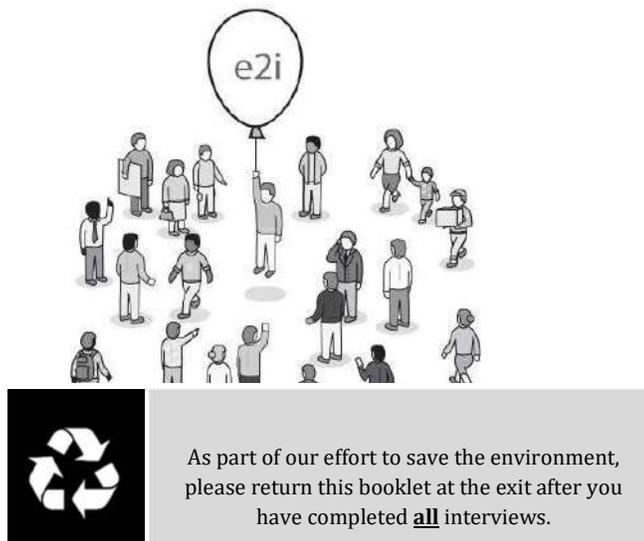


e2i Skills & Career Fair @ Buona Vista CC

26 November 2025, Wednesday

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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#1 Agrocorp International

Agrocorp International is a Singapore-headquartered global agri-commodity trading and processing company, specialising in staples such as pulses, wheat, rice, sugar, corn, nuts, and cotton. We supply leading food manufacturers across the Asia Pacific and Middle East, connecting farmers with customers in countries that need their produce. Since 2019, Agrocorp has expanded into sustainable plant-based protein ingredients, offering high-protein solutions from climate-friendly pulses. Committed to social responsibility, our global team also engages in CSR initiatives that support communities while providing reliable, nutritious, and sustainable agri-food solutions worldwide.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Trade Analyst</p> 	<ul style="list-style-type: none"> • Strong analytical and problem-solving skills with the ability to interpret complex data. • Basic knowledge of international trade regulations, supply chain management, and trade finance is a plus. • Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint); experience with data analysis tools (e.g., Tableau, Power BI) is a bonus. • Proficiency in Python for data analysis, automation, and process optimization is essential. Experience with Python libraries such as Pandas, NumPy, and Matplotlib for data manipulation and visualization. • Ability to write efficient, reusable, and scalable code to support data-driven decision-making. 	<p>Data Analysis & Reporting:</p> <ul style="list-style-type: none"> • Assist in gathering and analyzing trade data, including import/export trends, tariffs, and regulations to identify key insights and patterns. <p>Market Research:</p> <ul style="list-style-type: none"> • Conduct market research to evaluate international trade policies, new market opportunities, and competitive analysis. <p>Trade Documentation:</p> <ul style="list-style-type: none"> • Support the preparation and management of trade-related documents such as invoices, bills of lading, and customs clearance forms. <p>Trade Compliance:</p> <ul style="list-style-type: none"> • Assist in ensuring compliance with import/export laws, customs regulations, and industry standards. <p>Support Operations:</p> <ul style="list-style-type: none"> • Help the team in optimizing trade operations, reviewing shipping schedules, and coordinating with logistics partners. <p>Cross-functional Collaboration:</p> <ul style="list-style-type: none"> • Collaborate with internal departments like logistics, procurement, and legal to support smooth trade processes. <p>Reporting & Presentations:</p> <ul style="list-style-type: none"> • Contribute to the preparation of presentations, dashboards, and regular reports for 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 8 Hours • Employment Type: Full-Time • Job Type: Full-Time • Location: 10 Anson Rd, Singapore 079903

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience with Python for web scraping, API integration, and data extraction is a plus Strong written and verbal communication skills. • Detail-oriented with excellent organizational skills. • Ability to work both independently and as part of a team 	<p>senior management on trade performance and trends.</p>	
<p>Trade Analyst (Intern) </p>	<ul style="list-style-type: none"> • Must be an undergraduate currently pursuing a Bachelor’s degree in Business Administration, Economics, International Trade, Supply Chain Management, or a related field. • Strong analytical and problem-solving skills with the ability to interpret complex data. • Basic knowledge of international trade regulations, supply chain management, and trade finance is a plus. • Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint); experience with data analysis tools (e.g., Tableau, Power BI) is a bonus. 	<p>Data Analysis & Reporting:</p> <ul style="list-style-type: none"> • Assist in gathering and analyzing trade data, including import/export trends, tariffs, and regulations to identify key insights and patterns. <p>Market Research:</p> <ul style="list-style-type: none"> • Conduct market research to evaluate international trade policies, new market opportunities, and competitive analysis. <p>Trade Documentation:</p> <ul style="list-style-type: none"> • Support the preparation and management of trade-related documents such as invoices, bills of lading, and customs clearance forms. <p>Trade Compliance:</p> <ul style="list-style-type: none"> • Assist in ensuring compliance with import/export laws, customs regulations, and industry standards. <p>Support Operations:</p> <ul style="list-style-type: none"> • Help the team in optimizing trade operations, reviewing shipping schedules, and coordinating with logistics partners. <p>Cross-functional Collaboration:</p> <ul style="list-style-type: none"> • Collaborate with internal departments like logistics, procurement, and legal to 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 8 Hours • Employment Type: Full-Time • Job Type: Full-Time • Location: 10 Anson Rd, Singapore 079903

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficiency in Python for data analysis, automation, and process optimization is essential. Experience with Python libraries such as Pandas, NumPy, and Matplotlib for data manipulation and visualization. • Ability to write efficient, reusable, and scalable code to support data-driven decision-making. • Experience with Python for web scraping, API integration, and data extraction is a plus Strong written and verbal communication skills. • Detail-oriented with excellent organizational skills. • Ability to work both independently and as part of a team 	<p>support smooth trade processes.</p> <p>Reporting & Presentations: * Contribute to the preparation of presentations, dashboards, and regular reports for senior management on trade performance and trends.</p>	

#2 AlwaysHired

With over 50 years of collective experience in the HR space, our team has successfully served Fortune 500 companies, MNCs, and listed organizations through our customer-centric, total solution approach. Driven by passion and purpose, our forward-thinking and agile solutions make us the preferred choice for our clients.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Recruitment Consultant 	<ul style="list-style-type: none"> Diploma in any field 	<ul style="list-style-type: none"> Identify and engage with potential client companies & understand clients' hiring needs and business goals Build long-term relationships to ensure repeat business 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Employment Type: Full-Time Job Type: Full-Time Location: 10 Anson Rd, Singapore 079903
Business Development Executive 	<ul style="list-style-type: none"> Diploma in any field 	<ul style="list-style-type: none"> Identify potential clients through research, networking, cold calling, emailing, and attending industry events. 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Employment Type: Full-Time Job Type: Full-Time Location: 10 Anson Rd, Singapore 079903
Aerospace Technician 	<ul style="list-style-type: none"> NITEC in any engineering field 	<ul style="list-style-type: none"> Assemble aerospace components such as engines, wings, landing gear, and control systems. 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Employment Type: Full-Time Job Type: Full-Time Location: 10 Anson Rd, Singapore 079903
Warehouse Assistant	<ul style="list-style-type: none"> NIL 	<ul style="list-style-type: none"> Handle picking, packing and sorting scope 	<ul style="list-style-type: none"> Weekly Commitment: 5.5 Days Employment Type: Full-Time Job Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> Location: 10 Anson Rd, Singapore 079903
Talent Acquisition Executive 	<ul style="list-style-type: none"> Diploma in any field 	<ul style="list-style-type: none"> Forecast talent gaps and plan recruitment strategies accordingly. 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Employment Type: Full-Time Job Type: Full-Time Location: 10 Anson Rd, Singapore 079903
Preschool Educator 	<ul style="list-style-type: none"> Diploma in ECCE 	<ul style="list-style-type: none"> Plan and implement age-appropriate learning experiences in line with the centre’s curriculum framework 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Employment Type: Full-Time Job Type: Full-Time Location: 10 Anson Rd, Singapore 079903
Infant Educator 	<ul style="list-style-type: none"> ACEY or Higher Cert in Infant Care 	<ul style="list-style-type: none"> Provide quality care and education to infants aged 2 to 18 months 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Employment Type: Full-Time Job Type: Full-Time Location: 10 Anson Rd, Singapore 079903
Pharmacist 	<ul style="list-style-type: none"> Degree in Pharmacy 	<ul style="list-style-type: none"> To deliver a high standard of pharmacy services to both inpatients and outpatients in a multi-disciplinary setting. To be involved in clinical, administrative as well as teaching operations. To develop and review services provided by the Pharmacy department such that the profession keeps abreast in 	<ul style="list-style-type: none"> Weekly Commitment: 5.5 Days Employment Type: Full-Time Job Type: Full-Time Location: 10 Anson Rd,

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		providing timely and cost-efficient pharmacy services to the community.	Singapore 079903
Physiotherapist 	<ul style="list-style-type: none"> Degree in Physiotherapy 	<ul style="list-style-type: none"> The examination of patients to evaluate functional ability in terms of mobility, transfers, and ambulation. The identification of potential impairments, movement, and functional limitations. The planning of appropriate goals, treatment plan and timeframe. Implementation of treatment plan. Re-evaluate and modify treatment as required. 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Employment Type: Full-Time Job Type: Full-Time Location: 10 Anson Rd, Singapore 079903
Staff Nurse 	<ul style="list-style-type: none"> Diploma or Degree in Nursing 	<ul style="list-style-type: none"> To provide a high standard of care to patients through care management, assessment, planning, implementation and evaluation of nursing care to meet the needs of the patients. Responsible for the safe delivery of care to patients Support Nurse Manager/Clinician in ad-hoc task 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Employment Type: Full-Time Job Type: Full-Time Location: 10 Anson Rd, Singapore 079903
Electrical Engineer 	<ul style="list-style-type: none"> Degree 	<ul style="list-style-type: none"> Take charge of projects assigned. Requisition of resources for the projects such as labour, materials, equipment and others. Planning of timely delivery and reduce/minimise wastage of material/equipment/ resources Monitor the progress and performance of sub-contractors. Perform project management to ensure that project progresses according to schedule and to take the appropriate corrective action when deviations arises. 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Employment Type: Full-Time Job Type: Full-Time Location: 10 Anson Rd, Singapore 079903
Radiographer 	<ul style="list-style-type: none"> Diploma 	<ul style="list-style-type: none"> Responsible for providing prompt imaging services, ensuring safety level of devices before performing the test and safety of patients. Responsible for good housekeeping of the procedure 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Employment Type: Full-Time Job Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		rooms and work areas as well as proper care of the equipment. <ul style="list-style-type: none"> • Ability to carry out X-ray 	<ul style="list-style-type: none"> • Location: 10 Anson Rd, Singapore 079903
Outdoor Sales Representative	<ul style="list-style-type: none"> • Diploma 	<ul style="list-style-type: none"> • Make cold and warm visits to prospective customers, introducing them to products or services. • Visit existing customers to upsell or cross-sell additional products or services. • Build and maintain positive relationships with customers. • Understand customer needs and recommend solutions that align with their requirements. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Employment Type: Full-Time • Job Type: Full-Time • Location: 10 Anson Rd, Singapore 079903

#3 Conrad Singapore Marina Bay Conrad Singapore Orchard

Conrad Singapore Orchard brings new levels of sophisticated, modern luxury to Singapore’s world-renowned Orchard Road shopping district. Centrally located in the heart of the city and just a 30-minute drive away from Singapore’s Changi International Airport, the hotel is the ideal destination for dining, events, and special occasions. Conrad Singapore Orchard features ten exceptional restaurants and bars – including such award-winning favorites as Summer Palace, Manhattan, and Basilico – and over 1,600 square meters of beautiful event spaces.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
F&B Captain - Basilico (All Day Dining)	<ul style="list-style-type: none"> • Senior High School education or specialty in Hospitality. • Good English skills to meet business needs. • Able to communicate in Mandarin/Cantonese in a Chinese Restaurant • Motivated and committed, approaching all tasks with enthusiasm and seize opportunities to learn new skills or knowledge in order to improve personal performance. • Flexible and responds quickly and positively to changing requirements including the performance of any tasks requested of you. • Maintain high team focus by showing cooperation and support to colleagues in the pursuit of team goals. • Must have basic knowledge of food and beverage preparation and service of various alcohol. • Able to remember, recite and promote the variety of menu items. • Open minded and outgoing personality. • Willing to work for split shift hours. 	<ul style="list-style-type: none"> • Maintain high customer service focus by approaching your job with the customers always in mind. • Actively promote the services and facilities of Hilton hotels to guests and suppliers of the hotel. • Perform all duties and responsibilities in a manner that ensures your safety and that of others in your workplace. • Confidently know the food and beverage menu contents and explain them in detail to guests. • Understand dietary requirements and offer appropriate suggestions. • Familiarize with menu items of all other outlets to recommend guests to other outlets. • Confidently know opening hours of all restaurants and hotel outlets. • Able to recommend other restaurants and city attractions to hotel guests. • Complete the checklist on preparing the restaurant for service. • Greet guests with a smile, offer assistance with coats, bags, etc., and introduce yourself. • Follow-up on any guest questions or queries immediately and if you don’t have the answers, check with your Manager. • Ensure that all service procedures are carried out to the standards required. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: Shift Work • Employment Type: Full-Time • Job Type: Full-Time • Location: 1 Cuscaden Road, Singapore 249715

