

# e2i Skills & Career Fair @ YewTee Point

## 18<sup>th</sup> April 2026

### Mix Sectors Jobs

## JOB LISTING BOOKLET




As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

#### About e2i (Employment and Employability Institute)












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









# Participating Companies

[Click on the specific role to view more details]

- #1 GKE Group of Companies..... 5**
  - Accounts Officer..... 5
  - Assistant Facilities Officer ..... 5
  - Client Solutions Officer ..... 6
  - Hydroponic Farm Assistant ..... 7
  - Logistics Service Officer (Marquis)..... 7
  - Logistics Service Officer (Warehouse)..... 8
  - Lorry Attendant..... 10
  - Lorry Driver Class 3/4 ..... 10
  - Operations Assistant ..... 11
  - Prime Mover Driver Class 4/5 (IGH Project)..... 11
  - Promoter (Temp) ..... 11
  - Traffic Controller ..... 11
  - Warehouse Assistant ..... 13
- #2 MCI Career Services..... 14**
  - 2 - 3 months Temp Operator / Storekeeper / Warehouse Assistant ..... 14
  - 3 months or longer Warehouse / Operator / Storekeeper / Packer / Picker / Material Handler ..... 15
  - Admin Executive (Logistics & Operation)  ..... 15
  - Assembly Technician ..... 16
  - Assistant Cinema Manager  ..... 17
  - Basic Care Assistant..... 18
  - Care Coordinator  ..... 18
  - Cinema Executive  ..... 19
  - Customer Service Agent (Pax Services) ..... 20
  - Customer Service Officer  ..... 20
  - Customer Service Officer (Passenger Service) ..... 20
  - Customer Service Specialist (Apron) ..... 20
  - Dental Assistant ..... 21
  - Direct Technician..... 22

Legend:  – PMET Roles

- Enrolled Nurse..... 22
- Executive Assistant (For Hospital)  ..... 23
- F&B Coordinator ..... 23
- Final Assembly / Manufacturing Operators (PT)..... 24
- Fish Prep Crew ..... 25
- Healthcare Assistant (PT) ..... 25
- Logistics Officer  ..... 25
- Logistics Officer ..... 26
- Management Associate  ..... 26
- Management Trainee (New Brand)  ..... 26
- Material Handler (AMAT)..... 27
- Non Destructive Testing Inspector (NDT)  ..... 27
- Operator..... 28
- Operator (weekend job) (PT) ..... 29
- Patient Service Associate / Inpatient Operations ..... 29
- Pharmacist  ..... 29
- Production Operator ..... 33
- Production Operator ..... 33
- Production Technician ..... 34
- Sales Assistant / Photographer (Contract)  ..... 35
- Senior Logistics Officer  ..... 35
- Senior/ Radiographer  ..... 36
- Service/ Kitchen Crew (PT)..... 38
- Staff Nurse  ..... 38
- Sushi Assistant..... 38
- Temp Customer Service Representative ..... 38
- Temp Screener Admin (PT) ..... 39
- Temp Warehouse Associate..... 39
- Trainee Technician ..... 39
- Vehicle Technician (1 Year Contract)  ..... 40
- Ward Service Associate (PT)..... 40
- Warehouse Assistant ..... 41
- Warehouse Assistant (PT) ..... 41

- Warehouse Assistant (Packing) ..... 42
- Warehouse Assistant (With Forklift) ..... 42
- #3 National University Polyclinics ..... 43**
- Care Coordinator ..... 43
- Care Coordinator (Child and Maternity Health) ..... 44
- Patient Service Associate ..... 45
- Psychologist (Clinical)  ..... 46
- Senior / Dietitian  ..... 47
- Senior / Executive / Assistant Manager, Service and Operations  ..... 47
- #4 NEO Garden Catering ..... 48**
- Catering Sales Executive  ..... 49
- Cleaner ..... 50
- Cook ..... 50
- Dishwasher ..... 51
- Facilities Technician  ..... 51
- Kitchen Assistant ..... 52
- Packer ..... 53
- #5 Sunningdale Tech ..... 53**
- Assistant Engineer / Engineer - Business Development  ..... 53
- Engineer - IT SAP ABAP/ SAC  ..... 54
- Mold Polisher ..... 55
- Project Engineers/ Snr Project Engineers  ..... 55
- R&D Engineer - Mechanical Design  ..... 55
- #6 Sushi Express Group ..... 56**
- Assistant Outlet Manager  ..... 56
- Outlet Staff ..... 57
- Part-time Kitchen Staff ..... 58
- Supervisor ..... 58
- e2i Services ..... 60**

