time • Job Type: Permanent • Location: Tengah Depot
Assistant Engineer, Permanent Way - JRL	• Min 1 years railway experience • Good leadership skills, positive attitude & good communication skills. • A team player, flexible and co-operative. • Self-motivated and resourceful. Responsible and dependable.	• The role leads and supervises rail maintenance activities to ensure the permanent way and 3rd rail systems meet operational standards. • Key duties include overseeing rail replacement operations, maintenance of buffer stops and insulated rail joints, and cleaning of tracks and tunnels.	• Working Hours: Rotating Shift • Employment Type: Full Time • Job Type: Permanent • Location: Tengah Depot

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to perform night shift work.	• The position monitors rail-related tests and repairs, conducts inspections and data analysis, and leads emergency response for track and 3rd rail incidents. • Responsibilities also include shunting and driving engineering trains, supporting failure management and emergency procedures, ensuring ISO 14000 compliance, managing logistics and spare parts procurement, coordinating track access requests, and performing other duties assigned by supervisors.	
Assistant Engineer, Signalling - JRL	• Minimum 1 year relevant experience in railway sector. • Experience in the field of Railway Signalling, as well as knowledge of networking and configuring • or troubleshooting operating systems, will be a plus. • Good interpersonal, management and communication skills.	• The role involves planning, organizing, and leading scheduled and corrective maintenance activities for signalling and platform screen door systems, ensuring work is carried out safely, efficiently, and in accordance with maintenance schedules and standards. • It includes overseeing fault diagnosis and rectification, coordinating prompt responses to system failures, reviewing and approving maintenance documentation, and managing maintenance logistics. • The position also requires conducting safety inspections, audits, and housekeeping checks, maintaining up-to-date technical documentation, delivering in-house training to build team competency, and enforcing cybersecurity practices.	• Working Hours: Rotating Shift • Employment Type: Full Time • Job Type: Permanent • Location: Tengah Depot

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Strong leadership and mentorship are essential to promote compliance, safety, and accountability, with additional responsibilities such as driving company vehicles and undertaking other duties as required.	
Engineer, Rail Communications - JRL	- Minimum 1 year relevant experience in railway sector. - Experience in the field of Railway Signalling, as well as knowledge of networking and configuring - or troubleshooting operating systems, will be a plus. - Good interpersonal, management and communication skills.	- The role entails leading and supervising maintenance teams to ensure effective execution of maintenance and fault rectification activities for ISCS/COMMS/AFC systems, in full compliance with safety, operational, and cybersecurity requirements. - It involves managing maintenance schedules, logistics, spare parts, and system performance to meet reliability targets, as well as responding promptly to major failures and overseeing timely rectification. - Key responsibilities include analyzing fault trends, conducting root cause analyses, maintaining accurate technical and cybersecurity documentation, and developing, reviewing, and delivering training programs and work instructions aligned with current standards and best practices. - The position also plays a critical role in safeguarding system cybersecurity, overseeing incident response and recovery, promoting cybersecurity awareness, and supporting ISO certification initiatives through audits and	Working Hours: Mon-Thu: 830am-6pm Fri: 830am-530pm Employment Type: Contract till June 2029 Job Type: Permanent Location: Tengah Depot

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		continuous process improvement.	
Engineer, Engineering Management - JRL	• Preferably 3-5 years of Railway experiences • Fresh graduates may apply • Knowledge of computer hardware or/and software applications. • Strong problem-solving skills. • Passion for Data for analytics and CdM. • Up to date on the latest technologies. • Keen interest in research and experimentation • Ability to identify colours • Ability to perform rotating shifts	• The role supports the Maintenance Engineering Centre (MEC) in operating and maintaining Condition Monitoring (CdM) systems. Key responsibilities include monitoring, analysing, and reporting engineering data and alerts, and providing guidance to OCC during incidents. • The role develops operational and incident-related procedures, prepares routine reliability and performance reports, and supports post-investigation work for complex failures. • It collaborates with Data Analysts, System Engineers, Operations, and Engineering teams to enhance MEC's data analytics and digital capabilities. • The position also performs secretariat duties for review boards and meetings, assists in special MEC-related events, responds to incidents when activated, and undertakes tasks assigned by supervisors.	• Working Hours: Rotating Shift • Employment Type: Full Time • Job Type: Permanent • Location: Tengah Depot
Engineer, Permanent Way - JRL	• To manage and control expenditure within approved budget • Minimum 1 years relevant experience in railway sector • Hands on experience in start-up operation • Good interpersonal skills • Prepared to work during non-traffic hours after midnight	• The role supports the Assistant/Engineering Manager in maintaining the permanent way, tunnels, structures, and 3rd rail systems for JRL to ensure safety, reliability, and availability standards are met. • Responsibilities include managing track access requests, planning and executing maintenance activities, and supervising	• Working Hours: Rotating Shift • Employment Type: Full Time • Job Type: Permanent • Location: Tengah Depot

