

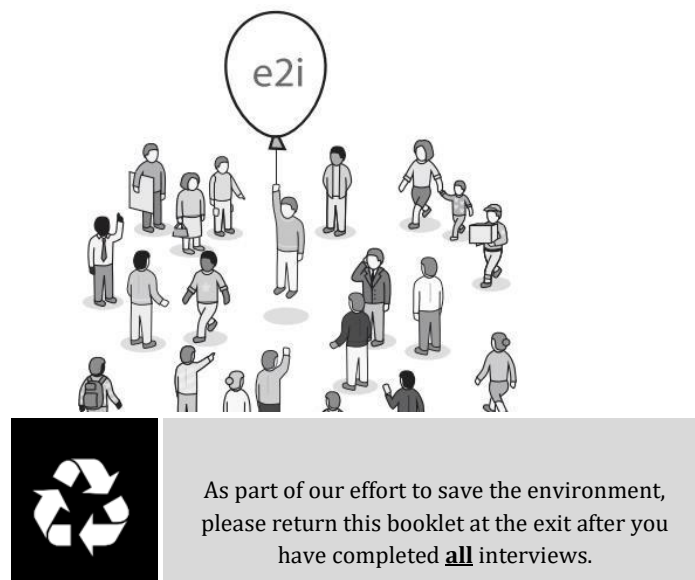
Career & Skills Level Up @ North East

Date: 15-16 Aug 2025 (Fri & Sat)

Time: 10am to 5pm

**Venue: Buangkok CC, Level 3, Hall 1& 2
70 Compassvale Bow, Singapore 544692**

JOB LISTING BOOKLET








About e2i (Employment and Employability Institute)











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

Content Page









#1 Active Global Respite Care Pte Ltd.....	11
• Staff Nurse @ Home Care 	11
• Physiotherapist / Senior Physiotherapist 	11
• Healthcare Assistant - Home Care	12
• Healthcare Assistant - Senior Care Centre	12
• Centre Executive 	12
• Assistant Centre Manager 	13
• Centre Manager 	13
• Customer Contact & Admin Associate	14
• Admin Assistant - Senior Care Centre	14
• HR Learning & Development Executive 	15
• Community Outreach Manager 	15
#2 AWWA Ltd	17
• Early Intervention Teacher 	17
• Early Intervention Teacher Assistant	18
• Teacher (Special Education) 	19
• Teacher Assistant (Special Education) 	19
#3 Babilou Family Singapore.....	20
• Principal 	20
• Preschool Educator (English Language) 	20
• Preschool Educator (Chinese Language) 	20
• Infant Educator	20
• Trainee Educator	21
• Assistant Early Years Educator	21
• Support Staff - Cleaner / Cook	21
#4 BreadTalk Group Pte Ltd	22
• Crew/Senior Crew (Food and Drinks).....	22
• Kitchen Assistant.....	22
• Junior Cook/Cook.....	23









• Waiter/Waitress.....	24
• Junior Captain/Captain.....	24
• Trainee Chef	25
• Baker	26
• Senior Baker	27
• Service Crew.....	28
• Senior Service Crew.....	28
• Service Crew (Toastbox).....	29
• Coffee Maker (Toastbox)	30
#5 Certis Group	31
• Auxiliary Police Officer	31
• Security Officer.....	31
• Enforcement Officer.....	31
• Aviation Security Officer	31
#6 Certis HRS.....	32
• Driving Tester	32
• Customer Service Officer	32
• General Cleaner	32
• Room Attendant.....	32
#7 Chye Thiam Maintenance Pte Ltd.....	33
• Operations Executive	33
• Supervisor	33
• Indoor Cleaner	33
• Outdoor Cleaner	33
• Street/ Estate Cleaner (Central Area)	33
• Night Shift Outdoor Cleaner.....	33
• Multi Skilled Cleaner cum Machine Operator	33
• Food Handler.....	33
• Table-Top Cleaner (Full & Part Time)	33
• Driver.....	33
#8 FairPrice Group.....	35
• FairPrice - Retail Assistant / Cashier.....	35

• FairPrice - Retail Assistant / Cashier.....	35
• FairPrice - (Tai Seng) Retail Assistant (Picking)	35
• FairPrice - (Tai Seng) Retail Assistant (Picking)	36
• Skilled Cutter	36
• Production Operator	37
• Retail Supervisor	37
• Storekeeper.....	38
• Storekeeper (Central Processing Unit).....	38
• Kopitiam - Service Crew (Full Time)	38
• Kopitiam - Service Crew (Part Time)	38
• Kopitiam - Service Crew (Culinary)-Pin Wei	39
• Kopitiam - Service Crew (Culinary)-Xiang Chi Mian	39
• Kopitiam - Service Crew (Culinary)-Chou Chou You Yu	39
• Kopitiam - Service Crew (Culinary)-Flint (Western)	40
• Kopitiam - Service Crew (Culinary)-Western Confirm + Chop.....	40
• Kopitiam - Service Crew (Culinary)-Kokoro Kiosuku (Mapletree Business City)	41
• Heavenly Wang - Service Crew	41
• Kopitiam - Outlet Executive	41
• Foodfare - Cook (Full-Time).....	42
• Foodfare - Cook (Part-Time).....	42
• Foodfare - Kitchen Assistant	43
• Bartender	43
• Automation Technician 	44
• Facilities Technician 	44
#9 Go-Ahead Singapore	45
• Bus Captain	45
• Fleet Support Officer	45
• Technical Specialist 	45
• Service Controller	46
#10 Griffin HR Consultancy Pte Ltd	47
• Assistant Outlet Manager	47
• Maintenance Technician 	47
• QA Service Technician 	47

• Project & Logistics Assistant 	47
• Maintenance Support Officer 	48
• Revenue Recovery Executive 	48
• Recruitment Consultant	48
• Business Development Executive	48
• Sales Consultant (Fashion & Tailoring)	49
• Factory Manager 	49
#11 Institute of Mental Health	50
• Care Support Associate	50
• Patient Information Associate (3 Rotating Shift)	50
• Patient Service Associate	50
• Therapy Assistant 	50
• Enrolled Nurse 	51
#12 Mandai Rainforest Resort by Banyan Tree	52
• Waiter/Waitress	52
• Spa Therapist	52
• Reservations Executives	52
• Recreation Attendant	53
• Demi Chef	53
• Handyman	53
• Commis 1/2	54
• Bartender	54
• Bellman	54
• Banyan Tree Host (Front Office Host)	55
#13 Mett Singapore	56
• Assistant Director of Catering Sales 	56
• Assistant Guest Services Manager 	57
• Assistant Restaurant Manager 	58
• Banquet Operations Executive 	58
• Bar Manager 	59
• Bar Supervisor/ Senior Supervisor	59
• Barista	60
• Bartender	60

• Bellman	61
• Captain	61
• Catering Sales Executive.....	62
• Catering Sales Manager, Corporate & Group 	62
• Chef De Partie	63
• Cocktail Service	64
• Commis Cook	64
• Communications Officer	64
• Concierge Manager	65
• Demi Chef De Partie	66
• Dining Reservation Agent.....	66
• Dining Reservations Supervisor.....	67
• F&B Operations Admin Coordinator	67
• Graphic Designer 	68
• Guest Services Executive.....	68
• Guest Services Manager 	69
• Head Bartender.....	70
• Head Hostess / Host.....	70
• Head Sommelier.....	71
• Hostess / Host	71
• Housekeeping Attendant	72
• Housekeeping Coordinator	72
• Housekeeping Supervisor.....	73
• Junior Sommelier	73
• Junior Sous Chef.....	74
• Kitchen Steward	74
• Laundry Runner.....	75
• Maintenance & Electrical Technician 	75
• Marketing Manager 	75
• Pastry Commis Cook.....	76
• Pastry Junior Sous Chef.....	77
• Restaurant Manager 	77
• Runner.....	78

• Sales Coordinator	78
• Sales Manager, Corporate 	79
• Sales Manager, Leisure 	79
• Security Manager 	80
• Security Officer	81
• Senior Maintenance & Electrical Technician 	81
• Senior Pastry Chef	82
• Sommelier	82
• Sous Chef	82
• Steward Supervisor	83
• Supervisor	84
• Uniform/ Linen Attendant	84
• Waiter	85
#14 Popeyes	86
• Commis Chef (Batter fryer)	86
• Restaurant Management Trainee (RMIT) 	86
• Commis Crew	87
• Guest Experience Manager	87
• Guest Experience Crew	87
#15 RMA Group, Singapore	88
• Administrative Support Executive	88
• Teachers Aide	88
• Frontline Cum Administrative Support	88
• Teachers Aide (Math)	89
• Robotics Assembly Operator	89
• Receptionist /Administrative Support	89
• ICT Trainer/ Executive / Audio Visual Support 	89
• Food Laboratory Assistant	90
• Science Laboratory Assistant	90
• School Cleaner	90
• Chinese Language Teacher 	91
• Teacher (primary/Sec English/Math/Science) 	91
• Patient Account Officer	92



• Customer Service Officer	92
• Senior Software Engineer 	93
• HR Admin 	93
• Software Developer 	94
• IT Support 	94
• Senior Officer/Assistant Manager 	94
• Leadership & Organisation Development Division (L&OD) – OD Team 	95
• Senior Executive/Assistant Manager 	95
• Associate / Senior. Associate, Management Support, Corporate Services 	96
• Executive Assistant 	97
• Software Application/ UAT Tester 	97
• Account Manager, AGV (West Area) 	98
#16 SATS Ltd	99
• Air Logistics Lead / Cargo Coordinator	99
• Assistant Engineer 	99
• Auxiliary Police Officer	99
• Chef De Partie	100
• Cook (All Cuisine)	100
• Customer Care Specialist	101
• Customer Service Agent	101
• Customer Services Officer	101
• Engineering Technician 	101
• Security Officer	102
• Sous Chef	102
• Technical Officer 	103
• Technician 	104
• Technician 	104
• Trainee Air Hub Lead - Baggage 	104
• Trainee Air Hub Lead - Load Control 	104
• Trainee Air Hub Lead - Ramp 	104
• Trainee Air Hub Lead - SMC 	104
• Trainee Cabin Services Officer	104
• Trainee Catering Officer (Equipment)	106


• Trainee Catering Officer (Preset)	107
• Trainee Catering Officer (Production)	107
#17 Singapore Aero Support Services Pte Ltd	109
• Cabin Technician / Trainee 	109
• Planner / Trainee	109
• Cabin Aesthetic Specialist	109
• General Worker	110
• Driver	110
• Facilities Officer 	110
• GSE Mechanic	111
• Ground Equipment Operator	111
• Upholsterer	111
• Store Assistant	111
#18 Soverus Pte Ltd	112
• Security officer (SO)	112
• Senior Security Officer (SSO)	112
• Security Supervisor (SS)	112
• Security Controller	112
• Mobile Response Officer (MRO)	112
#19 Sunlove Abode For Intellectually-Infirm Ltd	113
• Healthcare Assistant	113
• Therapy Assistant	113
• Assistant Cook	113
• Home Helper	113
• Driver	113
• Assistant Programme Executive 	113
• Medical Social Worker 	113
• Assistant Psychologist 	114
#20 Thye Hua Kwan Moral Charities	115
• Executive, Programme 	115
• Senior Executive, Programme 	115
• Project Executive 	116



• Training Assistant	116
• Teacher Aide	117
#21 UEMS Solutions	118
• Healthcare Attendant (Female)	118
• Room Attendant.....	118
• Public Area Cleaners	118
• Meal Service Associate.....	119
• Housekeepers.....	119
• Healthcare Porters	119
• Stewards.....	120
• Patient Service Associate	120
• Housekeeping Team Leader / Supervisor	120
• Team Leader (Visitor Management Service).....	121
#22 Watami Food Service Singapore Pte Ltd	122
• Service Crew.....	122
• Kitchen Crew	122
• Dishwasher.....	122
• Management Trainee.....	122
• Shop Manager	122
e2i Services.....	123

#1 Active Global Respite Care Pte Ltd



Active Global Home & Community Care is a leading provider of holistic, professional, and affordable home and community-based eldercare services. Established in 2012 to meet the increasing demand for home-based care in Asia, Active Global provides live-in caregivers for elderly people with complex medical conditions. Appointed by the Ministry of Health in Singapore, Active Global also provides subsidised Home Care Services (Interim Caregiver Service, Home Personal Care, Home Nursing, Home Medical, and Home Therapy), and operates three Active Ageing Care Hubs. Active Global has provided high-quality care to more than 5700 patients regionally to date.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Staff Nurse @ Home Care 	<ul style="list-style-type: none"> • Must be a Registered Nurse with Singapore Nursing Board with a clean disciplinary record (nurses on conditional license may not apply for this role) • Proficiency in Microsoft Office and comfortable with IT would be ideal • Occasional shift work (to support palliative patients) will be required when necessary 	<ul style="list-style-type: none"> • Part of the team to serve a pilot home palliative project with hands-on bedside care. • Take up respite assignments when required • Assist the home care team on other home nursing cases. • Advise care staff as needed if they face medical issues or medical emergencies with clients for home care services or when required • Work alongside external community partners and colleagues in managing client care needs 	9am - 6.30pm
Physiotherapist / Senior Physiotherapist 	<ul style="list-style-type: none"> * Diploma or Degree in Physiotherapy recognized by the Singapore Allied Health Professions Council. * Must be a fully registered therapist with the Singapore Allied Health Professions Council. * 5-days work week. <p>Rotational weekends may be required depending on patient needs.</p> <ul style="list-style-type: none"> * At least 2 years of experience, preferably with experience in the community care setting. * Hands-on experience and enjoys working with elderly in the community would be good to have. * Able to work independently with little supervision. * Proficient in Microsoft Office and comfortable with IT. * Able to speak local languages and dialect (preferable). 	<ul style="list-style-type: none"> • Influence and shape a new model of Care: More Fun, More Engaging, More Effective. You will have at your disposition leading edge equipment and fantastic facilities. • Be part of the management team in overseeing the care of clients with direct responsibility of rehabilitation services. • Assess, evaluate and identify rehabilitation needs of clients. • Providing and advising necessary treatments. • Formulate and implement appropriate individualized rehabilitation programmes to facilitate improvement or maintenance of movement/function. • Work closely in a multi-disciplinary team to create Individualised Care Plans for each client from admission to discharge planning. • Evaluate and monitor progress of clients' treatment regularly. • Ensure strict compliance to MOH regulations in the performance of services. • Guide, supervise and train physiotherapy students, therapy aides, family caregivers and volunteers on their 	8.30am - 6.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>performance of duties.</p> <ul style="list-style-type: none"> • Create and maintain database of all clients, ensuring strict compliance to documentation, providing evidence-based treatment with accurate and timely records. • Conduct home visits for clients when required. • Communicate clearly and appropriately with clients & colleagues, always speaking with the understanding of tone and choice of words. • Any other duties as and when assigned by the Director of Rehab or Centre Manager. 	
Healthcare Assistant - Home Care	<ul style="list-style-type: none"> • A relevant WSQ certificate in Healthcare Support /Therapy service will be advantageous • At least 1 year of relevant experience will be advantageous • Ability to understand and speak English, Mandarin and local dialects will be advantageous • A good team player with a pleasant disposition and physically fit. 	<ul style="list-style-type: none"> • To deliver home based personal care for referred elderly patients • Assist client with the activities of daily living (ADL) and instrumental activities of daily living (IADLs) • Passion to work with the elderly, willingness to learn, and an open attitude to eldercare. • While our service is island-wide, you will eventually able to focus geographically on the area that is most convenient to you • Report and update client's condition to supervisor timely 	9am - 6.30pm
Healthcare Assistant - Senior Care Centre	<ul style="list-style-type: none"> • A relevant WSQ certificate in Healthcare Support /Therapy service will be advantageous • At least 1 year of relevant experience will be advantageous • Ability to understand and speak English, Mandarin and local dialects will be advantageous • A good team player with a pleasant and healthy disposition. 	<ul style="list-style-type: none"> • To engage and assist elderly clients in the Centre and assist in daily Centre programmes and activities • Attend to client's personal care needs including personal hygiene and assist in positioning, transfers and ambulating of clients • Adheres to the centre's operational protocol at all times • Upholds and practice high standards in the care for clients set by the Centre Manager and Rehab Manager • To assist in incidental housekeeping duties such as cleaning and mopping up spillage, discharge and breakages. 	General Shift Timings: <ul style="list-style-type: none"> • 7am - 4.30pm. • 9am - 6.30pm • 10.30am - 8pm.
Centre Executive 	Diploma or Degree in any field is welcome. 5-days work week. Rotational weekends (Sat & Sun) required. Preferably minimum 1 year in operational role. Preferable experience working	Report directly to the Centre Management. Assist the centre management with running the operations of the centre. Actively drive sales volume through quick follow-ups with potential clients. Provide accurate information to clients on policies, procedures and service.	General Shift Timings: <ul style="list-style-type: none"> • 7am - 4.30pm. • 9am - 6.30pm •