## #1 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.

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Accounts Officer</b>	<ul style="list-style-type: none"> <li>Higher Nitec Certificate in Accounting or Diploma in Accounting or undergraduate pursuing an Accountancy diploma/degree, LCCI, ACCA, or equivalent.</li> <li>At least 1 year of working experience in the related field is required for this position.</li> <li>Good communication and interpersonal skills with ability to interact well with internal departments and external customers</li> <li>Versatile &amp; detailed, self-motivated, pleasant personality with positive disposition</li> <li>Proficiency in Microsoft Office applications</li> </ul>	<ul style="list-style-type: none"> <li>Record payments received and knocked off against customer aging</li> <li>Work with Customer Service team to resolve billing disputes, discrepancies and queries</li> <li>Generate monthly statement of accounts of customers</li> <li>Update and record accounting transactions including invoices generation</li> <li>Assist in the preparation of cheque &amp; Giro payments for expenses</li> <li>Perform reconciliation of customers' outstanding payments</li> <li>Prepare monthly bank reconciliations</li> <li>Perform other duties and assist with other financial functions as required</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week, Monday to Friday: 8:30am to 5:30pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 6 Pioneer Walk (S)627751 / 7 Kwong Min Road (S)628710</li> </ul>
<b>Assistant Facilities Officer</b>	<ul style="list-style-type: none"> <li>Minimum 1 year of relevant experience in facilities, building maintenance, or a related role</li> <li>Experience in a hands-on facilities environment, preferably warehouse, logistics, or industrial settings</li> <li>Able to demonstrate flexibility in handling</li> </ul>	<ul style="list-style-type: none"> <li>Troubleshoot and perform corrective and preventive maintenance for the building, including technical and mechanical issues</li> <li>Plan and perform maintenance for all building systems with proper log records</li> <li>Assist in all aspects of ACMV, Electrical, Sanitary &amp; Plumbing, Building</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week, Monday to Friday 8.30am to 5.30pm Alt Sat: 8:30am to 12:30pm</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>different types of work and prioritising tasks based on urgency</p> <ul style="list-style-type: none"> <li>• Comfortable working in a fast-paced and dynamic operational environment</li> <li>• Good communication and interpersonal skills</li> <li>• Safety-conscious and a good team player</li> </ul>	<p>Automation, Lifts, CCTV, and related systems</p> <ul style="list-style-type: none"> <li>• Carry out hands-on facilities work including basic repairs, painting, touch-up work, and minor refurbishment</li> <li>• Perform warehouse floor marking, repainting, and basic installation works</li> <li>• Assist with shifting of furniture, equipment, and fixtures within safe handling limits</li> <li>• Liaise with equipment vendors, contractors, and material suppliers</li> <li>• Coordinate and supervise repair and maintenance works carried out by contractors</li> <li>• Manage keys, spare parts, tools, and basic inventory</li> <li>• Practice and maintain good housekeeping standards</li> <li>• Work closely with the Manager to keep expenses within budget</li> <li>• Report to the superior in charge and carry out assigned duties and other ad-hoc tasks as required</li> <li>• Comply with Workplace Safety and Health (WSH) requirements and safe work procedures</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 39 Benoi Road. (S)627725</li> </ul>
<p><b>Client Solutions Officer</b></p>	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' Level qualification and above.</li> <li>• A Diploma in Logistics, Supply Chain, Business, or other relevant fields will be an added advantage</li> <li>• 1–3 years of relevant experience preferred.</li> <li>• Entry-level candidates without prior</li> </ul>	<ul style="list-style-type: none"> <li>• To support day-to-day inventory and shipment co-ordination job scope to our strategic client and work closely with our operation team to deliver on-time service standards and stock accuracy.</li> <li>• Act as a primary support contact to our strategic client</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, Monday to Friday: 8:30am to 5:30pm</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>experience may also be considered if they demonstrate strong interest in logistics</p> <ul style="list-style-type: none"> <li>• Comfortable communicating with clients and internal stakeholders</li> <li>• Good communication skills and meticulous</li> <li>• Able to manage multiple tasks and priorities in a client-facing environment</li> <li>• Proficient in MS Excel and basic reporting tools</li> </ul>	<ul style="list-style-type: none"> <li>• Provide solutions to our strategic client whenever needed</li> <li>• Coordinate operational, documentation, and service-related issues with internal teams</li> <li>• Track jobs and shipments, follow up on action items, and ensure timely and accurate updates</li> <li>• Maintain accurate records and documentation</li> <li>• Support continuous improvement initiatives through post-issue reviews and feedback</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> 6 Pioneer Walk (S)627751</li> </ul>
<p><b>Hydroponic Farm Assistant</b></p>	<ul style="list-style-type: none"> <li>• Able to stand for long periods and perform repetitive hand tasks</li> <li>• Physically fit with good hand-eye coordination</li> <li>• No experience required – training provided</li> <li>• Responsible, punctual, and able to follow instructions</li> <li>• Team player with a positive work attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare seedling trays and place seeds on sponge cubes</li> <li>• Lightly spray water during the early germination stage</li> <li>• Transfer seedlings to hydroponic racks and shift trays as needed</li> <li>• Maintain cleanliness and order of grow racks and work areas</li> <li>• Perform repetitive tasks with precision and care</li> <li>• Support other general tasks around the farm when required</li> </ul> <p>Work Environment:</p> <ul style="list-style-type: none"> <li>• Indoor controlled environment (no heavy outdoor labor)</li> <li>• Clean, organized, and process-driven plant factory</li> <li>• Ideal for individuals who enjoy structured routine tasks</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week, Monday to Friday: 8.30am to 5.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 6 Pioneer Walk (S)627751</li> </ul>
<p><b>Logistics Service Officer (Marquis)</b></p>	<ul style="list-style-type: none"> <li>• Good team player with initiative and keen learning interest.</li> <li>• Excellent follow up and interpersonal skills with</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and comply with SOPs and customer requirements for assigned accounts</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week,</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>ability to interact well with internal and external customers.</p> <ul style="list-style-type: none"> <li>• Versatile &amp; detailed, self-motivated, pleasant personality with positive disposition</li> <li>• Able to start within short notice /immediately</li> <li>• Entry-level/no working experience are welcome to apply and training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure smooth daily operations of the team</li> <li>• Main point of contact for customers, agents, and suppliers, coordinating day-to-day operational matters</li> <li>• Communicate clearly with customer/agent/supplier and seek clarification when instructions are unclear</li> <li>• Handle import and export documentation, including permit declarations</li> <li>• Prepare shipping documents such as invoices, packing lists, and draft Bills of Lading</li> <li>• Coordinate export arrangements with shipping lines and airport agents</li> <li>• Perform accurate data entry, billing, and filing</li> <li>• Supervise team performance to ensure tasks, entries, and billings are completed accurately and within timelines</li> <li>• Update the Customer Service Manager on any stock discrepancies reported by the warehouse</li> <li>• Carry out any other duties assigned by the Customer Service Manager or Senior Management</li> </ul>	<p>Monday to Friday 8.30am to 5.30pm Sat: 8:30am to 12:30pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 6 Pioneer Walk (S)627751 / 7 Kwong Min Road (S)628710</li> </ul>
<p><b>Logistics Service Officer (Warehouse)</b></p>	<ul style="list-style-type: none"> <li>• GCE 'O' Level and above or relevant education qualifications</li> <li>• Entry-level/no working experience are welcome to apply and training will be provided</li> <li>• Possess knowledge of procedures and relevant systems to carry out daily jobs with ease</li> </ul>	<ul style="list-style-type: none"> <li>• Execute daily customer orders and relay info to Operations teams.</li> <li>• Perform accurate billing and timely data entry in systems.</li> <li>• Handle customer calls and requests professionally.</li> <li>• File or E-File documents once jobs are completed.</li> <li>• Escalate customer complaints or urgent matters to Senior</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week Mon-Fri: 8.30am to 5.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 39 Benoi Road (S)627725</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possess good communication skills to ensure that customers and internal stakeholders understand the requests/requirements</li> <li>• Strong attention to detail, especially in document handling and order accuracy</li> <li>• Able to multitask and handle pressure in a fast-paced environment</li> <li>• Positive, Good teamwork and problem-solving skills</li> </ul> <p>Key Competencies</p> <ul style="list-style-type: none"> <li>• Well verse in handling and managing transportation, coordination with operations team, License/Bonded/DG Warehouse Inventory and activities.</li> <li>• Able to co-ordinate well with Singapore Customs on any related matters</li> <li>• Meticulous and experience in License/Bonded/DG clearance permit declarations</li> <li>• Ensures customer satisfaction through timely support and follow-up</li> <li>• Ensure proper documentation and smooth execution of job orders</li> <li>• Checks order accuracy (quantity, SKU, batch, expiry, etc.), billing as well</li> </ul>	<p>Logistics Service Officer / Executive and above.</p> <ul style="list-style-type: none"> <li>• Support and guide assigned buddy where needed.</li> <li>• Prepare reports assigned by customers or supervisor.</li> <li>• Extract information and verify contractor invoices when needed.</li> <li>• Coordinate with external parties/contractors to ensure work follows instructions.</li> <li>• Understand key customer needs and support SOP development.</li> <li>• Support in preparing and sending quotations when tasked.</li> <li>• Support the Lead with any other duties as required.</li> <li>• Take on any extra tasks or projects assigned by Managers/Management as required.</li> <li>•</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Escalates matters promptly with suggested solutions</li> <li>Clear, concise, and professional in both verbal and written communication</li> <li>Competent in using iWMS / TMS / FMS</li> </ul>		
<b>Lorry Attendant</b>	<ul style="list-style-type: none"> <li>Possess class 3/4 driving license will be added advantage.</li> <li>No experience required as on the job training will be provided.</li> <li>Familiar with routes of Singapore preferred</li> <li>Good team player</li> <li>Responsible and willing to learn</li> </ul>	<ul style="list-style-type: none"> <li>Follow delivery driver and ensure timely delivery.</li> <li>Ensure goods and quantity loaded tally with Delivery Note.</li> <li>Fill up Safety Form for Shipyard delivery.</li> <li>Ensure that customers acknowledge with company stamp on Delivery Note upon delivery of goods.</li> <li>Any other ad hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week Monday to Friday 8.30am to 5.30pm Alt Sat: 8:30am to 12:30pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 6 Pioneer Walk (S)627751 / 7 Kwong Min Road (S)628710</li> </ul>
<b>Lorry Driver Class 3/4</b>	<ul style="list-style-type: none"> <li>Possess class 3/4 driving license</li> <li>Familiar with shipyard &amp; PSA terminal (An added advantage)</li> <li>Able to start work immediately or within short notice</li> </ul>	<ul style="list-style-type: none"> <li>Driving of conventional lorry for delivery of ship spares/ paint.</li> <li>Comply with controller instructions.</li> <li>Midnight activation for urgent delivery.</li> <li>Comply to all safety requirements &amp; speed limit, LTA Rules &amp; strive to achieve zero accident rate.</li> <li>Any other ad hoc duties assigned by controller</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week Mon – Fri: 8:30am to 5:30pm, Sat: 8:30am to 2:00pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 7 Kwong Min</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Road (S)628710
<b>Operations Assistant</b>	<ul style="list-style-type: none"> <li>Understand the role of signalman &amp; rigger (training can be provided)</li> <li>Possess forklift license, certificates in signalman / rigger (an added advantage)</li> <li>Willing to learn Warehouse Operations Devices</li> </ul>	<ul style="list-style-type: none"> <li>Assist Operations Supervisor on day-to-day jobs</li> <li>Ensure that equipment &amp; store in good order</li> <li>Stuffing/unstuffing of container, assist in lifting of cargo, sea-fastening of cargo</li> <li>Discharging of materials from container</li> <li>Work independently</li> <li>Working in Petrol Chemical Plant environment (Jurong Island)</li> <li>Comply to safety rules &amp; regulations</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week Mon-Fri: 8.30am to 5.30pm Sat: 8.30am to 12.30pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 39 Benoi Road (S)627725</li> </ul>
<b>Prime Mover Driver Class 4/5 (IGH Project)</b>	<ul style="list-style-type: none"> <li>Class 4/5 driving license</li> </ul>	<ul style="list-style-type: none"> <li>Driving of prime mover between PSA Terminals.</li> <li>Perform Shift work (Day/Night) with scheduled off/rest day.</li> <li>Ensure vehicle is in a condition for safe operation by performing daily checklist before the start of each working day or night shift.</li> <li>Following the relevant rules of PSA.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week Shift work</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 33 Harbour Drive (S)117606</li> </ul>
<b>Promoter (Temp)</b>	<ul style="list-style-type: none"> <li>Possess valid Food Hygiene Certificate</li> <li>Able to work on weekends or Public Holidays</li> <li>Must be able to commit minimally 3 days a week</li> </ul>	<ul style="list-style-type: none"> <li>Promote fresh vegetables</li> <li>Prepare vegetable samples for customers</li> <li>Engage customers and boost product sales</li> <li>Build friendly relationships with store staff to support your sales</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 3 days/week, 9.30am to 6.30pm</li> <li><b>Employment Type:</b> Full Time/ Part Time</li> <li><b>Location:</b> 6 Pioneer Walk (S)627751</li> </ul>
<b>Traffic Controller</b>	<ul style="list-style-type: none"> <li>Class 3/4/5 with or without experience.</li> <li>Good English communication skill</li> </ul>	<ul style="list-style-type: none"> <li>To adhere and inculcate safety requirements at all times.</li> <li>Maintain close tele-communications with</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to communicate with customers and drivers</li> <li>• Able to work under pressure</li> </ul>	<p>Driver(s) / Attendent(s) via Talkie/Call/WhatsApp.</p> <ul style="list-style-type: none"> <li>• Conduct physical checks on all the goods (Marking, Qty &amp; Quality of the pallet(s) before deploying driver for safe loading/unloading.</li> <li>• To check all company asset(s)/ and equipment's are in good and working condition.</li> <li>• To check all the ON number, vessel name against the physical goods before hand over to driver for delivery. And discrepancies, controller to take pictures and send to customers via SMS/WhatsApp follow by email.</li> <li>• Ensure all port clearance documents attached to ON before hand over to driver.</li> <li>• Deploy driver's (Planning) for delivery and monitor driver timing. Delivery to Local engineering companies/ Jurong Island / Shipyards / Lighter terminal / PSA port &amp; Jurong Port.</li> <li>• Duty controller to hold the phone during night. (after 730hrs till next morning 0830hrs)</li> <li>• Standby controller to hold the phone during office hours and duty controller to use walkie to communicate with driver for smooth delivery.</li> <li>• Ensure all delivery to PSA port and NYK customers are using cargo net for safe lifting.</li> <li>• Communicate with local engineering companies and Shipyard for estimation delivery time.</li> </ul>	<p>Monday to Friday: 8.30am to 5.30pm Sat: 8:30am to 12:30pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 6 Pioneer Walk (S)627751 / 7 Kwong Min Road (S)628710</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Update customer on delivery progress.</li> <li>• Liaise and co-ordinate with Customer Service on any issue(s) pertaining to the job.</li> <li>• Take picture and Email to customer if there is any customer rejection, arrange for 2nd delivery (if needed)</li> <li>• Any rejection or return, duty controller to update customer via SMS/WhatsApp (After office hour) and follow up by email on next working day.</li> <li>• To check customer goods transferred from customer premises to Marquis every 2 days.</li> <li>• To update driver trips allowance on daily basis.</li> <li>• PPG manpower OT to send out to finance before Wednesday.</li> <li>• Email HR on driver MC/Leave</li> <li>• Monitor Cargo net and sling belt expiry date and order/send for inspection before expired.</li> <li>• Trucks are clean and maintenance is up to date.</li> <li>• To plan and schedule vehicle(s) for servicing and inspection.</li> <li>• To report any Accident/Incident of vehicle to Senior Manager</li> <li>• Dissemination of company information /Notice to all drivers.</li> </ul>	
<p><b>Warehouse Assistant</b></p>	<ul style="list-style-type: none"> <li>• Min Secondary Education.</li> <li>• Forklift driving license has added advantage</li> <li>• Literate in basic computer skills has added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Perform inbound receipts / checking and other related activities</li> <li>• Handle loading &amp; unloading, stacking, putting away, labelling and packing of goods</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, Mon-Fri: 8.30am to 5.30pm</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Positive attitude, responsible, and willing to learn</li> <li>• Physically fit to work in Warehouse environment</li> <li>• A structured and independent worker with good ability to organise things.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure compliance of warehouse Standard Operating Procedures and safety guidelines</li> <li>• Perform stock-take and cycle count whenever required</li> <li>• To keep the warehouse clean and tidy at all times.</li> <li>• Perform other related warehousing duties or Ad-hoc job assigned by Superior</li> </ul>	Sat: 8.30am to 12.30pm <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 39 Benoi Road (S)627725</li> </ul>

## #2 MCI Career Services

MCI Group of Companies is a human-centric and performance committed institution with an enterprising spirit, placing our clients as our main priority. Quick and flexible staffing solutions for temporary and contract hires, ideal for meeting project demands and fluctuating workloads.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
2 - 3 months Temp Operator / Storekeeper / Warehouse Assistant	<ul style="list-style-type: none"> <li>• Attire: t-shirts, long pants, safety shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Checking of products</li> <li>• Assembly duties (Training provided - simple job)</li> <li>• Any other ad hoc duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, Mon to Fri (7.40am - 5.00pm)</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> West (Joo Koon) (Company bus provided two ways at North / Central / West)</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>3 months or longer</b>  <b>Warehouse / Operator / Storekeeper / Packer / Picker / Material Handler</b></p>	<ul style="list-style-type: none"> <li>• Training will be provided - experience not required</li> </ul>	<ul style="list-style-type: none"> <li>• Operate machines and packing</li> <li>• Handing of army ammunition products</li> <li>• Other ad hoc duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week,  Monday to Friday 7.30am to 5.15pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> Central (King Albert Park, Bukit Timah Area)</li> </ul>
<p><b>Admin Executive (Logistics &amp; Operation)</b> </p>	<ul style="list-style-type: none"> <li>• No experience required, looking for those eager to learn about logistics and freight forwarding</li> <li>• Basic admin skills (scanning, emailing, using office equipment)</li> <li>• Good spoken English</li> <li>• Willing to work overtime when required</li> </ul>	<p>Logistics Coordination:</p> <ul style="list-style-type: none"> <li>• Coordinate import and export shipments (sea/air/land)</li> <li>• Liaise with customers, suppliers, freight forwarders, and transporters</li> <li>• Prepare and process shipping documents (Delivery Order, Invoice, Packing List, BL/AWB, permits, etc.)</li> <li>• Monitor shipment schedules and ensure timely delivery</li> <li>• Handle booking with carriers and arrange transport</li> <li>• Track cargo status and update customers accordingly</li> <li>• Ensure compliance with customs and regulatory requirements</li> </ul> <p>Administrative Duties :</p> <ul style="list-style-type: none"> <li>• Perform general administrative tasks (filing, data entry, documentation control)</li> <li>• Prepare quotations and invoices</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 44 hours per week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist with billing, payment follow-ups, and basic accounts coordination</li> <li>Maintain proper records of shipments and transactions</li> <li>Handle email correspondence and phone enquiries</li> <li>Support management with ad-hoc administrative duties</li> </ul>	
<p><b>Assembly Technician</b></p>	<ul style="list-style-type: none"> <li>AWS +VB</li> </ul>	<ul style="list-style-type: none"> <li>Utilizes routine work, schematics, wiring diagrams, parts and wire lists, written and/or verbal instruction to build, repair and/or test electrical, electro-mechanical, vacuum, pneumatic assemblies, subassemblies and components.</li> <li>Performs electro-mechanical assembly operations, troubleshooting and repair.</li> <li>Identifies and corrects errors.</li> <li>Observes all safety standards.</li> <li>Maintains a secure, safe, clean and healthy work environment.</li> <li>Attends required health and safety training and follow safety and security policies, procedures and practices.</li> <li>Promptly reports accidents, injuries, safety hazards, or emergencies to supervisor or Safety dept.</li> <li>Follows operating instructions, uses protective equipment when required, and uses equipment and materials properly.</li> <li>Actively strives to prevent accidents and injuries.</li> <li>Utilizes test fixtures, electronic measurement equipment, leak detectors, and/or vacuum pumps to test</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> Mon to Fri  Site-Woodlands: 7.30am-4.30pm / 3.30pm-12.30am  Site-Changi Area: 7am to 4:30pm/ 4pm to 1:30am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> East (Changi North)</li> </ul>


Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		assemblies, subassemblies, and components. <ul style="list-style-type: none"> <li>• Enter data on computer terminals, such as progress, work expenses and labor details.</li> <li>• May perform computer programming, repair or software installs.</li> <li>• Details finished work.</li> <li>• Receives parts and perform audits to ensure all necessary parts are available to perform built, test and repair.</li> <li>• Inspect parts for defects.</li> <li>• Troubleshoots and improves processes.</li> </ul>	
<b>Assistant Cinema Manager</b> 	<ul style="list-style-type: none"> <li>• Degree or Diploma in a relevant field, with experience in operations within the cinema, F&amp;B, hospitality, or retail industry preferred.</li> <li>• Team-oriented, willing to share knowledge and support quality service delivery.</li> <li>• Able to work rotating shifts and flexible hours.</li> <li>• Possession of a valid food hygiene certificate is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the Manager, Cinema Operations in leading and overseeing the cinema management teams.</li> <li>• Provide guidance, coaching, and mentoring to ensure strong leadership and team performance.</li> <li>• Ensure smooth daily operations across all cinemas, maintaining compliance with operational standards and statutory requirements.</li> <li>• Liaise with external stakeholders (e.g., mall management, police, and government bodies) to ensure safe and secure operations.</li> <li>• Monitor financial performance by controlling operating costs and maximizing profitability.</li> <li>• Proactively address operational challenges such as staff turnover, training gaps, and customer complaints.</li> <li>• Oversee staff development, motivation, retention</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 44 hours per week, rotating shift</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Basic Care Assistant</b></p>	<ul style="list-style-type: none"> <li>Looking for candidates passionate about providing care to patients and comfortable with hands-on job responsibilities.</li> <li>No prior patient care experience is required</li> <li>Minimum qualifications: PSLE or WPLN</li> <li>Good communication and interpersonal skills</li> <li>On-the-job training will be provided</li> </ul>	<p>initiatives, and handle disciplinary matters across locations.</p> <ul style="list-style-type: none"> <li>Attend to hygiene needs of patients who require assistance or are bedbound</li> <li>Oral feed patients who require assistance with oral feeding</li> <li>Assist with lifting, moving and transporting of patients</li> <li>Ensure patients' safety and facilitate social-emotional support through suitable activities</li> <li>Maintain a clean, well-organised and pleasant environment for all patients</li> <li>Comply with infection control practices when attending to patients</li> <li>Performs other duties assigned by nurse manager</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week including weekends; 2 or 3 shifts</li> <li>1st Shift: 7am to 1.15pm</li> <li>2nd Shift: 1.15pm to 9.30pm</li> <li>3rd Shift: 9pm to 7.30am</li> <li>*Note that the timings may differ in different wards</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> West (Jurong East)</li> </ul>
<p><b>Care Coordinator</b> </p>	<ul style="list-style-type: none"> <li>Diploma preferred.</li> <li>Qualification in health promotion will have an advantage.</li> <li>Preferably with some work experience in healthcare</li> <li>Good verbal and written communication skills</li> <li>Pleasant disposition and personality</li> <li>Possess good interpersonal skills, a positive attitude</li> </ul>	<p>Strategic outcomes and goals include:</p> <ul style="list-style-type: none"> <li>To build relationships with internal (care team) and external stakeholders (patients and caregivers).</li> <li>To contribute to achieving clinical outcomes for preventive health screenings and reduce readmission and escalations to tertiary care, and, to gather social determinants of health pertinent to influencing social</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/week 8.30am - 6pm, SAT: 8.30am - 1pm</li> <li>*Note that the timings may differ in different wards</li> <li><b>Employment Type:</b> Full Time</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>towards work and is a team player.</p> <ul style="list-style-type: none"> <li>• Good communication and coordination skills</li> <li>• Self-motivated and has interest in patient care.</li> <li>• Able to communicate in English and a local language/ dialect.</li> <li>• Proficiency in Microsoft Office including Excel, Words and Power Point</li> <li>• Savvy in navigating IT programs</li> </ul>	<p>and health outcomes in positive ways</p> <ul style="list-style-type: none"> <li>• Leverage on technology to empower patients to improve health literacy and accessibility to resources</li> <li>• Responsible for assisting in coordinating and providing patient care activities.</li> <li>• This includes the use of IT systems to track, perform and document established clinical indicators and care given to patients.</li> <li>• You will perform basic parameter measurements, close preventive screening and vaccination gaps in relation to national programmes/ initiatives.</li> <li>• You will also provide basic health education to improve patients’ knowledge on lifestyle management, social and physical activities through social prescribing, the use of health monitoring devices (e.g. home blood pressure, glucose and weight monitoring, as well as advise patients on vaccination requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>
<p><b>Cinema Executive</b> </p>	<ul style="list-style-type: none"> <li>• Minimum NITEC / Diploma (any field).</li> <li>• Service-oriented and willing to learn.</li> <li>• Able to work rotating shifts.</li> <li>• F&amp;B experience / food hygiene cert is a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• Operate cinema stations (ticketing, concessions, floor, projection).</li> <li>• Handle opening/closing duties and cash.</li> <li>• Ensure cinema cleanliness, safety, and security.</li> <li>• Supervise, train, and guide service crew.</li> <li>• Handle customer feedback and complaints.</li> <li>• Assist with group bookings, vouchers, and special tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/week Rotating shifts, 44–60 hrs/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Follow emergency procedures.</li> </ul>	
<b>Customer Service Agent (Pax Services)</b>	<ul style="list-style-type: none"> <li>Shift Allowance \$240</li> <li>Transport provided after midnight shifts</li> </ul>	<ul style="list-style-type: none"> <li>Checking-in, greeting passengers upon their arrival and ensuring a smooth departure process</li> <li>Tasked to assist passengers with special needs or provide customer service in exclusive premier lounges at Changi Airport</li> <li>Responsible for buffet table presentations, you also handle meet/ greet services at the reception area and perform basic computerized transactions</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week Rotating shift (Duty roster)</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> East (Changi Airport)</li> </ul>
<b>Customer Service Officer</b> 		<ul style="list-style-type: none"> <li>Logistics admin duties</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/week 8.5h / day</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Islandwide</li> </ul>
<b>Customer Service Officer (Passenger Service)</b>	<ul style="list-style-type: none"> <li>Diploma &amp; above</li> <li>Good command &amp; spoken in English</li> <li>Pleasant &amp; cheerful</li> </ul>	<ul style="list-style-type: none"> <li>Oversee &amp; lead a team of customer service agents</li> <li>Making decisions on any matters to ensure positive customer service experience</li> <li>Guide &amp; mentor new &amp; existing staff under your team</li> <li>Ensure compliance with safety, security &amp; standard operating procedures</li> <li>Assist duty manager in deployment</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week Rotating shift (Duty roster)</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> East (Changi Airport)</li> </ul>
<b>Customer Service Specialist (Apron)</b>	<ul style="list-style-type: none"> <li>Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Attend to passengers at arrival claims with mishandled and damaged baggage</li> <li>Raise reports of mishandled and damaged bags, in</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/week Rotating shift (Duty roster)</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Professionalism, Patience and a “People-first” attitude</li> <li>• Comfortable with shift work</li> <li>• No experience required</li> <li>• Allowance shift - \$240</li> <li>• Transport after midnight provided</li> </ul>	<p>accordance to the various airline requirements</p> <ul style="list-style-type: none"> <li>• Trace mishandled baggage and keep passengers informed of the tracing status</li> <li>• Assist passengers with odd size bags</li> <li>• Answer hotline calls on baggage matters</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East (Changi Airport)</li> </ul>
<p><b>Dental Assistant</b></p>	<ul style="list-style-type: none"> <li>• Minimum NITEC Certification in Dental Assisting or Equivalent Qualification.</li> <li>• Preferably with proficiency in computer skills (MS Office).</li> <li>• Good interpersonal and communication skills.</li> <li>• A team player and able to work independently.</li> <li>• Display compassion and have a positive and caring attitude</li> </ul>	<p>The job-holder is responsible for assisting the specialists in dental care delivery according to established hospital policies, procedures and standards of dental care and practices.</p> <p><b><u>Duties and Responsibilities</u></b> Primary Responsibilities and Duties (80%)</p> <ul style="list-style-type: none"> <li>• Responsible for providing four-handed chair-side assistance to specialists in dental treatment and procedures for various disciplines.</li> <li>• Responsible for ensuring the instruments and materials are ready for each appointment and ensure the proper maintenance of dental instruments.</li> <li>• Comply with Infection Control and maintain Infection Control Standards.</li> <li>• Comply with work safety regulations in handling of dental instruments and equipment.</li> <li>• Assist in cleaning, sterilizing, sorting and packing of instruments in general sterilization area.</li> <li>• Manage Inventory in assigned dental operator and assist in stock ordering.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week, Mon to Fri Office Hours, 8.30am-6pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> West (Kent Ridge)</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Assist with patient’s appointment.</li> <li>• Collaborate and co-operate with clinicians and other health-care providers in the smooth delivery of dental care and services.</li> </ul> <p>Secondary Responsibilities and Duties (20%)</p> <ul style="list-style-type: none"> <li>• Participate in service quality activities.</li> <li>• Coach and guide the junior staff in dental assisting.</li> <li>• Assumes additional responsibilities as assigned by Clinic Supervisor/ Clinic Manager</li> </ul>	
<b>Direct Technician</b>	<ul style="list-style-type: none"> <li>• Minimum 1 year of aerospace / aviation experience</li> </ul>	<ul style="list-style-type: none"> <li>• Diagnose and resolve issues in aircraft engines</li> <li>• Disassemble aircraft engines for inspection and maintenance</li> <li>• Conduct testing and upkeep of engine components</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Work 4 days, rest 2 days 6.30am - 4.15pm, 4pm - 1.45am</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East (Loyang)</li> </ul> <p>Calshot Road (have door-to-door transport + company bus)</p>
<b>Enrolled Nurse</b>	<ul style="list-style-type: none"> <li>• NITEC in Nursing</li> <li>• SNB Certified</li> </ul>	<ul style="list-style-type: none"> <li>• Perform nursing duties</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week Including weekends 2-3 shifts</li> </ul>

