

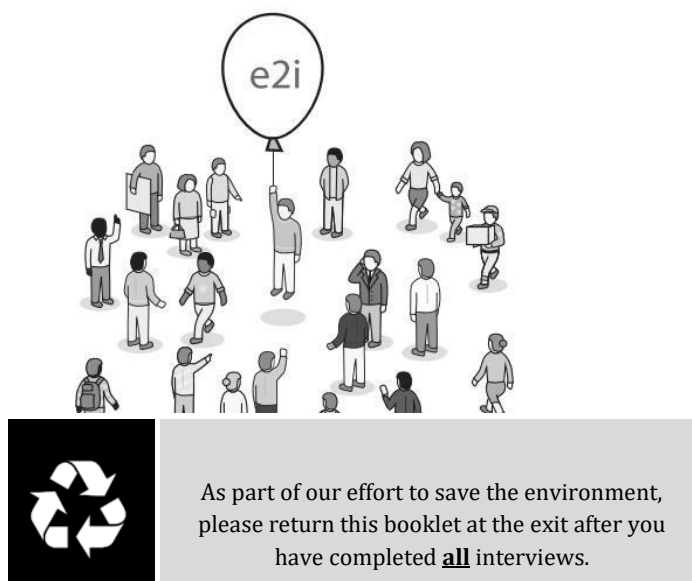
e2i PME S³ Career Fair

[Start! Switch! Succeed!]

Our Tampines Hub

11 September 2024

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

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ABR Holdings - Swensens & Tip Top

ABR Holdings Limited operates more than 25 restaurant outlets. Over the past four decades, ABR Group has expanded our brands to offer a variety of cuisines in multiple dining formats for customers. From Swensen's sundaes, Tip Top's traditional homemade curry puffs, Seasons's freshly baked breads to Chilli Padi delicacies. There is an offering in ABR's family of brands for everyone and for any occasion. Our mission is to create memorable dining experiences that bring friends and families together.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Area Manager	3 years of job experience in F&B	- Primary Function - To work closely with General Manager for the daily operations, manpower management, marketing and sales and profitability of all outlets - Roles and responsibilities include operations, training & development, sales and profit performance, marketing and recruitment	East & Central
Asst. Food Technologist	Food Development & Manufacturing or related field experiences	Product Development, Quality Control, Product & Technology Transfer	8am - 5:30pm 41 Tampines Street 92, ABR Building Singapore 528881
Cake Decorator	Cake decoration, chocolate making for cake decorator	Assist Senior Cake Decorator, ingredient preparation, display cakes, customer order cakes, new cake design, train production assistant for ice-cream cake	8am - 5:30pm 41 Tampines Street 92, ABR Building, Singapore 528881
Cook - FT	Minimum 1 year experience	Prepare quality food for customers according to standard recipes	- As Rostered - Island-wide
Cook - PT	No experience needed	Prepare quality food for customers according to standard recipes	- As Rostered - Island-wide
Customer Service Representative (Waiter/ Waitress) – FT/ PT	No experience needed	Keep a consistent standard of service, quality and cleanliness in the dining area in accordance with standard operating procedures	- As Rostered - Island-wide
Deputy Restaurant Manager	Minimum 2 years of supervisory experience in a western food outlet	- Assist the Restaurant Manager to lead the team in attainment of quality in service, food and cleanliness - Handle restaurant administrative matters	- As Rostered - Island-wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Outlet Manager	1 year of job experience in F&B	- Assist Area Manager in terms of control and guidance in accordance with company's policies and guidelines - Set targets for self and team to achieve sales target and ensure that daily operations run smoothly and efficiently - Assist company in achieving business targets and revenue growth and market share - Others	- As rostered shift - East & Central
Quality Control Officer	- Knowledge in Halal, HACCP, ISO and FSMS - Product Specification and SOP - Handle Food Safety - Internal audits	To assist Production Manager/ Quality Assurance Manager in audits and maintaining the Quality Assurance System in the Central Manufacturing Plant and entire cold chain	8am - 5:30pm 41 Tampines Street 92, ABR Building, Singapore 528881
Senior Cake Decorator	Cake decoration, chocolate making for cake decorator	Cake decoration, ingredient preparation, display cakes, customer order cakes, new cake design, train production assistant for ice-cream cake	8am - 5:30pm 41 Tampines Street 92, ABR Building, Singapore 528881
Service Crew – FT/ PT	Job experience in F&B	- Greet and attend to customers 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 - Assist in cooking preparation including cutting and washing raw ingredients - 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	- Rostered shift 8am to 10pm - East & Central

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- 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 (ABR)	Minimum 1 year experience in a western food outlet	Responsible for the supervision of staff in the dining area, constantly upholding the standard of service in restaurant	- As rostered - Island-wide
Supervisor (ABF)	2 years of job experience in F&B	- Primary Function - Working with Store Manager/ Store in charge to set positive example for optimum customer service and has commendable product knowledge - Roles & Responsibilities include customer service, daily shift management, product ordering and requisition, housekeeping, cost control and profitability, management skills, training and coaching	- As rostered shift - East & Central

CBM

CBM Pte Ltd is a leading facilities management company in Singapore, offering a wide range of integrated services, including property management, security, cleaning, and M&E (Mechanical and Electrical) services. With a focus on quality and innovation, CBM serves diverse sectors, including commercial, industrial and residential, ensuring efficient and sustainable facility operations.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Area Manager	At least a Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 8 years relevant experience	- Oversee and manage the performance delivery of facility management service at respective zones - Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings	44 hours per week 865 Mountbatten Road #07-01, Katong Shopping Centre, Singapore 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Identify and troubleshoot problems and provide professional advice to the team - Develop standard operation procedure and internal workflow to maintain smooth operation at sites - Manage relation to client/ authorities, being the liaising point of contact - Oversee area budgeting and expenses - Any other ad-hoc assignments assigned by the management	
Assistant Operations Manager	Possess a recognized Diploma in Civil/ Structural/ Mechanical/ Electrical Engineering, Building Science, Building Management, Building Services Engineering or at least 3 years of relevant working experience in the building construction industry	- Lead a team of operational staff to provide maintenance service for HDB tenants - Liaise with external parties/ authorities for on-site works - To report to SO Rep on status update/ any delay in completion of works, upon request - Manage revenue costing and submission of monthly revenue and contractors' costing - Any other duties assigned by HOD	44 hours per week 865 Mountbatten Road #07-01, Katong Shopping Centre, Singapore 437844
Building Manager	- At least a Diploma in Engineering/ Building/ Facilities Management or equivalent with at least 5 years relevant working experience - Possess FSM/ WSH/ GMFM or relevant certificates is preferred	- Oversee and manage Facility Management Services at building(s) that he/she is assigned to - Manage term contractors/ specialist contractors to ensure smooth operation of buildings - Manage relation to client/ authorities/ tenants - Provide client/ authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns - Attend to feedback by tenants/ clients, to recommend and take remedial actions - Budgeting and managing expenses - Develop and implement facility emergency plans. During evacuations, assist emergency	40 hours per week 865 Mountbatten Road #07-01, Katong Shopping Centre, Singapore 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders Any other ad-hoc assignments assigned by the Management	
Projects Manager	- At least a Diploma in Project Management/ Facilities Management/ Engineering or equivalent - At 5 years of relevant experience	- Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget - Manage and ensure completion of assigned upgrading/ Additional & Alteration (A&A) works in accordance with the client's expectation within the timeline and budget - Manage and negotiate consultant services on assigned projects. Monitor and evaluate the appropriateness and progress performed and completed by licensed or certified consultants. - Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants - Monitor and report on all phases of planning and construction - Provide direction on all project operations and activities such as the design, planning, schedule, project scope and project budget - Manage and monitor project fund which includes all payment to consultants, contractors and authorities - Any other ad-hoc assignments assigned by the Management	44 hours per week 865 Mountbatten Road #07-01, Katong Shopping Centre, Singapore 437844
Quantity Surveyor	Candidate must possess at least a Diploma in Quantity Survey, Building, Engineering,	- Support of maintenance and project works function - Advising on procurement strategy - Prepare cost estimate	40 hours per week 865 Mountbatten Road #07-01, Katong Shopping