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>with MOH or other relevant stakeholders in the healthcare industry in general.</p> <p>Applicants with operational backgrounds in other industries such as hospitality are welcome to apply.</p> <p>Experience working with elderly in the community would be good to have.</p> <p>Hands-on and enjoys community setting.</p> <p>Able to work independently with little supervision.</p> <p>Proficient in Microsoft Office and comfortable with IT.</p> <p>Able to speak local languages and dialect (preferable).</p>	<p>Strong case resolution skills to resolve client feedback and complaints on promised actions and that client needs are addressed in a timely and appropriate manner.</p> <p>Ensuring that the logistics and operational capability of the centre runs smoothly.</p> <p>Ensuring timely and appropriate administration and documentation according to required law, processes and regulations.</p> <p>Represent the centre in the absence of any management.</p> <p>Communicate clearly and appropriately with clients & business partners, always speaking with the understanding of tone and choice of words.</p>	10.30am - 8pm.
Assistant Centre Manager 	<p>Diploma or Degree in any field is welcome.</p> <p>5-day work week. Rotational weekends (Sat & Sun) required.</p> <p>Preferably minimum 3 years in operational management role.</p> <p>Preferable experience working with MOH or other relevant stakeholders in the healthcare industry in general.</p> <p>Applicants with operational backgrounds in other industries such as hospitality are welcome to apply.</p> <p>Experience working with elderly in the community would be good to have.</p> <p>Hands-on and enjoys community setting.</p> <p>Able to work independently with little supervision.</p> <p>Proficient in Microsoft Office and comfortable with IT.</p> <p>Able to speak local languages and dialect (preferable).</p>	<ul style="list-style-type: none"> • Report directly to the Centre Manager. • Direct responsibility for the daycare centre as a business unit with an understanding of P&L. • Strong case resolution skills to resolve client feedback and complaints on promised actions and that client needs are addressed promptly and appropriately. • Work closely with other managers to ensure that all MOH service requirements on financial and quality aspects are strictly adhered to through rigorous and constant internal checks. • Responsible for staff rostering and management. 	<p>General Shift</p> <p>Timings:</p> <ul style="list-style-type: none"> • 7am - 4.30pm. • 9am - 6.30pm • 10.30am - 8pm.
Centre Manager 	<p>Diploma or Degree in any field is welcome.</p> <p>5-day work week. Rotational weekends (Sat & Sun) required.</p> <p>Preferably minimum 3 years in operational management role.</p> <p>Preferable experience working</p>	<ul style="list-style-type: none"> • Report to the Head of Centres. • Direct responsibility for the daycare centre as a business unit with an understanding of P&L and actively driving sales volume • At all times ensure the highest level of care are given to the patients according to regulations, SOPs and best practices. 	<p>General Shift</p> <p>Timings:</p> <ul style="list-style-type: none"> • 7am - 4.30pm. • 9am - 6.30pm •

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>with MOH or other relevant stakeholders in the healthcare industry in general.</p> <p>Applicants with operational backgrounds in other industries such as hospitality are welcome to apply.</p> <p>Experience working with elderly in the community would be good to have.</p> <p>Hands-on and enjoys community setting.</p> <p>Able to work independently with little supervision.</p> <p>Proficient in Microsoft Office and comfortable with IT.</p> <p>Able to speak local languages and dialect (preferable).</p>	<ul style="list-style-type: none"> • Strong case resolution skills to resolve client feedback and complaints on promised actions and that client needs are addressed promptly and appropriately. • Responsible for staff rostering and management. 	10.30am - 8pm.
Customer Contact & Admin Associate	<p>Minimum GCE 'O' level.</p> <p>5-Days work week. (Alternate Saturdays work.)</p> <p>Possess a pleasant personality and ability to provide high standard of customer service.</p> <p>Relevant experience in customer service will be advantageous.</p> <p>Ability to multitask and strong problem-solving skills.</p> <p>Possess a can-do attitude, meticulous with an eye for details, good interpersonal skills, independent and committed team player.</p> <p>Proficient in MS Office.</p>	<p>Administration of onboarding of clients to service.</p> <p>Scheduling of staff to clients based on needs and requests.</p> <p>Handling client inquiries about the service.</p> <p>Invoicing, tracking and ensuring prompt payment of service.</p> <p>Assist in handling client complaints.</p> <p>Home Care attendance, invoice, subsidy tracking (Household Means-Testing, Senior Mobility Fund, Medifund, etc.)</p> <p>Ensure efficient documentation and systematic filing of client information.</p> <p>Will report to the Head of Home Care.</p> <p>Work closely with the Head of Nursing to ensure that the right care staff is assigned to the right client.</p> <p>Any other assigned adhoc tasks assigned by management team.</p>	9am - 6.30pm
Admin Assistant - Senior Care Centre	<ul style="list-style-type: none"> • Minimum GCE "O" level. • Possess pleasant personality and excellent communication skills. • Must be proficient in Microsoft Office and comfortable using a computer. • Minimum 1 year of customer service experience. • Ability to multitask and strong problem-solving skills. • Some day shift work and rotational weekends required. • Possess can-do attitude, 	<ul style="list-style-type: none"> • Responsible in clients' registration and scheduling of appointments. • Assist to handle and resolve clients' complaints. • Ensure the smooth operation of the front counter. • Filling and documentation. • Handle incoming calls. • Maintain the stock of stationery. • Maintain the key system. • Updating of operational data. • To assist in centre operations from time to time. 	<p>General Shift Timings:</p> <ul style="list-style-type: none"> • 7am - 4.30pm. • 9am - 6.30pm • 10.30am - 8pm.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>meticulous with an eye for details. good interpersonal skills, independent and committed team player.</p> <ul style="list-style-type: none"> • Able to meet tight deadlines and work under pressure. 	<ul style="list-style-type: none"> • Any other tasks as and when assigned by the Centre Manager. 	
HR Learning & Development Executive 	<ul style="list-style-type: none"> • Diploma in HR is an added advantage. • Fresh grads welcome to apply. Relevant experience in L&D is an added advantage. • Strong written and verbal communication skills. • Attention to detail and ability to multitask. • Proficiency in Microsoft Office (Word, Excel, PowerPoint). • Experience with design software (e.g., Adobe Creative Suite, Canva) is a plus. Singaporean & PR only. 	<ul style="list-style-type: none"> • Reports to the HR Head. • In-charge of all trainings, competencies, relevant courses and HR initiatives for all staff in the organisation. • Provide end-to-end for staff training including, but not limited to; registration, bonds and grants administration, billing, follow-ups. • Track, update and maintain training records and competencies for staff across the organisation. • Ensure that all relevant trainings are completed for new hires by working with other departments and checking records are correctly completed. • Continuously seeks to understand the changing landscape of the sector as well as internal needs to identify relevant trainings. • Work together with other departments and external organisations to implement and execute new trainings • Participate in marketing and outreach efforts including roadshows and job fairs. • Administer industrial attachment programs and further education schemes. • Assist in other tasks as assigned. 	9am - 6.30pm
Community Outreach Manager 	<ul style="list-style-type: none"> • Strong experience in managing a team. • Preferably with 1-3 years of experience in active ageing operations. • Outstanding written and oral communication. • Physically fit due to the nature of the role. • Strong experience preparing reports. • Good in Microsoft Office suite. • Initiative-driven and able to work independently. • Detail-orientated with the ability to manage multiple projects at a time and weekends maybe required 	<ul style="list-style-type: none"> • Lead a team to do outreach, befriending and conduct activities for seniors at 3 Active Ageing Centres. • Attracting and managing a large pool of volunteers within the service boundaries. • Maintain a calendar of outreach activities, including community events, house-visits and other elderly related activities. • Plan activities according to requirements for seniors in the community. • Schedule regular house-visits to frail seniors living alone. • Prepare and track annual budget for community outreach activities. • Work with relevant community partners and stakeholders in providing services and activities for seniors. 	9am - 6.30pm



Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<ul style="list-style-type: none">•Work closely with other departments in delivering service and referrals to seniors.•Liaise with the Agency for Integrated Care on initiatives.•Driving and achieving the required performance indicators stipulated by Ministry of Health.•Prepare accurate records and reports according to requirements.	

#2 AWWA Ltd

AWWA is a social service agency, serving over 16,000 persons across life-stages yearly. Services include early intervention for pre-schoolers, education and disability support for children and adults with additional needs, assistance to low income families, caregivers, and health and social assistance for vulnerable seniors. AWWA is Singapore-based, with an Institution of a Public Character (IPC) status.




Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Early Intervention Teacher 	Minimum Diploma or Degree in Early Childhood Care & Education, Special Education, Psychology, Social Work, or equivalent Great interpersonal and communication skills Love working with preschoolers Organized and meticulous	To maintain the standards of service delivery in the EIC. To report to the EIC regularly and attend classes, meetings, trainings and events punctually. To develop lesson plans and adopt developmentally appropriate teaching materials, methods, tools, and assistive technologies to create quality natural learning environments to embed pupils' functional goals in the daily activities under supervision. To co-create a natural learning environment to stimulate children's learning interest and promote engagement by implementing new teaching and learning approaches. To co-plan and implement appropriate classroom management strategies to manage an individual and a group of diverse learners. To coordinate center-based intervention and home-based intervention with Trans-disciplinary team members and collaborate with families and caregivers to enhance child and family outcomes under supervision. To develop and implement functional learning goals for each child, under his/her charge, in collaboration with the Trans-disciplinary team and family members. To monitor and review the children's progress, functional goals, and family priorities in coordination with other team members regularly. To update and maintain the records of each child's daily attendance, assessment, intervention records, and progress of development. Record keeping includes any other forms related to teaching and learning which are to be completed and submitted whenever necessary. Prepare IEP and Progress summary/ Narrative summary for each pupil, and discuss with parents during the Pre, as well as actual Parent-Team Conferences (PTC). To be responsible for all matters pertaining to the administration, intervention, caregiving, and safety of the pupils. To maintain regular communication with parent(s) or guardian(s) through the Communication book, emails, telephone calls, or any other functional means. To adopt evidence-based approaches such as Trans-disciplinary, Family-Centred Practices, Early Childhood	3 days a week: 7.45am to 1.15pm or 12.45pm to 6.15pm 2 days a week: 7.45am to 4.45pm or 9.15am to 6.15pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Holistic Outcomes and other best practices in the Early Intervention sector.</p> <p>To maintain health, safety, hygiene standards and procedures, and implement the appropriate course of action to protect and support children to create safe learning environments.</p> <p>To inventorize and maintain all equipment and resources in the EIC classrooms and common areas.</p> <p>Attend meetings, discussions, training, workshops, functions, and events as and when deemed necessary and fit for operations and professional development.</p> <p>To maintain confidentiality at all times with regard to all matters pertaining to the children, families, and staff</p> <p>To support the implementation of center initiatives and identify the areas of improvement for family and community initiatives and programs to create awareness of the center programs and services.</p>	
Early Intervention Teacher Assistant	<p>Minimum Advanced Certificate in Early Childhood or related</p> <p>Immediate starters will be advantageous</p> <p>IT savvy</p>	<p>Maintain the standards of service delivery in the EIC. Report to the EIC regularly and attend classes, meetings, trainings and event punctually.</p> <p>Support Early Intervention (EI) teachers in preparing developmentally appropriate teaching materials and resources to create quality natural learning environments.</p> <p>Assist in the delivery of lessons by adopting suitable teaching and learning approaches to embed children's functional goals in daily activities.</p> <p>Assist in the implementation of appropriate classroom management strategies to manage a group of diverse learners.</p> <p>Clarify or consult any matters pertaining to the classroom with the EI teacher-in-charge.</p> <p>Update and maintain daily records of each child's daily attendance in the salesforce system and absenteeism forms. Record keeping includes any other forms related to teaching and learning which are to be completed and submitted whenever necessary.</p> <p>Assist in documentation work (i.e. typing, photocopying, distributing, etc.) related to Pre, as well as actual Parent-Team Conference (PTC) and other child-related matters.</p> <p>To be responsible in assisting all matters pertaining to the administration, intervention, caregiving and safety of the children.</p> <p>Assist in maintaining regular communication with parent(s) or guardian(s) through the communication book, emails, telephone calls, or any other functional means.</p> <p>Maintain health, safety, hygiene standards and procedures, and implement the appropriate course of action to protect and support children to create safe</p>	<p>3 days a week: 7.45am to 1.15pm or 12.45pm to 6.15pm</p> <p>2 days a week: 7.45am to 4.45pm or 9.15am to 6.15pm</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>learning environments.</p> <p>Attend meetings, discussions, trainings, workshops, functions and events as and when deemed necessary and fit for operations and professional development.</p> <p>Provide administrative and logistical support for the outreach activities and community initiatives to create awareness of services provided by the centre.</p> <p>Maintain confidentiality at all times with regard to all matters pertaining to the children, families, and staff</p> <p>Assist in ad-hoc projects/committees as and when required by the Head Teacher, Centre Manager and/or Senior Centre Manager.</p> <p>To perform ad-hoc assignments as and when directed by Lead Teacher, Centre Manager and/or Senior Centre Manager.</p>	
Teacher (Special Education) 	Minimum Diploma	<p>. Plan Individual Education Plans (IEP)/ Individual Transition Plan (ITP), monitor students' progress and achievements, evaluate students' learning and prepare progress reports.</p> <p>.Plan daily lesson plans/ weekly CCA, and teach meaningful lessons (in all areas of curriculum), following the UDL framework to cater to the students with different learning needs and abilities.</p>	<p>AM session: 7.45am to 1.30pm</p> <p>PM session: 12.15pm to 6pm</p>
Teacher Assistant (Special Education) 	Minimum NITEC	<ul style="list-style-type: none"> • Assist in classroom teaching, including hydrotherapy/ swimming sessions, toilet-training, showering and other daily living skills training sessions. • Assist in supervising and managing students' behaviour using appropriate behaviour intervention techniques • Assist in lesson delivery, classroom teaching resources/ materials and equipment. • Support students' learning in the classroom, learning journeys, school events, and ad-hoc activities during out-of-school hours. • Attend meetings, case discussions, home visits and other relevant staff development training 	<p>AM session: 7.45am to 1.30pm</p> <p>PM session: 12.15pm to 6pm</p>

#3 Babilou Family Singapore

Babilou Family Singapore is a subsidiary of Babilou Family Group, a France-incorporated Early Childhood organisation. Previously known as Nurture Education Group, we now operate under the new corporate name Babilou Family Singapore with 61 education learning centres islandwide. This includes preschool brands KiddiWinkie Schoolhouse, Little Footprints, as well as student care brand Learning Leap.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Principal 	Must possess the Advanced Diploma in Early Childhood Centre Leadership (ADECL) Degree in Early Childhood Education will be an advantage Minimum 3 years of experience in teaching or managing a childcare/preschool A team leader as well as a team player Possess excellent written and communication skills Proficient in Microsoft Office (Word/Excel/PowerPoint)	Lead strategic direction and overall management of the centre. Determine requirements that must be met regarding licensing, health and safety regulations from the start and local regulatory agencies. Work closely with agencies to meet requirements. Guide and monitor staff in teaching and planning for their individual professional development. Mentor the teachers to facilitate collaborative approaches to learning, teaching and evaluation so as to raise performance standards and competencies. Provide leadership for setting overall goals for the school as a basis for curriculum objectives. Prepare budget and control budget expenditures and manage disbursement of cash for purchases. Keep adequate records of income and expenditures. Prepare weekly or monthly reports required for the respective departments and management. Organise specific centre programs, initiatives and events. Ensure that the needs of children and parents are met. Handle centre administrative matters and enrolment.	7am to 7pm
Preschool Educator (English Language) 	Min. 1 year in Early Childhood Sector/fresh graduates with Diploma in Early Childhood Education/Advanced Certificate in Early Years	role to play in the care and education of the preschool aged children and toddlers at the Centre because of the direct involvement, close proximity and extent of interaction between the teachers and the children under their charge.	7am to 7pm
Preschool Educator (Chinese Language) 	Min. 1 year in Early Childhood Sector/fresh graduates with Diploma in Early Childhood Education/Advanced Certificate in Early Years	role to play in the care and education of the preschool aged children and toddlers at the Centre because of the direct involvement, close proximity and extent of interaction between the teachers and the children under their charge.	7am to 7pm
Infant Educator	Certifications in Early Childhood Care & Education (HCIC/CIT/ACEY) Possess Fundamentals or Certificate in Preschool teaching First Aid Certification will	Plan, supervise and implement the programme for the class in accordance with centre's policies and framework. Carrying out routine care duties. Create an open, friendly, and cooperative atmosphere in which children and parents feel comfortable and secure. Responsible for the safety and hygiene of the	7am to 7pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>be an advantage</p> <p>Experience in toddler care will be an advantage</p> <p>Passionate in nurturing infants and toddlers</p> <p>Possess excellent interpersonal and communication skills</p>	<p>children.</p> <p>Provide experiences that promote individual expression through conversation, play, and creative interaction.</p> <p>Complete progress reports and prepare a developmental portfolio for each child.</p> <p>Ensure that parents receive adequate information about their child's progress at the centre.</p> <p>Assist the child in coping with anxiety during the transition phase (separation from parents when placed into infant care school)</p>	
Trainee Educator	Min. Secondary 2 education	The trainee educator will be placed under the place-and-train programme.	7am to 7pm
Assistant Early Years Educator	<p>Certifications in Early Childhood Care & Education (FECCE)</p> <p>Possess Fundamentals or Certificate in Preschool teaching</p> <p>First Aid Certification will be an advantage</p> <p>Experience in toddler care will be an advantage</p> <p>Passionate in nurturing infants and toddlers</p> <p>Possess excellent interpersonal and communication skills</p>	<ul style="list-style-type: none"> • To adhere to the individual centre's schedule and practices • Conduct non-programme activities like storytelling, crafts, etc. • Assist Lead Teachers to prepare for lessons by getting materials ready or setting up equipment eg. water play, etc. • Assist in supervising the children in class, between classes and toileting • Assist in the lessons by working with individual students or small groups of students. For example, after the Lead Teacher presents a lesson, Assistant Teacher may help a small group of students as they try to master the material • Supervise the children at play and assist with the daily basic routine care such as changing of diapers, showering the children, feeding the children, etc. • Adhere to Teaching Standards, Safety, Hygiene, Rules and Regulations set by the centre and ECDA • Provide all other support and assistance where necessary to ensure smooth operations 	7am to 7pm
Support Staff - Cleaner / Cook	<p>Experience in childcare settings will be advantageous</p> <p>No minimum education required</p> <p>Candidate who possess Food Handling certificate is an advantage (Not a must)</p> <p>Punctual and Responsible</p> <p>Able to commence work soon is preferred</p> <p>Medical Benefits</p>	<p>Ensure cleanliness of the school at all times.</p> <p>Assist and support actively when the cook is away.</p> <p>Clean the classroom, toilets, common areas, office, reception, parents' area, windows, doors, window grilles, gates, shelves, cabinet, shoe racks, cubbies, children's tables and chairs, dining area.</p> <p>Clear rubbish from classrooms/offices.</p> <p>Assist in showering the children in the morning or washing of dishes in the afternoon.</p> <p>Prepare simple meals when needed especially working on Saturday.</p> <p>Maintain cleanliness and neatness of the garden and outdoor play area (if applicable).</p>	7am to 7pm