Click Here for Table of Content



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>
<p><b>Executive Assistant (For Hospital)</b> </p>	<ul style="list-style-type: none"> <li>• Possess at least Diploma in related fields.</li> <li>• Have relevant experience in administrative tasks, customer service, managing/coordinating with stakeholders.</li> <li>• Preferably from government, healthcare or hospitality background.</li> <li>• Possesses minimally a Diploma qualification.</li> <li>• Preferably at least 1-2 years of experience in healthcare/ hospitality/ government industry with administrative or customer service experience.</li> <li>• Proficiency in Microsoft Outlook, Word and Excel.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Service oriented and customer focused.</li> <li>• Positive working attitude, team player and willingness to learn.</li> </ul>	<p>The shortlisted candidate is to ensure timely completion of medical reports and the medical information is released in accordance with the hospital policy.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> <li>• Register and process medical report requests, including cashier function for medical report payment.</li> <li>• Handle all email, phone and mail enquiries pertaining to medical reports.</li> <li>• Follow-up with doctors on incomplete medical report requests.</li> <li>• Execute administrative duties pertaining to all medical report requests.</li> <li>• Manage and resolve urgent and/or difficult cases to ensure that medical reports reach requestor within the stipulated timeline.</li> <li>• Retrieve medical records to facilitate report writing and/or records duplication requests from law firms and government agencies.</li> <li>• Conduct quality check on medical report before release.</li> <li>• Any ad hoc assignment as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Mon to Fri, Office Hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> South-West (Kent Ridge)</li> </ul>
<p><b>F&amp;B Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Minimum secondary education</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating and ensuring smooth running of F&amp;B services for in-patient meals</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week including</li> </ul>

Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Competent in MS Words, outlook and Excel</li> <li>• Good Communication and interpersonal skills</li> <li>• Prefer candidates with F&amp;B relevant experiences</li> </ul>	<p>and in-house events in the hospital</p> <ul style="list-style-type: none"> <li>• Taking/compiling meal orders for private and special diet patients.</li> <li>• Ensuring all food trolleys are heated prior to dishing of meals, and dispatching meals to the wards timely and correctly.</li> <li>• Attend and resolve patients' complaints and tabulate patient's feedback for management review.</li> </ul>	<p>weekends</p> <p>8 hours a day with a staggered shift between 5am to 7pm.</p> <p>There will be transport pick-up provided at nearest available location if working hours fall beyond public transport operating hrs.</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central (Novena)</li> </ul>
<p><b>Final Assembly / Manufacturing Operators (PT)</b></p>	<ul style="list-style-type: none"> <li>• Minimum Primary education.</li> <li>• Experience in manufacturing preferred.</li> <li>• Able to follow basic job instructions.</li> <li>• Good eyesight.</li> <li>• Able to stand for long hours.</li> <li>• Fit to work and carry heavy weight.</li> <li>• Basic understanding of English preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Check assembles of electronic components/parts.</li> <li>• Picking &amp; Packing.</li> <li>• Sort/test of components/parts.</li> <li>• Assemble according to instructions given.</li> <li>• Housekeep workstations.</li> <li>• Report any problem to the line leader supervisor.</li> <li>• Any other ad-hoc duties as assigned by superior.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week</li> </ul> <p>Day shift: Monday to Friday from 8.20am to 5pm (Hourly Pay: \$10/hr)</p> <p>Night Shift: Monday - Thursday from 5pm to</p>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			5am (Hourly Pay: \$11/hr) <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> Central (Kallang)</li> </ul>
<b>Fish Prep Crew</b>	<ul style="list-style-type: none"> <li>• In-depth knowledge of fish trimming</li> <li>• Demonstrated ability in knife handling and use of other cutting equipment</li> <li>• Extensive knowledge of cutting techniques</li> <li>• Able to stand for extended periods of time</li> </ul>	<ul style="list-style-type: none"> <li>• Cut, platter all varieties of seafood, fillet and debone Fish</li> <li>• Operate and sanitize all equipment in a safe and proper manner</li> <li>• Responsible for proper inventory control and maximize product freshness and availability</li> <li>• Work environment: Non-Halal Restaurant</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/week 44hrs/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central</li> </ul>
<b>Healthcare Assistant (PT)</b>	<ul style="list-style-type: none"> <li>• Physically fit up mid 40s</li> <li>• Minimum N Level and above</li> <li>• Possess HCA experience in hospital / nursing home</li> <li>• Relevant certification or experience in healthcare / nursing / nurse aid</li> </ul>	<ul style="list-style-type: none"> <li>• Attend to patients' care needs in their activities of living, such as personal hygiene, bathing, feeding, lifting, transportation and toileting.</li> <li>• Take, record and report vital signs. (temperature, pulse, blood pressure)</li> <li>• Observe general condition of patients.</li> <li>• Assist nurses and comply with practices while attending to patients.</li> <li>• Maintain tidiness of ward, equipment and trolley always or assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Monday to Sunday (Any 5 days) 5 days 3 shifts, 8 hours per day (E.g. 8am-5pm / 12pm-9pm / 11pm-8am)</li> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> West (Jurong East)</li> </ul>
<b>Logistics Officer</b> 	<ul style="list-style-type: none"> <li>• Comfortable to support OT</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with clients/ forwarders /warehouse</li> <li>• Order processing</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week 8.75hr/ day</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>
<b>Logistics Officer</b>		<ul style="list-style-type: none"> <li>• Normal warehouse duties</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week 8.5hr/ day</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>
<b>Management Associate</b> 	<ul style="list-style-type: none"> <li>• Keen in F&amp;B industry</li> </ul> <p>Selling Point:</p> <ul style="list-style-type: none"> <li>• No bond</li> <li>• AWS</li> <li>• Meal Provided</li> <li>• Annual Increment</li> </ul>	<ul style="list-style-type: none"> <li>• Trained to be an outlet manager</li> <li>• Provide excellent customer service</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week 8 hr/ day</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>
<b>Management Trainee (New Brand)</b> 	<p>Selling Point:</p> <ul style="list-style-type: none"> <li>• Quarterly bonus, meals provided, sign on joining bonus \$1000 and every month we have performance reward \$100</li> </ul>	<ul style="list-style-type: none"> <li>• Set up cutlery, crockery and glassware on table and replace soiled tableware and service items to prepare the table for the next customers</li> <li>• Serve food and beverages to ensure all dishes match the order ticket to the corresponding tables</li> <li>• Operate Point of Sales (POS) Systems when managing beverage order</li> <li>• Provide go-the-extra-mile service to create a positive customer experience</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week 10am – 10pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central (Sentosa)</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintain hygiene, safety, and standards, follow the organization’s personal, food and beverage hygiene standards</li> <li>• Assist in opening, operating, and closing of shifts and execute daily operational tasks according to staff roster</li> <li>• Suggest areas and execute continuous improvement activities within work area</li> </ul>	
<p><b>Material Handler (AMAT)</b></p>		<ul style="list-style-type: none"> <li>• Loading and unloading</li> <li>• Picking and packing</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week  7am-4:30pm / 4pm to 1:30am</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East (Changi)</li> </ul>
<p><b>Non Destructive Testing Inspector (NDT)</b> </p>	<ul style="list-style-type: none"> <li>• Applicants must be able to meet near vision (either one Tumbling E, 20/25 Snellen, Jaeger No. 1) &amp; color perception requirements.</li> <li>• Knowledge and experience in chemical/mechanical cleaning preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Required to perform visual and NDT inspection.</li> <li>• Perform manual/ mechanical/ chemical cleaning.</li> <li>• Must be able to interpret results and generate reports on findings</li> <li>• Must be able to work closely in accordance with Standard Operating Procedures, Data cards, Engine Manual, process controls to achieve the highest quality of work.</li> <li>• Assist team to manage production per daily operational requirement</li> <li>• Tasks mentioned above will not be suitable for candidates with medical history related to skin problems, asthma,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> (4-2-4-2) shift  Morning 6.30am-4.15pm  Afternoon 4pm-1.45am</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		joint pain, arthralgia & bone fracture etc.	
<b>Operator</b>	<ul style="list-style-type: none"> <li>• Minimum Vocational Certificate (No experience required).</li> <li>• Able to read and write English.</li> </ul>	<ul style="list-style-type: none"> <li>• To test / inspect / assemble Refrigeration Units as per manufacturing instruction, method sheet and maintained required output rates and quality.</li> <li>• Responsible for up-keeping and maintenance of equipment / tools / fixtures / gauges assigned to the Station. Ensure all calibrated items used are within the effective calibration period.</li> <li>• Assist in designing jigs / fixtures &amp; parts trolley to improve the Productivity of the process.</li> <li>• Serve as trainer for training new employees under buddy system.</li> <li>• Perform basic trouble shooting or rework on tested / assembled units (identify &amp; rectify fault found).</li> <li>• Conduct inspection on work area &amp; monitor the effectiveness of corrective actions taken (if any).</li> <li>• To comply strictly with the company's safety rules and regulations.</li> <li>• To co-operate with personnel involved in the investigation of any accidents and to explain exactly what happened and what caused the accident.</li> <li>• Maintain good housekeeping in the work area.</li> <li>• Maintain proper records such as filling up checklists, components serial numbers etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week 7.40am - 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> West (Joo Koon)</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Provide feedback or suggestions for improvement.</li> <li>• To perform tasks, deem suitable and assigned by superiors.</li> </ul>	
<b>Operator (weekend job) (PT)</b>		<ul style="list-style-type: none"> <li>• Assist with products checking</li> <li>• Operate machines</li> <li>• Pick and pack</li> <li>• Other ad hoc duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 2 days/week, every Sat &amp; Sun 8am – 8pm</li> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> East (Loyang Way) *With transport provided at various locations</li> </ul>
<b>Patient Service Associate / Inpatient Operations</b>	<ul style="list-style-type: none"> <li>• Minimum GCE N Levels with 1 year of working experience in customer service.</li> <li>• Strong passion to serve patients.</li> <li>• Open to fresh ITE or Diploma grads too, no experience is required, as long as they have a good attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the collection of payment for discharging patients</li> <li>• Conduct financial counselling for inpatient stay/charges</li> <li>• Perform discharging procedures for patients</li> <li>• Obtain follow up appointment for Inpatient patients</li> <li>• Help in additional responsibilities as assigned by supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Mon - Sun (Any 5 days)  9am to 6pm / 11am to 8pm (1 day off during weekday and 1 day off during weekend)</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> West (Jurong East)</li> </ul>
<b>Pharmacist</b> 	<ul style="list-style-type: none"> <li>• Candidate with inpatient experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide general clinical pharmacy services in direct patient care settings</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>independently or in collaboration with a multidisciplinary health care team to promote wellness and optimize medication therapy outcomes for patients with a broad range of disease states.</p> <ul style="list-style-type: none"> <li>• Provide pharmaceutical care to defined standards and assure the quality use of medicines.</li> <li>• Provide education and training to trainees, pharmacy students, support staff and the public.</li> <li>• Provide guidance to trainees, pharmacy students and support staff and supervise their professional training and development.</li> <li>• Initiate and/or participate in clinical research independently or in collaboration with other health care disciplines and publish abstracts and/or scientific papers in peer reviewed journals.</li> </ul> <p><b><u>Primary Responsibilities and Duties (90%)</u></b></p> <p>Clinical Practice</p> <ul style="list-style-type: none"> <li>• Provide general clinical pharmacy services in assigned patient care area/service.</li> <li>• Participate within a multidisciplinary health care team to ensure optimization of medication therapy and outcomes for patients.</li> <li>• Identify and define patient-specific medical problems, recommend, implement and manage patient pharmacotherapy, review,</li> </ul>	<p>including weekends</p> <p>2 to 3 shifts, 8hrs per shift</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central-West (Queenstown)</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>counsel, dispense and/or supply medications as needed, provide ongoing monitoring and adjustment of patient's drug therapy, resolve and/or prevent patient's drug-related problems in accordance with departmental policies and procedures, work and/or consult with other health care providers to improve patient outcomes.</p> <ul style="list-style-type: none"> <li>• Promote and monitor for adherence to prescribing guidelines or drug use protocols.</li> <li>• Provide professional advice and evidence-based drug information to patients, pharmacy students and the health care team.</li> <li>• Work with patients, caregivers and other health care providers to ensure safe, cost-effective, timely distribution and quality use of medication that will best meet the patient's needs, achieve desired patient outcomes and assure continuity of services.</li> <li>• Communicate with patients and/or caregivers on a group or individual basis to ensure understanding of prescribed drugs, to resolve or prevent drug-related problems and to assure optimal patient cooperation in drug therapy.</li> <li>• Document clinical activities as defined in the competency development framework and/or department guidelines.</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Serve on departmental clinical practice committees and/or other relevant committees as assigned.</li> <li>• Provide educational programs and training to trainees, pharmacy students, support staff and the public.</li> <li>• Contribute to the development or publication of high quality patient education materials.</li> <li>• Provide guidance to trainees, pharmacy students and support staff and supervise their professional training and development.</li> <li>• Contribute to the development and implementation of pharmacy professional standards, competency framework and/or assessments for pre-registration pharmacists at departmental level.</li> <li>• Participate in and contribute to continuing professional development</li> </ul> <p><b><u>Secondary Responsibilities and Duties (10%)</u></b></p> <ul style="list-style-type: none"> <li>• Contribute to the review and evaluation of services, policies and processes; and contribute to the implementation of medication safety and quality improvements initiatives to ensure optimal outcomes at institution level.</li> <li>• Participate, supervise and/or coordinate pharmacy activities relevant to clinical work.</li> <li>• Any other duties or responsibilities as assigned.</li> </ul>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Production Operator</b></p>	<ul style="list-style-type: none"> <li>• OT average 2 to 4 days a month (20 to 40 hours)</li> <li>• Able to carry 15kg</li> <li>• no colour blind</li> <li>• no allergies to chemicals</li> </ul> <p><u>Allowances:</u> Shift Allowance:</p> <ul style="list-style-type: none"> <li>• Day shift \$6 per day, night shift \$16 per day</li> <li>• Meal Allowance: \$3 per day</li> <li>• Transport allowance: \$4 per day</li> </ul>	<ul style="list-style-type: none"> <li>• operating and maintaining machinery and ensuring quality and safety standards are met.</li> <li>• packing energizer battery</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 4 days' work week including weekends and PH</li> <li>7.30am to 7.30pm/ 7.30pm to 7.30am</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> West (Joo Koon)</li> <li>2-way company transport at CCK and Joo Koon MRT</li> </ul>
<p><b>Production Operator</b></p>	<ul style="list-style-type: none"> <li>• All PPE including jumpsuit, shoes, hair net, mask, eye plug are provided</li> <li>• Candidates must be comfortable with 12-hour shifts and stand for long hours</li> <li>• Experience not required, training provided</li> <li>• Candidate must be Physically fit and able to carry 25KG loads</li> <li>• Candidate must be comfortable to acquire Food Safety Course (FSC) Level 1 as arranged by company</li> </ul>	<ul style="list-style-type: none"> <li>• Picking and packing of milk powder</li> <li>• Loading and unloading of 25KG of milk powder (two person carry)</li> <li>• Perform palletizing duties</li> <li>• Perform simple quality check of product</li> <li>• Always maintain Hygiene and Safety in production area</li> <li>• Other ad hoc duties as assigned by superior</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> <b>Day Shift:</b> Work 5 days from Mon to Fri/ Tue to Sat (7:30am-7:30pm) <b>Shift Allowance</b> \$10/day.</li> <li><b>Night Shift:</b> 5 days from Mon to Fri / Tue to Sat (7:30pm-7:30am) <b>Shift Allowance</b> \$13/day</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Immediate starters will be prioritized</li> <li>• Candidate must know how to speak and read basic English.</li> <li>• For night shift they have to go through one month training under day shift and trf to night shift on the next month</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> West (Tuas)</li> </ul>
<p><b>Production Technician</b></p>	<ul style="list-style-type: none"> <li>• Working days: 4 3 3 4</li> <li>• Working hours: 12 hours shift work (7am to 7.15pm or 7pm to 7.15pm) - candidate can choose the fixed shift they want</li> <li>• During 2 to 3 months training, working hours will be 7am to 4pm (Mon - Fri), no shift allowances</li> </ul> <p>Allowances:</p> <ul style="list-style-type: none"> <li>• if taking over night shift, there will be \$20.5/night shift allowances given</li> <li>• Moderate OT (OT pay usually about 20% of the average monthly gross, can be higher)</li> <li>• Company transport provided - will share during interview</li> <li>• Local – SC/SPR only</li> <li>• Need to be physically fit; comfortable to carry 10 - 15 kg</li> <li>• Comfortable with manual &amp; routine job</li> <li>• Basic English to communicate and understand</li> <li>• Salary range with experience (salary range</li> </ul>	<ul style="list-style-type: none"> <li>• Operating machines &amp; Record Keeping &amp; Visual Checking of Products</li> <li>• Need to carry load up to 15kg</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 4 3 3 4 (E.g. Work for 4 days, and rest 3 days.)</li> </ul> <p>12 hours shift work (7am to 7.15pm or 7pm to 7.15pm) - candidate can choose the fixed shift they want</p> <p>During 2 to 3 months training, working hours will be 7am to 4pm (Mon - Fri), no shift allowances</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> West (Tuas Ave)</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>shown: NITEC in Engineering without experience, and experience)</p> <ul style="list-style-type: none"> <li>• AWS + VB Provided</li> </ul>		
<p><b>Sales Assistant / Photographer (Contract)</b> </p>	<ul style="list-style-type: none"> <li>• 3 months contract</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage and provide advice to guests on how to pose for photographs</li> <li>• Process and compile the finished products for sale</li> <li>• Handle cashiering duties</li> <li>• Prepare the site for daily operations</li> <li>• Initiate guest interaction and deliver tip top service</li> <li>• Counting of wastage photos</li> <li>• Sell packages based on site requirement.</li> <li>• Any other ad hoc duties</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days (Duty roster), 8 hours (Duty rostered)</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> Islandwide (Places of Interest)</li> </ul>
<p><b>Senior Logistics Officer</b> </p>	<ul style="list-style-type: none"> <li>• AWS, OT payable</li> </ul>	<ul style="list-style-type: none"> <li>• Understand and comply with all related operating processes.</li> <li>• Co-ordinate and liaise with customers/ transporter on day-to-day issues</li> <li>• Order planning to meet customer’s shipment delivery / collection requirements.</li> <li>• Prepare data collection and submit accurate reports when required.</li> <li>• Perform cycle count administration.</li> <li>• Ensure all incoming (including exchange and returns) and outgoing shipments are completed in a timely and orderly manner.</li> <li>• Ensure all shipment documentation is accurate and submitted timely.</li> <li>• Perform process improvement initiatives and implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Mon - Fri  8am – 5.45pm / 11pm - 8.45pm (can choose)</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> North-East (Greenwich) (can take bus directly from Hougang / Tampines MRT)</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Report to the Executive on all receiving non-conformances.</li> <li>Comfortable with lifting ~15-20kg goods when required.</li> <li>Schedule outbound and inbound shipments.</li> <li>Provide input and complete freight bills.</li> <li>Assist with the communications with carriers when issues arise.</li> <li>Make recommendations regarding transportation, routing, carrier selection and assist in meeting customer requirements.</li> <li>Other duties as assigned.</li> </ul>	
<p><b>Senior/ Radiographer</b> </p>	<ul style="list-style-type: none"> <li>Experience in MRI, CT, mammographer/ breast imaging; must be willing to work 3 rotating shifts; preferred Singaporean</li> <li>Allied Health Professions Council (AHPC) registration</li> <li>Recognised Degree or Diploma in Diagnostic Radiography</li> <li>5 years specialised experience in Mammography / Breast Imaging / Ultrasound / CT / MRI / Interventional Radiology preferred.</li> <li>Exhibit strong leadership potential.</li> <li>Compassionate and good patient care</li> <li>Good interpersonal, verbal and written communication skills</li> <li>Customer and service oriented</li> </ul>	<p>As a Senior / Radiographer, you are responsible for supervising, coaching and training radiographers and other staff members to render high quality imaging services.</p> <p>You may also be responsible for the routine management and administration of a modality/ section within the department.</p> <p><u>Primary Responsibilities (80%)</u></p> <ul style="list-style-type: none"> <li>Perform clinical duties in general radiography and at least one advanced imaging modality (CT / MRI / Ultrasound / Mammography / Breast Imaging / Interventional Radiology)</li> <li>Administer contrast media for radiological examinations, where required</li> <li>Oversee the smooth operations within his/her section of specialised area and always ensure proper usage and care of equipment of the section</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days' work week (including weekends and PH)</li> </ul> <p><u>Morning:</u> 8am, end between 4pm to 6pm <u>Afternoon:</u> start between 11am to 1pm, end between 7pm to 9pm <b>Night:</b> 8pm to 8am / 9pm to 9am</p> <ul style="list-style-type: none"> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Central-West (Queenstown)</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Computer skills in word processing, spreadsheet and presentation software</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure quality assurance programmes are implemented and observed as well as initiate system improvement within the section</li> <li>• Adhere to safe work practices especially in radiation safety and infection control</li> <li>• Conduct training and coaching of radiographers</li> <li>• Render prompt and courteous service delivery to external and internal customers</li> <li>• Handle difficult situations like patients' complaints and queries within the department / section promptly and effectively</li> <li>• Ensure efficient patient turnaround time per examination</li> <li>• Plan, organise and prioritise assigned tasks such that all are completed effectively and on time</li> <li>• Motivate and counsel team members on personal and work-related issues. Build upon their strengths and help improve their weaknesses for desired results</li> </ul> <p><u>Secondary Responsibilities (20%)</u></p> <ul style="list-style-type: none"> <li>• Maintain and upkeep a section with efficient work performance</li> <li>• Collate and prepare statistical data for the section</li> <li>• Ensure physical environment and ambience of workplace adheres to corporate standards</li> <li>• Perform any other duties as assigned by reporting officer/ HOD</li> </ul>	