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Construction Management or other relevant qualifications from a recognised tertiary establishment At least 5 years of relevant working experience is required for this position	- Endorse and ensure all costing by contractors is properly checked and endorsed - Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums - Prepare and recommend monthly progress payment claims and final account submitted by contractors - Evaluate and carry out joint measurement with contractors (e-PO, Final BQ, etc.) - Administer contractors works - check & verify quotations / "star rate" items / market sensing - Check, certify and confirm contractors invoices - Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) - Obtain and monitor Performance Bonds, Bankers Guarantees and insurances - Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports - Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary - Prepare recommendation report (exercise option / CVR etc.) - Carry out random audits of not less than two (2) projects on maintenance replacement per month - Administer term contractors A&A works	Centre, Singapore 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Any other ad-hoc assignments assigned by the management	
Senior Fire Safety Manager	Candidates must be certified Senior FSM	- Furnish incident reports for fire incidents or related emergencies - Monitor, review and put in place measures to reduce false fire alarm for the premises - Prepare and submit reports to the Authority on fire or other related matters when requested - Endorse annual Fire Certificate renewal with PE endorsement - Ensure that there is no disruption to the service and any changes to the appointed SFSM shall be seamless - Any other requirement which may change from time to time by SCDF/ Authorities pertaining to Fire Acts Regulation - Any other assignments that may be directed by the supervisor	44 hours per week 865 Mountbatten Road #07-01, Katong Shopping Centre, Singapore 437844
Technical Executive	- Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience - Possess WSHO/ FSM or other relevant certificates would be an advantage	1) Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary 2) Interfacing with the clients: - Attend monthly meetings with client & prepare the minutes of the meeting - Providing updates on ad-hoc and outstanding issues - Attending to clients' feedback or requests - Coordinate the preventive and corrective maintenance works schedule with the contract and client	44 hours per week 865 Mountbatten Road #07-01, Katong Shopping Centre, Singapore 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		3) Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/ projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors 4) Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs 5) Responsible for maintaining proper equipment listing, inspections of the buildings: • Report on maintenance issues and critical incidence and to supervise contractor & technician • Inspect and check on site that works orders have been carried out accordingly and on time agreed • Carry out preventive and corrective maintenance work 6) Any other ad-hoc assignments assigned by the management	
Technician	• NITEC with 2 years of relevant experience	• Maintenance of facilities and services • Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently	• 44 hours per week • 865 Mountbatten Road #07-01, Katong Shopping Centre, Singapore 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Regular inspection of grounds and facilities to ensure they are in good working order - Attend to breakdown, servicing, repairing and emergency requests - Any work assigned by Superior	
WSH Officer	Must be a Registered Workplace Safety & Health Officer with Minimum Advance Diploma in WSH	- Conduct monthly scheduled and ad-hoc WSH inspection across various sites - Conduct Internal Audit for Integrated Management System (ISO) - Attend regular WSH Audit conducted by client's and follow-up with site teams on the rectifications - Conduct incident investigation and advise on follow-up actions - Proactively identify hazards and advise on corrective and preventive actions - Carry out risk management audit on contractors - Routine checks on WSH document submissions across various contracts and advise on lapses and amendments required - Carry out regular WSH briefing/ trainings to various site teams - Attend WSH and Risk Management meetings and provide updates on site WSH status - Issue Work Authorization Forms after checks on contractor safety documentations - Implementation of Permit-to-work system across various sites/ contracts - Carry out noise monitoring at various sites and advise on noise reduction measures - Promote WSH values and principles through communication, consultation and engagement with internal and external stakeholders	44 hours per week 865 Mountbatten Road #07-01, Katong Shopping Centre, Singapore 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		through meetings, dialogue and/or trainings - Lead and implement EHS improvement activities arising from corporate EHS and site leadership directions - Perform WSHO assigned duties in accordance with client's contract requirements	

Crowne Plaza Changi Airport

Crowne Plaza Changi Airport has been named the World's Best Airport Hotel and Best Airport Hotel in Asia for the ninth consecutive year in the 2024 Skytrax World Airport Awards. The hotel has also won the Best Airport Hotel in Asia-Pacific for the sixth consecutive year in the 2023 Business Traveller Asia-Pacific Awards.

The hotel features 575 well-appointed guestrooms, including premier rooms with runway views and selected deluxe rooms with stunning vistas of Jewel, pool terrace club rooms and suites providing contemporary luxury.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bell Services Ambassador	- Able to work 3 rotating shifts including night shift and weekends - Needing to stand and be physically fit	- Assist in luggage handling and booking of transportation for hotel guests at the hotel lobby - Answer guests' enquiries	5 working days, rotating shifts 75 Airport Boulevard 01-01, Singapore 819664
Call Centre Agent	- Able to work 3 rotating shifts including night shift and weekends - Need to be IT Savvy to work on systems and able to multitask	Answering of calls and attending to guest enquiries through calls	5 working days, rotating shifts 75 Airport Boulevard 01-01, Singapore 819664
Catering & Event Sales Manager	Able to conduct site inspections, sell meeting spaces, anticipate needs of clients and close sales	- Selling of function spaces in the hotel - Conduct site inspection and provide assistance to guests holding events in the hotel	5 days 75 Airport Boulevard 01-01, Singapore 819664
Front Office Shift Leader	- Able to work 3 rotating shifts including night shift and weekends - Need to be IT Savvy to work on systems and able to multitask	- Manage all hotel reception activities including billing, checking in/out hotel guests and assisting with guests' enquiries - Able to lead the team during the shift	5 working days, rotating shifts 75 Airport Boulevard 01-01, Singapore 819664
Guest Services Officer	Able to work 3 rotating shifts including night shift and weekends	Manage all hotel reception activities including billing,	5 working days, rotating shifts

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Needing to stand and be physically fit	checking in/out hotel guests and assisting with guests' enquiries	• 75 Airport Boulevard 01-01, Singapore 819664
House Steward	• Able to work 3 rotating shifts including night shift and weekends • Needing to stand and be physically fit	• Assist to ensure kitchen cleanliness is adhered according to hotel food safety and hygiene standard • Assist in disposal of food waste • Ensure utensils and cutleries are cleaned and stored properly to be assigned for hotel F&B services and guests to use	• 5 working days, rotating shifts • 75 Airport Boulevard 01-01, Singapore 819664
Laundry Attendant	• Able to work 3 rotating shifts including night shift and weekends • Needing to stand and be physically fit	• Managing the in-house laundry operations at the hotel laundry department • Collection of laundry from guest room and delivery of clean laundry to guests	• 5 working days, rotating shifts • 75 Airport Boulevard 01-01, Singapore 819664
Linen Attendant	• Able to work 3 rotating shifts including night shift and weekends • Needing to stand and be physically fit	• Assist in organizing linens and colleagues' uniform in the hotel uniform room • Assist to issue uniforms / shoes for colleagues	• 5 working days, rotating shifts • 75 Airport Boulevard 01-01, Singapore 819664
Security Officer	• Able to work 3 rotating shifts including night shift and weekends • Needing to stand and be physically fit	• Patrolling and keeping the hotel guests and colleagues safe • Well verse in incident reporting and maintaining security at the workplace • Need to possess PLRD Security License	• 5 working days, rotating shifts • 75 Airport Boulevard 01-01, Singapore 819664