#4 BreadTalk Group Pte Ltd

Founded in 2000, BreadTalk Group Pte Ltd has rapidly expanded from Singapore to become a distinctive household brand. The Group has established its mark on the world stage with its bakery, restaurant, and food atrium footprints.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Crew/Senior Crew (Food and Drinks)	<p>No experience welcomed</p> <p>Prior F&B or hospitality service experience is a plus</p> <p>Good interpersonal and communication skills.</p> <p>Ability to multitask and work efficiently in a fast-paced environment.</p> <p>Strong attention to detail and a team-oriented attitude.</p> <p>Willingness to work on weekends, public holidays, or shifts as scheduled.</p>	<p>Customer Service</p> <p>Greet and welcome guests promptly upon arrival; escort them to their seats courteously.</p> <p>Provide a courteous, professional, and attentive dining experience to all customers.</p> <p>Take accurate food and beverage orders and serve them efficiently.</p> <p>Monitor food and beverage quality before serving to ensure it meets standards.</p> <p>Stay updated on menu changes or service expectations.</p> <p>Dining Area Management</p> <p>Ensure the designated service area runs smoothly throughout the shift.</p> <p>Replenish cutlery, napkins, and other tableware as needed during service.</p> <p>Confirm that each table has proper settings and required condiments before customer seating.</p> <p>Reset and clean tables after use, including clearing soiled dishes and sanitising surfaces.</p> <p>Standards & Procedures</p> <p>Adhere strictly to the company's Standard Operating Procedures (SOPs) for service, hygiene, and safety.</p> <p>Proactively suggest process or service improvements to supervisors.</p> <p>Maintain professional grooming, cleanliness, and a high level of personal hygiene.</p> <p>Uphold consistent, best-in-class service and hygiene standards at all times.</p> <p>Additional Responsibilities</p> <p>Perform any other related tasks, duties, or assignments as directed by the supervisor or management.</p>	9am - 8pm
Kitchen Assistant	<p>Minimum 1 year of relevant experience in F&B sector</p> <p>Prior experience in a supervisory or senior service role within F&B is preferred</p> <p>Strong leadership and interpersonal skills</p> <p>Proficient in customer service and POS system operations</p> <p>Ability to multitask</p>	<p>Customer Service & Dining Experience</p> <p>Greet and welcome guests courteously; escort them to their seats and ensure a pleasant first impression</p> <p>Take and serve accurate food and beverage orders while maintaining high service standards</p> <p>Upsell food and beverage items to maximize sales and enhance customer experience</p> <p>Clear and remove soiled dishes promptly and reset tables efficiently for the next guests</p> <p>Ensure tables are consistently set with correct cutlery, crockery, and condiments</p> <p>Area & Team Supervision</p> <p>Oversee the smooth running of the assigned service area, including manpower allocation, cleanliness, and sales tracking</p>	9am - 8pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	and work in a fast-paced environment Committed to upholding hygiene, grooming, and service standards	Lead and guide the service team to uphold standards in presentation, supervision, and food and beverage control Ensure the dining area is properly set up with all necessary food and non-food items before service Replenish dining essentials (cutlery, crockery, condiments) as and when required Operational Excellence Maintain consistent, best-in-class service standards and comply with hygiene and safety regulations Ensure team members adhere to grooming standards and exhibit a professional work attitude Attend and participate in all pre-service briefings and roll calls for operational updates Operate the POS system for order entry and cashiering, and ensure accuracy in all transactions Other Responsibilities Undertake any additional tasks or assignments as directed by the supervisor or manager to support operational needs	
Junior Cook/Cook	No experienced welcomed Strong culinary foundation with attention to detail in food quality and presentation Passionate in Chinese cuisine Understanding of kitchen efficiency, waste control, and hygiene standards Good communication and teamwork skills Proactive attitude towards cleanliness, safety, and problem-solving Ability to work in a fast-paced environment under pressure Bilingual in English and Mandarin is a plus	Ensure that food quality, presentation, and consistency meet the established standards at all times Support the Chefs in maintaining creativity and excellence in food preparation and presentation Monitor and control kitchen wastage; promote efficient use of ingredients and resources Check the freshness and proper preparation of stocks, sauces, and daily garnishes Promptly report any equipment or maintenance issues to the Chefs for immediate attention Ensure that both the front-of-house (as it relates to food service areas) and back-of-house (kitchen) are clean, organized, and well-maintained to support smooth operations Chinese Cuisine (if applicable) Learn and master traditional Chinese cooking techniques such as stir-frying, deep-frying, cold dish assembly, and the cooking of traditional Chinese noodle dishes Develop familiarity with the use of Chinese kitchen equipment including woks, steamer baskets, and stock pots Gain hands-on experience in preparing sauces, stocks, and seasonings used in Chinese cuisine Improve speed and consistency in producing high-quality Chinese dishes Dim Sum (if applicable) Train in proper dough preparation, filling ratios, and hand-folding methods for Xiao Long Bao, steamed buns, and dumplings Practice folding with speed and uniformity to meet production and presentation standards Understand and follow hygiene and food safety practices during dough handling, folding, and steaming	9am - 8pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Support high-volume prep and service while maintaining quality control	
Waiter/Waitress	<p>No Experience welcomed</p> <p>Basic understanding of baking processes, ingredient handling, dough shaping, and oven operations is an advantage</p> <p>Able to work on your feet for long hours and perform tasks involving lifting, kneading, and shaping</p> <p>Willingness to rotate across different kitchen sections as required</p>	<p>General Responsibilities</p> <p>Maintain a clean, organized, and hygienic work station and overall kitchen environment at all times</p> <p>Use appropriate tools and equipment for designated purposes (eg color-coded cloths for different surfaces, designated knives for specific tasks)</p> <p>Kitchen Responsibilities</p> <p>Topping Section</p> <p>Prepare toppings for various bread and Danish products in accordance with standard operating procedures (SOPs)</p> <p>Prepare Euro bun toppings (where applicable, depending on outlet)</p> <p>Handle ingredient and filling preparation for all types of bun products</p> <p>Develop product knowledge and understand the ingredients used in each item</p> <p>Execute dispensing duties efficiently, ensuring freshly baked products are displayed in an organized and timely manner</p> <p>Table Section</p> <p>Apply appropriate ingredients for each product, ensuring accuracy and consistency</p> <p>Follow portion guidelines, ensuring correct ingredient weights per product</p> <p>Perform dough shaping for Sweet Buns, Danish, Euro-style, and Toast products</p> <p>Fill sweet breads according to recipe specifications and presentation standards</p> <p>Oven Section</p> <p>Set and monitor baking temperatures and durations specific to each product</p> <p>Acquire in-depth knowledge of each item prior to baking to ensure quality outcomes</p> <p>Ensure all product types—Sweet Breads, Danish, Euro, and Toast—are baked in accordance with quality and consistency standards</p>	9am - 8pm
Junior Captain/Captain	<p>Minimum 2–3 years of hands-on experience in a professional bakery or F&B production environment</p> <p>Formal training or certification in baking, pastry arts, or culinary studies is advantageous</p> <p>Proficient in dough handling, shaping, proofing, and baking</p>	<p>General Responsibilities</p> <p>Maintain a clean, organised, and hygienic workstation and contribute to the overall cleanliness of the kitchen and outlet environment, in adherence to food safety and hygiene standards</p> <p>Use appropriate tools and equipment for designated purposes (eg color-coded cloths for different surfaces, designated knives for specific tasks) in line with Standard Operating Procedures (SOPs)</p> <p>Independently set up workstations and perform assigned roles with minimal supervision, ensuring operational readiness</p> <p>Perform quality control checks to ensure products meet internal standards; identify and reject defective or</p>	9am - 8pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>various bread types (eg sweet breads, Danish, Euro-style, toast)</p> <p>Able to work on your feet for long hours and perform tasks involving lifting, kneading, and shaping</p> <p>Willingness to rotate across different kitchen sections as required</p>	<p>inferior products promptly</p> <p>Dispense and display baked goods in an organised, appealing, and timely manner to ensure freshness and visual presentation</p> <p>Maintain a friendly and professional image at all times when interacting with customers; act as a positive brand ambassador</p> <p>Ensure outlet cleanliness, including display areas, floors, and common areas, is consistently upheld to meet hygiene and brand standards</p> <p>Clean and sanitise trays and tongs regularly as part of daily housekeeping routines and hygiene compliance</p> <p>Handle customer requests and enquiries courteously and efficiently, providing accurate product or service information as needed</p> <p>Manage cake bookings and enquiries, ensuring customer requirements are accurately captured and communicated</p> <p>Coordinate cake orders, packaging, and deliveries, liaising with internal teams to ensure timely and accurate fulfilment</p> <p>Kitchen Responsibilities</p> <p>Topping Section</p> <p>Prepare toppings for various bread and Danish products in accordance with standard operating procedures (SOPs)</p> <p>Prepare Euro bun toppings (where applicable, depending on outlet)</p> <p>Handle ingredient and filling preparation for all types of bun products</p> <p>Develop product knowledge and understand the ingredients used in each item</p> <p>Execute dispensing duties efficiently, ensuring freshly baked products are displayed in an organized and timely manner</p> <p>Table Section</p> <p>Apply appropriate ingredients for each product, ensuring accuracy and consistency</p> <p>Follow portion guidelines, ensuring correct ingredient weights per product</p> <p>Perform dough shaping for Sweet Buns, Danish, Euro-style, and Toast products</p> <p>Fill sweet breads according to recipe specifications and presentation standards</p> <p>Oven Section</p> <p>Set and monitor baking temperatures and durations specific to each product</p> <p>Acquire in-depth knowledge of each item prior to baking to ensure quality outcomes</p> <p>Ensure all product types—Sweet Breads, Danish, Euro, and Toast—are baked in accordance with quality and consistency standards</p>	
Trainee Chef	No experience welcomed	<p>General Responsibilities</p> <p>Maintain a thorough understanding of all products</p>	9am - 8pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Prior experience in F&B, retail cashiering, or customer service is preferred but not mandatory; training will be provided</p> <p>Comfortable standing for extended periods and performing manual tasks such as packing, topping, and light cleaning</p> <p>Able to manage multiple responsibilities and work in a fast-paced environment</p>	<p>offered in the outlet, including product characteristics and preparation.</p> <p>Perform floss topping and other product finishing duties in strict accordance with established Standard Operation Procedure (SOPs).</p> <p>Deliver excellent customer service by projecting a friendly, approachable, and professional demeanor at all times.</p> <p>Maintain cleanliness and organisation of the outlet, including display counters, customer trays, tongs, and the general lobby area.</p> <p>Handle customer enquiries and requests with professionalism and follow up where necessary.</p> <p>Manage cake bookings and coordinate orders, packaging, and delivery schedules to ensure timely fulfilment and customer satisfaction.</p> <p>Lobby & Front-of-House Duties</p> <p>Dispense baked products promptly and neatly from the back kitchen to the retail display or upon customer request.</p> <p>Assist customers with product-related enquiries, pricing, ongoing promotions, and recommendations.</p> <p>Engage in upselling and suggestive selling techniques to enhance customer satisfaction and drive sales.</p> <p>Be well-versed in all product names and ingredients to provide accurate information to customers, including allergy-related queries.</p> <p>Cashiering Responsibilities</p> <p>Efficiently manage customer transactions during peak and non-peak hours with accuracy and professionalism.</p> <p>Operate the POS (Point-of-Sale) system confidently, including functions such as purchases, returns, cancellations, voids, discounts, and promotional redemptions.</p> <p>Ensure all transactions are recorded accurately and in accordance with company SOPs.</p> <p>Perform daily POS opening and closing procedures independently, ensuring compliance with cash handling protocols.</p> <p>Accurately prepare and manage cash deposits at the end of each shift.</p> <p>Pack bakery items for customers in accordance with company packaging standards.</p>	
Baker	<p>At least 2–3 years of relevant experience in bakery, F&B retail, or kitchen operations, with proven ability to work independently</p> <p>Physically fit and comfortable with</p>	<p>General Responsibilities</p> <p>Maintain a clean, tidy, and hygienic workstation and overall kitchen environment at all times</p> <p>Use appropriate tools and equipment for designated purposes (eg colour-coded cloths, proper knives, etc)</p> <p>Maintain a thorough understanding of all products offered in the outlet, including product characteristics and preparation</p> <p>Be able to independently set up workstations and</p>	9am - 8pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	standing for long hours, lifting light loads, and multitasking in a fast-paced environment Customer-focused with excellent communication and interpersonal skills; able to handle queries, feedback, and special requests professionally Able to manage multiple responsibilities and work in a fast-paced environment	perform assigned roles without supervision Perform quality checks and reject any products that do not meet the required standards Dispense and arrange products neatly for customer display and service Uphold a friendly and positive image while engaging with customers Ensure overall cleanliness of the outlet and product display areas Clean and sanitise trays, tongs, and related service utensils regularly Handle customer enquiries and requests professionally and promptly Manage cake bookings and customer orders efficiently Coordinate cake preparation, packaging, and deliveries according to schedule and customer specifications Kitchen Duties Prepare toppings for various bread and Danish items according to Standard Operating Procedures (SOP) Apply Euro bun toppings where applicable (depending on outlet) Prepare required ingredients and fillings for all types of bread products Learn and be familiar with all product types and their respective ingredients Carry out dispensing duties by displaying freshly baked products in an organised and timely manner Cashiering Responsibilities Support product promotions and assist customers in understanding ongoing offers Perform suggestive selling and actively upsell products to enhance customer experience and sales performance Maintain a cash handling accuracy rate of at least 995% across all transactions Be able to accurately name all products and describe their ingredients to customers confidently	
Senior Baker	No experience welcomed Prior experience in F&B or retail is an advantage Able to work in a fast-paced environment and handle multiple duties across stations	General Duties Responsible for daily food preparation, customer service, cleaning, and overall store hygiene maintenance. Ensure all duties are carried out in accordance with standard operating procedures (SOPs) and food safety guidelines. Job Stations Cashier Station Accurately take and process customers' orders using the Point-of-Sale (POS) system. Handle all types of transactions efficiently, including cash, card, voucher redemption, and discounts (e.g. promotions, staff meals). Perform key POS functions such as voiding transactions and reconciling sales during peak hours. Support the Coffee Maker in preparing and serving cold	9am - 8pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		beverages. Toast Station Prepare toasted bread items according to customer orders and recipe standards. Ensure consistency in quality, taste, and presentation. Kitchen Station Assist in preparing ingredients and assembling Asian Food Delights as per orders. Monitor ingredient levels and ensure sufficient stock is available throughout the day. Follow recipes and SOPs to maintain food consistency and hygiene. Other Responsibilities Perform housekeeping duties, including clearing trays, cleaning tables, and washing crockery and utensils. Maintain a clean and organised store environment at all times. Attend to customer needs courteously and professionally, ensuring customer satisfaction. Perform any ad hoc duties as assigned by the Supervisor or Manager.	
Service Crew	At least 1 year of relevant experience in F&B industry with proven ability to work independently Experience in local beverage preparation (eg kopi, teh, Milo, etc) using traditional methods such as coffee socks and tin kettles is highly preferred Ability to multi-task in a fast-paced environment, especially during peak hours Physically fit and able to stand for long hours and perform light lifting duties	Prepare all beverage items in accordance with the company's Standard Operating Procedures (SOPs) to ensure consistency in quality and presentation Attend to customers' beverage needs and requests in a friendly and professional manner Take accurate beverage orders and confirm customer preferences when necessary to ensure satisfaction Monitor and maintain the quality and consistency of all drinks served, including both hot and cold beverages Provide excellent customer service and ensure a pleasant customer experience at all times Perform daily housekeeping duties, ensuring cleanliness and hygiene in the preparation and serving areas Operate the Point of Sale (POS) system, including all key functions such as various payment modes, promotion keys, voucher redemptions, staff meals and discounts, and transaction voids Carry out POS opening and closing procedures independently and accurately Manage POS transactions efficiently, especially during peak hours, maintaining a high level of accuracy Undertake any ad hoc duties assigned by the Supervisor as required to support daily operations	9am - 8pm
Senior Service Crew	No experience welcomed Prior F&B or hospitality service experience is a plus Good interpersonal and communication skills.	Customer Service Greet and welcome guests promptly upon arrival; escort them to their seats courteously. Provide a courteous, professional, and attentive dining experience to all customers. Take accurate food and beverage orders and serve them efficiently. Monitor food and beverage quality before serving to	9am - 8pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Ability to multitask and work efficiently in a fast-paced environment.</p> <p>Strong attention to detail and a team-oriented attitude.</p> <p>Willingness to work on weekends, public holidays, or shifts as scheduled.</p>	<p>ensure it meets standards.</p> <p>Stay updated on menu changes or service expectations.</p> <p>Dining Area Management</p> <p>Ensure the designated service area runs smoothly throughout the shift.</p> <p>Replenish cutlery, napkins, and other tableware as needed during service.</p> <p>Confirm that each table has proper settings and required condiments before customer seating.</p> <p>Reset and clean tables after use, including clearing soiled dishes and sanitising surfaces.</p> <p>Standards & Procedures</p> <p>Adhere strictly to the company's Standard Operating Procedures (SOPs) for service, hygiene, and safety.</p> <p>Proactively suggest process or service improvements to supervisors.</p> <p>Maintain professional grooming, cleanliness, and a high level of personal hygiene.</p> <p>Uphold consistent, best-in-class service and hygiene standards at all times.</p> <p>Additional Responsibilities</p> <p>Perform any other related tasks, duties, or assignments as directed by the supervisor or management.</p>	
Service Crew (Toastbox)	<p>Minimum 1 year of relevant experience in F&B sector</p> <p>Prior experience in a supervisory or senior service role within F&B is preferred</p> <p>Strong leadership and interpersonal skills</p> <p>Proficient in customer service and POS system operations</p> <p>Ability to multitask and work in a fast-paced environment</p> <p>Committed to upholding hygiene, grooming, and service standards</p>	<p>Customer Service & Dining Experience</p> <p>Greet and welcome guests courteously; escort them to their seats and ensure a pleasant first impression</p> <p>Take and serve accurate food and beverage orders while maintaining high service standards</p> <p>Upsell food and beverage items to maximize sales and enhance customer experience</p> <p>Clear and remove soiled dishes promptly and reset tables efficiently for the next guests</p> <p>Ensure tables are consistently set with correct cutlery, crockery, and condiments</p> <p>Area & Team Supervision</p> <p>Oversee the smooth running of the assigned service area, including manpower allocation, cleanliness, and sales tracking</p> <p>Lead and guide the service team to uphold standards in presentation, supervision, and food and beverage control</p> <p>Ensure the dining area is properly set up with all necessary food and non-food items before service</p> <p>Replenish dining essentials (cutlery, crockery, condiments) as and when required</p> <p>Operational Excellence</p> <p>Maintain consistent, best-in-class service standards and comply with hygiene and safety regulations</p> <p>Ensure team members adhere to grooming standards and exhibit a professional work attitude</p> <p>Attend and participate in all pre-service briefings and roll calls for operational updates</p> <p>Operate the POS system for order entry and cashiering,</p>	9am - 8pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>and ensure accuracy in all transactions</p> <p>Other Responsibilities</p> <p>Undertake any additional tasks or assignments as directed by the supervisor or manager to support operational needs</p>	
Coffee Maker (Toastbox)	<p>No experienced welcomed</p> <p>Strong culinary foundation with attention to detail in food quality and presentation</p> <p>Passionate in Chinese cuisine</p> <p>Understanding of kitchen efficiency, waste control, and hygiene standards</p> <p>Good communication and teamwork skills</p> <p>Proactive attitude towards cleanliness, safety, and problem-solving</p> <p>Ability to work in a fast-paced environment under pressure</p> <p>Bilingual in English and Mandarin is a plus</p>	<p>Ensure that food quality, presentation, and consistency meet the established standards at all times</p> <p>Support the Chefs in maintaining creativity and excellence in food preparation and presentation</p> <p>Monitor and control kitchen wastage; promote efficient use of ingredients and resources</p> <p>Check the freshness and proper preparation of stocks, sauces, and daily garnishes</p> <p>Promptly report any equipment or maintenance issues to the Chefs for immediate attention</p> <p>Ensure that both the front-of-house (as it relates to food service areas) and back-of-house (kitchen) are clean, organized, and well-maintained to support smooth operations</p> <p>Chinese Cuisine (if applicable)</p> <p>Learn and master traditional Chinese cooking techniques such as stir-frying, deep-frying, cold dish assembly, and the cooking of traditional Chinese noodle dishes</p> <p>Develop familiarity with the use of Chinese kitchen equipment including woks, steamer baskets, and stock pots</p> <p>Gain hands-on experience in preparing sauces, stocks, and seasonings used in Chinese cuisine</p> <p>Improve speed and consistency in producing high-quality Chinese dishes</p> <p>Dim Sum (if applicable)</p> <p>Train in proper dough preparation, filling ratios, and hand-folding methods for Xiao Long Bao, steamed buns, and dumplings</p> <p>Practice folding with speed and uniformity to meet production and presentation standards</p> <p>Understand and follow hygiene and food safety practices during dough handling, folding, and steaming</p> <p>Support high-volume prep and service while maintaining quality control</p>	9am - 8pm