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Positive attitude 	<ul style="list-style-type: none"> • Make sure all areas are cleaned and maintained in accordance with operating procedures. • Take personal responsibility for the service experience of all guests in your designated area. • Smile and greet all guests as they enter and exit the restaurant, even if they are not designated to your section. • Give guest service the highest priority. • Display professional behaviour at all times. • Avoid offensive or impolite language. • Report any accidents / incidents to the Supervisor / Assistant Manager / Manager. • Carry out any other reasonable duties and responsibilities as assigned. • The Management reserves the right to make changes to this job description at its sole discretion and without advance notice. 	
<p>F&B Captain - Summer Palace (1 Michelin Star)</p>	<ul style="list-style-type: none"> • Senior High School education or specialty in Hospitality. • Good English skills to meet business needs. • Able to communicate in Mandarin/Cantonese in a Chinese Restaurant • Motivated and committed, approaching all tasks with enthusiasm and seize opportunities to learn new skills or knowledge in order to improve personal performance. • Flexible and responds quickly and positively to changing requirements including the performance of any tasks requested of you. • Maintain high team focus by showing 	<ul style="list-style-type: none"> • Maintain high customer service focus by approaching your job with the customers always in mind. • Actively promote the services and facilities of Hilton hotels to guests and suppliers of the hotel. • Perform all duties and responsibilities in a manner that ensures your safety and that of others in your workplace. • Confidently know the food and beverage menu contents and explain them in detail to guests. • Understand dietary requirements and offer appropriate suggestions. • Familiarize with menu items of all other outlets to recommend guests to other outlets. • Confidently know opening hours of all restaurants and hotel outlets. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: Shift Work • Employment Type: Full-Time • Job Type: Full-Time • Location: 1 Cuscaden Road, Singapore 249715

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>cooperation and support to colleagues in the pursuit of team goals.</p> <ul style="list-style-type: none"> • Must have basic knowledge of food and beverage preparation and service of various alcohol. • Able to remember, recite and promote the variety of menu items. • Open minded and outgoing personality. • Willing to work for split shift hours. • Positive attitude. 	<ul style="list-style-type: none"> • Able to recommend other restaurants and city attractions to hotel guests. • Complete the checklist on preparing the restaurant for service. • Greet guests with a smile, offer assistance with coats, bags, etc., and introduce yourself. • Follow-up on any guest questions or queries immediately and if you don't have the answers, check with your Manager. • Ensure that all service procedures are carried out to the standards required. • Make sure all areas are cleaned and maintained in accordance with operating procedures. • Take personal responsibility for the service experience of all guests in your designated area. • Smile and greet all guests as they enter and exit the restaurant, even if they are not designated to your section. • Give guest service the highest priority. • Display professional behaviour at all times. • Avoid offensive or impolite language. • Report any accidents / incidents to the Supervisor / Assistant Manager / Manager. • Carry out any other reasonable duties and responsibilities as assigned. • The Management reserves the right to make changes to this job description at its sole discretion and without advance notice. 	
<p>Fitness Centre Assistant</p>	<ul style="list-style-type: none"> • Previous experience working at a similar setting • Relevant, current, and valid qualifications • Strong customer awareness and focus 	<ul style="list-style-type: none"> • Knowledgeable about the products and services offered in the Fitness Centre & Swimming Pool • Handle issuance of towels, lockers management and minimize loss of items 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: Shift Work • Employment Type:

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to communicate with guests • Eager to learn with the required product knowledge • Able to multi-task and able to work independently & as a team • Able to swim • Possess valid Standard CPR and AED certification • Possess valid Standard First Aid certification 	<ul style="list-style-type: none"> • Solicit feedback from guests to share with Director of Guest Experience • Ensure that Fitness Centre guests receive efficient, friendly, consistent, and personalized service • Ensure the safety of Team Member, Fitness Centre guests always • Ensure cleanliness of the gymnasium, changing rooms and pool area (including deck chairs, cabanas and umbrellas) • Coordinate with the IRD team to help on agreed level of service at the pool (including the serving of ice water and towels on arrival) • Ensure that the pool is maintained to the highest standards, which requires the engagement of external vendors to provide specialized equipment and expertise in pool cleaning • Oversee the safety of swimmer and prevent injury by providing supervision to the area at regular intervals (e.g patron around the pool) reacting immediately to any emergency and identify and possible signs of distress • Provide pool rescue in accordance with set emergency procedures • Inform guests when necessary to abide by the rules and regulations of the pool • Perform regular inspections of swimming pool and lifesaving equipment in the swimming pool • Familiar with swimming pool SOPs and adhere to requirements such as pool surveillance procedures, emergency action plans 	<p>Full-Time</p> <ul style="list-style-type: none"> • Job Type: Full-Time • Location: 1 Cuscaden Road, Singapore 249715

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Guest Services Executive (Fitness & Wellness Club)</p>	<ul style="list-style-type: none"> • Previous experience working at a similar setting • Relevant, current, and valid qualifications • Strong customer awareness and focus • Excellent interpersonal skills and the ability to communicate with Members and Guests • Eager to learn with the required product knowledge • Able to multi-task and able to work independently & as a team 	<p>The Swimming Pool & Pool Bar:</p> <ul style="list-style-type: none"> • Provide high-level service as part of the Pool Bar team, including serving ice water with amenities, and taking food and drink orders. • Process food orders in coordination with In-Room Dining team. • Prepare drink orders, including cocktails, smoothies, coffee, and tea. • Issue pool towels and assist guests in selecting and settling into their preferred sun-loungers. • Maintain the cleanliness and safety of the pool area, including deck chairs, cabanas, and umbrellas. • Manage financial transactions at the Pool Bar. • Coordinate with external vendors for pool cleaning and maintenance. • Uphold the highest standards of cleanliness and safety at the pool. <p>The Spa:</p> <ul style="list-style-type: none"> • Be knowledgeable about Conrad Spa products and services. • Handle financial transactions and general administration at the spa reception. • Manage sales of spa retail items. • Schedule spa appointments and handle telephone inquiries. • Ensure cleanliness and safety in the spa, including changing rooms. <p>The Fitness Center:</p> <ul style="list-style-type: none"> • Provide efficient, friendly, consistent, and personalized service to guests. • Maintain cleanliness and safety in the fitness centre area. • Manage towel issuance and locker facilities. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: Shift Work • Employment Type: Full-Time • Job Type: Full-Time • Location: 1 Cuscaden Road, Singapore 249715

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Handle bookings for group fitness classes and personal training sessions of hotel guests. <p>Overall:</p> <ul style="list-style-type: none"> • Collaborate closely with Fitness Club Manager and the team to provide unparalleled service, ensuring guests have an extraordinary and memorable experience in all areas including the gym, spa, and pool. • Actively engage with guests, ensuring they feel exceptionally well-cared for, and their needs are anticipated and met with attention and care. • Contribute to creating an awesome experience for each guest, making their visit to each facility not just enjoyable, but truly unforgettable. 	
<p>F&B Captain - Lobby Lounge</p>	<ul style="list-style-type: none"> • Positive attitude • Good communication skills • Commitment to delivering high levels of customer service • Flexibility to respond to a range of different work situations • Ability to work on your own or in teams • Previous Food & Beverage and/or industry experience • Experience with cash handling • Knowledge of Food Hygiene Regulations 	<ul style="list-style-type: none"> • Able to work in all areas of the respective outlet / restaurant of Food and Beverage • Assist in training, motivating, disciplining, directing and supervising the work of the team in the outlet operation • Welcome guests in a polite and friendly manner • Take and deliver customer orders, consistently demonstrating high levels of customer service • Assist to prepare set ups for tables and/or rooms • Check all team members task and utility to ensure smooth coordination between kitchen, bar and service • Follow correct reporting procedures if faced with issues or challenges • Manage guest queries in a timely and efficient manner • To perform any assigned administrative task such as requisitions, operating equipment control and monitory inventory 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: Shift Work • Employment Type: Full-Time • Job Type: Full-Time • Location: 1 Cuscaden Road, Singapore 249715

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure Food and Beverage orders are of a consistently good standard and delivered in a timely manner • To ensure and perform proper cash handling procedures • Up-sell with latest departmental incentives • Ensure compliance of brand standards • Strive to achieve departmental targets • Ensure cleanliness of work areas • Comply with hotel security, fire regulations and all health and safety legislation • Comply with local licensing laws • Be environmentally aware • Assist other departments wherever necessary and maintain good working relationships • To perform any other duties as assigned 	
<p>F&B Supervisor - Oscar's Cafe & Terrace</p>	<ul style="list-style-type: none"> • Possess prior Food & Beverage experience in a supervisory role • Experience in supervising a large team • Good communication skills • Flexible and responds quickly and positively to changing requirement • Possess strong organizational skills, ability to work with flexible work schedule, be a team player and a dynamic leader • Knowledge of Food Hygiene Regulation • Able to mobiles to other department within Food & Beverages Division • Performs other duties and responsibilities as 	<ul style="list-style-type: none"> • Supervise a team of Team Member/Junior Captains/ Captain and Casual workers to provide a consistent and efficient delivery of excellent service to all guests • Provide and maintain a high guest service focus, being proactive in a timely manner towards their needs and request through full implementation of standards, attention to details and personal attention • Create a positive impact, taking personal responsibility and initiative to resolve issues, always clearly communicating with both guests and the team • Able to work in all areas of the respective outlet / restaurant of Food and Beverage • Ensure proper cashiering procedures are being performed • Make recommendations on menu items and up-sell with latest departmental incentives 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: Shift Work • Employment Type: Full-Time • Job Type: Full-Time • Location: 1 Cuscaden Road, Singapore 249715

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>assigned or required by the management</p>	<ul style="list-style-type: none"> • Responsible for scheduling of rosters • Ensure compliance of brand standards • Strive to achieve departmental targets • Ensure cleanliness of work areas • Comply with hotel security, fire regulations and all health and safety legislation • Assist other departments wherever necessary and maintain good working relationships - Carry out any other duties as and when required by the superiors. • Able to mobiles to other department within Food & Beverages Division. 	