DFI Retail Group

DFI Retail Group is a leading pan-Asian retailer with over 10,700 outlets across 13 countries, employing around 218,000 team members. In 2022, the Group achieved annual revenue exceeding US\$27 billion. DFI provides quality and value to Asian consumers through leading brands, excellent service, and a compelling retail experience, all supported by a strong store network and efficient supply chains. DFI Retail Group is a member of the Jardine Matheson Group.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Admin Executive (6 months contract)	• Minimum 1 year of working experience preferred in a similar or related field • Well versed in Microsoft office applications	• Oversee lease administration for SG 7-Eleven retail concepts including but not limited to: 1. Data entry and admin for Global Lease Management System 2. Monthly rental payments	• 8.30am - 6pm • 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Bonus for familiarity with SAP and other leasing management system • Meticulous nature required for this position • Negotiation skills required as the role would involve assisting the Property Manager with lease negotiations	3. Application of BG, tenancy details 4. Purchase requisitions and orders 5. Other lease related issues including subleasing and concessionaires • Collate and prepare admin reports including but not limited to leasing status update etc. • Manage and organize department shared folder/ Sharepoint system • Liaise with DFSG Finance and data entry and admin using SAP • Liaise with DFSG GBA on vendor creation and management • Perform as department first aid responder • Handle all leasing matters assigned including but not limited to site viewing, negotiating with Landlord, managing and vetting internal and external lease documentation. • Manage internal stakeholders including but not limited to Ops, Finance, GBA, Legal and Projects • Coordinate, optimize and improve current leasing workflow and process stream to achieve KPIs	
Cashier – FT/ PT	• Good team player • Customer Service and process oriented • Committed and willing to learn • Attentive to details • Possess basic mathematical skills • Physical work required and able to carry loads up to 10kg • Able to work on a rotating shift, including weekends & public holidays	• Provide a positive customer experience with friendly, and courteous service • Maintain high standard of hygiene of front and back of the house • Operate the Checkout and Self-Checkout counters • Perform opening and closing duties, including setting up the checkout counter and process end of day settlements • Perform stock replenishment according to the company's SOP • Any other ad-hoc duties as per assigned	• Shift • 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Category Manager	• Minimum 3 years of experience in a similar role • Degree in Business, Retail Management or relevant discipline • Possesses knowledge in sourcing or buying • Good organizational and communication skills • Excellent stakeholders management	• Achieve category sales, profit and income goals and objectives through developing and implementing business plans for the assigned categories • Develop, implement, and manage an optimum product mix that focuses on customers' needs • Develop and implement promotional trade plans that bring excitement and incremental sales and profitability to the stores • Maintain strong supplier partner relationship in the pursuit of the growth of business • Manage sourcing of right products internationally, which fits the demands of local customers • Perform periodic range reviews to maximise the sales and profitability performance • Develop and implement a competitive pricing strategy that delivers value to our customers • Establish collaborative retailer/ supplier relationships to maximise income/ terms/ discounts to improve sales and profitability of category • Ensure compliance with the Company's policies including but not limited to the product inventory management process • Achieve reduction in shrink budget objectives through disciplined buying and inventory management processes • Extract and prepare weekly analysis report for submission to Senior Management • Participate, communicate and support a culture of learning, teamwork and sharing internally and externally with the stores, DFI business units in Singapore	• 8.30am - 6pm • 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Any other ad-hoc projects or duties as required	
Category Support Executive	- Preferably 1 year of relevant working experience - Proficient in Microsoft Excel (e.g. Pivot Table, VLOOKUP) - Knowledge in SAP is beneficial - Excellent communication and coordination skills - Meticulous and detail oriented"	- Support the administration processes for new supplier partners and new products development - Ensure the cost and price change are reflected accurately - Assist in the maintenance of promotions download and obtain the sign-off for press advertisements timely - Collaborate with the Product Manager with weekly promotion commitment and collations with the Operations team and Suppliers - Assist in the management of consignment-related duties - Support internal stakeholders and address any potential issues that may impact the business operations - Any other ad-hoc duties as assigned	8.30am - 6pm 21 Tampines North Drive 2, Singapore 528765
Department Manager	- Comfortable to work on a 6 days' week schedule with rotating shifts (including weekends and public holidays) - Willing to stand for long hours and enjoy interacting with customers - Physical work required and able to carry 10-15 kg products - Relevant experience in Retail/ F&B industry will be an added advantage	- Oversee sales and profitability of department to meet budget and stretch targets set by sharing goals with team members - Empowered to manage inventory levels and stock holding days by observing good ordering practice for availability of products to optimize sales - Plan and manage sales especially for promotional items - Proper planning on weekly roster and SPLH in accordance with weekly requirements based on the promotional/ seasonal calendar to optimize team member deployment and control salary costs - Train and develop team members by providing On-The-Job training and involving them in special assignments and training programs	- Shift 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Consistently maintain high standards in shelf ticketing, display, housekeeping, hygiene, stock rotation, replenishment and service to provide customers with a conducive shopping environment - Any other ad-hoc duties as per assigned	
Executive, Supply Planning	- Diploma in Statistics, Supply Chain Management, Business Administration, and/or related field - Minimum 1 year of experience in a supply chain/ demand planning role - Proficiency in demand forecasting and inventory management skills, systems knowledge - Proficient in Microsoft Excel, Power BI or Data Query/Analytics - Good analytical and problem-solving skills - Excellent communication and collaboration skills - Ability to work independently and manage multiple tasks effectively	- Monitor KPIs, drive performance and perform root cause analysis for availability and stock - Adhere to store allocation replenishment SOPs and guidelines - Developed effective DC stock planning and allocation processes to achieve high availability - Manage stocks planning for promotions/ seasonal and festive occasions to ensure OOS and overstocking are minimized - Effectively manage Stock on Hand throughout the DF network including near to expiry stock allocation and slow-moving stocks - Accountable to your Line Manager on deliverables - Support and collaborate with the Commercial Team on supply planning - Adhering to SOP that has been set - Work closely with DC on capacity planning - Any other ad-hoc duties where necessary	8.30am - 6pm 21 Tampines North Drive 2, Singapore 528765
Full Time Retail Assistant / Supervisor	- Able to commit minimum 44hours per week - Physically fit	- Promote and provide excellent customer service at all times - Maximize sales and profitability through professional handling of promotional sales transactions - Maintain and monitor optimum and accurate inventory level - Ensure effective and efficient day-to-day work SOP of store	- Shift 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Any other ad-hoc duties as per assigned	
Full Time Store Manager	- Passionate in the retail industry - Prior retail and store experience is an advantage - Keen business acumen and results-driven - Adaptable in a fast-paced environment	- To achieve budget sales & profitability of store under her charge through optimum operational control & providing excellent customer services - Set sales and profitability budget for assigned store and monitor the performance to achieve budget - Ensure manpower needs of the stores and developmental needs of staff are met so that stores can operate efficiently - Supervise and motivate staff to achieve targets - Monitor store operations in terms of housekeeping, merchandising, stock ordering and management, security and costs incurred to ensure assigned stores operate at optimum performance level - Monitor daily sales trend of the store & formulate action plans to counter competition and threats	- Shift 21 Tampines North Drive 2, Singapore 528765
Logistics Operations Executive (Warehouse)	- Minimum 1 to 2 years of relevant experience in managing and leading Operations team - Detail-oriented - A pro-active team player with hands-on approach - Warehouse management experience in WMS environment 3PL experience is an advantage	- Lead a team of supervisor and assistances/ contractors in their daily work activities to ensure smooth delivery operations - Achieve smooth execution for various functions such as, customer accounts handling with zero complaint, and operating warehouse operation at cost saving with maximum productivity and great efficiency - Maintain inventory physical stock and keeping track of damaged goods at 100% accuracy, and escalate unresolved discrepancies/ issues to immediate superior for further actions - Practice and engage safe work procedures, identify potential hazards, and recommend	8am to 6pm 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		improvements to standard procedures • Take charge on monitoring and take disciplinary actions on subordinate with poor performance and attendance • Support the Management with any special projects and/or ad-hoc duties assigned	
Part Time Retail Assistant	• Able to commit minimum 35hours per week • Physically fit	• Promote & provide excellent customer service at all times • Improve sales & profitability through professional handling of promotional sales transactions • Maintain and monitor optimum & accurate inventory level • Ensure effective & efficient day-to-day work SOP of store • Facilitate in store operations in terms of housekeeping, merchandising, stock ordering, security & costs incurred to ensure assigned stores operate at efficient performance level • Align with all set standards of operations • Assist with cashiering and administrative duties • Any other ad-hoc duties as per assigned	• Shift • Island-wide
Procurement Manager	• Minimum 5 years procurement experience • Able to follow end to end procurement process and work independently • Attention to detail and good numeracy and analytical skills • A problem solver, pro- active, self-motivated, well-organized, efficient and ability to work under pressure • Good organization skills, ability to manage multiple	• Conduct market research on procurement categories • Gather and analyze internal spend and supplier performance data • Agree appropriate procurement strategies including negotiation strategies e.g. face-to-face / e-Auctions • Agree appropriate contract terms and commercial schedules for the procurement project • Draft and/or quality assuring tendering documentation • Launch procurements via the e-Sourcing tool	• 8.30am - 6pm • 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	activities simultaneously	• Agree evaluation approach and educating stakeholders on evaluation methodology • Engage and work with multiple stakeholders across functions to ascertain business needs and identifying risks and issues • Lead in procurement and contract negotiations • Contract award including managing the Docusign process and storing contracts on our Contract Database • Support the Country Lead deliver high value and medium to high complex procurements • Agree appropriate contract management approaches for procurement projects and assess supplier performance • Complete the appropriate governance processes e.g. Non-Trade Procurement panel for projects • Support the delivery of strategic procurements and procurement change projects • Manage a category and developing category plans and identifying risks, issues and opportunities to generate improvements in the business operations including analysing spend data versus budgets versus contractual commitments	
Retail Analytics, Senior Analyst	• Bachelor's Degree in Business Administration, Economics, Statistics, or a related field with experience in handling transaction data sets • Proven experience as a Retail Analyst or in a similar analytical role within the retail/e-	• Provide Range Review support for high-priority categories: 1. Conduct thorough category performance reviews by analyzing category data to identify trends, opportunities, and areas for improvement 2. Create Customer Decision Trees to facilitate strategic decision-making	• 8.30am - 6pm • 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	commerce or CPG industry • 4+ years of experience in a similar analytical role within the retail industry, preferably with organizations like Dunhumby, Sypmphony AI or similar SaaS based platforms • Have a strong degree of familiarity with retail metrics and concepts of range reviews, assortment planning, promotion planning and category management • Proficiency in data analysis tools and software (e.g., Excel, Tableau, SQL) and keen interest in Gen AI • Good communication and presentation skills and ability to multitask when required • Strong problem-solving and critical-thinking abilities and abilities to work in a fast-paced environment	3. Make assortment recommendations based on data-driven insights • Use analytics tools to support to the commercial team in promotion analytics: 1. Evaluate promotion effectiveness and to support promotion planning decisions 2. Embedding retail analytics reports and insights into weekly trade planning meetings to measure promotion effectiveness and validate nominations for upcoming promotions • Support category managers to optimize platform utilization for daily business operations: 1. Collaborate with category managers to understand their analytics requirements 2. Provide guidance and training on leveraging the analytics platform effectively to achieve business goals • Offer ad-hoc analytical support to address category-specific questions: 1. Utilize analytical techniques to investigate and answer category-specific queries using data mining 2. Present findings and recommendations to stakeholders • Perform regular data validation to ensure alignment between Retail Analytics platform data • Support UAT for any new platform development and other ad-hoc tasks assigned from time to time	
Sales Associate	• Ability to work 3 rotating shifts and 6 days' work week schedule	• Provide excellent customer service at all times • Perform cashier duties and other payment services such as	• Morning 7am to 3pm • Afternoon 3pm to 11pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Good communication skills and team player • Willing to learn • Organized and attention to details • Candidates without relevant experience are welcome to apply as training will be provided	• bill payment, cash withdrawal, etc. • Maximize sales and profitability of the store, upsell products • Ensure store cleanliness with an organized appearance at all times • Replenish and arrange products according to store planogram • Any other duties as assigned	• Night 11pm to 7am • 21 Tampines North Drive 2, Singapore 528765
Senior Executive, Business Development	• Proven experience in a business development or similar role, preferably in a supporting capacity • Strong interpersonal and communication skills for effective relationship building and negotiation • Ability to analyse market trends and business opportunities • Detail-oriented with Strong analytical skills	1) Support Business Development Strategies: • Assist the Business Development Manager in implementing strategies to expand business partnerships 2) Relationship Management: • Develop and nurture strong relationships with business partners and clients to facilitate contract renewals and drive new business 3) Opportunity Identification: • Contribute to identifying and evaluating potential business opportunities and market trends to support strategic decision-making 4) Market Insight: • Maintain a thorough understanding of current market conditions and trends to assist in strategic planning and opportunity identification 5) Administrative Support: • Handle administrative tasks related to business development activities, including scheduling meetings, preparing reports, and maintaining documentation • Coordinate with internal teams and stakeholders to ensure smooth execution of business development initiatives	• 8.30am - 6pm • 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Space Planning Executive	• Diploma in Retail Management, and/or equivalent experience • Minimum 3 years' relevant experience in the retail, food catering, and/or food manufacturing industry • Excellent food industry and consumer profile understanding • Is meticulous, detail-oriented, and highly organized • Self-motivated, able to work under pressure and meet strict deadlines • Has experience with the Spaceman Program and AutoCAD • Possesses strong communication and analytical thinking skills • Demonstrates proficiency in Microsoft Excel and PowerPoint • Has a knack for conceptualizing floorplans and is digitally inclined	• Develop and refresh planograms for categories in 7E based on timeline given • Clearly define the core merchandising principles and ensure that all planograms are in line with these principles • Work closely with Commercial Team to accommodate their proposition and planned products in planograms • Create planograms according to merchandising guidelines and category manager inputs • Present proposed planograms to Commercial Team for approval • Plans for actions with Commercial Team to exit products and to maintain acceptable inventory • Periodically reviews historical data and sales performance to determine space allocation and the maximum profitability of store space • Ensure accurate planogram linking for new and renovated stores and address any space management issues as they arise • Support the maintenance and execution of planograms in stores through the Spaceman Program • Support for the new, refit, and special project stores to enhance macro space planning with a customer-centric approach. Develop and propose store layouts, allocating category space based on sales. • Responsibility for regular and ad-hoc analysis report, Category productivity report, Space utilization report, Any ad-hoc report, if any	• 8.30am - 6pm • 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Store Replenishment Executive (4 months contract)	- Diploma in Statistics, Supply Chain Management, Business Administration, and/or related field - Minimum 1 year of experience in a supply chain/demand planning role - Proficiency in demand forecasting and inventory management skills, systems knowledge - Proficient in Microsoft Excel, Power BI or Data Query/Analytics - Good analytical and problem-solving skills - Excellent communication and collaboration skills - Ability to work independently and manage multiple tasks effectively	- Monitor KPIs, drive performance and perform root cause analysis for availability and stock - Adhere to store allocation replenishment SOPs and guidelines - Developed effective DC stock planning and allocation processes to achieve high availability - Manage stocks planning for promotions/seasonal and festive occasions to ensure OOS and overstocking are minimized - Effectively manage Stock on Hand throughout the DF network including near to expiry stock allocation and slow-moving stocks - Accountable to your Line Manager on deliverables - Support and collaborate with the Commercial Team on supply planning - Adhering to SOP that has been set - Work closely with DC on capacity planning - Any other ad-hoc duties where necessary	8.30am - 6pm 21 Tampines North Drive 2, Singapore 528765
Team Leader	- Comfortable to work on a 6 days' week schedule with rotating shifts (including weekends and public holidays) - Willing to stand for long hours and enjoy interacting with customers - Physical work required and able to carry 10-15 kg products - Relevant experience in Retail industry will be an added advantage	- Support onboarding and offboarding process and HR/payroll issues for team members - Assist in preparing and submitting reports and documents required by Store Manager - Maintain store cleanliness, manage office equipment upkeep and stationery orders - Disburse petty cash payments based on approved requisitions from the Store Manager - Daily bank-in of cash, coins, cheques, and foreign currencies collected from store sales and payments	- Shift 21 Tampines North Drive 2, Singapore 528765