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		contractor works for viaducts, buildings, and civil structures. - The position helps develop and implement failure management and emergency response procedures, supports ISO 14000 compliance, and participates in handovers of new stations and depots. - It also manages the route protection team, prepares civil contract specifications, contributes recommendations for departmental decisions, and trains and supervises in-house staff. - Additional duties may be assigned as required.	
Engineer, Rolling Stock - JRL	- Preferably at least 3 years of post-graduate working experience with 2 years of relevant working experience in a railway environment. - Fresh graduates may apply - Good knowledge in electrical, electronic, air-conditioning, mechanical and pneumatic systems of electric trains. - Good interpersonal, management and communication skills.	- The role leads teams of Assistant Engineers and Technicians to perform preventive and corrective maintenance on electric trains, engineering vehicles, components, and equipment to meet daily production requirements. - Key duties include planning and coordinating maintenance activities, ensuring compliance with work instructions, safety procedures, and quality standards, and overseeing staff qualifications, authorization, and training. - The position is responsible for team safety, discipline, welfare, equipment upkeep, resource planning, and prudent expenditure. - It handles workplace housekeeping, staff engagement, and adherence	Working Hours: Rotating Shift Employment Type: Full Time Job Type: Permanent Location: Tengah Depot

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		to HR and operational guidelines. The role also develops and manages the section budget, supports duty rosters, conducts investigations for train-related safety incidents, and performs additional tasks assigned by supervisors.	
Operations Associate - JRL	- Minimum 5 credits GCE 'O' Levels. - Able to reach the height of 207cm with both hands. - Able to identify colours. - Willing to perform shift work, including weekends and Public Holidays. - Preferably with minimum 2 years' working experience in the service or retail industry. - Required to manually operate station and trainborne equipment. - Good interpersonal skills with a passion to work with people.	- The role supports safe, efficient station and train operations by assisting the Operations Specialist in daily operational control, incident handling, and the delivery of quality customer service. - Responsibilities include managing passenger flow and crowd control, enforcing RTS regulations, protecting revenue, resolving ticketing issues, and manning the Passenger Service Centre. - The position involves conducting security patrols, coordinating with Transit Guards, setting routes manually when required, and supporting training for trainees. - On board trains, duties include providing passenger assistance and travel information, assisting passengers with special needs, monitoring train performance, responding to equipment failures and incidents, communicating with the OCC, and managing train defects and emergencies in accordance with established procedures. - The role also requires operating passenger trains and performing Emergency	Working Hours: Rotating Shift Employment Type: Full Time Job Type: Permanent Location: Tengah Depot

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Train Operator duties, while maintaining required certifications and carrying out other tasks as directed.	
Traffic Controllers - JRL	• Minimum 3 years' working experience preferably with relevant experience in railway operation either in train operation, station operation or in the operations Control Centre. • Willing to perform shift work, including night shift, weekends and Public Holidays. • Able to operate computer-based control systems. • Ability to identify colors.	• The role is responsible for ensuring safe, punctual, and efficient train operations across mainline and depot activities by managing train movements in accordance with working timetables and traffic bulletins, while making timely service adjustments to minimize delays and disruptions. • It involves assessing and responding to incidents and failures, safeguarding passenger and staff safety, coordinating engineering and operations teams for rapid recovery, and maintaining effective communication with passengers and stakeholders through OCC systems. • Key duties include monitoring train and passenger conditions via surveillance systems, managing track access and depot movements, authorizing maintenance access, preparing operational reports and service improvement recommendations, and escalating safety or security matters when required. • The position also oversees documentation, procedure development, risk assessments, staff deployment, equipment fault reporting, housekeeping standards, and the mentoring and training of staff, while maintaining operational	• Working Hours: Rotating Shift • Employment Type: Full Time • Job Type: Permanent • Location: Tengah Depot

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		competency across all traffic control functions.	