#4 Duck King One

The 70s Braised Delicacies - A dynamic duck rice stall emerged at 60 Stalls, Yung Sheng Road and Market. It's renowned for its Teochew-style duck rice, the stall's flavourful dishes became a local sensation. The fragrant duck and perfectly cooked rice drew in a loyal community, turning the stall into a cherished gathering spot.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Quality Control Officer 	<ul style="list-style-type: none"> • Minimum Diploma in Food Science / Food Tech, or related field • Minimum 1 year of QC experience preferably in Food Manufacturing Industry • Familiar with HACCP, GMP, ISO and other local regulations 	<ul style="list-style-type: none"> • Conduct routine quality inspections of raw materials and finished products to ensure compliance with safety and quality standards • Conduct visual checks, measurements, and tests at different stages of production • Assist in sampling and testing (e.g., pH, temperature, moisture, weight, appearance) food products using established protocols and methodologies • Monitor and control Critical Control Points (CCPs) and other checkpoints to mitigate risks and uphold food safety • Oversee production area cleanliness, equipment sanitation, environmental monitoring: air quality and employee hygiene practices to prevent contamination • Document test results and maintain accurate records of quality assessments • Any other duties as directed 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours • Employment Type: Full-Time • Location: 159471
Quality Assurance Executive 	<ul style="list-style-type: none"> • Minimum Diploma in Food Science / Food Tech, or related field • Minimum 3 years of QC/QA experience preferably in Food Manufacturing Industry • Proficiency in HACCP, GMP, ISO and other local regulations 	<ul style="list-style-type: none"> • Implement and enforce food safety (HACCP, ISO 22000, FSSC 22000, GMP, etc) and quality assurance programmes for Central Kitchen and outlets (local and/or overseas) • Conduct regular audits and inspections across central kitchen and outlets to ensure compliance with the Standard Operating Procedures (SOPs) of food hygiene and food handling techniques and regulatory requirements • Assist in QA testing programme and new product development • Conduct investigations on customers', outlets' and Central Kitchen's feedback and 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours • Employment Type: Full-Time • Location: 159471

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		corrective measurements to resolve quality / safety issues <ul style="list-style-type: none"> • Liaise with vendors/contractors on maintenance matters pertaining to food safety/QA issues • Ensure all products meet company specifications, customer requirements, and food safety regulations (e.g., HACCP, SFA, NEA, ISO) • Any other duties as directed 	
Administrative Assistant 	<ul style="list-style-type: none"> • Minimum GCE-O Level • Minimum 2 years of administrative or office support experience, preferably within the food service industry • Proficiency in Microsoft Office 	<ul style="list-style-type: none"> • Provide administrative support to Director of Operations, central kitchen team and general F&B operations • Manage daily office operations, including handling phone calls, emails, and correspondence • Assist with menu translation, design, and printing for all outlets • Assist with scheduling, leave applications, all data concerning in F&B department • Assist with procurement, distribution, and inventory of office and operational supplies for outlets • Any other duties as directed 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours • Employment Type: Full-Time • Location: 159471
Kitchen Assistant	<ul style="list-style-type: none"> • Minimum of 1 – 2 years in Kitchen operations • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Able to work shift - weekends and public holiday • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Cook and prepare food for customers’ as per the standard recipes • Slightly modify recipes to meet customers’ needs and requests (e.g. reduce salt, remove dairy) • Ensure food is prepared in a timely manner and appealing plate presentation • Ensure general cleanliness and hygiene in food preparation and storage are in accordance to NEA and SFA guidelines • Check stock level, order and replenish of stock in FIFO order • Ensures that all the kitchen equipment is in good working order and reports any faults or damage 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours • Employment Type: Full-Time • Location: 159471

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Wash, stacks, sorts, and stores dishes, glassware, utensils, and cookware • Maintains a clean kitchen and keeps dish area organized and free of clutter • Maintains clean, dry floors throughout the shift • Assists in storing food deliveries • Monitors trash cans throughout shift, making sure to removes full trashcans and boxes as needed and at the end of each shift • Any other duties as assigned 	
<p>Service Crew (Part-Time)</p>	<ul style="list-style-type: none"> • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Able to work shift - weekends and public holiday • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Take customer’s order and serve food in a timely manner • Basic cashiering duties, issuing receipts, accepting payments, returning the change • Open and close the shift on the POS terminal • Check the cash float and handle all the cash transactions undertaken in the restaurant in course of operations and organized transfer of the cash to the reception cashier • Maintain cleanliness of the outlet and ensure service counters are presentable at all times • Remove dishes from the table and sanitize the table after service is completed • Inform Supervisor / Manager on customer’s feedback and/or suggestions • Any other duties as directed 	<ul style="list-style-type: none"> • Weekly Commitment: 3 Days • Working Hours: 21 Hours • Employment Type: Part-Time
<p>General Cleaner (Part-Time)</p>	<ul style="list-style-type: none"> • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Able to work shift - weekends and public holiday 	<ul style="list-style-type: none"> • Washes, stacks, sorts, and stores dishes, glassware, utensils, and cookware • Maintains a clean kitchen and keeps dish area organized and free of clutter • Sets up dish stations, including dishwashing machines and sinks • Maintains clean, dry floors throughout the shift • Assists in storing food deliveries 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 25 Hours • Employment Type: Part-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Monitors trash cans throughout shift, making sure to removes full trashcans and boxes as needed and at the end of each shift • Assists in simple food preparation • Any other duties as directed 	
Stall Assistant	<ul style="list-style-type: none"> • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Able to work shift - weekends and public holiday • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Assist in the counter in serving and preparing food • Ensure food is prepared in a timely manner • Perform cashiering duty at food stall using POS machine • Take customer's order and ensure the orders are keyed correctly into POS machine • Ensure compliance with all health and safety regulations within the kitchen area • Deals effectively with guests and workplace associates using SOP at all times • Any other duties as directed 	<ul style="list-style-type: none"> • Weekly Commitment: 6 Days • Working Hours: 44 Hours • Employment Type: Full-Time
Stall Assistant (Part-Time)	<ul style="list-style-type: none"> • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Able to work shift - weekends and public holiday • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Assist in the counter in serving and preparing food • Ensure food is prepared in a timely manner • Perform cashiering duty at food stall using POS machine • Take customer's order and ensure the orders are keyed correctly into POS machine • Ensure compliance with all health and safety regulations within the kitchen area • Deals effectively with guests and workplace associates using SOP at all times • Any other duties as directed 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 25 Hours • Employment Type: Full-Time
Kitchen Assistant (Part-Time)	<ul style="list-style-type: none"> • Minimum of 1 – 2 years in Kitchen operations • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers 	<ul style="list-style-type: none"> • Cook and prepare food for customers' as per the standard recipes • Slightly modify recipes to meet customers' needs and requests (e.g. reduce salt, remove dairy) • Ensure food is prepared in a timely manner and appealing plate presentation • Ensure general cleanliness and hygiene in food preparation and 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 25 Hours • Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work shift - weekends and public holiday • Candidate with Food Hygiene certificate will be an added advantage 	<p>storage are in accordance to NEA and SFA guidelines</p> <ul style="list-style-type: none"> • Check stock level, order and replenish of stock in FIFO order • Ensures that all the kitchen equipment is in good working order and reports any faults or damage • Wash, stacks, sorts, and stores dishes, glassware, utensils, and cookware • Maintains a clean kitchen and keeps dish area organized and free of clutter • Maintains clean, dry floors throughout the shift • Assists in storing food deliveries • Monitors trash cans throughout shift, making sure to removes full trashcans and boxes as needed and at the end of each shift • Any other duties as assigned 	

#5 Eastern Harvest Foods (Singapore)

Eastern Harvest is a leading seafood and meats supplier in Singapore, offering a diverse range of products to suit consumers' needs. Established in 2006 as an importer and distributor of frozen seafood and Japanese food catering to local demand, Eastern Harvest has since grown and progressed over the years to expand its catalogue of product offerings to meats, seafood, dairy, sauces and more to meet the growing needs of the market.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Food Processing Operator</p>	<ul style="list-style-type: none"> • High school diploma or equivalent. • Previous experience in food manufacturing or production is preferred but not required. • Ability to follow instructions and work effectively in a team environment. • Basic math skills and mechanical aptitude. • Attention to detail and ability to perform repetitive tasks with accuracy. • Strong problem-solving skills and ability to troubleshoot equipment issues. • Physical stamina and ability to lift, carry, and move heavy objects. 	<ul style="list-style-type: none"> • Operate production machinery and equipment according to established procedures and safety guidelines. • Set up machinery and perform adjustments as needed to ensure proper operation and product quality. • Monitor machine performance and troubleshoot issues or malfunctions to minimize downtime and maintain productivity. • Perform production tasks, such as assembling components, feeding materials into machines, and packaging finished products. • Follow standardized work instructions and operating procedures to ensure consistent quality and output. • Inspect products for defects or deviations from specifications and take corrective actions as necessary. • Conduct quality checks and inspections throughout the production process to ensure products meet quality standards. • Identify and segregate non-conforming products and report quality issues to supervisors or quality assurance personnel. • Assist in implementing corrective actions and 	<ul style="list-style-type: none"> • Weekly Commitment: 6 Days • Working Hours: 8 Hours • Employment Type: Full-Time • Job Type: Full-Time • Location: 619325

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>preventive measures to address quality concerns.</p> <ul style="list-style-type: none"> • Adhere to safety protocols and procedures to maintain a safe work environment for yourself and your colleagues. • Wear appropriate personal protective equipment (PPE) and follow safety guidelines when operating machinery or handling hazardous materials. • Report any safety hazards, incidents, or near misses to supervisors or safety personnel promptly. • Clean and maintain production equipment and work areas to ensure cleanliness and prevent contamination or safety hazards. • Perform routine maintenance tasks, such as lubricating machinery and replacing worn parts, to keep equipment in good working condition. • Report any maintenance issues or equipment malfunctions to maintenance personnel for repairs. 	
<p>Delivery Driver (Class 3/4)</p>	<ul style="list-style-type: none"> • High school diploma or equivalent. • Valid class 3/4 driving license with a clean driving record. • Proven experience as a delivery driver or similar role. • Familiarity with local roads and routes in Singapore. • Excellent driving skills and knowledge of 	<ul style="list-style-type: none"> • Operate a delivery vehicle (e.g., van, truck, car) in a safe and responsible manner. • Adhere to traffic laws and regulations while driving and follow company policies and procedures for vehicle operation. • Conduct routine vehicle inspections to ensure proper functioning and report any issues or maintenance needs. • Plan the most efficient route to reach destinations on time and optimize delivery schedules. 	<ul style="list-style-type: none"> • Weekly Commitment: 6 Days • Working Hours: 8 Hours • Employment Type: Full-Time • Job Type: Full-Time • Location: 619325

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • traffic laws and regulations • Strong customer service and communication skills. • Ability to lift and carry heavy items (20kgs to 30 kgs) and perform physical tasks associated with delivery duties. • Attention to detail and accuracy in recordkeeping. • Reliable and punctual with a strong work ethic. 	<ul style="list-style-type: none"> • Load and unload goods from the vehicle, ensuring proper handling and securement of items. • Deliver goods to customers or specified locations according to delivery schedules. • Communicate with customers to confirm delivery details, such as delivery times and locations. • Provide accurate and timely updates on delivery status and any delays encountered during the delivery process. • Provide friendly and professional customer service during deliveries. • Assist customers with loading and unloading goods as needed. • Address customer inquiries or concerns courteously and escalate issues to management when necessary. • Maintain accurate records of deliveries, including delivery logs, receipts, and signatures. • Collect payments from customers as required and issue receipts for cash transactions. • Complete delivery paperwork and reports accurately and submit them to the appropriate personnel. 	
<p>Delivery Assistant</p>	<ul style="list-style-type: none"> • High school diploma or equivalent. • Valid driver's license preferred but not required. • Previous experience in a delivery or customer service role is a plus. 	<ul style="list-style-type: none"> • Assist in loading goods onto the delivery vehicle, ensuring proper handling and securement of items. • Unload goods from the vehicle upon arrival at the delivery location and transfer them to the designated area. • Handle items with care to prevent damage during transport and delivery. 	<ul style="list-style-type: none"> • Weekly Commitment: 6 Days • Working Hours: 8 Hours • Employment Type: Full-Time • Job Type: Full-Time • Location: 619325