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Verify cash pick-up amounts and reconcile cash register takings with Daily Cash Till Summary • Handle, record, manage, and report cash float and collections accurately for banking and Accounts Department • Handle customer inquiries, feedback, complaints, exchanges, and refunds • Plan weekly roster based on guidelines to ensure maximum efficiency in operating Checkout and Self-Checkout counters • Support stock replenishment, expiry and quality checks, stocktaking, and online order picking when needed • Provide store supervisory support, including store opening & closing, ordering, promotion setup, temperature checks, reporting, and document signing, if necessary • Any other ad-hoc duties as per assigned	

Elitez

Elitez Pte Ltd is the largest Fast-Moving Consumer Goods (FMCG) promoter management agency in Singapore, providing support for direct and retail store marketing for many of the established global FMCG market leaders.

Over the last few years, Elitez has expanded and diversified into providing a full spectrum of HR services to support clients that face teething human resource issues in a few growing industries such as logistics, healthcare, F&B and technology.

Elitez has a strong foothold in Singapore and is looking to expand into regional markets like Malaysia, Indonesia, Vietnam, Thailand and India.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
B2B Executive	• Degree/Diploma preferably in Electrical and electronics engineering • Minimum 3-5 years working experience in	• Develop strategies and business plans to develop and build new business opportunities, and to grow market share • Understanding and analysis of market and industry situation to	• 8.30am - 5.30pm • 2 Kallang Ave, #03-08 CT Hub, Singapore 339407

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	the field of B2B sales preferably in area of smart, IoT solution, or video communications • Good knowledge in business accounting • Strong business acumen and ability to conceptualise/plan sales and marketing directions • Objective oriented, self-starter and resourceful • Strong presentation and communication skills • Proficient in Microsoft applications i.e. MS Words, PowerPoint, Excel (including pivot tables)	align with the market requirements • Provide full range of products, solutions and service to the needs of B2B customers • Responsible for the achievement of assigned sales targets • Preparation of project tenders and follow up throughout the project • Any ad-hoc tasks assigned in relation to the operation of the business	
Electrical Design Engineer	• Degree in Electrical Engineering • At least 3 years of experience in design and construction management for electrical projects	• Progressing all elements of design in-line with the Design Checklist • Prepare electrical tender packages including specification and drawings • Responsible for ensuring to remain familiar with current practices and engineering trends within the industry and to remain technically competent • Tendering and estimating of electrical works for projects prior to award • Compilation and Review of Operation and Maintenance Dossier for Projects • Ensuring the System Supervisor is provided with the current shop and space management drawings, specifications, approved technical submittals and all approved changes in scope • Ensuring the System Supervisor is fully briefed on the awarded scope of work, the tender	• 8.30am – 6.00pm • Kallang Ave, #03-08 CT Hub, Singapore 339407

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		technical documents and all contractual revisions to tender documentation - Evaluating technical submittals for specification and client requirement compliance - Approving Test Packs at each step of construction through to completion - Forwarding testing and commission passing criteria to the System Supervisor	
Head of Marcom	- Possess Degree in Public Relations; Marketing Communication preferred - Minimum 5 years of relevant experience in corporate, media relations or marketing communications, automotive, will be an added advantage - Possess Class 3 driving license is an added advantage - Ready to leverage on proven marketing skills and enhance new opportunities - Willing to learn - Proven experience in identifying target audiences and in creatively devising and leading across channels marketing campaigns that engages, educates and motivates - Up to date with the latest trends and best practices in online marketing and measurement - Business travels, especially Philippines	- Advise on strategic plan e.g. produce valuable content, identify and establish marketing campaign to build and execute corporate website, social media, public relation and marketing plan that aligned with company objective to enhance the brand awareness of company - Manage and maintain company's website, social media, mobile Apps - Work within the marketing budget to ensure ROI and revenue goals are met - Build strategic relationships and partnership with key industry players, agencies and vendors to meet the company's objective - Manage media relations and database, e.g. drafting media presentation script, speech, articles, translation of marketing and public relation- related documents and press release - Work with internal and external parties on company events, product launches and exhibitions - Work with internal and external parties to ensure compliance with Company Corporate Identity Standards - Assist to oversee both Singapore and Philippines market - Any other ad-hoc duties assigned by Management	8.30am - 5.30pm 2 Kallang Ave, #03-08 CT Hub, Singapore 339407

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Leisure Senior/ Sales Manager	• Bachelor in Business/Sales & Marketing or equivalent • Minimum 5 years of experience in luxury hotels • Strong analytical skills to develop and review reports (including Revenue Management) and determine other opportunities and ways to increase business levels. • Systems knowledge (S&C Opera Cloud) and software knowledge (Microsoft Office, etc.)	• Manages all leisure markets, both of local and overseas accounts • Be involved in the planning and setting of sales goals for each leisure target market • Proactively identify, qualify, and solicit new business to achieve personal and hotel revenue goals by building network and relationships with higher-profile clientele to generate sales leads, optimizing potential revenue for the company • Develop relationships within target market community to strengthen and expand customer base for sales opportunities • Perform competitive analysis on competitor's strengths and weaknesses to implement sales projects to gain higher market shares • Ensure sales activities focus on all facilities including Food and Beverage, Catering, Spa, inclusive of all experiences • Prospect new leisure businesses through phone solicitation, on-site sales calls, conducting site-visits, trade and luxury travel shows etc. • Develop an action plan that will address the accounts' needs and demands and must be reviewed with the Director of Travel Industry Sales and Director of Sales & Marketing on a quarterly basis. This includes tactical plan of action and development of other key accounts. • Assist in achieving the annual operating budget to meet and exceed budget expectations • Ensure successful performance by increasing revenues, controlling expenses and	• 8.30am - 5.30pm • 2 Kallang Ave, #03-08 CT Hub, Singapore 339407

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		providing a return on investment for the property owner and the hotel • Schedule meetings with potential clients and coordinate business deals that seek to promote the hotel and its services • Maintain an up-to-date knowledge of the hotel daily services, activities, promotion, and event. Effectively communicate and update all team members on any changes to ensure guests receive up-to-date information • Represent the customer needs to the rest of the hotel, and constantly identify and communicate potential new revenue opportunities to the Director of Sales and Director of Sales & Marketing • Develop strong community relations • Network in the local market, in the industry and professional organizations • Participate in tourism and entertainment networks • Ensure departmental participation in community service events to build teamwork and enhance community relationships	
Mechanical Design Engineer	• Bachelor of Science or Bachelor of Engineering (Hons.) or Degree in Mechanical Engineering or an appropriate field • 1-3 years of relevant experience with design experience desired • Experience with design and construction preferably in industrial buildings	• Taking the conceptual design through to implementation and handover • Ensuring sustainability targets are incorporated into the design • Producing the tender documentation, including project specifications and contract schedules such as Summary of Tender and Schedule of Rates • Progressing the design in accordance with the Design Checklist	• 8.30am – 6.00pm • 2 Kallang Ave, #03-08 CT Hub, Singapore 339407

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Technically competent across the full range of Mechanical Systems	- Chairing Sub-contractor progress meetings - Chairing Mechanical Department Client weekly Meetings - Liaising with Quality Assurance/Quality Compliance Engineers to ensure they are aligned with the requirements of the specification - Mentoring of an Engineer with the intent of securing properly trained personnel to ensure the continual expansion of the company - Ensuring each System Supervisor is provided with the current and applicable shop and space management drawings	
Product Marketing Executive	- Min Degree in Marketing/Business, with 1-2 years' experience in Sales & Marketing in consumer products - Good interpersonal, communication and coordination skills - Proficient in MS Excel (must know) and Powerpoint - Knowledge in Business Accounting P&L is an added advantage - Team player with strong analytical, excellent communication and presentation skills - Good business acumen and able to conceptualise marketing directions - Able to work in a fast-paced environment and willing to work overtime when required	- Understand the marketplace: competitors' products, pricing and sales strategies - Develop marketing strategy, product positioning and messaging - Carry out advertising and promotion activities (ie. product launches, product training and promotions etc.) - Work closely with sales team on product features, benefits and commercials - Manage marketing, sales and product P&L to achieve profitability - Interact with business partners to achieve sales objectives - Perform sales and inventory, and purchase management	8.30am - 5.30pm 2 Kallang Ave, #03-08 CT Hub, Singapore 339407