#5 Certis Group

Certis is a leading outsourced services partner that designs, builds and operates multi-disciplinary smart security and integrated services. Our multi-service offerings leverage our strong heritage in security, and are augmented by applied AI solutions. These solutions are part of our comprehensive technology development and systems integration capabilities that are fully cyber secure by design.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Auxiliary Police Officer	N level / WPLN4	Responsible in maintaining law and order. Primary duties include deterring and preventing unlawful activities, safeguarding persons and protecting properties from loss and damage. Secondary duties include crowd and traffic control, perform patrolling, access control or enforcement of security at events.	12 hrs
Security Officer	Secondary / WPLN3	The primary job scope includes performing access control duties (to prevent unauthorized entry into the premises), patrolling/clocking and attending to any security related matters.	12 hrs
Enforcement Officer	Secondary / WPLN3	Carry out enforcement duties at public roads according to patrol schedule and attend to public feedback on parking. Enforce against illegal parking, perform checks against unlicensed operator and unlawful activities.	12 hrs
Aviation Security Officer	O level / WPLN5	Responsible for conducting security screening checks and ensuring safety of the passengers while maintaining its high security standard	12 hrs

#6 Certis HRS

Certis Human Resource Services (HRS), a part of Certis Group, offers end-to-end HR solutions including job-matching, staffing, and administration for over 100 companies. With subsidiary People Advantage Pte Ltd, Certis HRS provides fast, reliable placements across industries. It has successfully matched over 2,500 job seekers to suitable roles. Certis HRS supports businesses through seamless recruitment and onboarding, while helping individuals secure both short- and long-term career opportunities—with access to competitive benefits and broad industry exposure.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Driving Tester	Basic knowledge of Microsoft Office applications Possess at least 2 VALID licenses Strong communication skills and attention to detail Minimally GCE O Levels	Conduct driving tests for all classes of licenses Administer oral and theory tests to assess driver knowledge	Monday to Friday 8am to 5.30pm Alternate Saturday 8am to 1pm
Customer Service Officer	Prior experience working in the Customer Service Industry Proficient in Microsoft Office Applications	Attend to walk-in enquiries Attend to emails and incoming calls Familiar with Common Office Tools (Microsoft Outlook, Skype, etc.) To perform any ad hoc duties as assigned.	Monday to Friday 8am to 5.30pm
General Cleaner	Meticulous in maintaining high standards of cleanliness and hygiene	Daily Cleaning: Perform daily cleaning activities to ensure a spotless environment (Such as toilet cleaning) Adhoc Duties: Take on additional tasks as assigned to support the team and maintain high cleanliness standards.	Mon to Sat - 7AM to 4PM
Room Attendant	Experience as a Housekeeping Attendant	Daily cleaning of 15 room credits and 15 credits for turndown service (regardless of room type) Turndown credit is calculated on a per room basis (1 room = 1 credit). Room cleaning based on Banyan Tree's standard Turndown service based on Banyan Tree's standard Uniform will be provided while on-duty Provision of duty meal Provision of locker Cleaning Chemical, tools and machineries provided by Client	AM Shift: 08:30hrs to 18:00hrs (9.5hr shift) (inclusive of 1hr meal break) PM Shift: 13:30hrs to 23:00hrs (9.5hr shift) (inclusive of 1hr meal break)

#7 Chye Thiam Maintenance Pte Ltd

AT CTM, innovation isn't just a buzzword – it's our driving force. For decades, we've been at the forefront of pioneering sustainable technologies that not only enhance productivity and efficiency but also uphold our commitment to environmental stewardship. We're passionate to deliver solutions that are not just comprehensive but also thoughtfully tailored to meet your unique facility management needs. Partnering with us means joining a journey of sustainable progress and purposeful innovation. Your success is our mission, inspiring us to continuously embrace new trends with sustainability as our core.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Operations Executive	2 years of experience in cleaning operations, with at least 1 year in a supervisory role. Ability to work rotating shift	To assist and support the Operations Manager to lead and organize site Operations Team to ensure safety, daily routine, periodic schedule and manpower are available to meet contract standards and requirements	44 hours per week
Supervisor	Able to lead and supervise, possess WSQ Supervise Service Operations an advantage	To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area.	44 hours per week
Indoor Cleaner	Able to work shifts	General Cleaning	44 hours per week
Outdoor Cleaner	Able to work shifts	General Cleaning	44 hours per week
Street/ Estate Cleaner (Central Area)	General Cleaning and able to withstand adverse weather conditions	Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor	44 hours per week
Night Shift Outdoor Cleaner	General Cleaning and able to withstand adverse weather conditions	Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor	44 hours per week
Multi Skilled Cleaner cum Machine Operator	Able to operate machineries	Manage high-jet pressure flooring and using scrubbing machine	44 hours per week
Food Handler	F&B knowledge	Heat and top up food, display can drinks/beer at the chillers	44 hours per week
Table-Top Cleaner (Full & Part Time)	Positive attitude & able to work night shift	Collect & Wash Plates, Arrange all the dishes/glasses/cutlery keep at the buffet area	44 hours per week
Driver	Possess valid Class 3, or 4 or 5 driving license	Operate allocated mechanised cleaning equipment and/or mechanical sweeper to clean assigned area Drive different types of Class 3, 4 and 5 vehicles as assigned Transport workers from office rally point to individual work site as assigned Drive vehicle and pick up garbage bags with your cleaning partner as assigned Carry garbage bags and dispose of them	44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>properly as assigned</p> <p>Keep your assigned mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles fully fuelled/battery charged and in good working condition before and after each shift</p> <p>Return mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles to storage locations, respective depots and carparks after use</p>	

#8 FairPrice Group

FairPrice Group was established in 2019 through the formation of four entities comprising NTUC FairPrice, NTUC Foodfare, Kopitiam, and NTUC Link, with the purpose of making life better for all and to fulfil a vision of being a leader in everything food. FairPrice Group looks to optimise the resources of all four social enterprises and leverage their respective strengths to put customers first, provide better value for all and to make everything about food easy.

Job Positions	Key Responsibilities	Working Hours
FairPrice - Retail Assistant / Cashier	<ul style="list-style-type: none"> *Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk) *Ensure the food quality standard meets expectations consistently *Prepare sufficiently before peak periods such as right stock levels for food and beverages *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc *Serve customers with a smile Good personal hygiene and grooming *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices 	5 - 6 hours per shift
FairPrice - Retail Assistant / Cashier	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	8 hours per shift
FairPrice - (Tai Seng) Retail Assistant (Picking)	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO 	8 hours per shift

Job Positions	Key Responsibilities	Working Hours
	<ul style="list-style-type: none"> *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	
FairPrice - (Tai Seng) Retail Assistant (Picking)	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	8 hours per shift
Skilled Cutter	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. 	8 hours per shift

Job Positions	Key Responsibilities	Working Hours
	<ul style="list-style-type: none"> *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	
Production Operator	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	8 hours per shift
Retail Supervisor	<p>Food Preparation</p> <ul style="list-style-type: none"> - Prepare food ingredients & meals as directed - Perform frying, braising and blanching of food ingredients - Observe strictly & to enforce food safety & hygiene practices - Set-up relevant stations for service hours - Communicate with expeditor/cashier on finished product - Able to work independently during preparation hours <p>Quality Assurance</p> <ul style="list-style-type: none"> - Adhere to prescribe menu & serving guidelines such as food portioning & presentation - Ensure the food quality standard for dine-in, delivery and take-away (or pick-up) are consistent and of the highest serving quality - Adhere strictly to food safety & hygiene practices and support kitchen equipment cleaning and maintenance <p>Service</p> <ul style="list-style-type: none"> - Take food orders from customers accurately and with a positive attitude - Key in customer's orders - Good knowledge of the menu, with the ability to make suggestions - Ensure customer receives their meals and take action to correct any issues - Collect payments or proceeds from customers 	10 hours per shift

Job Positions	Key Responsibilities	Working Hours
	<p>Others</p> <ul style="list-style-type: none"> - Operate mobile devices like 3rd party delivery platform gadget (e.g. FoodPanda, GrabFood, Deliveroo) - Assist in monthly stock take 	
Storekeeper	<p>Basic Food Preparation and Service</p> <ul style="list-style-type: none"> - Greet customers with a smile and provide excellent customer service - Prepare food according to specifications and required standards - Know the menu and promotions very well, upselling products actively - Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal) - Perform duties with speed and accuracy <p>Food Safety, Hygiene and Safe Work Environment</p> <ul style="list-style-type: none"> - Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food - Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair) - Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils <p>Expected Work Behaviour</p> <ul style="list-style-type: none"> - Collaborative and teamwork-oriented 	8 hours per shift
Storekeeper (Central Processing Unit)	<p>Direct and manage retail stalls according to company SOPs and regulatory requirements</p> <p>Mentor and supervise service staff on food handling, service conduct, and compliance to standards</p> <p>Required to prepare meals such as toast making and hot foods based on the company's SOPs.</p> <p>Preparation of hot and cold beverages from scratch and premix.</p> <p>Advice on operational needs and service consistency</p> <p>Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability</p> <p>Monitor sales and provide monthly sales reports with recommendations for business reviews with management</p> <p>Handle cashiering duties, customers' complaints and operational issues</p> <p>Other work scope as required by business needs</p>	8 hours per shift
Kopitiam - Service Crew (Full Time)	<p>Assist Sous Chef/ Junior Sous Chef with the kitchen work.</p> <p>Preparation and cooking food according to assigned menus.</p> <p>Sorting, storing and distributing ingredients.</p> <p>Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times.</p> <p>Any other job duties as assigned by the superior.</p> <p>Area cleaning.</p>	10 hours per shift
Kopitiam - Service Crew (Part Time)	<p>Assist Sous Chef/ Junior Sous Chef with the kitchen work.</p> <p>Preparation and cooking food according to assigned menus.</p> <p>Sorting, storing and distributing ingredients.</p> <p>Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times.</p> <p>Any other job duties as assigned by the superior.</p> <p>Area cleaning.</p>	10 hours per shift