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to lift and carry heavy items and perform physical tasks associated with delivery duties. • Strong communication and interpersonal skills. • Ability to work effectively as part of a team and follow directions from the delivery driver. • Attention to detail and willingness to provide excellent customer service. • Reliable and punctual with a positive attitude. 	<ul style="list-style-type: none"> • Accompany the delivery driver on delivery routes and provide assistance as needed. • Navigate and provide directions to the delivery driver, helping to optimize route efficiency. • Assist in carrying goods to and from the delivery vehicle, especially for larger or heavier items. • Provide friendly and helpful assistance to customers during deliveries. • Assist customers with receiving and inspecting delivered items, ensuring satisfaction with the delivery. • Communicate effectively with customers, answering questions and addressing concerns courteously. • Assist in performing routine inspections of the delivery vehicle before and after each delivery trip. • Report any vehicle issues or maintenance needs to the delivery driver or appropriate personnel. • Keep the delivery vehicle clean and organized, removing any debris or obstacles that may hinder safe operation. • Assist in maintaining accurate records of deliveries, including delivery logs, receipts, and signatures. • Collect payments from customers as required and assist in issuing receipts for cash transactions. • Complete delivery paperwork and reports accurately and assist in submitting them to the appropriate personnel. 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Operations Executive / Coordinator </p>	<ul style="list-style-type: none"> • Proactive and detailed at work. • Flexible, able to multi-task and able to perform manual tasks. • Computer skills: Microsoft Office (Excel & Outlook) and ERP system. • Comfortable to handle non-halal items (Eg. Pork). • Fast-paced and air-conditioned environment. • Preferably with warehouse experience (training will be provided). • Can start work immediately. 	<ul style="list-style-type: none"> • Responsible for checking & printing pallet labels of incoming goods. • Inspect and verify purchased goods upon receipt. • Ensure the correct quantities of outgoing goods are checked before handed over to delivery drivers. • Assist delivery drivers in resolving discrepancies related to wrong items. • Ensure proper recording and inspection of all returned items. • To verify the items for Self-Collection Customers are accurate. • Ensure all goods from Third-Party (3PL) Warehouses are transferred, checked, recorded and closely monitored in the ERP system. • Coordinate, track, record stock movements and storage within all warehouses using Warehouse Management System (WMS). • Conduct Stock Taking and Stock Cycle Counts to ensure inventory accuracy. • Manage and document the loading and unloading of goods for trucks & containers. • Prepare necessary documents for daily warehouse operations and ensure e-filing of returned documents. • Perform any other duties assigned by the Manager. 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: 8 Hours • Employment Type: Full-Time • Job Type: Full-Time • Location: 619325
<p>Customer Service Coordinator </p>	<ul style="list-style-type: none"> • Minimum 'O' Level or Diploma qualification. • Preferably with at least 2 years of relevant experience. • Excellent communication, 	<ul style="list-style-type: none"> • Manage customers' orders efficiently. • Assist in the generation of sales order, delivery order, invoice, and credit note. 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: 8 Hours • Employment Type:

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>interpersonal skills, and customer oriented.</p> <ul style="list-style-type: none"> • Proactive with a strong ability to prioritize tasks effectively. • Capable of working under pressure and managing multiple tasks. • Familiarity with ERP/NAV system is a plus. • Diligent and dependable with a positive attitude. • Fluent in Mandarin is preferred, as the role involves interacting with Mandarin speaking clients. 	<ul style="list-style-type: none"> • Monitor and promptly respond to email correspondence and customer inquiries. • Ensure accuracy in receipts, amounts, and records. • Handle all incoming inquiries via phone, fax, email, and walk-ins. • Execute day-to-day sales order processes. • Collaborate with other departments to fulfil customers' orders. • Provide indoor sales support. • Perform any other ad-hoc duties assigned by Management. 	<p>Full-Time</p> <ul style="list-style-type: none"> • Job Type: Full-Time • Location: 619325
<p>Senior/Sales Executive </p>	<ul style="list-style-type: none"> • Preferably possess a minimum of 3 years of experience in food distribution or the Fast Moving Consumer Goods (FMCG) industry with proven track record. • Diploma or equivalent experiences. • Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint. • With a positive, determined, and proactive work attitude. • Display a pleasant personality, dynamism, independence, and self-motivation. • Excellent customer service, communication, and problem-solving skills. 	<ul style="list-style-type: none"> • Achieve and exceed sales targets by identifying and securing new business opportunities. • Promote and sell the company's products to existing and prospective customers. • Manage sales documentation, including Contracts, Quotations, orders and invoices. • Coordinate with the customer service and supply chain team to ensure timely delivery of products to customers. • Conduct regular customer visits and meetings to strengthen relationships and identify new sales opportunities. • Represent the company at trade shows and industry events. • Build and maintain strong relationships with customers, ensuring high levels of customer satisfaction. • Address customer inquiries and resolve issues promptly and effectively. • Develop interest in and understanding of the company's product offerings. 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: 8 Hours • Employment Type: Full-Time • Job Type: Full-Time • Location: 619325

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Gather and analyze customer feedback to improve products and services. Continuously seek opportunities for professional development and stay updated with industry trends. • Consistently meet and exceed monthly sales targets and stay informed about market trends. • Develop and implement sales plans and strategies to achieve targets. Prepare and submit regular sales reports, forecasts, and market feedback to the sales manager. • Perform any additional work duties as assigned by the Management team. 	
<p>HR & Admin Executive </p>	<ul style="list-style-type: none"> • Diploma or higher in Human Resource Management or related field. • Minimum 3 years of recruitment experience across diverse roles in both PMET and non-PMET • Strong knowledge of sourcing techniques and recruitment analytics. • Good understanding of MOM regulations and local Employment laws. • Excellent communication and interpersonal skills. • Ability to manage multiple priorities in a fast-paced environment. • Highly organised, resilient and efficient with positive attitude and strong problem-solving skills. 	<ul style="list-style-type: none"> • Manage the end-to-end recruitment cycle for rank and file to executive roles across departments. • Partner with hiring managers to understand business needs and develop effective recruitment strategies. • Source candidates through all possible channels in job portals, social media, career fair and employee referrals. • Conduct screening interviews and assess candidates for cultural fit and technical skill capabilities. • Build and maintain a strong talent pipeline to support current and future hiring needs. • Manage employee relations and act as the primary point of contact for employees, fostering a positive work environment. • Manage the entire employment process from onboarding, confirmation, transfer, promotion, and offboarding. • Handle work pass applications, renewal, and cancellation, including liaise with MOM to resolve work pass related matters and manage dormitory 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 8.5 Hours • Employment Type: Full-Time • Job Type: Full-Time • Location: 619325

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		arrangements for foreign workers. <ul style="list-style-type: none"> • Manage staff attendance, leave administration and staff disciplinary and grievances related matters. • Plan and organize company events and activities to enhance employee engagement. • Provide Administrative support such as procurement of office supplies, stationery, uniforms, etc • Coordinate facility management tasks including lift renewal, copier machine maintenance, fire safety equipment renewal, etc 	
Accounts Executive 	<ul style="list-style-type: none"> • Diploma or Degree in Accounting, Finance, or a related field • Minimum 3 years of hands-on experience in AR functions • Proficient in Microsoft Excel and accounting software • Strong attention to detail, organizational, and communication skills • Able to work independently and as part of a team • Bilingual in English and Chinese is preferred to liaise with Chinese-speaking counterparts • Candidates residing in the West/North region are preferred 	<ul style="list-style-type: none"> • Update and monitor customer payment collections (cash, cheque, GIRO) daily • Maintain accurate records of e-commerce receivables and aging reports • Track outstanding AR balances on a weekly and monthly basis • Prepare, print, and email Statements of Account (SOA) to customers • Communicate and resolve account-related issues with customers and vendors • Deposit cheques and maintain updated cheque listing records • Create new AR accounts for customers and vendors • Prepare audit schedules for bad debts and provisions • Respond to audit confirmation requests from customers and vendors • Follow up on overdue payments via phone calls, WhatsApp, and emails • Any other ad hoc finance tasks assigned by the superior 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 8.5 Hours • Employment Type: Full-Time • Job Type: Full-Time • Location: 619325
IT System Administrator 	<ul style="list-style-type: none"> • Minimum Diploma in IT, Computer Engineering, Information Systems, or a related field. 	<ul style="list-style-type: none"> • Provide timely IT support to internal and external users, prioritizing tasks effectively by distinguishing between urgent and non-urgent issues. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 8.5 Hours

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • 2–3 years of experience in IT support, systems administration, or IT project coordination. • Strong initiative and ability to take ownership of IT projects, from planning through execution. • Good project management skills, with experience in coordinating software upgrades, system enhancements, or vendor-led implementations. • Good communication and interpersonal skills to collaborate across departments and with external vendors. • General IT knowledge of hardware, software, networking, and ERP systems (no in-depth programming expertise required). • Familiarity with ERP systems (e.g., Dynamics NAV) and other business applications is an advantage. • Understanding of IT security protocols and best practices preferred. 	<ul style="list-style-type: none"> • Plan, coordinate and oversee the installation and maintenance of internal systems of hardware, software and networks. • Communicate with our external vendor partners to ensure that the functions and features requested suit our internal departments’ needs. • Implement and manage security protocols, including access controls, backups and firewalls. • Monitor, troubleshoot IT systems, including security systems and networking. • Manage servers, email systems, CCTV, HR system and others. • Set up user accounts and PC workstations and related applications. • Ensure the efficiency and reliability of IT infrastructure. • Maintain and support the Dynamics NAV ERP system and other auxiliary systems as required to support daily function. • Maintain all IT related documentation and policies up to date. • Perform other tasks as required. 	<ul style="list-style-type: none"> • Employment Type: Full-Time • Job Type: Full-Time • Location: 619325
<p>Business Development Associate </p>	<ul style="list-style-type: none"> • Minimum GCE 'O' Level or Diploma in a related field. • Proven experience in business development, sales support, or administrative roles is an advantage. • Strong communication and interpersonal skills, with a customer-oriented mindset. 	<ul style="list-style-type: none"> • Assist management in daily operations, including sales, customer service, and administrative tasks. • Engage with potential and existing customers to drive sales, introduce new products, and build long-term relationships. • Support sales activities by preparing quotations, sending price lists, coordinating sample submissions, and following up on leads. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 8.5 Hours • Employment Type: Full-Time • Job Type: Full-Time • Location: 619325

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Analytical thinker with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Self-motivated, detail-oriented, and able to work independently in a fast-paced environment. • Reliable and dedicated, with a positive attitude. 	<ul style="list-style-type: none"> • Track and monitor project timelines (e.g., new market expansion, business initiatives) and provide regular updates to management. • Interact and co-operate with various departments including purchasing, marketing, finance, and human resource departments. • Coordinate with cross-functional teams (sales, operations, logistics) to ensure smooth execution of business activities. • Prepare and maintain organized records such as statements of accounts, invoices, and customer correspondence. • Participate in strategy discussions, contribute ideas for growth opportunities, and support the implementation of business initiatives. • Gain exposure across different departments to build a holistic understanding of the company's operations and develop leadership skills. 	

#6 GKE Group of Companies

GKE Corporation Limited 锦佳集团 (“GKE” and together with its subsidiaries, the “Group”) is a leading integrated warehousing and logistics solutions provider offering one-stop, end-to-end multi-modal supply chain management solutions and services, with strategic investments in the infrastructural materials and services business in China and the agriculture business in Singapore.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Logistics Service Officer</p>	<ul style="list-style-type: none"> • GCE ‘O’ Level and above or relevant education qualifications • Entry-level/no working experience are welcome to apply and training will be provided • Possess knowledge of procedures and relevant systems to carry out daily jobs with ease • Possess good communication skills to ensure that customers and internal stakeholders understands the requests/requirements • Strong attention to detail, especially in document handling and order accuracy • Able to multitask and handle pressure in a fast-paced environment • Positive, Good teamwork and problem-solving skills 	<ul style="list-style-type: none"> • Execute daily customer orders and relay info to Operations teams. • Perform accurate billing and timely data entry in systems. • Handle customer calls and requests professionally. • File or E-File documents once jobs are completed. • Escalate customer complaints or urgent matters to Senior Logistics Service Officer / Executive and above. • Support and guide assigned buddy where needed. • Prepare reports as assigned by customers or supervisor. • Extract information and verify contractor invoices when needed. • Coordinate with external parties/contractors to ensure work follows instructions. • Understand key customer needs and support SOP development. • Support in preparing and sending quotations when tasked. • Support the Lead with any other duties as required. • Take on any extra tasks or projects assigned by Managers/Management as required. <p>Key Competencies</p> <ul style="list-style-type: none"> • Well verse in handling and managing transportation, coordination with operations team, License/Bonded/DG Warehouse Inventory and activities. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: Mon to Fri, 8.30am to 5.30pm • Employment Type: Full-Time • Job Type: Full-Time • Location: 627725