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Service/ Kitchen Crew (PT)	<ul style="list-style-type: none"> <li>• Comfortable long-standing hours</li> <li>• Comfortable in frying and working in kitchen setting</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing food items for the shift according to SOP, food health and safety standards</li> <li>• sanitizing and cleaning workstations and utensils</li> <li>• assisting other kitchen crew or helping other team members when needed</li> <li>• Adhere to the company's rules and regulations on food safety, food hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week 44 hrs/week</li> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> Islandwide</li> </ul>
Staff Nurse 	<ul style="list-style-type: none"> <li>• Valid SNB</li> </ul>	<ul style="list-style-type: none"> <li>• Perform nursing duties</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week Including weekends, 2 – 3 shifts</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>
Sushi Assistant	<ul style="list-style-type: none"> <li>• Able to stand for long hours</li> <li>• Strong work ethic and positive team attitude</li> <li>• Ability to perform manual labour for extended periods of time</li> </ul>	<ul style="list-style-type: none"> <li>• All sushi food products prepared in compliance under standardized recipes and portion volume</li> <li>• Participate in the preparation of ingredients and menu items</li> <li>• Cleaning and maintenance of the kitchen equipment, storage and preparation areas, as well as the work surfaces according to the hygiene and cleanliness standards</li> <li>• Know, master and apply the standards of hygiene and cleanliness</li> <li>• Work environment: Non-Halal Restaurant</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/week 44 hrs/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central</li> </ul>
Temp Customer Service Representative	<ul style="list-style-type: none"> <li>• Candidate who possesses relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and liaise with customers, forwarders &amp; warehouse for shipment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	shipping experience will be advantaged	readiness and delivery schedules <ul style="list-style-type: none"> <li>• Prepare and handle day-to-day documents for delivery</li> <li>• Assist &amp; update customers with stock queries and shipment schedules</li> <li>• Liaise with warehouse for shipments</li> <li>• Prepare monthly reports for KPI</li> <li>• Any other ad-hoc duties as assigned</li> </ul>	Mon to Fri, 8am-5pm, Sat: 8am-12pm <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> West (Tuas / Clementi)</li> </ul>
<b>Temp Screener Admin (PT)</b>	<ul style="list-style-type: none"> <li>• Deploy to secondary schools</li> </ul>	<ul style="list-style-type: none"> <li>• Provide administrative support</li> <li>• Manage career counseling</li> <li>• Administer record keeping</li> <li>• Ad hoc duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week</li> </ul> Office Hours (as early as 7am; as late as 4pm to 5pm) <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> Islandwide</li> </ul>
<b>Temp Warehouse Associate</b>	<ul style="list-style-type: none"> <li>• Basic computer literacy</li> <li>• Ability to lift up to 15kg (Training will be provided)</li> <li>• Temp for 3 months, will convert to permanent if shows good performance</li> </ul>	<ul style="list-style-type: none"> <li>• Picking/packing</li> <li>• Loading/unloading</li> <li>• Inventory counting</li> <li>• Maintaining warehouse safety standards.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week (Mon to Fri)</li> </ul> 8.30am - 5.30pm <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> East (Changi)</li> </ul>
<b>Trainee Technician</b>		<ul style="list-style-type: none"> <li>• Perform troubleshooting, repair, overhaul of aircraft engines</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b></li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Dismantle aircraft engines</li> <li>• Testing and maintenance of engine equipment</li> <li>• Perform simple operational checks on aircraft system</li> </ul>	<p>Work 4 days Rest 2 days</p> <p>6.30am -4.15pm, 4pm - 1.45am</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> East (Loyang)</li> </ul>
<p><b>Vehicle Technician (1 Year Contract)</b></p> 	<ul style="list-style-type: none"> <li>• Class 2 or 3 License</li> <li>• Nitec or Higher Nitec in Engineering / Preferable automotive engineering</li> <li>• Prior experience in vehicle accessory installation and wiring is an advantage.</li> <li>• Possession of Class 2 or 3 driving licence is preferred.</li> <li>• Possession of own transport is preferred.</li> </ul>	<p>Installation Services</p> <ul style="list-style-type: none"> <li>• Check LTA microsite to confirm motorist eligibility.</li> <li>• Handle migration and new vehicle installations.</li> <li>• Perform on-site or in-house installation and removal of IU/OBU devices.</li> </ul> <p>Troubleshooting / Replacement Services</p> <ul style="list-style-type: none"> <li>• Diagnose and troubleshoot issues for eligible motorists.</li> <li>• Clearly explain identified issues and proposed resolutions to motorists.</li> <li>• Perform installation and removal of IU/OBU devices as per LTA’s guidelines.</li> <li>• Commission and decommission devices as per LTA’s guidelines.</li> </ul> <p>Administrative Duties</p> <ul style="list-style-type: none"> <li>• Submit all required reports accurately and on time.</li> <li>• Keep detailed records of daily tasks and issues handled.</li> <li>• Ensure a clean, organized and safe work environment.</li> <li>• Maintain proper accounting of inventory.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> </ul> <p>Mon - Fri: 8am - 5pm, Sat: 8am - 12pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> Islandwide</li> </ul> <p>(sometime - Customer’s place, vendor’s place, care centre at Sin Ming &amp; Jalan Boon Lay)</p>
<p><b>Ward Service Associate (PT)</b></p>	<ul style="list-style-type: none"> <li>• Minimum GCE N Level</li> </ul>	<ul style="list-style-type: none"> <li>• Provide excellent customer service to the patients</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b></li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Open Race, Open Gender, Age between 30-60yo</li> <li>• Passionate to join healthcare industry</li> <li>• No visible tattoos and bright dyed hair colours</li> </ul>	<ul style="list-style-type: none"> <li>• Serving and clearing food and drinks</li> <li>• Check food served against patient meal orders</li> <li>• Assist in inventory management</li> <li>• Maintain cleanliness in and around workstations</li> <li>• Assist nurses to meet patient's nutritional needs</li> </ul>	<p>5 days work week (Monday – Sunday)</p> <p>7am–430pm, 10am-730pm (based on roster)</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> West (Jurong East)</li> </ul>
<p><b>Warehouse Assistant</b></p>		<ul style="list-style-type: none"> <li>• Check the items are correct with respect to part numbers, description, specification and quality as stated on the DO/Note or put away List</li> <li>• In case any discrepancies found – all must be reported to the supervisor</li> <li>• Inspect visually the condition of parts received particularly for any transit damage</li> <li>• Arrange and put the labels on the parts</li> <li>• Put the parts away on an agreed bin location</li> <li>• Support other activities within the warehouse during critical situations.</li> <li>• Maintain tidy conditions in your own working area and any other areas for which the individual is responsible.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week Mon to Fri: 8.30am - 5.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> North-East (Seletar)</li> </ul>
<p><b>Warehouse Assistant (PT)</b></p>	<ul style="list-style-type: none"> <li>• Minimum secondary level</li> <li>• At least 1 year’s working experience in related field</li> <li>• Able to read, write, speak basic English and</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate the daily operation of the warehouse</li> <li>• Issue and collect production materials timely</li> <li>• Perform daily check and count for stock accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week</li> <li><u>Day shift:</u> Monday to Friday from 8.20am to 5pm;</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>possess basic Mathematical skill</p> <ul style="list-style-type: none"> <li>• Basic computer literacy is advantageous</li> <li>• Able to handle 10 to 20kgs of load</li> <li>• Physically fit</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure well maintenance and good housekeeping within the warehouse</li> <li>• Stock up and label all goods correctly</li> <li>• Receive goods and pack accordingly</li> <li>• Report immediately of any parts/ stock defects or discrepancy in quantity</li> <li>• Observe all safety rules and compliances with all procedures</li> <li>• Any general ad-hoc duties as assigned by superior</li> </ul>	<p>Hourly Pay: \$10/hr</p> <p><u>Night Shift:</u> Monday to Thursday from 5pm to 5am; Hourly Pay: \$11/hr</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> Central (Kallang)</li> </ul>
<b>Warehouse Assistant (Packing)</b>	<ul style="list-style-type: none"> <li>• Comfortable to support OT</li> </ul>	<ul style="list-style-type: none"> <li>• Pick and Pack</li> <li>• Labelling and Sorting</li> <li>• Loading, unloading</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week, 8.75h/ day</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Islandwide</li> </ul>
<b>Warehouse Assistant (With Forklift)</b>	<ul style="list-style-type: none"> <li>• Must have Singapore valid forklift license</li> <li>• Possessed Work At Height (WAT) Certificate will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Loading and unloading materials from a variety of vehicles such as VNA/ Forklift/ Stacker etc.</li> <li>• Moving pallet-packed materials around the site or storage facility</li> <li>• Checking loads are secure</li> <li>• Performing equipment checks and basic maintenance</li> <li>• Following written instructions and keeping records</li> <li>• Adhering to health and safety regulations</li> <li>• Completing physical tasks quickly and accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week, Mon to Fri, 8am-5pm, Sat 8am-12pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Temporary</li> <li>• <b>Location:</b> West (Clementi)</li> </ul>