Job Positions	Key Responsibilities	Working Hours
Kopitiam - Service Crew (Culinary)-Pin Wei	<p>Preparation of raw materials for cooking.</p> <p>Portioning of cooked food.</p> <p>Packing of food.</p> <p>Assist with drinks preparation if necessary.</p> <p>General house keeping duties to maintain work place cleanliness.</p> <p>Any other duties assigned by supervisor.</p>	8 hours per shift
Kopitiam - Service Crew (Culinary)-Xiang Chi Mian	<p>To provide an excellent guest drink experience to customers based on their preference and able to create classic and innovative drinks that exceeds customers' needs and expectations.</p> <p>He/She is expected to:</p> <p>Responsible for preparing alcoholic or non-alcoholic beverages for bar patrons</p> <p>Interact with customers, take orders and serve snacks and drinks</p> <p>Assess bar customers' needs and preference and make recommendations</p> <p>Knowledge in mixing, garnishing and serving drinks</p> <p>Prepare cocktails, accept payments from customers, clean glasses, bar utensils and balance cash receipts to record sales</p> <p>Plan and present bar menu</p> <p>Check customers' identification and confirm that it meets with legal drinking age</p> <p>Restock and replenish bar inventory and supplies</p> <p>Ability to keep bar organised, stocked and clean</p> <p>Stay guest focused and nurture an excellent guest experience</p> <p>Ensure standards for quality, customer service, health and safety are met as well as compliance with various government legislation (NEA, AVA, SCDF etc.)</p> <p>Job Requirements</p> <p>Diploma in any discipline with at least 2 years of relevant work experience in service/ retail industry</p> <p>Great passion for the service/ retail industry</p> <p>Service-oriented and hands-on person</p> <p>Able to carry heavy load of 10KG and climb ladders for stock replenishment</p> <p>Able to work on rotating shifts & 6 days/week (including weekends and public holidays)</p>	8.33 hours per shift
Kopitiam - Service Crew (Culinary)-Chou Chou You Yu	<ul style="list-style-type: none"> - The role which is part of the Supply Chain department will be responsible for maintaining and improving existing automation capabilities to ensure FFDC's continued operation. - The Automation Maintenance Technician is responsible for performing regular maintenance, troubleshooting, and repair of all automation systems and equipment. - The role requires a solid understanding of automated systems, mechanical and electrical repair, and the ability to solve technical issues to ensure efficient operation. - Carry out routine maintenance and inspections of automation systems and equipment to ensure optimal operation. - Identify, diagnose, and repair equipment and system malfunctions. - Assist in the installation and testing of new automation equipment. - Maintain records of regular maintenance and repair work. - Collaborate with engineering and production teams to identify issues and implement solutions. 	<p>5 day / week including weekends and PHs</p> <p>Rotating Shifts:-</p> <ul style="list-style-type: none"> - 7:30am - 5.03pm - 10.30am - 8.03pm - 1:30 pm - 11.03 pm

Job Positions	Key Responsibilities	Working Hours
	<ul style="list-style-type: none"> - Adhere to safety and quality regulations at all times. - Train other team members on automation system operation as required. - Assist in developing maintenance procedures and ensure implementation. - Keep up-to-date with advancements in automation systems and new technologies. 	
Kopitiam - Service Crew (Culinary)- Flint (Western)	<p>Job Overview</p> <p>The incumbent ensures that facilities are safe and functional by performing preventive and corrective maintenance activities. He/She conducts technical troubleshooting for mechanical and electrical issues in compliance with the quality and safety standards, regulations and organisational WSH practices. He/She is a problem solver equipped with the required technical knowledge for managing facilities operations and maintenance. He/She works at designated sites and is deployed to other properties or locations.</p> <p>Responsibilities</p> <p>Manage Facilities Operations</p> <ul style="list-style-type: none"> - Perform preventive and corrective maintenance works according to quality and safety standards, procedures and regulations - Conduct technical investigation in response to fault calls - Complete documentation on procedures and schedules of maintenance works - Draw consumable and non-consumable items when required - Liaise with third party service providers on maintenance or repair works - Provide summary reports on preventive and corrective maintenance works <p>Drive Safety and Sustainability</p> <ul style="list-style-type: none"> - Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices - Report accidents, near misses and incidents in accordance with WSH reporting practices - Ensure compliance with Environmental Management System(EMS) standards and practices - Ensure compliance with environmental sustainability regulatory and organisational requirements <p>Drive Continuous Improvement Activities</p> <ul style="list-style-type: none"> - Engage in continuous improvement initiatives to improve time, cost and quality management - Provide inputs on the use of latest smart facilities management trends or technologies 	<p>5 day / week including weekends and PHs</p> <p>Rotating shift:-</p> <ul style="list-style-type: none"> - 7.30am - 5:03pm - 10am - 7.33pm - 12.30pm - 9:33pm - 1.30pm - 10.33pm
Kopitiam - Service Crew (Culinary)- Western Confirm + Chop	<ul style="list-style-type: none"> *Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk) *Ensure the food quality standard meets expectations consistently *Prepare sufficiently before peak periods such as right stock levels for food and beverages *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc *Serve customers with a smile Good personal hygiene and grooming 	5 - 6 hours per shift

Job Positions	Key Responsibilities	Working Hours
	*Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices	
Kopitiam - Service Crew (Culinary)- Kokoro Kiosuku (Mapletree Business City)	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	8 hours per shift
Heavenly Wang - Service Crew	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	8 hours per shift
Kopitiam - Outlet Executive	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. 	8 hours per shift


Job Positions	Key Responsibilities	Working Hours
	<ul style="list-style-type: none"> *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	
Foodfare - Cook (Full-Time)	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	8 hours per shift
Foodfare - Cook (Part-Time)	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices 	8 hours per shift

Job Positions	Key Responsibilities	Working Hours
	<ul style="list-style-type: none"> *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	
Foodfare - Kitchen Assistant	<p>Food Preparation</p> <ul style="list-style-type: none"> - Prepare food ingredients & meals as directed - Perform frying, braising and blanching of food ingredients - Observe strictly & to enforce food safety & hygiene practices - Set-up relevant stations for service hours - Communicate with expeditor/cashier on finished product - Able to work independently during preparation hours <p>Quality Assurance</p> <ul style="list-style-type: none"> - Adhere to prescribe menu & serving guidelines such as food portioning & presentation - Ensure the food quality standard for dine-in, delivery and take-away (or pick-up) are consistent and of the highest serving quality - Adhere strictly to food safety & hygiene practices and support kitchen equipment cleaning and maintenance <p>Service</p> <ul style="list-style-type: none"> - Take food orders from customers accurately and with a positive attitude - Key in customer's orders - Good knowledge of the menu, with the ability to make suggestions - Ensure customer receives their meals and take action to correct any issues - Collect payments or proceeds from customers <p>Others</p> <ul style="list-style-type: none"> - Operate mobile devices like 3rd party delivery platform gadget (e.g. FoodPanda, GrabFood, Deliveroo) - Assist in monthly stock take 	10 hours per shift
Bartender	<p>Basic Food Preparation and Service</p> <ul style="list-style-type: none"> - Greet customers with a smile and provide excellent customer service - Prepare food according to specifications and required standards - Know the menu and promotions very well, upselling products actively - Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal) - Perform duties with speed and accuracy <p>Food Safety, Hygiene and Safe Work Environment</p> <ul style="list-style-type: none"> - Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food 	8 hours per shift

Job Positions	Key Responsibilities	Working Hours
	<ul style="list-style-type: none"> - Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair) - Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils <p>Expected Work Behaviour</p> <ul style="list-style-type: none"> - Collaborative and teamwork-oriented 	
Automation Technician 	<p>Direct and manage retail stalls according to company SOPs and regulatory requirements</p> <p>Mentor and supervise service staff on food handling, service conduct, and compliance to standards</p> <p>Required to prepare meals such as toast making and hot foods based on the company's SOPs.</p> <p>Preparation of hot and cold beverages from scratch and premix.</p> <p>Advice on operational needs and service consistency</p> <p>Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability</p> <p>Monitor sales and provide monthly sales reports with recommendations for business reviews with management</p> <p>Handle cashiering duties, customers' complaints and operational issues</p> <p>Other work scope as required by business needs</p>	8 hours per shift
Facilities Technician 	<p>Assist Sous Chef/ Junior Sous Chef with the kitchen work.</p> <p>Preparation and cooking food according to assigned menus.</p> <p>Sorting, storing and distributing ingredients.</p> <p>Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times.</p> <p>Any other job duties as assigned by the superior.</p> <p>Area cleaning.</p>	10 hours per shift

#9 Go-Ahead Singapore

Go-Ahead Singapore is a leading local public transport operator and subsidiary of the Go-Ahead Group, a UK transport provider which enables more than one billion journeys a year.



Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Bus Captain	<p>Possess a valid Class 3 or Class 4/4A or Class 5 Driving License with a minimum of one (1) year Class 3 driving experience.</p> <p>Able to perform shift work.</p> <p>Able to start work immediately or within short notice period would be advantageous.</p>	<p>Provide a safe and pleasant journey for passengers.</p> <p>Provide support to Bus Operations Control Centre.</p> <p>Operate all vehicle types including single and double deck.</p> <p>Adhere to bus route schedules.</p> <p>Ensure that fares are paid.</p> <p>Provide excellent customer service to passengers.</p> <p>Practice defensive driving techniques to avoid collisions and commuter injuries.</p> <p>Follow LTA regulations & Go-Ahead company procedures.</p>	As rostered
Fleet Support Officer	<p>Candidate should possess at least a minimum Primary and/or Secondary School Certificate or equivalent.</p> <p>Candidate to have a valid Class 3 driving license with minimally one year of driving experience.</p> <p>Able to work 7pm to 3am (Overtime may be required).</p> <p>Able to work in a high-tempo environment and a good team player.</p>	<p>Safely drive buses to fuel bays, through the Auto Bus Wash, and to designated parking spots.</p> <p>Ensure electric buses are correctly plugged in and charging initiated.</p> <p>Refuel buses accurately and document all information.</p> <p>Handle refueling equipment with care and adhere to SOPs.</p> <p>Complete the demounting of buses per demounting list according to SOPs and maintain proper documentation.</p> <p>Manage orderly parking and ensure safety during refueling and garaging activities.</p> <p>Maintain compliance with company SOPs and ensure accident-free operations.</p> <p>Assist with garaging activities and ensure proper housekeeping.</p> <p>Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others.</p>	7pm to 3am
Technical Specialist 	<p>Prior experience in automotive or engineering environment would be advantageous.</p> <p>Candidate to have a valid Class 3/4/4A</p>	<p>Ensure all maintenance work performed adhere strictly to standards established by the company and any legal requirements.</p> <p>Perform regular preventive maintenance work on company vehicle.</p> <p>Conduct regular inspections on company vehicles to ensure reliability and to pass regulatory inspections and</p>	As rostered


Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>driving license.</p> <p>Able to perform shift work.</p>	<p>audits.</p> <p>Carry out corrective maintenance and repairs on vehicles to minimize downtime.</p> <p>Prepared to work the hours necessary to complete all tasks required to achieve Peak Vehicle Requirement (PVR).</p> <p>Ensure strict adherence to all workplace Health & Safety policies, legal and company regulations, with proper documentation and storage.</p> <p>Practice safe work procedures and safety rules implemented at the workplace.</p> <p>Not to engage in any unsafe or negligent act that may endanger self or others.</p> <p>Any ad-hoc assignments which may include driving bus under maintenance / replacement bus if required.</p>	
Service Controller	<p>Prior working experience would be advantageous.</p> <p>Able to perform shift work.</p> <p>Excellent IT and communication skills.</p> <p>Ability to work in a fast-paced environment would be beneficial.</p> <p>Ability to make responsible decision on unpredictable situations effectively.</p>	<p>Manage the CFMS system and all road performance issues.</p> <p>Communicate effectively to all Bus Captains and maintain an organized and professional approach at all times.</p> <p>Ensure assigned services achieved the respective BSRF Standards namely EWT, FLBP and OTA.</p> <p>Direct supervision to ensure that regular and reliable bus services are operated, with no bunching and excessive early arrivals.</p> <p>Supervising Bus Captains to ensure operation of buses according to schedules and submitting disciplinary reports when necessary.</p> <p>Ensure necessary actions taken to recover lost mileages.</p> <p>Assist Bus Captains in handling emergency situations on the road in real time.</p> <p>Ensure that there is a clear and concise record of all decisions and events that take place on the allocated routes for the shift.</p> <p>To render support on adhoc unplanned bus bridging as per SOP.</p> <p>Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others</p>	As rostered

#10 Griffin HR Consultancy Pte Ltd

Griffin HR Consultancy offers a comprehensive range of human resources services, including Permanent, Temporary, Head Hunting, and Contract Staffing. In addition to these core offerings, we specialize in Recruitment Process Outsourcing (RPO), Business Process Outsourcing (BPO), and Payroll Services. Our goal is to provide businesses with strategic, end-to-end workforce solutions that are specifically tailored to meet their unique needs. With a commitment to excellence and a focus on flexibility, we take the time to understand both our clients' goals and candidates' career goals. This allows us to deliver custom solutions that enhance productivity, drive business growth, and ensure the right fit for every position.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours Per Day
Assistant Outlet Manager	<ul style="list-style-type: none"> - Singaporean/ PRs only - Has working experience in Retail/ F&B Sales environment - Has minimally 1-2 years experience in a managerial role - Able to work on weekends/ public holidays and rotating shifts - Knowledge in bakery operations and food safety standards is a plus 	<ul style="list-style-type: none"> - Assist in bakery operations such as inventory management, staff rostering, etc. - Train new staff and provide support to them to ensure performance and productivity - Address and resolve customers' complaints as well as monitor customers' feedback and implement improvements - Manage opening and closing of POS and cash flow - Maintain outlet cleanliness and workplace safety 	10
Maintenance Technician 	<ul style="list-style-type: none"> - Singaporean/ PRs only - Min. Nitec in Electronic/ Mechanical Engineering or relevant - Possess Class 2 License and has access to a Motorbike for travelling - Able to perform manual tasks - Has basic knowledge in electrical/ mechanical/ building systems maintenance - Prior experience in preventive maintenance/ lift industry is a plus 	<ul style="list-style-type: none"> - Perform preventive maintenance according to schedule - Maintain proper use of maintenance tools and ensure compliance with safety procedures and policies - Maintain accurate records of all work performed for audit purposes - Assist in investigation on damages and accidents and follow up on quality defects - Maintain professional conduct and report to superiors accordingly 	8
QA Service Technician 	<ul style="list-style-type: none"> - Singaporean/ PRs only - Min. Nitec in Electronic/ Mechanical Engineering or relevant - Possess Class 2 License and has access to a Motorbike for travelling - Prior experience in lift/ building maintenance is a plus - Triple-E Certification is a plus 	<ul style="list-style-type: none"> - Assist superior on technical and departmental matters - Conduct inspections on all equipment under maintenance contracts - Respond to breakdowns and investigate technical failures - Plan and implement performance improvement measures - Perform and document calibration duties 	8
Project & Logistics Assistant 	<ul style="list-style-type: none"> - Singaporean/ PRs only - Min. Diploma in Electrical/ Mechanical Engineering or Supply Chain Management - Familiar with SAP HANA, Oracle 	<ul style="list-style-type: none"> - Plan, track and report monthly project delivery schedules for assigned markets - Coordinate and liaise with internal teams for project specifications, approvals and to monitor parts delivery, resolve shortages 	8


Job Positions	Pre-requisites	Key Responsibilities	Working Hours Per Day
	ERP and data tools (e.g. Power BI and Tableau) is a plus - Possess strong knowledge of supply chain, project - 1 year contract role	and manage local inventory/ CKD part - Provide input to design schedules and document projects - Participate in quality and environmental audits, ensuring compliance with ISO 9001:2015 and ISO 14000 standards - Provide support on improvement in operations and project deliveries.	
Maintenance Support Officer 	- Singaporean/ PRs only - Min Diploma in Electrical/ Mechanical Engineering or relevant - Has good communication and interpersonal skills - Basic knowledge of preventive and corrective maintenance practices is a plus - Awareness of safety regulations and environmental policies is a plus	- Provide technical assistance and coordinate preventive maintenance activities - Maintain accurate reports on maintenance activities - Liaise with equipment owners and other inter-company departments on maintenance issues - Prepare and monitor work procedures, technical check-sheets and quotations for parts and works - Supervise technicians and ensure compliance with environmental policies and safety standards	8
Revenue Recovery Executive 	- Singaporean/ PRs only - Min Diploma or relevant - Proficient in Microsoft Word, Power Point and Excel is a plus - Prior experience in customer service or sales support role is a plus	- Follow up with customers on outstanding payments and escalate issues with letters when needed - Compile monthly reports, prepare meeting minutes and maintain records of all payment documents - Submit invoices and other required documents upon request to facilitate timely payments - Liaise with internal departments to resolve issues and ensure smooth collection process - Perform general administrative duties and ensure confidentiality	8
Recruitment Consultant	- Singaporean/ PRs only - Minimum 1 year relevant experience in hiring practices - Self-driven to overachieve targets/ deadlines - Possess CEI certification will be highly advantageous - Applicants with no experience are welcome to apply as training will be provided.	- Collaborate with account managers to understand job requirements and ideal candidate profiles - Perform candidate pre-screenings to evaluate candidates' suitability against job requirements and alignment with client needs - Evaluate effectiveness of recruitment process and continuously refine strategies to increase fulfillment rates - Ensure all recruitment processes comply with applicable employment laws, regulations, and internal company policies	8
Business Development Executive	- Singaporean/ PRs only - Minimum 1 year of relevant experience in sales or business development	- Identify and pursue potential business opportunities through market research, networking and cold-calling - Promote recruitment solutions to	8