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Able to co-ordinate well with Singapore Customs on any related matters • Meticulous and experience in License/Bonded/DG clearance permit declarations • Ensures customer satisfaction through timely support and follow-up • Ensures proper documentation and smooth execution of job orders • Checks order accuracy (quantity, SKU, batch, expiry, etc.), billing as well • Escalates matters promptly with suggested solutions • Clear, concise, and professional in both verbal and written communication • Competent in using iWMS / TMS / FMS 	
<p>Warehouse Operations Lead</p>	<ul style="list-style-type: none"> • Min NITEC/ GCE "O" level and above or relevant education qualifications • Proficient in Microsoft Word and Excel; • Good communication skills and detail-oriented; • Able to work under pressure, willing to learn, and take on new responsibilities 	<ul style="list-style-type: none"> • Deployment of daily tasks to each team members; • Manage the attendance and discipline of team members; • Provide training and motivate team members to achieve 100% stock accuracy and 100% on-time picking and packing • Trouble shooting whenever necessary • Manage the MHE / assets used by the team • Report to and support Operation Manager to achieve goals 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: - Mon to Fri, 8.30am to 5.30pm, and 8:30am to 12:30pm (Alternate Saturday) • Employment Type: Full-Time • Job Type: Full-Time
<p>Warehouse Assistant</p>	<ul style="list-style-type: none"> • Min Secondary Education. • Forklift driving license has added advantage • Literate in basic computer skills has added advantage • Positive attitude, responsible, and willing to learn 	<ul style="list-style-type: none"> • Perform inbound receipts / checking and other related activities • Handle loading & unloading, stacking, put away, labelling and packing of goods • Ensure compliance of warehouse Standard Operating Procedures and safety guidelines 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: Mon to Fri, 8.30am to 5.30pm and Sat, 8.30am to 12.30pm • Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Physically fit to work in Warehouse environment • A structured and independent worker with good ability to organise things. 	<ul style="list-style-type: none"> • Perform stock-take and cycle count whenever required • To keep the warehouse clean and tidy at all time. • Perform other related warehousing duties or Ad-hoc job assigned by Superior 	<ul style="list-style-type: none"> • Job Type: Full-Time • Location: 627725
Operations Assistant	<ul style="list-style-type: none"> • Assist Operations Supervisor on day to day jobs • Ensure that equipment & store in good order • Stuffing/unstuffing of container, assist in lifting of cargo, seafastening of cargo • Discharging of materials from container • Work independently • Work in Petrol Chemical Plant environment (Jurong Island) • Comply to safety rules & regulations 	<ul style="list-style-type: none"> • Understand the role of signalman & rigger (training can be provided) • Possess forklift license, certificates in signalman / rigger (an added advantage) • Willing to learn Warehouse Operations Devices 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: Mon to Fri, 8.30am to 5.30pm and Sat, 8.30am to 12.30pm • Employment Type: Full-Time • Job Type: Full-Time • Location: 627725
Lorry Driver Class 3/4	<ul style="list-style-type: none"> • Possess class 3/4 driving license • Familiar with shipyard & PSA terminal (An added advantage) • Able to start work immediately or within short notice 	<ul style="list-style-type: none"> • Driving of conventional lorry for delivery of ship spares/paint. • Comply with controller instructions. • Midnight activation for urgent delivery. • Comply to all safety requirements & speed limit, LTA Rules & strive to achieve zero accident rate. • Any other adhoc duties assigned by controller 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: Mon to Fri, 8.30am to 5.30pm and Sat, 8.30am to 2pm • Employment Type: Full-Time • Job Type: Full-Time • Location: 627725
Promoter (Temp)	<ul style="list-style-type: none"> • Possess valid Food Hygiene Certificate • Able to work on weekends or Public Holidays • Must be able to commit minimally 3 days a week 	<ul style="list-style-type: none"> • Promote fresh vegetables • Prepare vegetable samples for customers • Engage customers and boost product sales • Build friendly relationships with store staff to support your sales 	<ul style="list-style-type: none"> • Weekly Commitment: 3 Days • Working Hours: 9.30am to 6.30pm • Employment Type: Full-Time/Part-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Job Type: Full-Time • Location: 627725
<p>Hydroponic Farm Assistant</p>	<ul style="list-style-type: none"> • Able to stand for long periods and perform repetitive hand tasks • Physically fit with good hand-eye coordination • No experience required – training provided • Responsible, punctual, and able to follow instructions • Team player with a positive work attitude 	<ul style="list-style-type: none"> • Prepare seedling trays and place seeds on sponge cubes • Lightly spray water during the early germination stage • Transfer seedlings to hydroponic racks and shift trays as needed • Maintain cleanliness and order of grow racks and work areas • Perform repetitive tasks with precision and care • Support other general tasks around the farm when required <p>Work Environment</p> <ul style="list-style-type: none"> • Indoor controlled environment (no heavy outdoor labor) • Clean, organized, and process-driven plant factory • Ideal for individuals who enjoy structured routine tasks 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 8.30am to 5.30pm • Employment Type: Full-Time • Job Type: Full-Time • Location: 627725

#7 Harvey Norman

Harvey Norman from Australia is a leading household name in Singapore. The brand consistently delivers unparalleled retail experience to Singaporeans since 1999. The omni-channel retailer occupies a significant brand share in the space of Electrical, Computers, Furniture and Bedding retail. Besides offering cutting-edge consumer electronics, Harvey Norman provides a seamless offline and online shopping experience, catering to the fast changing consumers' shopping behaviour and busy lifestyle.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Sales Assistant	<ul style="list-style-type: none"> Min. GCE 'N' Level or equivalent 	<ul style="list-style-type: none"> Attend to walk-in customer on enquiries, purchases, or any assistance needed. Provide shoppers with professional / unbiased sales and product advice. Greet and thank every walk-in customer for shopping at our retail outlets. Maintain and provide good customer service level. Provide prompt follow up on required actions, customer's issues/enquiries/deliveries. 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 11am – 9.30pm Employment Type: Full-Time Job Type: Full-Time Location: 169074
Cashier	<ul style="list-style-type: none"> Min. GCE 'N' Level or equivalent 	<ul style="list-style-type: none"> Greet customer when approached by customer at the cashier counter. Handles payment transaction (cash, Nets, credit cards, vouchers etc) using the Wincor Point-of-Sale system. Scan the bar codes on the stocks. Ensure right amount is in the cash register at all times. Ensure the cash register is properly secured at all times and especially when leaving the cashier counter for short breaks. Use Payment Media Count function when handover or takeover from another cashier. Any discrepancy to inform the Chief Cashier and the Store Manager. Perform refunds to customer by following the company's procedure. 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 11am – 9.30pm Employment Type: Full-Time Job Type: Full-Time Location: 169074
Warehouse Assistant	<ul style="list-style-type: none"> Min. GCE 'N' Level or equivalent 	<ul style="list-style-type: none"> To carry out general warehouse duties Maintain good housekeeping in warehouse Be attached to major road show events to assist hosting managers To assist delivery of goods and documents to retail outlets 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 11am – 9.30pm Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none">• Perform good customer service when call-in or approached by walk-in customers• Take responsibilities on goods issued or received in accordance to company's process and procedures	<ul style="list-style-type: none">• Job Type: Full-Time• Location: 169074

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#8 K P P Packaging

A dynamic Print & Pack manufacturing company established since 1986, providing Lithographic printing and packaging solutions for a wide spectrum of industries namely IT, Electronics, Pharma, food and advertising and media. Sublimation printing for soft signages and textiles. With added facility of dye-sublimation printing for soft signages and textiles.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Customer Service Executive</p>	<ul style="list-style-type: none"> • Good communication and organization skills • Possess pleasant personality 	<ul style="list-style-type: none"> • Processing of sales orders • Provide pricing and delivery information • Handle customer incoming and outgoing orders, inventory and shipment • Handle customer inquiries • Liaise with customers and provide after-sales services • Organize workflow to meet customer time-frames • Communicate and coordinate with internal departments • Keep records of customer interactions and transactions • Maintain customer databases • Attention to detail and accuracy • Customer service orientation • Attract potential customers by answering product and service questions; suggesting information about other products and services • Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution • Recommend potential products or services to management by collecting customer information and analyzing customer needs. Prepare product or service reports by collecting and analyzing customer information. Contribute to team effort by accomplishing related results as needed 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: 8.30am – 5.30pm / 8.30am – 12.30pm / 9am – 6pm / 9am – 1pm • Employment Type: Full-Time • Job Type: Full-Time • Location: 629753

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Operator</p>	<ul style="list-style-type: none"> • Maintains communication within production team member ensuring smooth transitions • Knowledge of good manufacturing practices • Good time management • Excellent organizational and interpersonal skills 	<ul style="list-style-type: none"> • Responsible for setting up and operating a variety of automatic or semi-automatic machines • Ensure machine output is according to specifications required by the job run • Constantly monitor the output and take the necessary corrective actions to minimise rejects • Perform quality control and troubleshoot during job run • Prepare and update all production documents required accurately • Be responsible for activities in production area to meet production goals, quality, and cost objectives • Evaluate the efficiency of production output, lead time and cost of your own unit regularly, identifying improvements as needed • Measure, record and adjust machine to maintain product consistency and appearance within specifications • Perform preventive and autonomous maintenance on the machine to ensure proper functioning and reducing breakdown • Ensure work station is kept clean and tidy at all times • Comply with good manufacturing practices • Any other ad hoc duties required by supervisor/manager 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: 8.30am – 5.30pm / 8.30am – 12.30pm / 9am – 6pm / 9am – 1pm • Employment Type: Full-Time • Job Type: Full-Time • Location: 629753
<p>QA Executive </p>	<ul style="list-style-type: none"> • Good knowledge in compliance standards in Singapore • Good Business English (including writing) • Strong leadership skills • Ability to maintain confidentiality of sensitive areas • Proficient in communication skills, with ability to 	<ul style="list-style-type: none"> • Document Control • - Track training compliance and reports status of company-wide training compliance • - Process protocols and reports, scans and uploads document to Database • - Support user requests for documentation and updates • - Ensure compliance to external standards, maintain tracking 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: 8.30am – 5.30pm / 8.30am – 12.30pm / 9am – 6pm / 9am – 1pm • Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>communicate with employees of</p> <ul style="list-style-type: none"> • all levels • Good time management and good organization skills • Critical thinking and decision making skills • In depth knowledge of ISO clauses is a plus 	<p>system and coordinates review with users</p> <ul style="list-style-type: none"> • - Coordinate review and approval for document change request • - Performed filing and scanning of quality system documentation • - Document internal audits and other quality assurance activities • Standards Compliance • - Ensure equipment are all duly calibrated • - Responsible for the management of compliance tasks and projects (including ensuring quality standards, reporting, and process flow analysis, procedural documentation and training • - Assure ongoing compliance towards recognised frameworks and methodologies • - Research, develop and maintain training and operating procedures and process analysis based on laws and legislations, and standards • - Participates and works with senior management to create strategies and processes related to all areas of Governance, Risk Management and Compliance according to customer requirements and other standards • - Perform audits based on regulatory and internal requirements • - Provide recommendations on identified process gaps and serves corrective and preventive actions • Quality Assurance • - Draft quality assurance policies and procedures • - Ensure products meet the established standards of quality including reliability, usability, and performance 	<ul style="list-style-type: none"> • Job Type: Full-Time • Location: 629753

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • - Devise sampling procedures and directions for recording and reporting quality data • - Controlling and maintaining incoming, in-process, and outgoing inspection • - Plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality • - Control of technology processes in order to assure high quality of products • - Identify potential areas of non-conformities and take steps to prevent them • - Investigate customer complaints and rectify issue • - Analyse current quality issues • - Coordinate and support on-site audits conducted by third parties 	
<p>Purchasing Executive </p>	<ul style="list-style-type: none"> • Rich purchasing experience, deep understanding of ISO, good teamwork spirit and communication skills 	<ul style="list-style-type: none"> • Analyses, plan, coordinate, determine and arrange material and products manufacturing tasks and schedules according to customer orders • Propose purchasing strategies and identify buying trends to minimize cost • Create and maintain an inventory schedule of Key materials (local and overseas) • Organize and schedule deliveries with production and logistic, keep production flowing smoothly with the needed materials • Search available products to find the best combination of quality, price, and delivery. • Monitor supplier’s performance including defective goods • Corrective improvement monitoring • On time delivery vs late delivery • Work with QA dept on supplier audits and external audits • Shortlist new potential supplier with recommendation comparison 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: 8.30am – 5.30pm / 8.30am – 12.30pm / 9am – 6pm / 9am – 1pm • Employment Type: Full-Time • Job Type: Full-Time • Location: 629753