### #3 National University Polyclinics

The National University Polyclinics (NUP) is a member of the National University Health System (NUHS), a leading academic health system and one of three public healthcare clusters in Singapore.

NUP provides primary care treatment for acute illnesses, management of chronic diseases, women and children health services, and dental care at its network of polyclinics at Bukit Batok, Bukit Panjang, Choa Chu Kang, Clementi, Jurong, Pioneer, and Queenstown (with Taman Jurong, Tengah and Yew Tee to come).

As part of an integrated academic health system, NUP collaborates with the hospitals and national specialty centres within NUHS as well as partners in the community, such as general practitioners, grassroots, and social care agencies, to provide patient-centred care for the population.

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Care Coordinator</b>	<ul style="list-style-type: none"> <li>• Diploma preferred.</li> <li>• Qualification in health promotion will have an advantage.</li> <li>• Preferably with some work experience in healthcare</li> <li>• Good verbal and written communication skills</li> <li>• Pleasant disposition and personality</li> <li>• Possess good interpersonal skills, a positive attitude towards work and is a team player.</li> <li>• Good communication and coordination skills</li> <li>• Self-motivated and has interest in patient care.</li> <li>• Able to communicate in English and a local language/dialect.</li> <li>• Proficiency in Microsoft Office including Excel, Words and Power Point</li> <li>• Savvy in navigating IT programs</li> </ul>	<ul style="list-style-type: none"> <li>• As part of the multidisciplinary team, you get to provide holistic and incredible care, empower patients and caregivers to take charge of their own health through technology, raise awareness and accessibility of available resources that can be tapped on, nudging them towards action.</li> </ul> <p>Strategic outcomes and goals include:</p> <ul style="list-style-type: none"> <li>• To build relationships with internal (care team) and external stakeholders (patients and caregivers).</li> <li>• To contribute to achieving clinical outcomes for preventive health screenings and reduce readmission and escalations to tertiary care, and, to gather social determinants of health pertinent to influencing social and health outcomes in positive ways</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week, 42 hrs/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 1 Jurong East Street 21 (S)609606</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Leverage on technology to empower patients to improve health literacy and accessibility to resources</li> <li>• Responsible for assisting in coordinating and providing patient care activities.</li> <li>• This includes the use of IT systems to track, perform and document established clinical indicators and care given to patients.</li> <li>• You will perform basic parameter measurements, close preventive screening and vaccination gaps in relation to national programmes/ initiatives.</li> <li>• You will also provide basic health education to improve patients’ knowledge on lifestyle management, social and physical activities through social prescribing, the use of health monitoring devices (e.g. home blood pressure, glucose and weight monitoring, as well as advise patients on vaccination requirements.)</li> </ul>	
<p><b>Care Coordinator (Child and Maternity Health)</b></p>	<ul style="list-style-type: none"> <li>• Diploma with qualification in Health Promotion or Sciences will have an added advantage</li> <li>• Preferably with some work experience in healthcare</li> <li>• Proficient in MS Office applications</li> <li>• Savy in navigating IT programs</li> <li>• Self-motivated and has interest in patient care</li> <li>• Good communication and coordinating skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure completion of screening, assessment, anticipatory guidance and psychoeducation for mother-child dyads according to milestones</li> <li>• Assist in care management and cross-referrals to specialists through dedicated protocols, based on mother and child profile and needs.</li> <li>• Maintain a record of mother-child dyads/parents recruited in ChAMPION program and other data collation accurately on a timely basis</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 42 hrs/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 1 Jurong East Street 21 (S)609606</li> </ul>