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Able to travel occasionally		
Sales Engineer	• Electrical/Mechanical know-how Required • Proficiency in Microsoft Office • Good communication skill	• Responsible for the growth of the organization across the APAC region sales • Providing all Pre-sales and Post Sales Services such as Bidding, Commercial, Negotiation and laying out all technical requirements and potential deviations • Scheduling weekly appointments with existing and prospective for presentation and introduction of our organization • Liaising and working closely with the Sales Manager in executing Business Planning & Strategies, assisting in generating sales summary report and presenting to the board of directors for every quarter • Managing daily sales enquiries and quotation for existing and new client from email and over the phone • Frequent visit in shipyard, On-Board Vessels, Refinery and Power Plants to meet Technical Managers and Superintendent for sales discussion • Assisting & covering Service Team for on-board servicing attendance for Pre-docking inspection, Dry-docking inspection and Final Commissioning	• 9am to 6pm or 8am to 5pm, Saturday half day • 2 Kallang Ave, #03-08 CT Hub, Singapore 339407
Sales Manager	• Sales industry within consumer electronics industry	• Drives the day-to-day Sales operation for brick-and-mortar channel including mass merchandiser, independent dealer, wholesaler • Leadership role to lead the distribution team towards achievement of set KPIs, including dealer sell out, market inventory control, channel	• 8.30am - 5.30pm • 2 Kallang Ave, #03-08 CT Hub, Singapore 339407

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		profitability, stock aging, AR and AP • Effective management of distribution budget to derive ROI and set objective • Close collaboration with internal and external stakeholders • Initiates change and improvement to enhance operational efficiency • In-depth analytics to business profile buy channel and product to deliver profit	
Sales Manager (Passenger Vehicle)	• Possess Class 3 driving license • Minimum 8 years' experience in sales & people management role • Excellent communication skills and a demonstrated ability to work with multiple stakeholders to achieve results • A good team-player, with strong negotiation, networking and client-retention skills	• Reports directly to the Managing Director to oversee the sales portfolio and responsible for substantial growth of EV in Singapore • Collaborate with marketing, product, and operational teams to develop effective product positioning • Define market segments, devise marketing strategy and action plan • Monitor market trends, competitor activities, and customer needs to identify opportunities for growth and make data-driven decisions • Prepare yearly target and sales plan (yearly & periodic forecast) • Manage the P&L, portfolio of distributors, and responsible for sales of passenger vehicles • Work closely with distributor to develop marketing and CRM activities for passenger vehicles • To liaise with other departments of company to ensure synergy and alignment between sales and other functions scope • Involve in the preparation of quotations, pitches, proposals and presentations to distributor • Other duties as assigned by the Managing Director	• 8.30am - 5.30pm • 2 Kallang Ave, #03-08 CT Hub, Singapore 339407

Gain City

Singapore's largest air conditioner retailer, as well as one-stop retailer for consumer electronics.

Established in 1981, Gain City started out with a simple quest of improving lifestyles and a focused vision to be Singapore's trusted air conditioner retailer. Today, renowned as Singapore's largest air conditioner retailer, the brand is synonymous with excellent air conditioning installation and maintenance service provider, as well as the preferred go-to one-stop retailer for consumer electronics. With more than 800 staff, a pool of BCA-certified installation technicians and a fleet of 200 service vehicles, we are your trusted choice.

Our staff are our assets. With emphasis on quality and innovation as our competitive advantage, we strive to provide training to ensure that our staff are able to sustain this competitive edge.

Gain City deals with various Air Conditioning and Mechanical Ventilation projects for the Residential, Commercial and Industrial sectors. We have successfully tendered for and completed several projects.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Assistant	Good communications and interpersonal skills	General accounting duties	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Air Conditioning (AC) Installer	Provide necessary support to other team members to be able to complete tasks on time as instructed by management	Perform installation of HVAC related equipment following company policies and manufacturer's specifications	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Air Conditioning Repair and Servicing Technician/ Assistant Technician	At least 1-year hands-on experiences in installation, maintenance, troubleshooting and/or repairs in air-con systems	Installation and troubleshooting of air conditioning system	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Business Development Director/ Senior Manager	Minimum 8 years of relevant working experience in business development	Identify trendsetter ideas, discover and explore new business opportunities in partnership with internal department	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Cashier	Customer service oriented	Handle daily cashiering duties	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Compliance Director/ Senior Manager	Possess at least a degree with minimum 10 Years of relevant working experience	Lead the compliance and investigation team and ensure compliance investigation process is appropriately conducted	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Cook/ Junior Sous Chef	Able to cook local or Chinese cuisine	Handle daily food preparations and organizing workstation	8 Ang Mo Kio Industrial Park 2, Singapore 569500

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Delivery Driver (Class 3 & 4)	Valid Class 3 / 4 driving license	Ensure timely collection & delivery of goods	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Facilities Executive	Minimum secondary education	Conduct routine inspections and site surveys of the building premises, facilities and building services system	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Finance Director/ Senior Manager	Minimum 5 years of experience including FP&A & Controller experience	Responsible for process improvement, project coordination and consultative company oversight	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Full Stack Developer	Bachelor's Degree in Computer Science, Engineering or any related field	Responsible for developing and maintaining web applications and services, ensuring high performance, scalability and robustness	8 Ang Mo Kio Industrial Park 2, Singapore 569500
HR Director/ Senior Manager	Minimum 10 years' experience in HR & Admin	Provide strategic advice on employer branding, talent acquisition, workforce and vendor management	8 Ang Mo Kio Industrial Park 2, Singapore 569500
IT Director/ Senior Manager	Minimum 10 years' experience in information technology and data management	Develop goals and strategies to ensure the IT department runs smoothly and effectively	8 Ang Mo Kio Industrial Park 2, Singapore 569500
L&D Training Manager	- Bachelor's degree minimum - Minimum 3 years' experience in adult education or training delivery preferred	Responsible for designing, delivering courses/trainings and assessing the competencies of our learners	8 Ang Mo Kio Industrial Park 2, Singapore 569500
LED Specialist	Diploma/Degree in Electrical Engineering or related discipline	Responsible for the sales of LED Screen/Panel/ Lighting to companies, new projects	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Logistics Director/ Senior Manager	Minimum 5 years of experience in management	Lead and oversee operations in the logistics department of the company by creating logistical plans and procedures to ensure internal and external customer requirements are satisfied	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Management Associate	Bachelor's Degree in any disciplines or relevant	Completing all assigned tasks and assisting with day-to-day operations	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Marketing/ Senior/ Executive	Diploma or Degree in Marketing, Business or equivalent	Develop key marketing messages and integrated plans, content and creative works for B2C lead generation campaigns	8 Ang Mo Kio Industrial Park 2, Singapore 569500

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Outdoor Sales Executive (AIRCON)	Candidates should possess a valid Class 3 driving license	Perform site surveys according to daily schedule	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Project Director	Target oriented in a fast-paced environment	Coordinate, liaise and manage various project stakeholders onsite to ensure that project requirements are being met	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Project Sales Manager/ Engineer (HVAC/ACMV)	Strong knowledge in ACMV/HVAC	Develop rapport with customers and advance the sales funnel from initial contact to sales	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Retail Sales Executive (Basic + Commission)	Basic understanding of sales principles and customer service practices	Achieve personal and department's sales target on a monthly, quarterly and yearly basis	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Security Officer	Minimum secondary education with at least 2 years of relevant security experiences as a registered SO with PLRD	Conduct general security related duties	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Security Supervisor	Minimum secondary education with at least 3 years of relevant security experiences as a registered SSO with PLRD	Supervise the conduct of general security related duties	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Senior Warehouse Supervisor or Assistant Warehouse Manager	Minimum Diploma in Logistics and Supply Chain or equivalent	Organize and maintain inventory and storage area	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Service Operations Director/ AD/ Senior Manager	Minimum 10 years of experience in management and customer service	Lead and manage high-performing teams across service operations, logistics, and transportation	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Service Technician	Hands on experience in installation, maintenance, troubleshooting and/or repairs in electrical machine	Perform repair and troubleshoot of commercial kitchen equipment	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Water heater and Ceiling fan Technician	Technical proficiency in electrical work	Install and repair ceiling fans and/or water heaters	8 Ang Mo Kio Industrial Park 2, Singapore 569500

PlayFACTO @ Bedok Central/ Labrador

PlayFACTO School is the leading student care provider in positive holistic education and after school care for students of P1-P6. As a Student Care Teacher with PlayFACTO, you will help develop student's hearts and minds using our unique positive education framework, daily enrichment programmes, and guided assistance of each student's Primary homework assignments.