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Handling customer complaints involving material purchase from supplier • Maintaining all relevant ISO and FSC documents with accuracy. • Ensure all materials purchased are compliant to company standards. • Keep detailed records and prepare and submit necessary reports. • Maintain daily day to day purchase operations 	
<p>Junior Prepress Artist</p>	<ul style="list-style-type: none"> • Proficient in Adobe Photoshop, Adobe Illustrator, Adobe InDesign. Meticulous & good eye for design and colour. Independent & highly motivated team player with problem solving skills. Ability to work under pressure and fast paced environment while maintaining high level of accuracy 	<ul style="list-style-type: none"> • Review files from client, verifying they are formatted correctly and meet requirements for printing. • Identify and troubleshoot file issues related to quality, resolution and color accuracy to ensure optimal print results. • Conduct preflight checks, layout, and color separations as necessary to prepare files for production. • Create proofs for client or internal team review and prepare files for offset or digital output once approval is given. • Maintain tidiness of work area, including keeping computers and printing equipment clean and in optimal condition. • Communicate effectively with team members to clarify requirements, provide status updates and manage expectations. 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 Days • Working Hours: 8.30am – 5.30pm / 8.30am – 12.30pm / 9am – 6pm / 9am – 1pm • Employment Type: Full-Time • Job Type: Full-Time • Location: 629753

#9 Lazada Singapore

Founded in 2012, Lazada Group is Southeast Asia’s leading eCommerce platform. With a presence in six countries – Indonesia, Malaysia, the Philippines, Singapore, Thailand and Vietnam – we connect this vast and diverse region through our technology, logistics and payments capabilities. Today, we have the largest selection of brands and sellers, and by 2030, we aim to serve 300 million customers. In 2016, Lazada became the regional flagship of the Alibaba Group, and is backed by Alibaba’s best-in-class technology infrastructure.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Warehouse Associate	<ul style="list-style-type: none"> • Team player who possess positive attitude and take pride in work. • Able to learn fast and work under pressure. • Reliable, responsible and respectful to co-workers. • Strong sense of responsibility and accountability, and takes pride in work. • Physically fit to work in a cold room environment. • Willing and able to work 12hrs shift, 3 to 4 days a week. • 1 to 2 years prior experience in warehouse / logistics (cold room environment), preferably in FMCG industry and with perishable products - produce, meat, seafood and dairy. 	<ul style="list-style-type: none"> • Require standing on your feet for 90% of the time and able to lift loads of up to 25kg at a time. • Handling, checking, receiving, picking, packing and storing of all incoming stocks in a frozen room environment. • Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality. • Labelling goods that have arrived at the warehouse. • Signing off and replenishing stock, monitoring stock levels and performing cycle counting. • Making sure that all inventory processes are completed on the same day. • Preparing deliveries for the van drivers. • Moving items through the warehouse from inbound to dispatch. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 9 Hours • Employment Type: Full-Time • Location: 619491
Warehouse Associate - Reach Truck	<ul style="list-style-type: none"> • Candidates must not have color vision deficiency due to the color-coded safety measures in the warehouse • Open to hire candidates who does not have experience in operating reach truck • as trainings will be conducted internally. 	<ul style="list-style-type: none"> • The Reach Truck Driver is responsible for operating a reach truck to move, locate, relocate, and stack products in the warehouse. The driver ensures that materials are safely and efficiently moved and that all safety protocols are strictly followed. • This role requires precision, attention to detail, and a commitment to maintaining a clean and organized workspace. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 9 Hours • Employment Type: Full-Time • Location: 619491

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Operate the reach truck to move products and materials to specified locations in the warehouse. • Transport products to various locations in the warehouse for storage or distribution. • Stack and store products in designated areas following inventory management procedures. • Perform daily checks and maintenance on the reach truck to ensure it is in good working condition. • Follow safety protocols and guidelines to prevent accidents or damage to goods. • Assist with inventory counts and stocktaking activities. • Maintain accurate records of material movements, including time, quantity, and location. • Collaborate with warehouse staff and supervisors to ensure efficient workflow. • Report any equipment malfunctions or safety hazards to the supervisor immediately. • Adhere to all company policies, procedures, and regulatory requirements. 	
<p>Warehouse Associate – Inbound</p>	<ul style="list-style-type: none"> • Comfortable to work in cold temperature (2 degrees Celcius) with occasional need to enter the freezer chamber (-21 degrees Celsius). Thermal coverall suit and gloves will be provided. • Basic skills in using mobile device and PC for Inbound Receiving. • Physically fit and/or comfortable with carrying heavy goods. 	<ul style="list-style-type: none"> • Responsible to ensure that all items received tallies with Purchasing Order and meets all requirement of quality, expiry and without damages. • Accountable for verification of supplier documents such as purchasing order. • Support operations in a manner that ensures all items are received in a timely and orderly manner to be used for other operation functions. (e.g. Prioritization of urgently needed items or assisting in replenishment during down time with no incoming supplier) 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 9 Hours • Employment Type: Full-Time • Location: 619491

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in English and Mathematics (O, N Level or equivalent). • Ability to communicate in any language besides English is a plus. • Forklift license is a plus. 	<ul style="list-style-type: none"> • Responsible for communication with suppliers regarding item placement and highlight any items that were not received either due to rejection or were not fulfilled. • Responsible for the safe handling of powered-jack to assist in put away of items after receiving and unloading from supplier vehicles. • Support any additional ad-hoc tasks assigned by shift supervisors where necessary. • Responsible for the operation of forklift to unload supplier vehicles in a safe and timely manner. 	
<p>Warehouse Associate – Inventory</p>	<ul style="list-style-type: none"> • High school diploma or equivalent, with focus on logistics, supply chain, or a related field. • Min. 1 year of experience in warehouse or logistics operations. • Basic understanding of warehouse management systems and inventory control processes. • Ability to work in a fast-paced environment, meet physical demands, and maintain attention to details. • Effective communication skills to interact with team members and other departments. • Willingness to learn and adapt to new technologies and warehouse best practices. • Strong commitment to safety and adherence to RedMart health and safety guidelines. 	<ul style="list-style-type: none"> • Perform stocks removal according to system trigger based on shelf life guarantee to ensure that stocks remain fresh (e.g MP removal, pre-housekeeping checks, actual housekeeping removal). • Perform depleted checks to ensure traceability accuracy in both system and physical stocks. • Perform cycle count and perform adjustments or conduct investigations to identify the root cause for major discrepancies. • Clear suspense, missing/found alerts, through verification before performing any adjustments. • Prepare pull-out form for the necessary activities (i.e charity, disposal, etc). • Perform damaged adjustments (reported from Outbound and Replen). • Receiving of consumables and accounting for quantities. • Facilitate timely RGA return/exchange process to ensure that sufficient stocks are available to fulfill orders. 	<ul style="list-style-type: none"> • Weekly Commitment: 4 Days • Working Hours: 12 Hours • Employment Type: Full-Time • Location: 619491

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Arranging new items for dimension and handling slotting requests. • Collaborate with the warehouse team to ensure efficient order fulfillment and timely shipments. • Adhere to company policies and procedures. • Identify and report any discrepancies or potential issues to the Inventory supervisor. 	
<p>Warehouse Associate – QC</p>	<ul style="list-style-type: none"> • Fresh QC must be comfortable with working in cold environment (ranged between 0 to 15°C) • Must be comfortable with carrying heavy loads, ranges from 5 to 20kg for short distances. • Good attendance, hard-working and willing to learn • Responsible and detailed oriented • Good team player and collaborative to achieve team’s objectives 	<ul style="list-style-type: none"> • Perform inbound quality inspection for fresh produce based on TAMU standards. • Random checks on refrigerated truck and product temperature. • Verification on product and vehicle check records. • Random checks on product expiry date and product labelling. • Perform housekeeping checks at pick face and reserved locations for product quality and remove items that are not suitable for sale. • Perform tote checks at QC station to ensure correct items & quantity, good quality products, packaging condition, bagging requirement and freshness guarantee. • Perform analytical testing and sensory evaluation on fresh produce. • Conduct routine inspection on warehouse cleanliness and highlight non-compliances for follow up actions. • Assist QC Supervisor in any other assigned duties. 	<ul style="list-style-type: none"> • Weekly Commitment: 4 Days • Working Hours: 12 Hours • Employment Type: Full-Time • Location: 619491
<p>Buddy</p>	<ul style="list-style-type: none"> • Warehouse experience preferably in logistics or grocery handling • Able to initiate and maintain strong relationships with people from all types of background 	<ul style="list-style-type: none"> • Being part of the Vendor Management Team, the successful candidate will work directly under the Vendor manager to be responsible for assisting in the sourcing, onboarding, engagement and off-boarding of various groups of Lazada’s outsourced 	<ul style="list-style-type: none"> • Weekly Commitment: 4 Days • Working Hours: 12 Hours • Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good communicator. Ability to speak a few languages is a plus. • Maintain a relationship with all vendor team leads and ensure the key KPIs are met as a whole for the shift • Be familiar with all the standard operating processes within the fulfilment centre and sortation lanes to be able to guide vendor employees and ensure their success within the organization • Basic computer skills needed to report metrics upstream to key stakeholders visibility on shift performance. 	<p>manpower (i.e., full time / part time / campaign based, etc). This person contributes to the objective of scaling up of Lazada’s warehouse operations.</p> <ul style="list-style-type: none"> • On-boarding pool of associates to join Lazada ie, full time / part time / campaign based • Maintain a database of vendor employees in Singapore for future outreach • Ensure candidates are onboarded have sufficient requirements to do the job • Food hygiene and safety induction complete via online platform • ID creation of outsourced manpower • Verification of the PPE for the employee • Be the main contact point and handle all inquiries from agency employees • Communicate clearly the terms and conditions of employment to new vendor employees • For new staff, assist with fingerprint registration if needed • Ensure outsourced vendor associates are onboarded effectively and understand clearly the requirements (such as safety, productivity, QC errors, QA compliance, etc) • Build and maintain strong relationship with vendor employees, keeping them engaged • Gather vendor employee feedback and contribute to operational improvements • Monitor vendor performance and identify issues and propose initiatives to solve them • Validate shift reports to ensure the department can measure operational effectiveness and use the insights gathered to drive decision making 	<ul style="list-style-type: none"> • Location: 619491

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Follow up on any outstanding shift incidents with regards to safety and productivity and maintain a relationship with the training and HSSE team 	
<p>Logistics Project Operations Specialist</p>	<ul style="list-style-type: none"> Bachelor degree in Engineering or Business Preferably 2-3 years of project coordination experience in logistics industry, fresh graduate are welcome to apply as well Strong proficiency in SQL, Powerpoint, Excel Good stakeholders' management and a good collaborator Ability to manage multiple priorities while delivering quality results Curious and quick learner with strong problem-solving skills Comfortable working independently in a lean team 	<ul style="list-style-type: none"> Operation Specialist to deliver cross-functional projects from planning to launch. In this role, you will work with teams across logistics, product, technology, finance, legal, and commercial. You will play a key role in connecting business needs with technical solutions, ensuring projects are well-coordinated, tested, and smoothly transitioned to stakeholders to drive business objectives. Support and coordinate multiple projects concurrently, keeping them on track and aligned to business objectives Conduct data analysis (SQL, Excel) to provide insights to support project proposal and decision making Work closely with logistic functional leaders to understand requirements and communicate to Product/Tech teams, considering end-to-end logistics flow coverage Monitor project execution by identifying risks, tracks milestones and provide regular updates to stakeholders Design and run UAT tests, to ensure systems and processes are ready before live Support project go-lives, and contribute to smooth handovers to stakeholders Build knowledge in Lazada tech products / workflows to provide advisory support and resolutions 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 8 Hours Employment Type: Full-Time Location: 619491

#10 Singapore Health Services Pte Ltd

Singapore Health Services (SingHealth) is Singapore’s largest public healthcare group. Our comprehensive network of general and specialist hospitals, national specialty centres, community hospitals and polyclinics offers over 40 clinical specialties. Together, we are defining the future of healthcare and strive to provide the best possible care that is attentive and accessible.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior/Associate Executive, (HealthUP!) SingHealth Office of Regional Health (Contract)	<ul style="list-style-type: none"> • Diploma with at least 2 years of relevant experience • Proficient in Microsoft Office applications (Word, Excel and PowerPoint) • Strong organisational and coordination skills • Excellent interpersonal and communication skills • Self-motivated, detail-oriented and resourceful • Available to support community-based events during weekends 	<ul style="list-style-type: none"> • HealthUP! aims to promote health screening and the adoption of healthy living habits among the population. • You will support the HealthUP! team by providing administrative, operational and logistical support to ensure programme excellence. • As part of this role, you will manage member recruitment for HealthUP! and oversee their health journey by tracking and ensuring adherence to their individualised health action plans. • Your responsibilities include providing follow-up reminders, addressing general enquiries, and coordinating outreach activities such as roadshows. You will also handle basic supply chain duties including stock-taking and procurement of materials, while supporting community-based preventive health events and activities. • Your administrative duties include coordinating meetings, preparing venues and materials, as well as managing financial records such as expenses, invoices and delivery orders. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 42 Hours per week • Employment Type: Full-Time • Job Type: Contract
Associate Executive (Functional Screening), SingHealth Office of Regional Health (Contract)	<ul style="list-style-type: none"> • Diploma in any discipline with at least 2 years' working experience • Experience in healthcare/community partnership would be an advantage • Strong organisational and coordination skills 	<ul style="list-style-type: none"> • Project Silver Screen (PSS) is a functional screening programme that focuses on improving the quality of life by detecting early decline in vision, hearing and oral health among seniors in the community. It adopts a three-tiered approach, starting with basic community-based screening (Level 1), further investigation and non-complex follow-up (Level 2) and complex 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 42 Hours per week • Employment Type: Full-Time • Job Type: Contract