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Proactive and a team player</li> <li>• Able to work 5.5 days' work week</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Family Nexus care coordinators to assist with arrangement of appointments as required.</li> <li>• Work cohesively with Research Assistants in data collection and surveys.</li> <li>• Any other responsibilities as assigned by the Reporting Officer</li> </ul>	
<p><b>Patient Service Associate</b></p>	<ul style="list-style-type: none"> <li>• Polytechnic Diploma, GCE A / O / NITEC qualification.</li> <li>• Computer literate</li> <li>• Pleasant disposition and personality</li> <li>• Comfortable with public speaking to perform patient education and sharing</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Experience in frontline and customer service preferred.</li> <li>• Good team player with passion for service excellence.</li> <li>• Able to multi-task and work in a fast-paced and dynamic environment.</li> <li>• Commit to a 5.5 days' work week</li> </ul>	<ul style="list-style-type: none"> <li>• Be a strong advocate to share with patients on self-help and self-care!</li> <li>• You will proactively promote and educate patients on the use of mobile applications and self-help functions, and onboard them into nationwide healthcare initiatives (e.g. Healthier SG) to promote self-care.</li> <li>• You will have the opportunity to positively make a difference to the patients and community through facilitating and planning for programmes.</li> <li>• This involves liaising with partnered vendors, planning for logistics and schedules to carry out the programmes.</li> <li>• Additionally, you will be involved in daily clinic operations' activities.</li> <li>• Your main responsibilities will be to help patients navigate through the polyclinic through registration, scheduling and rescheduling appointments, processing referrals, and handling payments.</li> <li>• You will be the first point of contact for patients to answer their general questions, perform initial health screening activities such as</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 42 hrs/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 1 Jurong East Street 21 (S)609606</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		height and weight measurements, and administering blood pressure checks, and making outgoing calls to patients to address any urgent requests they have. <ul style="list-style-type: none"> <li>• Additionally, you will provide administrative support to the clinic as needed.</li> </ul>	
<b>Psychologist (Clinical)</b> 	<ul style="list-style-type: none"> <li>• MA/MSC in Applied Psychology (Clinical / Counselling Psychology)</li> <li>• At least 1 years' experience counselling patients with chronic health and psychiatric issues in an outpatient setting</li> <li>• Registered with Singapore Registrar of Psychologists is preferred</li> <li>• Interest in Primary Care Psychology and demonstrates acquired therapeutic skills for delivery of services in the management of chronic diseases, prevention and population health.</li> <li>• Ability to work independently in running clinical services at Polyclinics.</li> <li>• Have to be prepared to travel to different Polyclinics within NUP</li> <li>• 5-day work week (Monday to Friday).</li> </ul>	<ul style="list-style-type: none"> <li>• You will provide direct services to patients with chronic and mental health issues through conducting clinical interviews, screening and assessments in an outpatient setting.</li> <li>• You will provide individuals and / or group consultations to patients, implement steps to enhance and facilitate collaborations and integration of services among the multi-disciplinary team at the polyclinic and the NUHS cluster.</li> <li>• As part of the Psychology team, you will develop, implement, monitor and evaluate mental health components that will increase quality of patient care, in qualitative and quantitative terms.</li> <li>• You will design, implement, monitor and evaluate in-house training and development curriculum for psychologists/allied health/ medical professionals to enhance their service quality, as measured by clinical outcome indicators and perform clinical administration.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 42 hrs/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 1 Jurong East Street 21 (S)609606</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Senior / Dietitian</b> </p>	<ul style="list-style-type: none"> <li>• Bachelor of Science in Nutrition and Dietetics</li> <li>• At least 1 years’ experience in dietetics-related work.</li> <li>• Fresh graduates are also welcome to apply.</li> <li>• Good interpersonal and patient engagement skills</li> <li>• Ability to work independently in running clinical services at Polyclinics.</li> <li>• Have to be prepared to travel to different Polyclinics within NUP</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform dietitian consultation, assessment and interventions in specific clinical condition and ensure the effective operations of the Dietitian Services in meeting the goals and objectives in providing an efficient professional service in National University Polyclinics (NUP).</li> <li>• You will also explore possible opportunities and help to foster a vibrant community of caregivers through education, training and appropriate service ventures.</li> <li>• You will also network with the government departments and voluntary organisation to facilitate service accessibility for patients.</li> <li>• You are also expected to deliver nutrition-related health talks and workshops to patients and the community.</li> <li>• You will also work with a multidisciplinary team of doctors, nurses and allied health professionals within NUP and NUHS.</li> <li>• You will lead or participate in quality improvement projects and/or research projects.</li> <li>• You will also perform any other responsibilities as assigned by your Reporting Officer.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, 42 hrs/week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 1 Jurong East Street 21 (S)609606</li> </ul>
<p><b>Senior / Executive / Assistant Manager, Service and Operations</b> </p>	<ul style="list-style-type: none"> <li>• Degree in any field.</li> <li>• Strong interpersonal and communication skills in both oral and written.</li> <li>• Possess good critical thinking and problem-solving skills.</li> </ul>	<ul style="list-style-type: none"> <li>• You will be part of the Polyclinic Management Team supporting the Manager and cross-functional teams to ensure smooth daily operations of the clinic.</li> <li>• This includes coordinating and planning clinic activities,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week, 42 hrs/week</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Resilient, dynamic, multi-tasker and possess positive attitude.</li> <li>• Able to work in a fast-paced and dynamic environment.</li> <li>• Able to commit 5.5 days' work week.</li> </ul>	<p>utilization of manpower and resources, to ensure cost efficiency and effective management of the clinic.</p> <ul style="list-style-type: none"> <li>• You will also support the implementation of new initiatives such as Healthier SG, Social Prescribing and Age Well SG and support the drive to achieve service excellence and continuous improvement.</li> <li>• You will oversee administrative activities like staff scheduling, patient flow, inventory management, and facility management, and be involved in planning and implementing strategies, proposals, and activities to improve work processes, and work collaboratively with clinical, nursing, allied health professionals, diagnostics, and other service departments within the polyclinic.</li> <li>• You will also have the opportunity to collaborate with team members across other workgroups, polyclinics or HQ, focusing on manpower planning, training and development, digital and service transformation, policy and workflows, new polyclinics development, and emergency planning.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> 1 Jurong East Street 21 (S)609606</li> </ul>

## #4 NEO Garden Catering

An inspiring success story usually starts from a simple dream, and for our Founder, Chairman and CEO Mr Neo Kah Kiat, it was the decision to lift his family out of poverty. Taking the path less travelled, Mr Neo left school at secondary 2 to start his own business. He eventually dived into the food catering industry after a not so fulfilling experience at a friend's birthday party. In 1992, he established Neo Garden Restaurant (later rebranded to Neo Garden


Catering) with one simple vision: To deliver quality food, with quality setup and on time delivery to every customer.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Catering Sales Executive</b> 	<ul style="list-style-type: none"> <li>• Candidates should possess a Diploma or Degree in Hotel and F&amp;B Management or an equivalent qualification.</li> <li>• Applicants with at least one to two years of experience in sales or business development within the F&amp;B, catering, or hospitality industry will be preferred.</li> <li>• A strong passion for customer service and sales, coupled with an outgoing personality and high level of motivation, is essential for success in this role.</li> <li>• Candidates should also be willing to work in the West.</li> </ul>	<ul style="list-style-type: none"> <li>• Neo Group is seeking a driven and customer-focused Sales Executive to join our Sales Team.</li> <li>• In this role, you will be responsible for identifying and establishing new sales opportunities through various prospecting channels, expanding our client base and strengthening our market presence.</li> <li>• You will respond promptly to telephone and online catering enquiries, assisting clients with menu selection and preparing tailored proposals that meet their event requirements.</li> <li>• Building and maintaining strong client relationships will be central to your role, as you develop rapport and ensure a positive, seamless customer experience from enquiry to event completion.</li> <li>• The role also involves actively contributing creative ideas to enhance catering services and improve overall client satisfaction.</li> <li>• You will be accountable for the sales performance and profitability of event orders, ensuring that all arrangements are carried out smoothly and efficiently.</li> <li>• Close coordination with internal food production and logistics teams is essential to ensure timely delivery and successful execution of catering events.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week 9am - 6.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 30B Quality Road (S)618826</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>If you are passionate about sales, enjoy working in a fast-paced environment, and thrive on delivering exceptional service, we welcome you to be part of our growing team.</li> </ul>	
<b>Cleaner</b>	<ul style="list-style-type: none"> <li>Minimum of 1 year of experience as a cleaner.</li> <li>Knowledge of cleaning chemicals and supplies.</li> <li>Physically fit and able to perform manual work.</li> </ul>	<ul style="list-style-type: none"> <li>To perform housekeeping duties and ensure that the office is maintained in a clean, safe and comfortable manner.</li> <li>Perform cleaning duties such as dusting, wiping, mopping, sweeping, and vacuuming a ten-storey office space.</li> <li>Clean and sanitize restrooms daily, and refill supplies such as toilet paper.</li> <li>Remove trash from office areas and dispose of it in the rubbish chute.</li> <li>Report any repairs or replacements required while carrying out daily tasks.</li> <li>Perform any other tasks as and when assigned by immediate superiors.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week 8am - 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 30B Quality Road (S)618826</li> </ul>
<b>Cook</b>	<ul style="list-style-type: none"> <li>Requires a minimum of 3 years of related experience.</li> <li>Must be able to work effectively in a team environment and always maintain a positive and professional attitude.</li> <li>Should possess good interpersonal skills for interacting with people at all levels, strong problem-solving abilities, and a creative, experimental approach to cooking.</li> </ul>	<ul style="list-style-type: none"> <li>Join the central kitchen team and take responsibility for end-to-end operations and services within the premises.</li> <li>Assist in the creation and preparation of Western, Chinese, Thai, and Indian cuisine, and support the smooth running of catering kitchen operations.</li> <li>Ensure that food handling and hygiene regulations are strictly followed in accordance with NEA standards.</li> <li>Maintain the quality, quantity, and accuracy of food items served and displayed</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week 8am - 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 30B Quality Road (S)618826</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		according to the company’s standard recipes. <ul style="list-style-type: none"> <li>Verify that ordered items are received in the correct quantity and quality and stored under proper conditions.</li> <li>Collaborate closely with all levels of staff, including superiors, peers, and subordinates –to achieve the highest possible satisfaction with food items.</li> <li>Perform ad-hoc duties as assigned.</li> </ul>	
<b>Dishwasher</b>	<ul style="list-style-type: none"> <li>Must be self-disciplined and able to follow instructions accurately.</li> <li>Should be hardworking and capable of working during early hours.</li> <li>Willingness to work long hours, especially during festive seasons, is required.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for washing and cleaning all used utensils, ensuring proper handling of equipment and organizing them appropriately.</li> <li>Clear trash and rinse trash bins regularly, while maintaining personal hygiene and always observing workplace safety.</li> <li>Perform any ad-hoc duties as assigned to support daily operations.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week 8am - 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 30B Quality Road (S)618826</li> </ul>
<b>Facilities Technician</b> 	<ul style="list-style-type: none"> <li>Preferably possess a minimum of two years of relevant working experience.</li> <li>Hold a Certificate or Diploma in Property Management or a related field.</li> <li>Demonstrate strong communication and negotiation skills, with the ability to perform hands-on work on site while managing pressure and multiple tasks effectively.</li> <li>Exhibit good administrative</li> </ul>	<b>General Duties</b> <ul style="list-style-type: none"> <li>Assist the Manager in overseeing the daily operations of equipment and facilities to ensure smooth and efficient functioning.</li> <li>Perform regular inspections, troubleshooting, as well as preventive and corrective maintenance to maintain optimal performance of all systems.</li> <li>Carry out troubleshooting and minor repairs for building and M&amp;E (mechanical and</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week  8.30am - 5pm Weekend: 8.30am - 12pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 30B Quality Road (S)618826</li> </ul>


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>capabilities and computer literacy.</p> <ul style="list-style-type: none"> <li>• Possess sound knowledge of fire safety systems, building maintenance, electrical systems, and plumbing services.</li> </ul>	<p>electrical) works, including air-conditioning, electrical systems, plumbing, and fire protection systems.</p> <ul style="list-style-type: none"> <li>• Additionally, undertake any other assignments as directed by Management to support overall operational needs.</li> </ul> <p>Other Duties</p> <ul style="list-style-type: none"> <li>• Assist in the daily operations of equipment and facilities to ensure smooth and efficient functioning.</li> <li>• Conduct regular inspections, troubleshooting, preventive maintenance, and carry out minor repairs to building works and M&amp;E systems, including air conditioning, electrical, plumbing, and fire protection systems.</li> <li>• Perform any other handyman assignments as directed by Management.</li> <li>• Possess experience in mechanical and electrical installations and systems, and demonstrate the ability to work effectively as a team player with good interpersonal skills.</li> <li>• Show strong initiative and sound analytical abilities, and be willing to work overtime when required.</li> </ul>	
<p><b>Kitchen Assistant</b></p>	<ul style="list-style-type: none"> <li>• No prior experience is required for this role.</li> <li>• Candidates should have good communication skills, a positive and friendly attitude, and the ability to work well as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for preparing food ingredients and packing food.</li> <li>• Responsible for receiving goods and storing them according to the first-in-first-out (FIFO) method.</li> <li>• Prepare raw food materials such as vegetables, fish, meat,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 8am - 5pm</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>and seafood, and perform processing tasks including thawing, cutting, butchering, and seasoning.</p> <ul style="list-style-type: none"> <li>Oversee the manufacturing of basic food ingredients, including curry paste, sambal paste, samosa paste, spring roll fillings, and fritters.</li> <li>Ensure the operation area is always kept clean and well-maintained.</li> </ul>	<ul style="list-style-type: none"> <li><b>Location:</b> 30B Quality Road (S)618826</li> </ul>
<b>Packer</b>	<ul style="list-style-type: none"> <li>No prior experience is required for this role.</li> <li>Candidates should have good communication skills, a positive and friendly attitude, and the ability to work well as a team player.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for packing cooked food and preparing food packaging to ensure proper handling and presentation.</li> <li>Always maintain cleanliness of the work area to comply with hygiene standards.</li> <li>Perform ad-hoc duties assigned to support daily operational needs.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week 8am - 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 30B Quality Road (S)618826</li> </ul>