If you are a passionate educator looking for a fun and engaging environment where you can help your Primary students develop high calibre character and educational foundations for their future, we'd like to hear from you! Come JOIN US at our HAPPY SCHOOL and make a difference in student's lives at PlayFACTO @ Bedok Central/ Labrador!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Student Care Teacher	• A-level or Diploma qualifications & above • Able to guide Primary 1 to 6 school subjects (English, Maths, Chinese and Science). • Possess excellent work ethics and integrity • Exhibit a positive attitude when faced with challenges • Love children and the learning process • Have experience in teaching children, preferably at primary level • Possess a passion for nurturing children • Experience in working with children preferred. Those without experience may also apply as training will be provided	• Delivery and presentation of lesson content (English, Maths, Chinese and Science) and enrichment curriculum (Coding and Robotics, Creative Math) to students • Supervision primary school students (primary 1 to 6) to ensure completion of daily homework • Ensure safety and timely transfer of students from school to student centre • Ensure safety of students • Regular liaison with parents and caregivers regarding student's progress and behaviour • Fetching of students from nearby schools • Administrative work (sales, collection of fees, and collection of forms) and upkeep of centre premises • Any other ad-hoc duties as delegated by Centre Director	• 10am - 7pm • 209 New Upper Changi Rd, #04-651, Singapore 460209, or • 456 Alexandra Rd, #02-09/10 Fragrance Empire Building, Singapore 119962

Raffles Hotel Singapore

Raffles Hotel Singapore is one of the few remaining great 19th century hotels in the world, perfectly preserved both inside and out, giving it an intoxicating blend of luxury, history and classic colonial design. Its distinctive architecture, legendary heritage and iconic service continue to enthrall visitors where suites, social spaces, award-winning restaurants and bars are presented for discerning travelers. No visit to Singapore is complete without a stay here, where the grand historic hotel exudes old-world grandeur infused with the unique charm of the city state.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Housekeeper	Diploma or Degree preferably in hospitality or related field	- The position is responsible for managing the department in a professional, efficient and flexible manner. - He/she is also responsible for ensuring maximum guest satisfaction and high standards of cleanliness throughout the hotel, which is achieved through consistent planning, organising, directing, and controlling the Housekeeping Department operations and administration.	- Rotating 1 Beach Rd, Singapore 189673
Chef de Partie, yi by Jereme Leung	- Minimum Professional Certificate in a Culinary-related field - Minimum of 3 years of relevant experience in the Food & Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant - Proficient in written and conversational English	- The Chef de Partie is responsible for the supervision of the assigned kitchen's operation to achieve and maintain the highest standards of food quality preparation and guest satisfaction. - Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues.	- Rotating 1 Beach Rd, Singapore 189673
Culinary Executive (Admin)	- Additional improvement programs in Food & Beverage an advantage - Minimum 1 year secretarial/ coordinator experience - Minimum 1 year relevant experience in a similar capacity an advantage - Oral and written fluency in English	- The position is responsible for assisting the Executive Chef with the administration and smooth running of the Culinary Division. - Primarily responsible for organising work and following up pending projects	- Office hours 1 Beach Rd, Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Strong working knowledge of Microsoft Office - Strong knowledge of HACCP and has to work closely with Hygiene Director		
Food and Beverage Service Associate	- Certificate or diploma in hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style - Retail or guest interaction experience - Food and/or beverage knowledge (personal interest/ professional) - Interpersonal skills – communicates easily/ openly with integrity towards own action - Communication skills in English spoken/ written - Reliable and consistent - Personal presentation, clean/ tidy - Comes across as enthusiastic, energetic - Can work as part of a team - Guest and people oriented - Creative and open-minded - Flexible and adaptable to different working locations	The Food and Beverage Service Associate is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations.	- Rotating 1 Beach Rd, Singapore 189673
Food and Beverage Service Executive	- Certificate or diploma in hospitality or related field - Minimum 2 years' experience in an international class restaurant - At least 1 year relevant experience in a similar capacity an advantage	- The Food and Beverage Service Executive supervises the team by proactive, interactive and reactive leadership, allowing each member of the team to feel confident and to completely satisfy our guests during their dining experience. - He/she assists the management in supervising the overall	- Rotating 1 Beach Rd, Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Additional improvement programs in Food & Beverage an advantage - Working knowledge of Microsoft Office	operation and service standards of the restaurant to meet and exceed guest's dining experience expectations.	
Housekeeping Supervisor	- Certificate or diploma in hospitality or related field - Minimum 2 years in housekeeping position, minimum 1 year as Supervisor - Housekeeping/ Supervisory experience in luxury hotel/resort - Certified Trainer or On Job Trainer	- The position is responsible for ensuring the ongoing impeccable cleanliness and organisation of public spaces and facilities in accordance with established standards of the hotel. - He/she needs to maintain the impeccable cleanliness in his/her area of responsibility as per hotel standards related to the nightly deep cleaning by outside companies as per contractual agreement in public spaces and back-of-house areas.	- Rotating 1 Beach Rd, Singapore 189673
Lobby Ambassador (Front Office)	- Diploma and Degree from preferably hospitality or related field - Minimum 1 to 3 years relevant experience - Excellent communication skills in English and ability to communicate in a second language	The Lobby Ambassador is responsible in managing various aspects of the Lobby operation in the delivery of the Raffles Hotel Singapore's service experience throughout the entire guest journey.	- Rotating 1 Beach Rd, Singapore 189673
Raffles Service Agent (Reservations)	- Minimum tertiary education or equivalent - Knowledge of and experience of relevant software applications – spreadsheets, word processing and database management - Minimum 1 year of relevant experience in the hotel industry	The Raffles Service Agent delivers friendly and professional service that meets guest's reservation experience expectations prior to their arrival.	- Rotating 1 Beach Rd, Singapore 189673
Resident Bartender	- At least 1 year of relevant bar experience with similar standing or profile - Knowledge of classic/international cocktails, spirits and hospitality	- The Resident Bartender prepares mixes and serves drinks and beverages correctly to all guests. - He/she engages with our guests during their visit, receives and serves orders and delivers accordance to Raffles Hotel Singapore service standards.	- Rotating 1 Beach Rd, Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Proficient in Microsoft Office and basic POS management • Previous relevant bar experience with similar standing or profile as bartender • Passionate in beverage and cocktail making and knowledge of alcoholic beverages and mixing of drinks • Ability to work with a team of diversified background and support the team accordance to Raffles Hotel Singapore policy and plan • Certified with valid National Environment Agency (Singapore) Basic Food Hygiene Handler • Highly organised with strong analytical and communication skills • Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside and outside the hotel		
Restaurant General Manager/ Manager, Butcher's Block	• Bachelor's Degree in Food & Beverage/ Hospitality Management or extensive hands-on experience in similar restaurant concept • Minimum of 8 years of experience in the hotel or free-standing restaurant and bar environment, minimum 2 years in similar position • Prior experience in celebrity chef restaurant in first tier city preferred	• Butcher's Block is Raffles Hotel Singapore's avant-garde wood-fire dining experience, expressing the elemental affinity and finesse of cooking with wood-fire. The Restaurant General Manager of Butcher's Block will be the "face" and ambassador of the restaurant, leading the venue's personality and soul. • As General Manager, you will work closely with the Restaurant Chef de Cuisine for supervising the overall operation and service standards of the outlet to meet	• Rotating • 1 Beach Rd, Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Prior work experience in Asia, Singapore or Southeast Asia preferred • Accustomed to and comfortable with media exposure • Strong working knowledge of Microsoft Office • Oral & written fluency in English and an additional language • Involvement in reservations and understanding of Revenue Management processes • Thrive in attention to details and highest quality operation • Detailed knowledge of culinary trends • Strong understanding of sustainability • Familiar with LQA and Forbes standards	• and exceed guest's dining experience expectations. • You will be expected to take ownership of the operations and to ensure that the business is optimised in line with the vision and financial projection set out by the management. • In addition, the General Manager will be expected to lead the team and to create a nurturing work environment for the team members to prosper and excel. • We are looking for the right candidate to realise the aspirations to make Butcher's Block one of Singapore's most recognised and loved sustainable restaurant concept. • Main responsibilities include, but are not limited to, creating a Food & Beverage destination within Raffles Hotel Singapore, maximising revenues, achieving financial and quality targets, marketing, confirming required staffing levels, conducting training and development of team members.	
Retail Operation Executive	• Minimum of 2 years of relevant experience in the retail industry • Ability to speak Japanese will be an advantage	• The position is responsible for ensuring high level of guest satisfaction and ensuring good customer feedback and response to customers' queries in a timely manner. • Reaching out and liaison with tour agencies and the increase the sales tickets and meeting the monthly sales target	• Rotating • 1 Beach Rd, Singapore 189673
Revenue Analyst	• Knowledge of Opera, Central Reservation System and Global Distribution System are an asset • Strong knowledge of Microsoft Excel is required	• This position analyses and supports the hotel's results and performance in various revenue streams (Rooms, F&B, Spa and Boutique) and recommends strategies and expectations based on the observed data trends and market changes.	• Office hours • 1 Beach Rd, Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Previous Front Office Management experience is an asset • Food and Beverage and Spa knowledge/ background is an asset		
Rooms Executive	• Minimum Diploma in Hospitality Management • Minimum 1 year secretarial or coordinator experience preferably in hospitality or related field • Prior Front Office experience will be an advantage • Excellent communication skills in English and ability to communicate in a second language	• The position is responsible for coordinating and administrating among rooms division team and correspondence with internal and external stakeholders, organization of the divisional workflow, follow-through on pending projects. • He/she is to be a part of various aspect of operation in the delivery of the Raffles Singapore service experience throughout the entire guest journey.	• Office hours • 1 Beach Rd, Singapore 189673
Senior/ Facilities Technician	• Nitec Certificate in Building Facilities Maintenance, Electrical / Electronics, Air conditioning servicing and/or Plumbing • Minimum of 1 year of relevant experience • Good working knowledge of Microsoft Office	• Operate the equipment to deliver a comfortable room temperature to hotel areas • Operate the equipment to deliver clean water to the respective services in the hotel • Operate the equipment to deliver hot water to the respective services in the hotel as required • Operate the equipment to deliver clear and sharp images from the television and satellites equipment to hotel guest suites as required • Operate the equipment to deliver audio visual support to the hotel event as required • Assist and support the emergency operations team during an emergency and a crisis in a timely and efficient manner	• Rotating • 1 Beach Rd, Singapore 189673
Senior/ Housekeeping Attendant (Rooms)	• Primary School Education • English-written and spoken is ideal but not necessary	• The Housekeeping Attendant (Rooms) is responsible for the immaculate upkeep and cleanliness of all the suites and work areas in their assigned sections.	• Rotating • 1 Beach Rd, Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Housekeeping Manager	- Diploma or Degree preferably in hospitality or related field - Minimum 4 years of relevant industry experience, minimum 2 years in a management level position - Experience in luxury hotel/ resort environment	- The position is responsible for managing the department in a professional, efficient and flexible manner. - He/she is also responsible for ensuring maximum guest satisfaction and high standards of cleanliness throughout the hotel, which is achieved through consistent planning, organizing, directing, and controlling the Housekeeping Department operations and administration.	- Rotating 1 Beach Rd, Singapore 189673