#16 SMC MANUFACTURING (S)

Manufacturing of pneumatics products such as One touch fittings, Solenoid coil and Air Dryer.

Click Here for Table of Content

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	- Accounting system setup & ERP Implementation. - Compliance & Financial Reporting (Singapore - Specific). - ERP system Integration & Process Automation. - Financial Control & Internal Policies	Working Hours: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Assistant Officer (Shipping) 	- At least 1-3 yrs experience in related field, preferable have knowledge in Free Trade Agreement - Competent in computer usage (Microsoft Office Application e.g. Excel, Word & etc)	Shipping Work - To perform and manage shipping schedule to achieve on time delivery - Coordinate with forwarders, production & other related parties for shipment - Preparation required shipping document(Include FTA related document - Tax Incentive) accurately for all shipment - Preparation of Management reports, Sales Report, Transportation Report Purchasing Work - Assist in Purchasing related activities	Working Hours: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Others - Budget and manage of shipping cost - Manage of logistic flow (plan container In/Out)	
Engineer (CNC) 	- Passion in Machining Technology /Operation - Good Technical Sense - 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: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
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: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Engineer (Mechanical/Mechatronics/Robotics & Automation) 	1- 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 - Project work; rationalization work to improve efficiency, quality, cost and safety. - Set up new process or facility.	Working Hours: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Engineer (Quality Assurance) 	- Good EQ - Strong logic and engineering sense - Initiative and hardworking - Proficient in report writing - Hands-on Type	- Work Closely with Production QC to ensure implementation of quality system, rectify quality issues and initiate improvements - Supervise QA inspectors and plan daily QA job activities - Investigate product claim and reply customer on Cause and Countermeasure - ISO 9001, ISO 14001 and IATF 16949 system implementation and maintenance - Perform measurement of parts and product testing - Chair quality meeting and liaise with production on solving quality issues - Liaise with external supplier on quality issues - Collect and analyse quality data using statistical control tools - Oversee in-house and external equipment calibration - Prepare and present reports to Senior Management	Working Hours: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Initiate and implement Continuous Improvement projects - Budget Planning	
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: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Machinist (Progressive Metal Stamping Die)	3-5 yr exp in related field - Technically inclined (Mechanical Engineering) - Passionate in Injection type of work - Ability to manage situation and human management	- Maintain and fabricate progressive stamping die components using conventional and CNC machines - Maintain tight tolerances and ensure parts meet dimensional and quality standards. - Conduct preventive maintenance on existing stamping dies.	Working Hours: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Production Component Assembly	1-2 yrs working experience in related field	- Perform visual and basic functional inspections to ensure quality standards are met - Use hand tools, fixture, jigs, or small machines for assembly work	Working Hours: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Report defects, assembly issues, or abnormal conditions to supervisors.	Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
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: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Storeman	2-3yrs working experience in related field.	- Receive, inspect, and record incoming materials, parts, and supplies - Coordinate with purchasing departments on stock requirements - Prepare materials for internal use or external delivery	Working Hours: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Technician (Auto Assembly Machine)	- Familiarity with robotic systems and automation technologies - Experience in debugging and optimizing PLC (Programmable Logic Controller) programs	Process and Facility related works - Supporting new machine builds, installations and modifications - To maintain, monitor and troubleshooting existing machines	Working Hours: 5 days/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Proficient in troubleshooting electrical and mechanical issues in automated systems - Knowledge of predictive maintenance techniques to minimize downtime - Proficiency in MS Office and CAD	- Suggesting and implementing improvements to manufacturing processes, information, and procedures - Ensure safety and housekeeping standards are upheld	Employment Type: Full Time Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521

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=q>



Discover our Services at a Centre Near You

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

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

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

📍 **e2i Career Centre (OTH)**
 ServiceSG Centre

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

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



NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**
(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/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.

[Click Here for Table of Content](#)



www.e2i.com.sg