## #5 Sunningdale Tech

Sunningdale Tech Ltd is a leading manufacturer of precision plastic components. The Group provides one-stop, turnkey plastic solutions, with capabilities ranging from product & mould designs, mould fabrication, injection moulding, complementary finishings, through to the precision assembly of complete products.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Assistant Engineer / Engineer - Business Development</b> 	<ul style="list-style-type: none"> <li>Diploma in Mechanical Engineering preferably with exposure in Polymer Processing, Plastic Injection Molding or Mold Making.</li> <li>Minimum 3 years of experience in Business Development within Plastic Injection Molding or Mold Making industry.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with customers on RFQs by obtaining technical and commercial information and driving quotation process for new RFQs.</li> <li>Coordinate RFQ activities with internal departments to conduct feasibility studies for newly awarded programs.</li> <li>Source and evaluate new suppliers to meet project requirements.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/week, Office hours</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 51 Joo Koon</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good knowledge of IATF 16949 and ISO 9001 QMS requirements.</li> <li>• Proficient in Microsoft Project and Microsoft Excel.</li> <li>• Ability to read and interpret engineering drawings including GD&amp;T.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and complete New Program Approval documentation.</li> <li>• Assist Business Development Manager or Executive in managing prototype programs from initiation to launch.</li> <li>• Establish prototype project plans, schedule and manage budgets.</li> <li>• Act as key point of contact for customers throughout project lifecycle.</li> <li>• Ensure on time completion and delivery of prototype parts according to customer requirements.</li> <li>• Perform other duties as assigned.</li> </ul>	<p>Circle (S)629069</p>
<p><b>Engineer - IT SAP ABAP/ SAC</b> </p>	<ul style="list-style-type: none"> <li>• Degree in IT, Computer Science or Engineering or equivalent.</li> <li>• Minimum 3 years of programming experience.</li> <li>• Experience in SAP ABAP, CDS view, Fiori UI5, SAC BI analytic programming and Fiori analytic programming.</li> <li>• Good command of English with organizational and planning abilities.</li> <li>• Independent, proactive and able to multitask in fast paced environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with external SAP consultants during initial setup stage and gradually perform customization work in house.</li> <li>• Provide SAP Basis support and application management support.</li> <li>• Support and maintain SAP system for the Group.</li> <li>• Design, develop and program reports, forms and screens for SAP and other applications with proper documentation.</li> <li>• Manage deployed business applications and provide user support for SAP related issues.</li> <li>• Conduct training for SAP and other managed applications.</li> <li>• Develop test data, analyse program issues and prepare documentation.</li> <li>• Perform SAP Basis support and other assigned duties</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/week, Office hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 51 Joo Koon Circle (S)629069</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Mold Polisher</b>	<ul style="list-style-type: none"> <li>• Minimum 1 to 3 years of relevant experience.</li> <li>• Secondary or GCE O Level qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform mold polishing work for new mold making and mold repair.</li> <li>• Ensure process achieves customer specification and delivery schedule.</li> <li>• Follow up on specific problems as advised by Manufacturing Engineer.</li> <li>• Assist in receiving and issuance of materials and cutting tools.</li> <li>• Assist in managing tooling central store.</li> <li>• Maintain section housekeeping daily.</li> <li>• Comply with workplace health and safety and EHS policies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, office hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 51 Joo Koon Circle (S)629069</li> </ul>
<b>Project Engineers/ Snr Project Engineers</b> 	<ul style="list-style-type: none"> <li>• Degree or Diploma in Engineering or equivalent with minimum 3 years' experience in project management within plastic injection molding companies.</li> <li>• Team player with good leadership, interpersonal and communication skills and strong interest in pursuing technical solutions.</li> <li>• Knowledge of ISO13485 and IATF 16949 QMS is an added advantage.</li> <li>• Familiar with automated injection molding systems and robotics.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for organizing and managing project management activities to ensure projects are executed smoothly and efficiently against agreed plan and budget.</li> <li>• Handle customers' enquiries for assigned projects and act as primary point of contact between company and customers.</li> <li>• Coordinate functional departments to support project execution.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, office hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 28 Woodlands Loop (S)738308</li> </ul>
<b>R&amp;D Engineer - Mechanical Design</b> 	<ul style="list-style-type: none"> <li>• Bachelor's degree in mechanical or industrial engineering.</li> <li>• 1–2 years of relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for 3D product design and its requirements.</li> <li>• Lead mechanical and engineering design for process development,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week, office hours</li> <li>• <b>Employment Type:</b></li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Experience in plastic injection molded parts design.</li> <li>• Knowledge of product design, engineering plastics behavior and product certification.</li> <li>• Knowledge of CAE simulation is an added advantage.</li> <li>• Competent in engineering calculations.</li> <li>• Hands-on experience in 3D CAD &amp; CAE.</li> <li>• Strong problem-solving skills and technical acumen.</li> </ul>	<ul style="list-style-type: none"> <li>• product design and engineering solutions.</li> <li>• Create proof of concepts and generate engineering drawings with proper GD&amp;T and tolerance stack-up.</li> <li>• Define test requirements for designed products and perform patent searches for possible design infringement.</li> <li>• Drive projects within tight timelines and ensure compliance with EHS policies and workplace safety standards.</li> <li>• Perform additional duties as assigned</li> </ul>	<p>Full Time</p> <ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 51 Joo Koon Circle (S)629069</li> </ul>

## #6 Sushi Express Group

Founded in 1996, Sushi Express has become the leading conveyor belt sushi brand with over 500 outlets worldwide, including Singapore. We're driven by a mission to deliver high-quality, authentic sushi to the masses while upholding our commitment to excellence, innovation, and teamwork. At Sushi Express, we embrace diversity and work together to overcome challenges, creating unforgettable dining experiences. Join us and be part of our journey as we strive to become the world's No.1 sushi brand.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Assistant Outlet Manager</b> </p>	<ul style="list-style-type: none"> <li>• Diploma holder and/or minimum 3–5 years of experience in F&amp;B/ Retail operations.</li> <li>• At least 2 years of supervisory experience. Proficient in MS Office and POS software.</li> <li>• Well-groomed with strong interpersonal and communication skills.</li> <li>• Strong leadership and people management</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Outlet Manager in daily outlet operations, including effective scheduling, employee communications, regular coaching, and ensuring workplace happiness.</li> <li>• Ensure compliance with the highest safety and hygiene standards.</li> <li>• Create a positive and rewarding customer experience.</li> <li>• Lead and motivate team members to achieve sales</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 20 Bendemeer Road (S)339914</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>skills with proven track record.</p> <ul style="list-style-type: none"> <li>• Must be able to work on rotating shifts, weekends, and Public Holidays</li> </ul>	<p>targets and customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Assist in outlet recruitment, time management, payroll facilitation, and training needs.</li> <li>• Execute outlet marketing programs.</li> <li>• Plan, manage, review, and analyze outlet sales and profitability; work with Outlet Manager and/or Area Manager to implement new sales strategies.</li> <li>• Other duties as assigned</li> </ul>	
<p><b>Outlet Staff</b></p>	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills, positive attitude, proactive and have great enthusiasm to learn.</li> <li>• Must be comfortable with repetitive work activities, operating machinery and physically demanding work conditions (i.e. long-standing hours).</li> <li>• Must be able to work on rotating shifts, weekends and Public Holidays.</li> <li>• Preferably with valid food hygiene cert.</li> <li>• Candidates without working experience are welcome to apply as training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Kitchen Operations: Assist in food preparation in accordance with the Company's SOP.</li> <li>• Receive training and work across all kitchen stations, including gunkan, side dishes, kaburi &amp; grilled items.</li> <li>• Adhere to food handling hygiene standards, including performing dishwashing duties.</li> <li>• Service Operations: Ensure a seamless dining experience by following the 5 Steps of Customer Service:                         <ol style="list-style-type: none"> <li>1. Greetings/Hosting: Welcome guests warmly and assist with seating.</li> <li>2. Pre-Dining Introduction: Provide an overview of the menu and special offerings.</li> <li>3. Table Management: Ensure guests' needs are met throughout their meal.</li> <li>4. Billing Settlement: Handle cashiering duties efficiently and accurately.</li> <li>5. Table Setting and Clearing: Set up and clear tables promptly and professionally.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 20 Bendemeer Road (S)339914</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Closing and Cleaning Duties: Perform closing tasks: dishwashing, cleaning of service stations, and maintaining a clean &amp; tidy dining floor.</li> <li>• Participate in cleaning of service/dining areas during non-peak hours and scheduled monthly outlet cleaning sessions.</li> <li>• Other duties as assigned by Manager.</li> </ul>	
<p><b>Part-time Kitchen Staff</b></p>	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills, positive attitude, proactive and have great enthusiasm to learn.</li> <li>• Must be comfortable with repetitive work activities, operating machinery and physically demanding work conditions (i.e. long-standing hours).</li> <li>• Must be able to work on rotating shifts, weekends and Public Holidays.</li> <li>• Preferably with valid food hygiene cert.</li> <li>• Candidates without working experience are welcome to apply as training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in food preparation in accordance with the Company's SOP.</li> <li>• Receive training and work across all kitchen stations, including gunkan, side dishes, kaburi &amp; grilled items.</li> <li>• Adhere to food handling hygiene standards, including performing dishwashing duties.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 2 days/week</li> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Location:</b> 20 Bendemeer Road (S)339914</li> </ul>
<p><b>Supervisor</b></p>	<ul style="list-style-type: none"> <li>• Possess at least GCE N Level and or/ minimum 2 years of experience in F&amp;B/Retail operations.</li> <li>• At least 1 year of supervisory experience.</li> <li>• Good in MS Office and POS software.</li> <li>• Well-groomed with strong interpersonal</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Assistant Outlet and/or Outlet Manager in daily outlet operations which include effective scheduling, employee communications, regular coaching and ensuring workplace happiness.</li> <li>• Ensure the highest safety and hygiene standards compliance with regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 20 Bendemeer Road (S)339914</li> </ul>

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and communication skills. • Must be able to work on rotating shifts, weekends and Public Holidays	<ul style="list-style-type: none"> <li>• Create a positive and rewarding customer experience.</li> <li>• Explain menu items to customers and make suggestions when necessary.</li> <li>• Ensure and monitor all cashiering and cash management procedures are in compliance with accounting and auditing standards.</li> <li>• Assist in outlet recruitment, employees time management, facilitating payroll issues, training needs.</li> <li>• Ensuring opening and closing duties are properly carried out according to company’s policies.</li> <li>• Ensuring outlet area (kitchen, service and outer area) is properly cleaned on a regular schedule and all sanitary standards are met.</li> <li>• Any other duties as assigned by Outlet Manager</li> </ul>	

## e2i Services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

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



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

### Operating Hours

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

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

📍 **e2i Career Centre (OTH)**  
ServiceSG Centre  
Our Tampines Hub  
1 Tampines Walk #01-21  
Singapore 528523

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