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Ability to work independently and meet deadlines 	<p>case management (Level 3). SingHealth provides Level 2 assessments and will progressively take on Level 1 screenings.</p> <ul style="list-style-type: none"> • Support and enhance the planning of Level 1 operations for the transition and mainstreaming phases of PSS. • Coordinate between internal departments, vendors and community partners to deliver successful PSS Level 1 pilot events prior to mainstreaming. • Developing and maintaining strong partnerships and supporting day-to-day operational tasks such as creating and distributing marketing materials and collaterals, handling public hotline enquiries and providing administrative support for population health and capitation initiatives. 	
<p>Senior/Associate Executive (Family Nexus), SingHealth Office of Regional Health (Contract)</p>	<ul style="list-style-type: none"> • Diploma in any discipline or equivalent, combined with two years of administrative experience • Strong communication and people engagement skills • Proven organisational and coordination capabilities • Collaborative team member who builds positive relationships with colleagues and stakeholders • Able to commit to a 5-day work week, inclusive of 4 weekdays and Saturdays • Experience in health, social or community care settings would be an advantage 	<ul style="list-style-type: none"> • Family Nexus @ Our Tampines Hub (FamNex@OTH) is a one-stop wellness hub to integrate health and social services for families. It hosts self-help resources for families, consultation rooms for health and social services, as well as activity spaces for conducting group activities for children, couples and families. • You will be based at FamNex@OTH and play a key role in engaging families and caregivers residing in the eastern region and connect them to services, activities and resources to support their health and social care needs. • Provide support to ensure smooth operations within FamNex@OTH. • Support the implementation of FamNex@OTH, such as working closely with health and social care providers to ensure the preparation and smooth 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 42 Hours per week • Employment Type: Full-Time (4 Weekdays, 1 Weekend - Saturday) • Job Type: Contract

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		execution of services and activities. <ul style="list-style-type: none"> Assist in data collection, reporting of key performance indicators and coordinating and supporting other operational activities such as meetings and writing of reports. 	
Associate Executive, Institute for Patient Safety & Quality	<ul style="list-style-type: none"> Diploma in Business Administration or related field with at least 2 years of relevant working experience Strong competency in numerical data analysis and comprehensive record management Excellent interpersonal, verbal and written communication skills Proven ability to work effectively within teams and independently Proficient in Microsoft Office Suite (Word, Excel and PowerPoint) and database management systems 	<ul style="list-style-type: none"> You will support the Institute for Patient Safety & Quality's (IPSQ) cluster-wide efforts in patient safety and quality through comprehensive administrative support for workshops, events and processes that are developed, implemented and evaluated in support of the Institute's key objectives. Your responsibilities include end-to-end workshop coordination from registration to evaluation, managing schedules and coordinating travel arrangements, processing financial transactions and procurement activities. You will organise departmental training programmes and be involved in secretarial duties, which include taking detailed meeting notes and maintaining effective communication with diverse internal and external stakeholders. 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 42 Hours per week Employment Type: Full-Time Job Type: Permanent
Associate Principal/Senior /Analyst, Data Science, Group Finance Analytics 	<ul style="list-style-type: none"> Bachelor's Degree in Finance, Statistics, Mathematics, Computer Science/ Engineering, Business Analytics or other quantitative disciplines with preferably 2 to 5 years of relevant experience Advanced theoretical understanding of statistical modelling, machine learning, developing simulation models Experience with algorithms and coding 	<ul style="list-style-type: none"> You will champion the development of new data science techniques, methodologies and delivery of analytics projects from planning through to prototyping, testing, implementation and publication. You will identify and develop core data science components for the delivery of projects, construct dedicated databases and computing environments, and explore and visualise complex data sets to provide business insights. As a key member of the Value Driven Analytics Research (VADAR) initiative, you will provide 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: Mon – Thurs, 8.30am – 6pm and Fri, 8.30am – 5.30pm Employment Type: Full-Time Job Type: Permanent

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>proficiency with tools such as R/ Python/ SQL</p> <ul style="list-style-type: none"> • Good understanding of MATLAB, SPSS, and STATA • Meticulous and possesses strong analytical and problem-solving skills • Excellent verbal and written communication skills • A team player who is also able to work independently in a fast-paced environment 	<p>technical expertise to researchers' data needs, and/or RFPs and related commercial activities. Your duties include working on data analytics projects that are commissioned by institutions within SingHealth and provide recommendations based on the clinical, operational and financial analysis performed. You will collaborate with various stakeholders and cross-functional teams, especially the value/bundle care, population health, clinical quality and finance offices within the cluster.</p> <ul style="list-style-type: none"> • For the Senior Analyst position, you will also guide and mentor lower-level team members and are expected to influence key stakeholders, spearheading a data-driven approach to contribute to research breakthroughs. • Other responsibilities include projects as and when assigned. 	
<p>Associate Executive, Patient Management Information Services</p>	<ul style="list-style-type: none"> • Diploma in any discipline with at least 2 years of relevant working experience; or Higher NITEC/ NITEC/ GCE A/ O/ N Level with at least 8 years of relevant working experience • Prior experience in the healthcare industry will be an advantage • Good interpersonal skills • Team player who is meticulous, analytical, proactive and enjoys problem-solving • Proficient with Microsoft Office applications 	<ul style="list-style-type: none"> • SingHealth, Singapore's largest public healthcare cluster, is seeking an Associate Executive for our Patient Management Information Services team. In this role, you will be crucial in enhancing the quality of patient information data across SingHealth institutions. • Reporting to the Assistant Director, your key responsibilities will include assisting in data analysis of potential patient master duplicates, making merge decisions, and performing system mergers of patient master duplicates. You will also manage and resolve any data discrepancies or issues that arise during the merge process, as well as coordinate cross-institution data merges. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 42 Hours per Week • Employment Type: Full-Time • Job Type: Permanent

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Senior Executive/ Assistant Manager, Office of Risk Services</p> 	<ul style="list-style-type: none"> • Bachelor’s Degree in any discipline with preferable 1-3 years of working experience • Experience in risk management, implementing Enterprise Risk Management, audit and healthcare operations will be an advantage • Team player with good interpersonal and effective communication and writing skills • Good project management and good administrative skills • Good computing skills and competency with Microsoft Office applications 	<ul style="list-style-type: none"> • The Office of Risk Services plays a crucial role in SingHealth's risk management strategy. We are responsible for developing, implementing, and overseeing enterprise-wide risk management practices to safeguard our organisation's assets, reputation, and operational continuity. • We are seeking a Senior Executive/Assistant Manager to join the team. In this role, you will plan, coordinate, and facilitate the implementation of Enterprise Risk Management (ERM) initiatives. This includes being involved in risk reporting and monitoring, and data analysis to ensure sustainable ERM at all levels of the organisation. You will also perform secretariat duties for the Cluster-level ERM Committees, Workgroups, and related Taskforces to implement the ERM initiatives. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 42 Hours per Week • Employment Type: Full-Time • Job Type: Permanent
<p>Senior/Associate, Retail Pharmacy</p>	<ul style="list-style-type: none"> • Higher NITEC / NITEC / GCE ‘N’/‘O’/‘A’ Level with at least 4 years’ working experience, preferably in the retail industry and/or with cashiering experience • Basic computing skills • Excellent interpersonal and communication skills • Able to lift stocks for display and replenishment on shelves and stockholding areas 	<ul style="list-style-type: none"> • You will assist with the daily operations of the retail pharmacy and provide good customer service to patients and customers. You will perform cashiering duties and render administrative support to colleagues. You will also be responsible for the replenishment and display of products on the retail shelves and stockholding areas. You will be required to perform housekeeping duties and enforce safety and security measures at the retail pharmacy. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 42 Hours per Week • Employment Type: Full-Time • Job Type: Permanent
<p>Clinical Laboratory Assistant, Office of SIMS (2-year Contract)</p>	<ul style="list-style-type: none"> • Minimum completed secondary education • Basic computer skills required for routine office tasks • Comfortable handling cadaveric specimens, including formalin- 	<ul style="list-style-type: none"> • Join our dynamic team at SIMS and play a vital role in advancing medical education and training through simulation facilities. • We are seeking a Clinical Lab Assistant to provide essential logistical and administrative support for our Procedural Skills 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 42 Hours per Week

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>preserved and otherwise</p> <ul style="list-style-type: none"> • Knowledge of human anatomy would be advantageous for this role • Flexibility to work weekends and extended hours to support training workshops when required • Initiative and commitment to upholding laboratory protocols on safety and hygiene 	<p>Laboratory (PSL) and Cadaver Repository. You will be instrumental in ensuring the smooth operation of our training facilities whilst supporting clinical skills and anatomy training programmes.</p> <ul style="list-style-type: none"> • You will set up the PSL and prepare specimens for research and training activities, provide technical support during workshops, assist with cadaver handling procedures and cremation, tissue harvesting, and dissection. You will be required to perform radiography duties when necessary. In addition, you will manage the inventory and equipment, and ensure the safety and cleanliness standards are maintained in PSL. 	<ul style="list-style-type: none"> • Employment Type: Full-Time • Job Type: Contract
<p>Associate Executive, International Collaboration Office</p>	<ul style="list-style-type: none"> • Diploma in any discipline with at least 2 years of relevant working experience • Strong organisational and multitasking abilities • Excellent communication and interpersonal skills • Self-motivated with the ability to work independently • Detail-oriented team player with analytical and problem-solving skills 	<ul style="list-style-type: none"> • You will provide administrative support for the daily operations of the International Collaboration Office. Your role involves managing essential administrative tasks, and supporting country managers in the implementation and administration of overseas programmes. • Key responsibilities include arranging inter-departmental and external meetings, organising events and coordinating staff travel arrangements. You will also maintain an efficient filing system and record meeting minutes. Additionally, you will provide logistical support to project team leaders for funded projects. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Employment Type: Full-Time • Job Type: Full-Time
<p>Associate Executive, Regional Health System Operations (Contract)</p>	<ul style="list-style-type: none"> • Diploma in any discipline with at least 2 years of relevant working experience in healthcare • Strong understanding of Healthier SG 	<ul style="list-style-type: none"> • You will assist to provide administrative support on Regional Health System efforts to develop new population health projects and capitation initiatives. You will assist in the execution of approved project to ensure smooth running on 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Employment Type: Full-Time • Job Type: Contract

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>operations would be an added advantage</p> <ul style="list-style-type: none"> • Good presentation skills and ability to write well • Resourceful and able to work independently with minimum supervision 	<p>the ground and project reporting.</p> <ul style="list-style-type: none"> • You will be involved in operationalizing enrolment operations and outreach efforts in Public Health Institutions and at community events by engaging with residents for enrolment to Healthier SG. You will provide support in building trust with stakeholders by following through with queries and concerns raised during engagement sessions. • You will assist in providing administrative and secretariat support as well as perform other duties as assigned. 	