Job Positions	Pre-requisites	Key Responsibilities	Working Hours Per Day
	<ul style="list-style-type: none"> - Strong Communicator that is comfortable with cold-calling - Applicants with no experience are welcome to apply as training will be provided. 	<ul style="list-style-type: none"> corporate clients and handle negotiations whenever need to - Foster and sustain strong connections with both new and existing clients by understanding their hiring needs - Collaborate with recruitment team to ensure service quality and placement success - Deliver consistent updates to management on sales performance, pipeline development, client insights, and revenue targets 	
Sales Consultant (Fashion & Tailoring)	<ul style="list-style-type: none"> - Singaporean/ PRs only - Min. 6 months experience in sales or related industry (bridal/ menswear) - Proficient in English and Mandarin to effectively communicate with Chinese-speaking clients - Able to commit to work on Saturdays (half day) - Good sense of fashion style is a plus 	<ul style="list-style-type: none"> - Engage with walk-in customers and build rapport to sell services and products - Stay up to date on sales trends to master product offerings - Update and follow up on customers/ orders and ensure timely fulfillment to maintain client satisfaction - Achieve sales targets and perform basic housekeeping duties 	9.5
Factory Manager 	<ul style="list-style-type: none"> - Singaporean/ PRs only - Min. 2 years of experience in factory or production management - Min. Diploma in Engineering, Manufacturing or relevant - Has knowledge of health, safety and compliance standards - Familiar with production machinery and processes - Strong leadership and problem-solving skills 	<ul style="list-style-type: none"> - Oversee daily factory operations and meet production targets - Lead and manage supervisors, technicians, and operators - Plan and monitor production schedules for maximum efficiency - Ensure quality standards and safety protocols are followed - Coordinate with logistics, procurement, and quality assurance teams - Schedule and supervise machinery maintenance - Monitor stock levels of materials and finished goods - Identify and implement process improvements - Prepare reports on performance, output, and costs - Lead and manage supervisors, technicians, and operators 	8

#11 Institute of Mental Health

The Institute of Mental Health (IMH) is a 2,000-bed acute tertiary psychiatric hospital situated on a 23-hectare campus at Buangkok Green Medical Park. Set amidst serene surroundings, IMH offers a comprehensive range of psychiatric, rehabilitative and counselling services for children, adolescents, adults, and the elderly.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Care Support Associate	Minimum GCE "O" Level and equivalent. WSQ Certificate in Healthcare Support (Nursing Care)	The Care Support Associate (CSA) is a member of the multi-disciplinary team responsible for supporting and assisting the nursing staff in the delivery of patient care, perform basic clinical monitoring and procedures, and to maintain the cleanliness of the environment.	Able to perform 3 Rotating Shift (morning, afternoon and night shifts), including weekends and public holidays
Patient Information Associate (3 Rotating Shift)	<ol style="list-style-type: none"> 1. Handles calls and enquiries from the General Line and Appointment Line to provide information on IMH's services to patients and the public 2. Assists in scheduling appointments for patients and/or provides information related to appointments to patients respectively 3. Performs administrative duties such as filing referral documents, department's records, updating rosters and department statistics reports 4. Performs other duties assigned by supervisor 	Staff plays a crucial role in facilitating patient care and administrative functions, ensuring calls/enquiries are timely received and providing efficient services while maintaining a high standard of customer service.	3-Rotating Shift <ol style="list-style-type: none"> 1. 7am to 2pm 2. 2pm to 9pm 3. 9pm to 7am
Patient Service Associate	<ol style="list-style-type: none"> 1. Facilitate registration for patients 2. Answering patient enquiries 3. Updating of patient records in the system 4. Booking of appointments 5. Processing cash and other modes of payments 6. Perform financial counselling 7. Open to travel to cover IMH clinics at following locations (Buangkok Green Medical Park, Outram - Health Promotion Board, Queenstown Polyclinic & Geylang Polyclinic) 8. Ad-hoc duties as assigned 	Patient Service Associate plays a crucial role in facilitating patient care and administrative functions, ensuring that patients receive timely and efficient services while maintaining a high standard of customer service.	1. Able to work staggered working hours due to opening(7.50a m) and closing(7pm) of clinic
Therapy Assistant 	NITEC/Higher NITEC qualifications in Paramedic & Emergency Care, Community Care & Social Services or Nursing, with work experience of more than 3 years in related fields:or	The role calls for an individual with good communication, interpersonal and instructional skills, who is motivated to learn and multi-task. You will supervise	Non shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Diploma qualifications in health Sciences, Sports, Physical Health or other related disciplines.	therapeutic activities for patients under the supervision of a Physiotherapist. <u>Responsibilities:</u> Set up equipment for physiotherapy exercises Conduct prescribed exercises Implement therapeutic treatments Maintain and update patient-related records Transporting of ward patients when required Maintain physiotherapy inventory Processing administrative duties Carry out additional duties as assigned by supervisors	
Enrolled Nurse 	Professional Certificate / NITEC in Nursing	Under the direction and guidance of the Registered Nurse, you will be responsible for providing basic nursing care, promoting a therapeutic environment and assisting the multi-disciplinary team in the delivery of care for our patients.	Able to perform 3 Rotating Shift (morning, afternoon and night shifts), including weekends and public holidays

#12 Mandai Rainforest Resort by Banyan Tree

Mandai Rainforest Resort by Banyan Tree is a luxurious eco-friendly sanctuary nestled in Singapore's lush Mandai rainforest. Designed to offer a unique blend of nature and comfort, it features beautifully crafted villas that harmonize with the surrounding environment. Guests can immerse themselves in a serene tropical setting, enjoy world-class amenities, and engage in nature-inspired experiences, all while contributing to sustainable conservation efforts. Perfect for nature lovers and those seeking a peaceful escape, this resort promises a tranquil retreat with breathtaking views and unparalleled service.

Job Positions	Key Responsibilities	Working Hours
Waiter/Waitress	<ul style="list-style-type: none"> • Provide friendly, courteous, and professional customer service always. • Ensure timely and good communication with Management on operation matters. • Maintain complete knowledge of all menu items and upselling of the menu to guests. • Prepare and check tables before service. • Prompt to clear and reset tables after service. • Ensure that all Company practices and procedures are met when delivering food from the kitchen to the Guest. • Ensure the overall cleanliness and order of the restaurant tables, chairs, floors, and service station at all times. • Ensure that all cleaning duties are completed in allocated times in accordance to the resort's F&B standards. • Complete all opening and closing procedures in a timely manner. • Always be assertive and attentive to guests' needs. • Have thorough knowledge of all product and service procedures • Any other tasks as assigned by the Restaurant Manager. 	9.5 hours/shift, including 1 hour break
Spa Therapist	<ul style="list-style-type: none"> • Treatments – To provide a full spectrum of spa treatments including body massages, body treatments, body wraps etc. In doing so, you would use Banyan Tree's range of high-quality products and techniques, with the aim of providing our guests with an exceptional and memorable experience • Spa Operations – you will ensure that our Spa lives up to the standards benefitting our brand by ensuring the cleanliness and presentation of the premise. This includes looking into housekeeping matters such as replacing soiled linen and other related duties. • Guest Services – drive guest experience by ensuring our treatment rooms adhere to brand standards in terms of temperature, ambience etc. In performing this role, you will need to always maintain adequate product supplies. 	9.5 hours/shift, including 1 hour break
Reservations Executives	<p>Reservation Management:</p> <ul style="list-style-type: none"> • Handle room reservations promptly and accurately through various channels, including phone, email, and online booking systems. • Maintain accurate and up-to-date records of all reservations, including guest preferences and special requests. • Manage group bookings, special requests, and VIP reservations, ensuring personalized service and attention to detail. <p>Guest Interaction:</p> <ul style="list-style-type: none"> • Provide exceptional service to guests by addressing their questions like information about room rates, availability, and hotel amenities. • Assist guests with modifications or cancellations of their reservations, 	9.5 hours/shift, including 1 hour break


Job Positions	Key Responsibilities	Working Hours
	<p>ensuring a smooth and hassle-free process.</p> <ul style="list-style-type: none"> • Handle guest complaints and issues related to reservations with professionalism and a problem-solving attitude. <p>Revenue Management:</p> <ul style="list-style-type: none"> • Monitor booking patterns and report on occupancy trends, helping to identify opportunities for maximizing revenue. <p>System and Record Management:</p> <ul style="list-style-type: none"> • Utilize reservation and property management systems to track and manage room inventory, availability, and bookings. 	
Recreation Attendant	<ul style="list-style-type: none"> • Greet and assist guests at our recreational facilities, including pools, gym, and other leisure areas. • Monitor guest activities to ensure safety and compliance with Resort policies. • Provide information about available recreational activities, equipment, and services. • Set up and maintain recreational equipment, ensuring all areas are clean and well-organized. • Conduct regular inspections of facilities and equipment, reporting any maintenance or safety issues. • Organize and participate in recreational activities and events for guests. • Handle guest inquiries and requests promptly and professionally. • Collaborate with other hotel departments to ensure a seamless guest experience. 	9.5 hours/shift, including 1 hour break
Demi Chef	<p>The incumbent will assist the Sous Chef in the daily operations of the kitchen, ensuring the smooth running of the kitchen, maintaining high standards of food quality, and adhering to health and safety regulations.</p> <p>Food Preparation:</p> <ul style="list-style-type: none"> • Assist in the preparation of various dishes according to the chef's specifications. • Ensure the freshness and quality of ingredients. • Follow recipes and standards to maintain consistency in food quality. <p>Station Management:</p> <ul style="list-style-type: none"> • Oversee the operations of a specific station in the kitchen as assigned by the Director of Culinary. • Assist in managing inventory for the assigned section. Notify senior chefs when ingredients need to be replenished. Minimize wastage by following proper portion control and storage procedures. • Ensure that the station is clean, organized, and properly stocked before service. <p>Inventory Management:</p> <ul style="list-style-type: none"> • Assist in managing kitchen inventory. • Monitor stock levels and place orders as needed and advised by Sous chefs. • Any other tasks as assigned by the Director of Culinary. 	9.5 hours/shift, including 1 hour break
Handyman	<ul style="list-style-type: none"> • Perform minor repairs and maintenance on Resort facilities, including plumbing, electrical, HVAC, and carpentry tasks. • Conduct routine inspections of Resort equipment and systems, identifying issues and performing necessary repairs to prevent breakdowns. • Respond promptly to maintenance requests from guests and associates, ensuring that all issues are addressed efficiently and courteously. • Assist in maintaining the overall appearance of the Resort, including 	9.5 hours/shift, including 1 hour break


Job Positions	Key Responsibilities	Working Hours
	landscaping, painting, and minor renovations as needed. <ul style="list-style-type: none"> • Adhere to safety protocols and regulations, ensuring that all maintenance work is completed safely and to code. • Maintain an organized inventory of tools, equipment, and supplies, ensuring that necessary materials are available for repairs. • Work closely and support the Assistant Chief Engineer and other Engineering members on larger projects and ensure smooth operations. 	
Commis 1/2	<ul style="list-style-type: none"> • The incumbent will assist the Executive Chef in preparation of ingredients for cooking, including portioning of food ingredients, chopping, and storing food before service. • Weigh, measure, and mix ingredients according to recipes set by the Executive Chef using various kitchen utensils and equipment • Prepare and cook food according to recipes • Serve food (for example, soup, desserts, sides, entrees) in proper portions onto dishes, plates, mugs, and bowls, ensuring proper plate appearance • Ensure proper portion, arrangement, and food garnish for service to guests • Ensure food storage and cooking areas are clean after each shift/service • Prepare all potentially hazardous foods at the correct temperature according to the HACCP guidelines • Follow and ensure compliance with food safety and handling policies and procedures • Ensure the quality of the food items delivered by suppliers and notify reporting supervisor if a product does not meet specifications • Check and ensure the correctness of the temperature of appliances and food using thermostats and thermometers, including monitoring freezer systems, such as fans, drains, and doors, for proper operation, and report issues or problems to reporting supervisor. • Maintain up-to-date knowledge of food safety policies within the kitchen areas. • Monitor the quantity of food that is prepared and the portions that are served in to control food waste and ensure that food wastage is controlled. • Any other tasks as assigned by the Executive Chef. 	9.5 hours/shift, including 1 hour break
Bartender	<ul style="list-style-type: none"> • Prepare drink orders for guests according to specified recipes using measuring systems. • Issue, open, and serve wine/champagne bottles. • Set up and maintain cleanliness and condition of bar, bar unit, tables, and other tools. Prepare fresh garnishes for drinks. Stock ice, glassware, and paper supplies. Transport supplies to bar set-up area. • Responding to guest enquiries and requests. • Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation. • Be knowledgeable of the wine and beverage list and offer recommendations to customers based on their preferences. • Process all payment methods. Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. Secure liquors, beers, wines, coolers, cabinets, and storage areas. Complete closing duties. 	9.5 hours/shift, including 1 hour break
Bellman	Guest Arrival and Departure: <ul style="list-style-type: none"> • Greet our guests warmly upon arrival, assist with luggage, and escort 	9.5 hours/shift,



Job Positions	Key Responsibilities	Working Hours
	<p>them to their rooms, providing information about the hotel and its amenities.</p> <ul style="list-style-type: none"> • Assist with the check-out process, ensuring that guests' luggage is handled and transportation is arranged as needed. <p>Luggage Handling:</p> <ul style="list-style-type: none"> • Efficiently manage and transport guest luggage, ensuring that items are handled with care and delivered to the correct room or location. • Provide luggage storage services, including the secure handling of guests' belongings. <p>Operational Support:</p> <ul style="list-style-type: none"> • Maintain a clean and organized bell desk and luggage storage area, ensuring that equipment and supplies are in good working condition. • Assist with the maintenance of hotel vehicles, including keeping them clean and ensuring they are ready for guest use. • Monitor guest activity in public areas, ensuring the safety and security of both guests and their belongings. • Report any unusual activity or safety concerns to the appropriate department. 	including 1 hour break
Banyan Tree Host (Front Office Host)	<ul style="list-style-type: none"> • Guest Service Excellence: Ensure exceptional guest experiences by being one of the first points of contact for our guests. They will welcome guests upon arrival and provide a seamless check-in and check-out experience. Our Guest Relations Officers will assist in addressing guests' inquiries in a prompt and professional manner • Concierge Services: As part of the role, our Guest Relations Officers will seek to understand our guests' needs and offer them recommendations regarding dining, entertainment, transportation, and other guest needs. They will also advice on the various offerings in the Resort and the attractions. • Operations: Manage guest profiles, process payments, and handle various administrative tasks related to guest services. Prepare and maintain accurate records and reports as needed. 	9.5 hours/shift, including 1 hour break


#13 Mett Singapore

METT Singapore is nestled in the heart of a national park filled with rich history and heritage, offering a serene retreat surrounded by lush greenery for an idyllic escape into a world of comfort, luxury and elevated dining experiences. Ideally situated just minutes from the prime shopping district and the arts and culture district, METT Singapore promises to be the perfect lifestyle base for discovering Singapore.

Job Positions	Key Responsibilities	Working Hours
Assistant Director of Catering Sales 	<p>The Assistant Director of Catering Sales is responsible for soliciting and managing group and catering opportunities. Achieve personal and team related revenue goals through revenue maximization of each opportunity. Ensures business is turned over properly and in a timely fashion for proper service delivery. Responsible for driving customer loyalty by delivering service excellence throughout each customer experience. Provide service to our customers in order to grow share of the account on behalf of the company.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> 2.1 Manage and lead Sales Centre & Catering team members by training team members and monitoring progress towards team goals. 2.2 Achieve individual assigned sales goal and shared responsibility for team members to achieve total sales budget. Stay current with latest trends and derive creative upsell initiatives. 2.3 Respond to incoming group and catering opportunities for the property and prompt follow up of quotations within 24 hours. 2.4 Identifies, qualify, solicit and close group/catering business to achieve personal and property revenue goals. 2.5 Collaborate closely with proactive sales team to ensure effective communication to meet customer expectations. 2.6 Conduct site inspections of hotel facilities with clients, engage and demonstrate active listening skills and use negotiating skills with creative selling to close on business and negotiate contracts. 2.7 Conduct telemarketing calls to solicit for leads and generate new enquiries for the hotel. 2.8 Understand the properties primary target customer and service expectations; serve the customer by understanding the customer's business needs and recommend appropriate business solutions, while building relationships and loyalty to the property and the brand. 2.9 Sales Administration. Ensure prompt attention and follow up on incoming phone calls, site inspections, proposal / inquiries. Accuracy in booking space using hotel system. Follow through on commitments to customer on all sales/operational documents and adhering to the standards set by the department in execution and handover of all the said documents. 2.10 Ensure accurate contract/offer before sending it to the customer. Gains commitment of customer through signed contract/offer. Once signed contract/offer is received, completes accurate, detailed turnover documentation for Event Management. 2.11 Explore all avenues to sell hotel through alternative dates and/or rates. 2.12 To be a team player motivating peers and subordinates in support of department goals, in sales and operations. Maintain professional interdepartmental relations and participate in hotel team building activities. 2.13 Abide by SUNSET Hospitality Group ethical business practices and adhere to hotel's grooming standards, ownership, accountability and responsibility. 2.14 Perform any other duties assigned by immediate supervisor or department head according to changing business, economic, customer needs or restructure within Sales & Marketing department. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> 3.1 Communicate professionally with subordinates while keeping a productive working environment. 	44 hours per week