Silicon Box

We are a new startup at the forefront of semiconductors integration, emerging from the new horizon of the semiconductor advanced packaging inflection point of chiplets. We provide cutting-edge semiconductor design and device integration services, through our industry leading adoption of chiplets. Chiplets are at the forefront of next-gen semiconductor packaging and manufacturing technologies.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Associate Engineer, Process	- Minimum Diploma in Electrical/ Mechatronics/ Mechanical/ Microelectronics Engineering or similar discipline - Minimum 2 years' experience working in semiconductor manufacturing environment - Minimum 2 years of experience working on any of the below process area, multiple vacancies are available - Die Preparation: Backgrind, Dicing and Laser-grooving - Recon: Die PnP/Molding/De-bonding	- Assist Process Engineers in - Process recipe setup and qualification for production - Process monitoring and improvement - Troubleshoot process-related issue - Lots on hold and disposition - Engineering data collection - Support production line in - Ensure that process integrity for machines is in place for production - Maintain good housekeeping in the production area - Co-ordinating with stakeholders to ensure work is carried out efficiently to meet module objectives and that SOPs are strictly followed - Other ad-hoc activities	- Initial: 8.30am - 5.30pm - Eventually: 12 hours shift rotation 20 Tampines Industrial Ave 3, Singapore 529580

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Backend Process: Ball mounting, Reflow, Laser Marking and Package Sawing. - RDL Process: Wet, Thin Film, Litho, and AOI • Flexible to work under various shift patterns. The selected candidate will start with office hours first, and eventually work on 12-hour rotating shift (day and night).		
Engineer, Process	• Minimum Bachelor's Degree in Material Science, Microelectronics, Mechanical Engineering or relevant engineering degrees • Knowledge in process engineering, process control engineering and yield enhancement • Experience in SPC, DOE, FEMA, and 8D reports • Minimum 3-years hands-on process experience in area of in the Wafer-level Fanout packaging production line or LCD/FPD production line in one of the processes below: - Die Preparation: Backgrind, Dicing and Laser-grooving - Recon: Die PnP/Molding/De-bonding - Backend Process: Ball mounting, Reflow, Tape and Reel, Laser Grooving, Laser	• Review and accept machine buyoff, setup pilot line process and transfer from pilot line to production line • Establish, review and update specifications, workflow, quality and safety related documentation for production line • Troubleshoot process issue and improve process capabilities, yield and cycle time from customer NPI stage to LVM/HVM stage • Process sustaining and control through SPC and periodic defect Pareto Analysis • Lead and drive SPC control towards zero defects. Review and update FMEA, Control plan OCAP with cross-functional teams • Coordinate and liaise with stakeholders on process issue or quality issue • Support NPI activities such as: 1. New material, process & machine development and qualification 2. Handle and manage audits and 8D reports 3. Provide disposition for engineering and production lots	• 8.30am-5.30pm • 20 Tampines Industrial Ave 3, Singapore 529580

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Marking and Package Sawing - RDL Process: Wet, Thin Film, Litho, and AOI	4. Conduct process characterization and qualification to establish process baseline	
Engineer, Equipment	- Minimum Bachelor's Degree in Electrical/ Electronics/ Mechanical/ Mechatronics/ Microelectronics Engineering - Minimum 3 years of relevant experience in equipment engineering, preferably in a semiconductor/LCD/Electronics/Electrical industry - Hands-on experience in equipment maintenance or troubleshooting. - Self-driven leader and strong team player with keen technical ability, systematic approach, detailed-oriented, excellent problem-solving skills, and positive attitude - Candidates with no prior experience will be considered for junior position - Proven ability to identify, assess and solve problems Preferred Qualifications - Prior experience in Advanced Packaging/ LCD/foundry or similar industry background with ASML/NIKON/RUDOLPH/TEL/SUSS/	- Have an in-depth understanding of how Photo lithography Stepper and Coat & Dev process equipment working principle and how critical parameters will impact Photo process and to work together with process counterpart to resolve complex integration issues - Manage and plan new equipment start-up to support production - Establish Preventive Maintenance (PM) plans for all equipment and optimize PM for quality, cost, and productivity - Liaise with vendors to resolve equipment issues and improve equipment performance - Identify and assess any safety and product risks, recommends risk eliminations, and control risk through mitigations and safe work procedures - Work on continuous improvement projects to improve equipment efficiency and address issues - Setup tracking system to monitor expenditures - Provide feedback, guidance and training to AEs - Familiar and follow up on SPSR, MRB, 8D, TECN, ECN ISO9001/QS9000/TQM documentation for closure of issues/setup system - Familiar and update specifications to meet company Quality Standard requirements - Familiar with SPC, DOE, FDC, ECMS and all the statistical analysis tools to help optimizing equipment robustness	8.30am-5.30pm 20 Tampines Industrial Ave 3, Singapore 529580

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	experience will be an added advantage • Strong analytical with good interpersonal skills and Integrity • Ability to work under pressure & in a Dynamic Environment	• Establish and maintain essential spare parts stock inventory	

VITAL

A department under the Ministry of Finance that is transforming the delivery of corporate services in the Singapore Public Service. As the Central Agency for Corporate Shared Services, we provide HR, Payroll, Finance, Procurement and other essential services to over 100,000 public officers and 100 government agencies. Also, as the Robotics & Automation Lead for corporate and administrative services domain, we are at the forefront of driving innovation and technology adoption.

More than just an organisation, we are a community committed to creating an inclusive environment that cares for our officers. We prioritise your growth and development, offering exciting career prospects and training opportunities in high-demand skills like Data Analytics, Design Thinking and Robotics Process Automation. We understand the importance of work-life harmony and strive to support our officers in achieving it.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Section Manager, Payroll & Claims	• Strong business, systems and process knowledge, and sound knowledge of HR and Payroll, and its eco-system and landscape • Good collaboration and stakeholder engagement skills • Strong digital skills, especially in one or more of skills relating to data analytics, design thinking and automation	• The Section Manager, Payroll and Claims leads a team of Senior Executives and Executives in handling payroll and claims processing for client government agencies. What you will be working on: • Oversee daily operations and ensure transactions are processed in compliance with prevailing legislation, policies, guidelines and practices. • Put in place necessary structures, processes and procedures and use data analytics and prevailing workforce management and other tools and technologies to track progress of Service Requests, manage team and individual workload, facilitate	• 8.30am-6.00 pm • 5 Maxwell Road Tower Block MND Complex #07-00, Singapore 069110

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		effective resource planning and minimise service lapses. • Carry out and guide staff on basic troubleshooting and management of bots and other automation tools, and work with the Ops-Tech team for more complex troubleshooting. Put in place contingency plans for both failures and assess risks to operations and develop and implement risk mitigation plans. • Address complex payroll cases and propose solutions/recommendations to resolve the issue. Identify and assess weakness/gaps in controls and implement measures to strengthen controls and mitigate risks. • Oversee and address audit issues and observations via thorough investigations, implement and strengthen controls arising from audit lapses. • Review Standard Operating Procedures (SOPs) and issue operating notices to streamline payroll and claims processes, including bonus payments, tax payments and CPF payments across all teams and agencies. • Facilitate process reviews using digital tools or analytics and process improvement techniques, to remove or reduce unproductive steps within the workflows and introduce more efficient and productive ways. • Establish and maintain close working relationships with Agency partners, policy and system owners, liaising on issues in the implementation of policies and escalating any issues, when required.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Account Manager/ Account Manager, Service Partnership	• A minimum of 3-5 years working experience with at least 2 years of customer service or account management-related experience • Strong belief and commitment in pursuing outcomes that are beneficial to the whole-of-government, clients' mission and VITAL's vision • Strong skill-sets in account management and relationship management • Strong analytical, organisation, solutioning and planning skills • Strong interpersonal skills • Good oral/presentation and written communications skills • Able to work independently and thrive in a dynamic environment • Service-oriented attitude and able to work effectively in a team • Prior experience in shared services centre, engagements and partnerships roles are desirable	• The Account Manager fosters strong partnership and collaboration between VITAL and its partners to deliver on partnership outcomes. What you will be working on: • Serves as the single point of contact for the client agencies and acts as an escalation point on agency issues and feedback • Proactively engage agencies to develop sound understanding of agency's corporate services needs and explore collaboration opportunities • Partner agencies and internal operations units to ensure that the agency' needs are met, and concerns of operations units are addressed/mitigated. • Project VITAL's role as a central agency for transformation and delivery of corporate shared services to Singapore government • Project VITAL positively through regular updates of VITAL's developments and initiatives • Articulate VITAL's Accountability Statement framing VITAL's relationship with agencies, our roles and responsibilities as the Central Agency for Corporate Shared Services and commitment to deliver high quality services with good corporate accountability • Ensure that the Schedule detailing the services subscribed and related service performance targets, key performance indicators, roles and responsibilities are updated • Oversee and manage the end-to-end onboarding of new businesses • Communicate service fees and resolve any disputes in fees in	• 8.30am-6.00 pm • 5 Maxwell Road Tower Block MND Complex #07-00, Singapore 069110