#11 Varel Singapore (a Tribute Portfolio Hotel)

Varel Singapore, a Tribute Portfolio Hotel, nestled in the vibrant heart of Selegie Road Arts District, is surrounded by history, culture and creativity. Just steps away from renowned arts academies like NAFA, LASALLE and SOTA, where the next generation of artists and visionaries thrive.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Housekeeping Attendant	<ul style="list-style-type: none"> Min 1 year relevant experience, preferably in a hotel 	<ul style="list-style-type: none"> Cleaning and maintenance of guest rooms 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 44 Hours per Week Employment Type: Full-Time Job Type: Full-Time Location: 188332
Housekeeping Supervisor 	<ul style="list-style-type: none"> Min 5 years relevant experience, with 2 years of Supervisory background, in a hotel 	<ul style="list-style-type: none"> Supervising Housekeeping Attendants; Cleaning and maintenance of guest rooms; Plan rosters 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 44 Hours per Week Employment Type: Full-Time Job Type: Full-Time Location: 188332
Guest Experience Ambassador	<ul style="list-style-type: none"> Min 2 years of relevant customer/guest service experience, from a hotel 	<ul style="list-style-type: none"> Handle guest check in/out, enquiries and requests 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 44 Hours per Week Employment Type: Full-Time Job Type: Full-Time Location: 188332
Guest Experience Supervisor 	<ul style="list-style-type: none"> Min 5 years relevant experience, with 2 years of Supervisory background, in a hotel 	<ul style="list-style-type: none"> Supervising Guest Experience Ambassador; Handle guest check in/out, enquiries and requests 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 44 Hours per Week Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Job Type: Full-Time • Location: 188332
Club Ambassador	<ul style="list-style-type: none"> • Min 3 years of relevant club/VIP experience, with upselling of loyalty programs 	<ul style="list-style-type: none"> • Provide guest experience to VIP/Club members of the hotel; Attending to guest queries and requests; Upsell loyalty programmes 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours per Week • Employment Type: Full-Time • Job Type: Full-Time • Location: 188332
Duty Manager 	<ul style="list-style-type: none"> • Min 5 years of relevant supervisory Front Office operations experience; People management; Roster planning experience 	<ul style="list-style-type: none"> • Assist FOM to oversee Front Office operations; Plan rostering; Supervise and Manage Front Office staff, issues and grievances 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours per Week • Employment Type: Full-Time • Job Type: Full-Time • Location: 188332
Handyman (Part-Time)	<ul style="list-style-type: none"> • Min 5 years of handyman experience in general repairs, including painting 	<ul style="list-style-type: none"> • Repairs; Painting; Handy works; Labour work 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours per Week • Employment Type: Part-Time • Job Type: Part-Time • Location: 188332
Service Executive / Barista 	<ul style="list-style-type: none"> • Excellent attitude, humble and very hardworking • Very passionate about coffees, service, bread, and food • Motivated to want to delight and please all our different customers 	<ul style="list-style-type: none"> • Preparation of high quality coffees and beverages • Provide excellent and friendly service to customers • Ensure smooth and pleasant ordering experience • Ensure accurate and professional delivery of food and beverages 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours per Week • Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Attentive to details and meticulous to ensure smooth operations with minimal errors • Good interpersonal skills so as to build good working relationships with colleagues and managers • Good problem-solving skills to ensure continued operations in the face of challenges 	<ul style="list-style-type: none"> • Ensure smooth and polite payment process • Assist with packing and delivery orders • Able to handle customer complaints and provide immediate customer recovery to retain customer satisfaction • Ensure cleanliness and high hygiene standards of all service areas and equipment • Assist in stock-taking and execute purchases to ensure optimal raw material inventory • Receive deliveries and ensure quality and accuracy by suppliers • Maintain positive relationships with key suppliers to negotiate better service quality and price" 	
<p>Service Executive / Bartender </p>	<ul style="list-style-type: none"> • Excellent attitude, humble and very hardworking • Very passionate about coffees, service, bread, and food • Motivated to want to delight and please all our different customers • Attentive to details and meticulous to ensure smooth operations with minimal errors • Good interpersonal skills so as to build good working relationships with colleagues and managers • Good problem-solving skills to ensure continued operations in the face of challenges 	<ul style="list-style-type: none"> • Preparation of high quality coffees and beverages • Provide excellent and friendly service to customers • Ensure smooth and pleasant ordering experience • Ensure accurate and professional delivery of food and beverages • Ensure smooth and polite payment process • Assist with packing and delivery orders • Able to handle customer complaints and provide immediate customer recovery to retain customer satisfaction • Ensure cleanliness and high hygiene standards of all service areas and equipment • Assist in stock-taking and execute purchases to ensure optimal raw material inventory • Receive deliveries and ensure quality and accuracy by suppliers • Maintain positive relationships with key suppliers to negotiate better service quality and price" 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours per Week • Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Restaurant Manager 	<ul style="list-style-type: none"> • Proven experience as an Assistant Restaurant Manager or Restaurant Manager. • Strong leadership and team management skills. • Excellent communication and interpersonal skills. • Ability to work under pressure and handle challenging situations professionally. • Knowledge of food safety regulations and best practices. • Strong problem-solving and decision-making abilities. • Proficiency in inventory management and cost control. • Flexibility to work evenings, weekends, and holidays as required. 	<ul style="list-style-type: none"> • Oversee the daily operations of the restaurant, ensuring smooth and efficient service. • Lead, train, and motivate staff to provide excellent customer service and maintain a positive work environment. • Monitor and maintain high standards of food quality, presentation, and hygiene. • Develop and implement operational policies to enhance efficiency and profitability. • Handle customer inquiries, feedback, and complaints professionally to ensure customer satisfaction. • Manage inventory, ordering, and cost control to minimize waste and optimize resources. • Plan and execute marketing and promotional activities to attract and retain customers. • Ensure compliance with all health, safety, and regulatory requirements. • Prepare and analyze sales and operational reports to assess performance and identify areas for improvement. • Collaborate with management to set targets and implement strategic initiatives for business growth. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours per Week • Employment Type: Full-Time
F&B Manager 	<ul style="list-style-type: none"> • Min 5 years of restaurant management experience, managing a chain of food outlets / restaurants, in a managerial capacity • Experience managing a group / team of service staff • Providing excellent customer service experience • Managing budget and sales • Handling employee and customer issues 	<p>1. Service Excellence & Brand Consistency</p> <ul style="list-style-type: none"> • Ensure high-quality service standards across all outlets, maintaining consistency in guest experience. • Develop and implement customer service protocols, addressing feedback to enhance satisfaction. • Monitor service execution, training teams to uphold the brand's identity and hospitality standards. • Oversee menu rollouts, ensuring alignment with branding and quality expectations. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 Days • Working Hours: 44 Hours per Week • Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>2. Operational Leadership & Efficiency</p> <ul style="list-style-type: none"> • Optimize workflows to enhance service speed, table turnover, and overall dining experience. • Implement operational SOPs, improving efficiency in ordering, kitchen coordination, and floor management. • Collaborate with the Team to refine daily service operations and troubleshoot challenges. • Lead audits to ensure adherence to hygiene, safety, and compliance regulations. <p>3. Financial Oversight & Revenue Optimization</p> <ul style="list-style-type: none"> • Analyze sales performance and implement strategies to increase profitability across locations. • Manage food and labour costs, ensuring effective procurement and staffing models. • Oversee inventory control to minimize waste and optimize cost efficiency. • Work closely with the finance team to align business forecasts with operational strategies. <p>4. Team Development & Leadership</p> <ul style="list-style-type: none"> • Recruit, train, and mentor key personnel to uphold the highest service standards. • Design career progression pathways and skill development programs for service leaders. • Cultivate a strong service culture, ensuring staff engagement and motivation. • Set clear KPIs to measure team performance, ensuring accountability and efficiency. <p>5. Expansion & Business Growth Strategy</p> <ul style="list-style-type: none"> • Identify opportunities for outlet expansion and new service innovations. 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Partner with marketing teams to roll out campaigns that drive customer engagement. Lead initiatives that enhance brand presence and competitive advantage in the industry. 	
<p>Service Captain</p> 	<ul style="list-style-type: none"> Minimum 1-2 years of relevant work experience Fluent in spoken English Strong communication skills and the ability to interact confidently with guests and team members. Friendly and outgoing personality Attention to details 	<ul style="list-style-type: none"> Assist the Restaurant Manager to provide overall leadership and management to the outlet, Support the Restaurant Manager in the daily operations of the outlet. Handling guest inquiries, feedback, and ensuring customer satisfaction. Interact and engage with guests and assist guests with their requests. Ensure all customers are happy with excellent service provided and that feedback and requests are followed through to the end Assist in business development where required Oversee stock levels & ordering supplies Maintain overall restaurant cleanliness both indoors and outdoors Any other duties as assigned by Management 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 44 Hours per Week Employment Type: Full-Time
<p>Chef-de-Partie</p>	<ul style="list-style-type: none"> Excellent attitude and very hardworking Very passionate about food Motivated to want to delight and please customers Attentive to details and meticulous to ensure smooth operations with minimal errors Good interpersonal skills so as to build good working relationships with colleagues, customers, and suppliers Good problem-solving skills to ensure continued operations 	<p>Operations:</p> <ul style="list-style-type: none"> Pursue culinary excellence in each of the dishes on the menu Strong in preparation work and organisation Contribute to a happy and united kitchen team that works very well together Assist in maintenance and cleaning programs for entire kitchen area <p>Purchasing:</p> <ul style="list-style-type: none"> Assist in stock-taking and purchases to ensure optimal raw material inventory Receive deliveries and ensure quality and accuracy by suppliers 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 44 Hours per Week Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> in the face of challenges 	<ul style="list-style-type: none"> Maintain positive relationships with key suppliers to negotiate better service quality and price 	
Demmi Chef	<ul style="list-style-type: none"> Excellent attitude and very hardworking Very passionate about food Attentive to details and meticulous to ensure smooth operations with minimal errors Good interpersonal skills so as to build good working relationships with colleagues, customers, and suppliers Ability to work independently as well as in a team 	<ul style="list-style-type: none"> Assist with the preparation and cooking of food to the restaurant specific standards Assist in basic food preparation tasks such as chopping, peeling, and measuring ingredients. Assist in maintaining stock control and minimizing waste. Ensure timely and efficient service to maintain the flow of the kitchen. Maintain a high standard of cleanliness and sanitation in and around all culinary work areas Always maintain a professional and positive attitude towards team members and supervisors. Other ad-hoc duties as requested. 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 44 Hours per Week Employment Type: Full-Time
Commis	<ul style="list-style-type: none"> Excellent attitude and very hardworking Very passionate about food Attentive to details and meticulous to ensure smooth operations with minimal errors Good interpersonal skills so as to build good working relationships with colleagues, customers, and suppliers Ability to work independently as well as in a team 	<ul style="list-style-type: none"> Assist with the preparation and cooking of food to the restaurant specific standards Assist in basic food preparation tasks such as chopping, peeling, and measuring ingredients. Assist in maintaining stock control and minimizing waste. Ensure timely and efficient service to maintain the flow of the kitchen. Maintain a high standard of cleanliness and sanitation in and around all culinary work areas Always maintain a professional and positive attitude towards team members and supervisors. Other ad-hoc duties as requested. 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 44 Hours per Week Employment Type: Full-Time
Baker	<ul style="list-style-type: none"> 1-2 years relevant experience 	<ul style="list-style-type: none"> Mixing, shaping and baking of various types of bread/croissant dough Sheeting/Lamination of croissant dough and shaping of viennoiseries and cruffins Production of preferments, curds, and roux Packing of finished products General preparation work 	<ul style="list-style-type: none"> Weekly Commitment: 5 Days Working Hours: 44 Hours per Week Employment Type: Full-Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li data-bbox="771 222 1146 281">• Maintenance and cleaning of floor area and equipments 	

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e2i services

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

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

<https://e2i.sg/cg-cp123?r=qr>



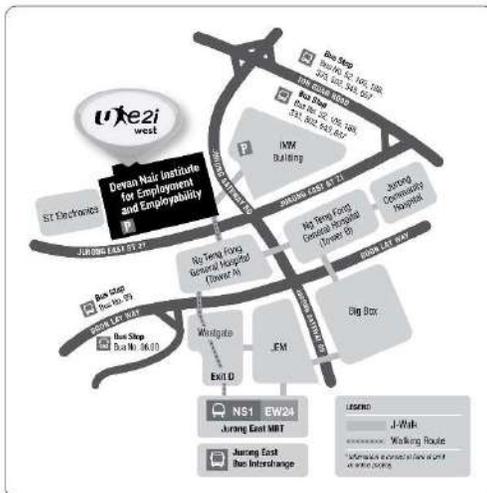
You can also reach them at the following centres (By appointment only):

e2i west
 Devan Nair Institute of Employment and Employability
 80 Jurong East St 21 Level 2
 Singapore 609607

Find us at these other locations.



<https://e2i.sg/locjw2?r=qr>



Operating Hours: Monday till Friday: 9am to 5pm
 Saturday: 9am to 1pm
 Sunday & Public Holiday: Closed

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