Job Positions	Key Responsibilities	Working Hours
	3.2 Coordinates with different departments to guarantee effective communication. 3.3 Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel.	
Assistant Guest Services Manager 	<p>Serves as the property Manager on Duty and oversees all property operations, ensuring that the highest levels of hospitality and service are provided. Represents property management in resolving any guest related situation. Manages the flow of questions and directs guests within the lobby. Serves as Guest Relations Manager and handles the tracking of service issues.</p> <p>Principal Accountabilities:</p> <p>Leading Guest Services Teams</p> <p>2.1 Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision making; demonstrates honesty/integrity; leads by example.</p> <p>2.2 Encourages and builds mutual trust, respect, and cooperation among team members.</p> <p>2.3 Serves as a role model to demonstrate appropriate behaviours.</p> <p>2.4 Supervises and manages employees. Manages all day-to-day operations. Understands employee positions well enough to perform duties in employees' absence.</p> <p>2.5 Celebrates successes and publicly recognizes the contributions of team members.</p> <p>Maintaining Guest Services and Front Desk Goals</p> <p>2.6 Develops specific goals and plans to prioritize, organize, and accomplish your work.</p> <p>2.7 Handles complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.</p> <p>2.8 Maintains a strong working relationship with all departments to support property operations and goals and to expedite the resolution of any problems that may arise through the general operation of the property.</p> <p>2.9 Intervenes in any guest/employee situation as needed to insure the integrity of the property is maintained, guest satisfaction is achieved, and employee well being is preserved.</p> <p>2.10 Ensures that regular on-going communication is happening with employees to create awareness of business objectives and communicate expectations, recognizes performance, and produces desired results.</p> <p>Ensuring Exceptional Customer Service</p> <p>2.11 Provides services that are above and beyond for customer satisfaction and retention.</p> <p>2.12 Improves service by communicating and assisting individuals to understand guest needs, providing guidance, feedback, and individual coaching when needed.</p> <p>2.13 Manages day-to-day operations, ensuring the quality, standards and meeting the expectations of the customers on a daily basis.</p> <p>2.14 Serves as a leader in displaying outstanding hospitality skills.</p> <p>2.15 Sets a positive example for guest relations.</p> <p>2.16 Responds to and handles guest problems and complaints.</p> <p>2.17 Empowers employees to provide excellent customer service.</p> <p>2.18 Observes service behaviours of employees and provides feedback to individuals.</p> <p>2.19 Strives to improve service performance.</p> <p>2.20 Ensures employees understand customer service expectations and parameters.</p> <p>2.21 Participates in the development and implementation of corrective action plans to improve guest satisfaction.</p> <p>Additional Responsibilities</p> <p>2.22 Analyses information and evaluating results to choose the best solution and solve problems.</p> <p>2.23 Informs and/or updates the executives, the peers and the subordinates on relevant information in a timely manner.</p> <p>2.24 Maintains high visibility in public areas during peak times.</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	2.25 Understands and can implement all emergency plans including accident, death, elevator, thefts, vicious crimes, bombs, fire, etc. 2.26 Performs Front Desk duties in high demand times. Communication & Working Relationships: 3.1 Interacts with different departments.	
Assistant Restaurant Manager 	The Assistant Manager give support for leading and managing the service operations teams in all aspects and ensure service standards are followed and ensure the delivery of the brand experience to guests. Principal Accountabilities: 2.1 Manage and oversee the service staff and provide training. 2.2 Manage to ensure that restaurant set up at the corrective time before each service. 2.3 Manage to ensure the restaurant areas are clean and well maintained at all times. 2.4 Set, monitor and maintain standards of the brand ensuring correct procedures and systems are followed by everybody at all times. 2.5 Provide a courteous, professional, efficient and flexible service at all times. 2.6 Respond professionally to all guest requests, comments and concerns in a timely manner and report issues to the manager in charge. 2.7 Monitor, coach and assign tasks to staff and offer support as required. 2.8 Build and maintain a strong and collaborative working relationship with front of house team to ensure guest satisfaction. 2.9 Ensure team is stocked with necessary supplies to perform duties. 2.10 Daily inspect all equipment including chairs, tables, and other items required to maintain for guest service. 2.11 Keep daily inventory and manage stock levels, ordering as required to ensure guest needs are met. 2.12 Advise Engineering team of any upcoming events, maintenance requirements or damaged property. 2.13 Attend Operations Meetings whenever possible to stay informed. 2.14 Create and maintain a team which is highly adaptive and versatile. 2.15 Work closely and communicate with all the other departments when required. 2.16 Set, monitor and maintain standards of the brand ensuring correct procedures and systems are followed by everybody at all times. 2.17 Ensure prompt and courteous service to guests, and to ensure that all guest experiences are distinctively supreme. 2.18 Monitor and evaluate team member performance. 2.19 Coach and counsel team members and use appropriate disciplinary steps when needed. 2.20 Performs other duties pertinent to this job as assigned. Communication & Working Relationships: 3.1 Works closely with subordinates to ensure information transmission at all times. 3.2 Manages direct reports and operational issues on a daily basis.	44 hours per week
Banquet Operations Executive 	Based at METT Hotel, Singapore within the Banquet and Events Operations in Singapore, the Banquet Operations Executive is responsible in supporting event planning by handling inquiries, qualifying leads, preparing proposals, managing correspondence, checking availability, conducting site inspections, assisting with forecasts and coordinating banquet event orders. The Events Executive / Assistant Manager reports to the Director of Banquet / Banquet Operations Manager. Principal Accountabilities: 2.1 Assist with enquiry calls for prospect weddings/ corporate events. 2.2 Qualifies leads received for prospect weddings and corporate events and obtain the necessary information to formulate a proposal. 2.3 Handles telephone calls and accurately take messages, new enquiries, check availability	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>for both function and guest rooms.</p> <p>2.4 Ensures all incoming calls and email correspondences are forwarded to the respective Events team members upon receipt and assist with email proposal responses within 24 hours.</p> <p>2.5 Check function and guestroom availability for site inspections.</p> <p>2.6 Conduct site inspections in the absence of Event Managers.</p> <p>2.7 Assists in preparation of events forecast to be communicated to relevant departments.</p> <p>2.8 Assist in the preparation and distribution of Banquet Event Orders for upcoming events.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts with different departments.</p>	
Bar Manager 	<p>The Bar Manager oversees an efficient operation of the beverage services offered at Mett Hotel. Plan and organize how beverage systems will be set up, direct and supervise employees working with beverages, and evaluate the overall effectiveness of the system.</p> <p>Principal Accountabilities:</p> <p>2.1 Create, inspire, and conceptualize the beverage menus in alignment with the overall direction by the brand and ensure that menus are up to date.</p> <p>2.2 Manages day-to-day beverage operation, ensures the quality, standards and meets the expectations of the customer on a daily basis.</p> <p>2.3 Oversee the cost of inventory and supplies and submit reports on a periodic basis.</p> <p>2.4 Prepare a report bar glasses & equipment and track record of the items accordingly.</p> <p>2.5 Forecast and keep track of which drinks are most in demand and establish creative techniques and motivate bar team to increase the sales revenue of the bar.</p> <p>2.6 Ensure the highest possible standards of customer service are provided and listens and responds to customer and employee concerns and questions.</p> <p>2.7 Empowers employees to provide excellent customer service.</p> <p>2.8 Ensure that all beverage products served meet the established specifications and standards.</p> <p>2.9 Review cost increases communicate with supplier to review charges and apply strategies to lower costs when possible.</p> <p>2.10 Manage the staff through coaching and training, in order to improve performance and to achieve the department's objectives and targets.</p> <p>2.11 Ensure implementation of area sanitation standards.</p> <p>2.12 Ensure that all beverage equipment is operated safely and with reasonable care, reporting mechanical problems for repair.</p> <p>2.13 Observes compliance with Sunset Hospitality Group policies and procedures, as well as, governmental laws and regulations.</p> <p>2.14 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Works closely with subordinates to ensure information transmission at all time.</p> <p>3.2 Coordinates with different departments to guarantee effective communication.</p> <p>3.3 Manages direct reports and operational issues on a daily basis.</p>	44 hours per week
Bar Supervisor / Senior Supervisor	<p>The Bar Supervisor works closely with Bar Manager to coach and train all bartenders, and serving all beverages with friendly, individualized attention towards each customer and as per the recipes.</p> <p>Principal Accountabilities:</p> <p>2.1 Provides assistance to the Bar Manager in coaching and training of bartenders in order to improve performance and sustain consistency of the recipes.</p> <p>2.2 Prepare or serve hot or cold beverages quickly and efficiently, meeting our standards.</p> <p>2.3 Deliver excellent customer service, at all times.</p> <p>2.4 Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers.</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>2.5 Maintains the highest quality, consistent beverage standards.</p> <p>2.6 Follows as the brand beverages recipes and procedures.</p> <p>2.7 Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal.</p> <p>2.8 Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times.</p> <p>2.9 Follows health, safety, and sanitation guidelines for all products.</p> <p>2.10 Handles all working material and equipment correctly and keeps it well cleaned.</p> <p>2.11 Handles guest problems and complaints in the absence of Bar Manager.</p> <p>2.12 Attend all regular departmental briefings and contribute to an open communication within the assigned team.</p> <p>2.13 Recommend new beverages to Bar Manager.</p> <p>2.14 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Works closely with Bar Managers and supervisors to ensure the delivery of information.</p> <p>3.2 Coordinates with different departments in the restaurant to guarantee effective communication and to ensure information transmission at all times.</p> <p>3.3 Interacts with customers to follow-up on their satisfaction, requests, and complaints.</p>	
Barista	<p>The Barista is responsible for the preparation with friendly, individualized attention towards each customer.</p> <p>Principal Accountabilities:</p> <p>2.1 Prepare or serve hot or cold coffee beverages and efficiently, meeting our standards.</p> <p>2.2 Deliver excellent customer service, at all times.</p> <p>2.3 Have a complete and thorough knowledge of all coffee items in order to be able to describe and make suggestive selling to customers.</p> <p>2.4 Maintains the highest quality, consistent coffee items' standards.</p> <p>2.5 Follows as the restaurant's beverages recipes and procedures.</p> <p>2.6 Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal.</p> <p>2.7 Order, receive, or stock supplies or retail products.</p> <p>2.8 Set up or restock product displays.</p> <p>2.9 Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times.</p> <p>2.10 Follows health, safety, and sanitation guidelines for all products.</p> <p>2.11 Handles all working material and equipment correctly and keeps it well cleaned.</p> <p>2.12 Handles guest problems and complaints.</p> <p>2.13 Attend all regular departmental briefings and contribute to an open communication within the assigned team.</p> <p>2.14 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts with customers to follow-up on their satisfaction, requests, and complaints.</p> <p>3.2 Interacts closely with customers and promotes an image of professionalism.</p>	44 hours per week
Bartender	<p>The Bartender is responsible for serving all beverages with friendly, individualized attention towards each customer and following brand recipes accurately.</p> <p>Principal Accountabilities:</p> <p>2.1 Prepare or serve hot or cold beverages quickly and efficiently, meeting our standards.</p> <p>2.2 Deliver excellent customer service, at all times.</p> <p>2.3 Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers.</p> <p>2.4 Maintains the highest quality, consistent beverage standards.</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>2.5 Follows as the restaurant's beverages recipes and procedures.</p> <p>2.6 Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal.</p> <p>2.7 Order, receive, or stock supplies or retail products.</p> <p>2.8 Set up or restock product displays.</p> <p>2.9 Follows standards for merchandising, stock rotation and sorting of all products, always maintaining professional presentation.</p> <p>2.10 Follows health, safety, and sanitation guidelines for all products.</p> <p>2.11 Handles all working material and equipment correctly and keeps it well cleaned.</p> <p>2.12 Handles guest problems and complaints.</p> <p>2.13 Attend all regular departmental briefings and contribute to an open communication within the assigned team.</p> <p>2.14 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships: Interacts closely with customers and promotes an image of professionalism and gallantry at all time.</p>	
Bellman	<p>As a Bellman, you are the first point of contact with our guests as they enter the hotel. Your friendly personality will spark joy to our guest and make their welcome experience a truly experience one. You are passionate to deliver true hospitality. You are in the know and always ready to assist our guests, either with their baggage delivery or call for a transportation for them to explore Singapore.</p> <p>Principal Accountabilities:</p> <p>2.1 Assisting guests with their luggage from the taxi/car/transportation.</p> <p>2.2 Assisting arriving and departing guests by opening and closing car and taxi doors.</p> <p>2.3 Be aware of daily arrivals and departures with emphasis on VIPs.</p> <p>2.4 Communicating with different departments to welcome VIP guests.</p> <p>2.5 Assisting guests with the check-in/check-out process via the self-check in kiosks.</p> <p>2.6 Guiding the guest through check-out process and answering basic billing enquiries.</p> <p>2.7 Providing basic information of the room e.g. directions, room type and basic features.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts with different departments.</p>	44 hours per week
Captain	<p>The Station Captain is responsible to provide high levels of customer service to all diners to ensure they have a memorable experience and return.</p> <p>Principal Accountabilities:</p> <p>2.1 Knows and uses the service guidelines by the brand guideline.</p> <p>2.2 Prompt, and courteous greeting of customers.</p> <p>2.3 Deliver food to customers on the table in an accurate and timely manner.</p> <p>2.4 Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations.</p> <p>2.5 Follow sequence of service standards as per brand guidelines.</p> <p>2.6 Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers.</p> <p>2.7 Ensure food quality and consistency is delivered at all times.</p> <p>2.8 Manage the set up and close down of tables within section.</p> <p>2.9 Ensure tables are turned around and ready with minimal delay.</p> <p>2.10 Maintain cleanliness and hygiene standards.</p> <p>2.11 Ensure the cleanliness and refilling of condiment sets and napkin containers.</p> <p>2.12 Keeps all workstations and equipment as clean as possible at all times.</p> <p>2.13 Attend all regular departmental briefings and contribute to an open communication within the assigned team.</p> <p>2.14 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts with customers and shows willingness to serve them with a pleasant</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>attitude.</p> <p>3.2 Communicate professionally with the supervisor in charge.</p>	
Catering Sales Executive	<p>The Catering Sales Executive is responsible, or promoting the property, managing bookings, implementing sales strategies, and ensuring compliance with regulations and guidelines. This role offers a unique opportunity to work with a diverse range of clients and stakeholders, including event planners, potential guests/customers, and internal teams. You will play a critical role in driving sales growth, improving customer satisfaction, and enhancing the overall reputation of our properties.</p> <p>Principal Accountabilities:</p> <p>2.1 Sales, Marketing, Revenue Management.</p> <p>2.2 Ownership of sales budget (group / individual) and other performance measured goals.</p> <p>2.3 Engage in proactive and reactive sales processes to build new and capture repeat business.</p> <p>2.4 Versatility in selling to corporate (MICE), wedding and social segments.</p> <p>2.5 Upsell to add value and drive incremental sales.</p> <p>2.6 Participate in sales strategy and execution of sales action plans.</p> <p>2.7 Contribute to establishing a 12-month marketing promotion and activation calendar.</p> <p>2.8 Collaborate and recommend initiatives with marketing for alignment and support.</p> <p>2.9 Knowledgeable of banquet and hotel room sales packages, menu, promotions, and prices.</p> <p>2.10 Knowledgeable of banquet set ups, function and hotel room configurations and service style.</p> <p>2.11 Keep abreast of competitor-set and market place products and services.</p> <p>2.12 Recommend improvements to enhance our product and services.</p> <p>2.13 Negotiate confidently and creatively maneuver package content, menu and price.</p> <p>2.14 Efficiently capture all banquet, catering and / or hotel room requirements and coordinate delivery with all internal and external stakeholders.</p> <p>2.15 Knowledgeable of front desk telephone, room key card and payment operations, room reservation process, check in / our process, daily rooming list, voucher administration and reports.</p> <p>2.16 Conduct daily hotel room inspection.</p> <p>2.17 Communication and coordination with maintenance and housekeeping on room upkeep.</p> <p>2.18 Diligent follow through of sales inquiry pipeline and conversion.</p> <p>2.19 Accurate and timely sales reporting and administration of banquet event order (BEO) and hotel rooming list.</p> <p>2.20 Awareness of cost of sales, manpower, and operating expenses.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicate professionally with subordinates while keeping a productive working environment.</p> <p>3.2 Coordinates with different departments to guarantee effective communication.</p> <p>3.3 Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel.</p>	44 hours per week
Catering Sales Manager, Corporate & Group 	<p>The Catering Sales Manager Corporate & Group is responsible to develop and maintain the highest standard of quality in the catering / conference department and to ensure the profitability of the department. Maintaining a strong and efficient team while creating loyal and trustworthy staff who take pride in their work, thereby providing the highest level of service possible. Assist and follow up tasks as assigned by F&B management as deemed appropriate.</p> <p>Principal Accountabilities:</p> <p>2.1 To actively solicit and book all types of catering business from various sources of leads.</p> <p>2.2 To develop creative and attractive menu presentations for potential clients.</p>	44 hours per week