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		collaboration with agencies, VITAL's Corporate Finance and operations units • Lead agency meetings, prepare meeting materials and follow-up on matters arising till closure • Analyse and prepare reports on service performance • Lead and drive agency engagement efforts and programmes to promote and strengthen service culture • Members of QSM team to handle and escalate high signature complaints and responses	
Senior Executive/ Executive, Finance Services	• Preferably with 2 years of Accounts or Finance experience; Candidates without relevant experience but possess good attitude and willingness to learn are welcome to apply • Preferred Course of Studies in Accountancy or Finance or Business Administration • Strong judgement and analytical skills • Good attention to detail • Ability to work under pressure and deliver within stipulated timelines • Effective oral and written communication with good presentation skills • Ability to work both independently and as part of a team • Strong stakeholder management and customer service skills • Logical and Critical thinking abilities	What the role is: • We are seeking a highly motivated Senior Executive/ Executive to join our Finance Services team. As a key member of our organisation, you will be responsible for managing and administering Finance Services for our service partners. What you will be working on: • Execute the daily Accounts Payable transactions independently such as creating vendor records and processing payments accurately by verifying against the supporting documents, and seeking clarifications from Client Agencies, when required • Issue billings to external parties on behalf of client agencies and monitor the receipt of monies regularly, including the preparation of aging reports. Promptly follow up with Reminder and Late Payment Interest (LPI) Letters, if necessary • Account for monies received by creating deposit records in the Finance System and to	• 8.30am-6.00 pm • 5 Maxwell Road Tower Block MND Complex #07-00, Singapore 069110

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		investigate further if there are discrepancies • Understand the different types of account codes/cost centres and appreciate the various accounting treatments to ensure that all transactions are posted to the appropriate accounts. Clarify with Client Agencies and post re-class journals if necessary • To perform relevant Accounts Payable, Accounts Receivable, General Ledger reporting and reconciliation (including month-end and year-end closing) as required, including the preparation of Accounts Payable & Accounts Receivable audit schedules, customer confirmations and relevant related party confirmations for financial year-end closing • Filing withholding tax (WHT) for foreign supplier invoices and the GST Returns via the IRAS portal, making adjustments where required. • Prioritize and monitor outstanding transactions using relevant reports and dashboards; and work with the Team Leads to ensure that transactions are processed timely and accurately. • Ensure that all controls implemented in the function are complying with IMs, SOPs, Training Manuals, Finance Circulars, etc., before processing the transactions. • Act as first point of contact for Client Agencies to resolve all operational matters and assist on queries in accordance with the finance operating procedures and guidelines within stipulated service standards	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Seeking AGD Helpdesk's assistance if there are system issues that cannot be resolved internally - Prepare supporting documents and provide support for internal and external audit purposes - Conduct holistic reviews of work processes and systems and recommend possible improvements to achieve greater efficiency and effectiveness - Provide UAT support whenever there are systems enhancements - Any other ad-hoc projects or tasks assigned by supervisors	
Senior Executive/ Executive, Human Resource Services	1 to 2 years of experience in HR processing and handling of HR system is preferred; Candidates without relevant experience but possess good attitude and willingness to learn are welcome to apply - Preferred Course of Studies in Business Administration or Human Resource - Strong judgement and analytical skills - Good attention to details - Ability to work under pressure and deliver within stipulated timelines - Effective oral and written communication with good presentation skills - Ability to work both independently and as part of a team	- We are seeking a highly motivated Senior Executive / Executive to join our Human Resource Services team. As a key member of our organisation, you will be responsible for managing and administering Human Resource Services for our service partners in areas of Appointment, Deployment, Record Management, Benefits, Exit, Medical Screening, Learning and Scholarship Services. What you will be working on: - Processing administrative Human Resource services for various client government agencies accurately and in a timely manner in accordance to the standard operating procedures (SOPs) while ensuring compliance with policies and relevant regulations - Administer HR services on recruitment, onboarding, pre-service appointments, in-service appointments, deployment, benefits, leave, medical screening, learning, scholarships, sponsorships, course	8.30am-6.00 pm 5 Maxwell Road Tower Block MND Complex #07-00, Singapore 069110

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Strong stakeholder management and customer service skills - Logical and Critical thinking abilities - IT savvy with excellent grasp of Microsoft Office and strong appreciation for current and upcoming technologies such as Robotic Process Automation (RPA), data analytics, artificial intelligence and other tools (e.g., Access, Macros, Power Query, VBA, Tableau, PowerBI) will be advantageous - Knowledge of HR/Payroll Software (Excelity Payroll, Workday, SAP) will be advantageous - Certification in HR or experience in HR will be considered a plus	- administration and exit administration - Prepare and issue letters/ emails correspondences and related documents - Conduct appointment formalities - Process personnel records for new hires, in-service officers, staff movements within/ across agencies, re-employed officers and officers leaving service in the HR system - Administer signing of training agreements/ scholarships deeds to officers - Undertake administrative work such as document filing/ retrieval and photocopying where necessary - Update HR transactions in HR system based on SOP and submit to HR Supervisor in accurate and timely manner - Liaise with stakeholders to ensure timely resolution of operational issues - Liaise with external vendors such as training providers or medical screening providers - Attend meetings and share post-meeting updates - Compile reports/ submissions following established formats and SOP - Carry out periodic reviews and archive file records regularly based on data policy - Exercise independent analysis and judgement according to SOPs and recommend course of action when responding to Service Partners. Highlight potential changes required to SOP to HR supervisors due to changes in policy or business process. - Provide excellent customer service and timely response to	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		service partners to address their queries • Work with assigned vendors where related to the business process • Constantly review work processes and systems and suggest possible improvements to achieve greater efficiency and effectiveness • Participate in the implementation of change management to work processes due to changes in HR system, HR policy or new technologies • Participate or volunteer in department, cross-departmental and organisation level initiatives, ad-hoc projects or tasks assigned by supervisors or by the organisation	
Senior Executive/ Executive, Payroll & Claims	• 1 to 2 years of Payroll or Claims processing experience is preferred; Candidates without relevant experience but possess good attitude and willingness to learn are welcome to apply • Preferred Course of Studies in Business Administration or Human Resource or Accountancy or Finance • Strong judgement and analytical skills • Good attention to detail • Ability to work under pressure and deliver within stipulated timelines • Effective oral and written communication with good presentation skills	• We are seeking a highly motivated Senior Executive / Executive to join our Payroll & Claims team. As a key member of our organisation, you will be responsible for managing and administering Payroll & Claims Services for our service partners. What you will be working on: • Payroll and claims for various government agencies using SAP system, ensuring accuracy and adherence to established policies and procedures • Processing payroll, including payment of salary, annual increment, bonus, AWS, allowances and statutory contributions • Process salaries of exit cases (including no-pay leave) • Ensure that appropriate certification and approvals are in place • Ensure that all pay transactions are being verified and approved	• 8.30am-6.00 pm • 5 Maxwell Road Tower Block MND Complex #07-00, Singapore 069110

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Ability to work both independently and as part of a team - Strong stakeholder management and customer service skills - Logical and Critical thinking abilities - Strong numerical aptitude - IT savvy with excellent grasp of Microsoft Office and strong appreciation for current and upcoming technologies such as Robotic Process Automation (RPA), data analytics, artificial intelligence and other tools (e.g. Access, Macros, Power Query, VBA, Tableau, PowerBI) will be advantageous - Knowledge of HR/Payroll software (Excelity Payroll, Workday, SAP) will be advantageous	- by Supervisor before being processed for payments - Billing of seconded officers for various government agencies - Perform manual computations of overpayment cases and ensure recoveries are promptly followed up - Process Journals and Payment Vouchers in accordance with Standard Operating Procedures (SOPs) - Exercise independent analysis and judgement according to SOPs and recommend course of action when responding to Service Partners - Provide excellent customer service and timely response to service partners to address their queries - Conduct independent reviews of work processes and systems and recommend possible improvements to achieve greater efficiency and effectiveness - Any other ad-hoc projects or tasks assigned by supervisors	
Senior Executive/ Executive, Pension Services	1 to 2 years of HR or Pension processing experience is preferred; Candidates without relevant experience but possess good attitude and willingness to learn are welcome to apply - Preferred Course of Studies in Business Administration or Human Resource - Strong judgement and analytical skills - Good attention to details - Ability to work under pressure and deliver	- We are seeking a highly motivated Senior Executive / Executive to join our Pension Services team. As a key member of our organisation, you will be responsible for managing and administering Pension Services for our service partners. What you will be working on: - Verify and update appropriate information needed to process cases relating to the sub-processes with agencies, from personnel systems and officers' Personal Files - Prepare and issue letters/ emails correspondences and related documents for communicating with agencies and their	8.30am-6.00 pm 5 Maxwell Road Tower Block MND Complex #07-00, Singapore 069110

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	within stipulated timelines • Effective oral and written communication with good presentation skills • Ability to work both independently and as part of a team • Strong stakeholder management and customer service skills • Logical and Critical thinking abilities • Strong numerical aptitude • IT savvy with excellent grasp of Microsoft Office and strong appreciation for current and upcoming technologies such as Robotic Process Automation (RPA), data analytics, artificial intelligence and other tools (e.g., Access, Macros, Power Query, VBA, Tableau, PowerBI) will be advantageous • Knowledge of HR/Payroll Software (Excelity Payroll, Workday, SAP) will be advantageous	employees on matters relating to the sub-processes • Draft submissions for clearance with supervisors • Process the cases of employees who are due for retirement on age limit, early/ optional as well as death gratuity promptly • Compute death gratuity, retirement and other compensation benefits accurately and arrange for payment • Conduct independent troubleshooting/ reviews of work processes and systems • Conduct retirement briefing to employees and respond timely to enquiries pertaining to retirement processes within the stipulated service standards • Monitoring of cases to ensure that cases are completed promptly • Undertake administrative work such as document filing/retrieval and photocopying where necessary • Conduct independent reviews of work processes and systems and recommend possible improvements to achieve greater efficiency and effectiveness • Any other ad-hoc projects or tasks assigned by supervisors	

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Operating Hours

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Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed



e2i Career Centre (OMB)

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1 Marina Boulevard #B1-03
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