Job Positions	Key Responsibilities	Working Hours
	<p>2.3 To respond to all telephone and walk in inquiries regarding catering space.</p> <p>2.4 To maintain an active trace/follow-up system on all personal sales calls.</p> <p>2.5 To coordinate the sales efforts between sales department and catering to ensure proper utilization of function space to yield maximum revenues</p> <p>2.6 To conduct tours of the property with meeting planners and potential clients.</p> <p>2.7 To negotiate with clients and achieve maximum revenue/profit potential while satisfying client needs.</p> <p>2.8 To comfortably entertain appropriate clients.</p> <p>2.9 To finalize all bookings maximizing all revenue potential by up-selling in all revenue producing areas.</p> <p>2.10 To keep Assistant Director of Catering Sales promptly and fully informed of all problems or unusual matters so prompt corrective action can be taken where appropriate.</p> <p>2.11 To coordinate with other departments to ensure quality of guest satisfaction.</p> <p>2.12 Ensure accurate contract/offer before sending it to the customer. Gains commitment of customer through signed contract/offer. Once signed contract/offer is received, completes accurate, detailed turnover documentation for Event Management.</p> <p>2.13 Explore all avenues to sell hotel through alternative dates and/or rates.</p> <p>2.14 To be a team player motivating peers and subordinates in support of department goals, in sales and operations. Maintain professional interdepartmental relations and participate in hotel team building activities.</p> <p>2.15 Abide by SUNSET Hospitality Group ethical business practices and adhere to hotel's grooming standards, ownership, accountability and responsibility.</p> <p>2.16 Perform any other duties assigned by immediate supervisor or department head according to changing business, economic, customer needs or restructure within Sales & Marketing department.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicate professionally with subordinates while keeping a productive working environment.</p> <p>3.2 Coordinates with different departments to guarantee effective communication.</p> <p>3.3 Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel.</p>	
Chef De Partie	<p>The Chef De Partie is responsible for preparing all food products in relevant sections and making them ready for in-house service.</p> <p>Principal Accountabilities:</p> <p>2.1 Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant's recipes and standards.</p> <p>2.2 Completes assigned prep work and beautification duties in an efficient time frame.</p> <p>2.3 Moves prepared food out of the prep area continuously.</p> <p>2.4 Works together in a team-oriented environment to produce foods in a timely and orderly manner.</p> <p>2.5 Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations.</p> <p>2.6 Keeps all work stations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas.</p> <p>2.7 Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized.</p> <p>2.8 Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations.</p> <p>2.9 Collaborates with Sous Chef to create new ideas for their sections.</p> <p>2.10 Constantly develop skills and knowledge.</p> <p>2.11 Performs other duties pertinent to this job as assigned.</p>	44 hours per week


Job Positions	Key Responsibilities	Working Hours
	<p>Communication & Working Relationships:</p> <p>3.1 Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment.</p>	
Cocktail Service	<p>We are looking for an energetic, attentive cocktail waitress who is committed to providing a high-quality dining experience to our customers. Responsibilities include speaking with customers, taking drink and food orders, making recommendations, processing payments, and ensuring that customers' needs are met, and they have an excellent time. You should be a skilled multi-tasker with a passion for customer satisfaction and knowledge of wines, beer, and cocktails and passionate about the food and drinks they serve and creating a fun, enjoyable experience for every customer.</p> <p>Principal Accountabilities:</p> <p>2.1 Interacting with customers by taking their orders, making recommendations, providing them with accurate bills, serving them food and drinks, processing payments, and supplying them with whatever they need in a timely manner.</p> <p>2.2 Handling multiple tables and tasks in an efficient manner.</p> <p>2.3 Cleaning and clearing tables.</p> <p>2.4 Assisting with opening and closing duties, such as preparing ingredients and restocking items, such as straws, napkins, etc.</p> <p>2.5 Learning about food and beverages, such as wine, beer, and cocktails.</p> <p>2.6 Taking inventory of supplies and ingredients.</p> <p>2.7 Checking identification to ensure customers are the proper age to purchase alcoholic beverages.</p> <p>2.8 Standing, walking and carrying heavy trays of food and drinks.</p> <p>Communication & Working Relationships:</p> <p>1 Interacts with customers and shows willingness to serve them with a pleasant attitude.</p> <p>3.2 Communicate professionally with the supervisor in charge.</p>	44 hours per week
Commis Cook	<p>The Commis Cook is responsible to assist in preparation of all sections and making them ready for the superiors.</p> <p>Principal Accountabilities:</p> <p>2.1 Coordinates with Chefs to ensure correct quantities for bulk food preparation.</p> <p>2.2 Cleaning, peeling, cutting of all food items according to the company's standards and assuring efficient food service.</p> <p>2.3 Follows recipes and cooking procedures precisely.</p> <p>2.4 Ensures good quality and freshness of food items.</p> <p>2.5 Ensures accurate storage of food by using label and day-dots.</p> <p>2.6 Responsible for the proper cleaning and sanitary matters of working area and/or as delegated by the Head Chef.</p> <p>2.7 Handles all working material and equipment correctly and keeps it well cleaned.</p> <p>2.8 Reports all necessary repairs to his Superior.</p> <p>2.9 Follows all statutory hygiene and safety requirements.</p> <p>2.10 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment.</p>	44 hours per week
Communications Officer	<p>Come join us as a Communications Officer (conventionally known as Call Centre) if the following describes you. You are service-oriented and passionate in achieving customer satisfaction. You are also a good team-player and at the same time a confident individual, willing to learn and take on new challenges. As the Communications Officer, you will be responsible to provide an excellent and consistent level of service to your guests. You will assist the Communications team in the achievement of a smooth and efficient running of the Guest Services Centre Department within the Rooms Division.</p> <p>Principal Accountabilities:</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>2.1 Provide close guidance to colleagues within assigned shift, overseeing the efficient operations of the Telephone Department in the following:</p> <p>2.2 To answer phone calls promptly ensuring telephone etiquette is observed and a positive attitude is displayed.</p> <p>2.3 To attend to Glowing requests promptly, ensuring responses are articulated.</p> <p>2.4 To ensure all faults and maintenance issues are raised promptly.</p> <p>2.5 To ensure daily task checklists assigned are followed through and documented.</p> <p>2.6 To check on wakeup call time requests from guests (FITS, Crew, Groups) and ensure they are promptly processed.</p> <p>2.7 To check telephone and line fault reported, ensure thorough test is conducted before calling an external contractor.</p> <p>2.8 Be knowledgeable on telecommunication wiring rates and requests made by sales for function or guest room, ensuring they are effectively processed.</p> <p>2.9 Be knowledgeable of IDD rates and IDD call checks.</p> <p>2.10 Be knowledgeable of hotel's telephone and trunk inventory.</p> <p>2.11 Conduct checks on information on the Concierge Directory and update accordingly.</p> <p>2.12 To maintain a high grooming standard as required when on duty.</p> <p>2.13 Be knowledgeable of Hotel's Policies and Procedures.</p> <p>2.14 Have a thorough understanding of the various services provided by the Hotel.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts with different departments.</p>	
Concierge Manager	<p>As a concierge manager, you are required to manage all Concierge, Bell Services and Doormen. Ensure that they are adhering to all hotel policies, procedures and standards while striving towards total guest satisfaction. Ensure that the above-mentioned areas are working in a professional manner at all times. Be responsible for training and development of all concierge-related associates, so they are hospitable, outgoing and guest-oriented.</p> <p>Principal Accountabilities:</p> <p>2.1 Assign sufficient manning to cater for daily operational needs.</p> <p>2.2 Planning of VIPs and limousine movement for arrivals and departures and ensuring operational efficiency.</p> <p>2.3 Ensure smooth running of Lobby Greeter lobby duties in particular during heavy check-in/out of groups arrival/departure and functions/events in hotels.</p> <p>2.4 Handle guest issues when needed.</p> <p>2.5 Limousine bookings and assignment of limousine jobs, handling of its billings and forecast of limousine revenue.</p> <p>2.6 Plan and review rosters to ensure productivity goals are met.</p> <p>2.7 Ensure LQA service standards are in practice as set by the hotel at all times.</p> <p>2.8 Conduct audit checks on colleague's service standards and ensure compliance with hotel standards.</p> <p>2.9 Have Lobby/Driveway presence to ensure operations are in order, guests assistance required is rendered accordingly and colleague's service standards are met.</p> <p>2.10 Consistently offer professional, engaging and friendly service.</p> <p>2.11 Planning, reviewing, training, monitoring, evaluation and counselling of employees.</p> <p>2.12 Counselling and disciplinary action for colleagues' non-compliance with procedures and behaviour.</p> <p>2.13 Attend any department and operational meetings.</p> <p>2.14 Handling and investigation of guest requests/complaints.</p> <p>2.15 Ensure grooming standard always set by the hotel.</p> <p>2.16 Ensure work areas are adequately stocked, and inventory properly recorded and maintain good housekeeping of work areas.</p> <p>2.17 Efficient usage and upkeep of communication tools and equipment to enhance productivity of workflow.</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	2.18 Always ensure department compliance with safety and security procedures. 2.19 Handle all telephone enquiries and requests and ensure timely completion of pick-up and/or delivery service. Communication & Working Relationships: 3.1 Interacts with different departments.	
Demi Chef De Partie	The Demi Chef is responsible for preparing all food products in all kitchen sections and making them ready for in-house service or dispatching to delivery. Principal Accountabilities: 2.1 Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant's recipes and standards. 2.2 Completes assigned prep work duties in an efficient time frame. 2.3 Support the Chef de Partie or Sous Chef in the daily operation and work. 2.4 Moves prepared food out of the prep area continuously. 2.5 Works together in a team-oriented environment to produce foods in a timely and orderly manner. 2.6 Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations. 2.7 Keeps all workstations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas. 2.8 Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized. 2.9 Observes compliance with the company's policies and procedures, as well as governmental laws and regulations. 2.10 Collaborates with CDP to create new ideas for their sections. 2.11 Constantly develop skills and knowledge. 2.12 Performs other duties pertinent to this job as assigned. Communication & Working Relationships: 3.1 Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment.	44 hours per week
Dining Reservation Agent	The Dining Reservations Agent shall provide luxury service by communicating to each guest in a thoughtful, tailored, and authentic manner; making each guest feel as they are the sole focus. Principal Accountabilities: 2.1 Understand guests' needs and provide them with personalized solutions. 2.2 Assist both in-house and external guests with the planning and booking reservations for F&B Dining products and services or making of breakfast, brunch, lunch, and dinner reservations at one of signature restaurants. 2.3 Processing all reservations requests accurately and with full details of what has been communicated between guest and yourself (Example: Special Requests, Food Allergies, Special Occasion, etc.). 2.4 Assist both in-house and external guests with any revisions or cancellations to their reservations. 2.5 Accurately respond to all inquiries received via telephone, email, or chat. 2.6 Deliver high touch experience that is aligned with Company Service Strategy to all guests. 2.7 Handle first level complaint with a pleasant disposition. 2.8 Agility to handle services and requests effectively & efficiently. 2.9 Handle emergency situations in accordance with department and hotel guidelines. 2.10 Deliver first call resolution, handle all inquiries and/or complaints in a professional and pleasant manner by applying logic and using departmental empowerment tools. Communication & Working Relationships:	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	3.1 Internal: Finance team, senior management, department heads, and other employees within the organization. 3.2 External: Auditors, vendors, financial institutions, and other relevant stakeholders.	
Dining Reservations Supervisor	The Dining Reservations Supervisor shall provide luxury service by communicating to each guest in a thoughtful, tailored, and authentic manner; making each guest feel as they are the sole focus. Principal Accountabilities: 2.2 Understand guests' needs and provide them with personalized solutions. 2.3 Assist both in-house and external guests with the planning and booking reservations for F&B Dining products and services or making of breakfast, brunch, lunch, and dinner reservations at one of signature restaurants. 2.4 Processing all reservations requests accurately and with full details of what has been communicated between guest and yourself (Example: Special Requests, Food Allergies, Special Occasion, etc.). 2.5 Assist both in-house and external guests with any revisions or cancellations to their reservations. 2.6 Accurately respond to all inquiries received via telephone, email, or chat. 2.7 Deliver high touch experience that is aligned with Company Service Strategy to all guests. 2.8 Handle first level complaint with a pleasant disposition. 2.9 Agility to handle services and requests effectively & efficiently. 2.10 Apply logic and high EQ in guest challenges and proactively offer/discuss resolution with a Manager on Duty. 2.11 Provide accurate up to date information on hotel information of events/activities or all resort food & beverage outlets menu offerings along with any promotions and/or special offerings that are available. 2.12 Handle emergency situations in accordance with department and hotel guidelines. 2.13 Deliver first call resolution, handle all inquiries and/or complaints in a professional and pleasant manner by applying logic and using departmental empowerment tools. 2.14 Work to achieve and exceed individual and team Key Performance Indicators (KPI's) set by management. 2.15 Support other responsibilities as assigned by management. 2.16 Conduct confirmation calls with next day arrivals. 2.17 Responsive to emergency situations in according to company guidelines. Communication & Working Relationships: 3.1 Internal: Senior management, department heads, and other employees within the organization. 3.2 External: Guests, Customers, Auditors, vendors, and other relevant stakeholders.	44 hours per week
F&B Operations Admin Coordinator	The Operations Admin Coordinator shall provide operational support to the Director of F&B and Culinary. Principal Accountabilities: 2.1 Assist in guest enquiries on F&B reservations booking and enquiries via emails or phones. 2.2 Inventory control and stock up of stationaries when required. 2.3 Assist in collation of overtime sheets, checking and verifying weekly and monthly attendance for payroll. 2.4 Attend F&B meetings. 2.5 Assist in taking minutes of meeting. 2.6 Work closely with chefs and casual labour staffs. 2.7 Communicate and liaise with other department. 2.8 Keep abreast of hotel promotions, F&B services and outlet. 2.9 Provide administrative support to Director of F&B.	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>Communication & Working Relationships:</p> <p>3.1 Internal: Finance team, senior management, department heads, and other employees within the organization.</p> <p>3.2 External: Auditors, vendors, financial institutions, and other relevant stakeholders.</p>	
<p>Graphic Designer</p> 	<p>The duties of the Graphic Designer mainly consist of, creating artworks to support marketing activations, design new websites/flyers/brochures and support the marketing team with all design related tasks.</p> <p>Principal Accountabilities:</p> <p>2.1 Develop all marketing and promotional collateral according to brand standards for both online and print, among which include brochures, adverts, flyers, business cards, newsletters, presentations, sales kits and others.</p> <p>2.2 Developing layout designs.</p> <p>2.3 Design/edit digital clips/videos for social media-online purposes.</p> <p>2.4 Designing and producing highly creative, impactful presentations for the sales and marketing department, as needed.</p> <p>2.5 Think creatively, generate new ideas, designs and concepts all in line with the brand identity guide.</p> <p>2.6 Assisting with photography needs for menu shoots and campaigns.</p> <p>2.7 Effectively manage multiple tasks at a time, prioritizing where necessary and providing updates when required.</p> <p>2.8 Work with the sales and marketing department and other internal departments to understand their requirements and create accordingly.</p> <p>2.9 Ensures adequate stock of all regularly used marketing collateral is always available.</p> <p>2.10 Assist in the planning and execution of events attended or hosted by the brands with focus on the creation of promotional merchandise, adverts, flyers, stage design, pre and post event marketing.</p> <p>2.11 Developing graphics and layouts for product illustrations, company logos, and websites.</p> <p>2.12 Determining size and arrangement of illustrative material and copy, and font style and size.</p> <p>2.13 Preparing rough drafts of material based on an agreed brief.</p> <p>2.14 Supervising the production or implementation of marketing materials with outsources agencies.</p> <p>2.15 Takes part in the brainstorming meetings with the marketing team for new activations and future promotions.</p> <p>2.16 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Coordinates with the Marketing team to guarantee effective communication and project deadlines.</p>	<p>44 hours per week</p>
<p>Guest Services Executive</p>	<p>As the Guest Services Executive, you will be the first point of contact for our valued guests, providing exceptional service from the time they arrive till they are escorted to their rooms creating memorable experiences along the way. You will be stationed in the lobby awaiting guest arrival and facilitating all arrangements from the moment guests step in to the time they are settled in their rooms.</p> <p>Principal Accountabilities:</p> <p>2.1 To perform the smooth operations of front desk including but not limited to check in, check out, currency exchange, room change, audit balances, daily reports, food and beverage service according to establish policies and procedures.</p> <p>2.2 To assist all guests in a friendly, helpful and professional manner including but not limited to offering room orientation to all arriving guests or escorting guests to their destination within the hotel, attempting to use guest names at least twice during the engagement.</p>	<p>44 hours per week</p>

Job Positions	Key Responsibilities	Working Hours
	<p>2.3 To liaise with Guest Services Manager or Executive regarding any complaints and to assist walk in guests with alternative accommodation in the event of a full house situation.</p> <p>2.4 To inform other departments of arrival, room changes, check out and special arrangements.</p> <p>2.5 To maintain comprehensive knowledge of standard reservations procedures to assist Reservations personnel in their absence.</p> <p>2.6 To attend shift briefings to ensure hotel activities and operational requirements are known.</p> <p>2.7 To ensure effective handover and takeover of shift, ensuring proper follow-up and resolution of all outstanding issues.</p> <p>2.8 To attempt to upsell at every possible encounter, maximizing revenue.</p> <p>2.9 To ensure complete guests database including obtaining guest's passport details, nationality, date of birth and email addresses.</p> <p>2.10 To perform any other job task as reasonably assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts with different departments.</p>	
Guest Services Manager 	<p>Serves as the property Manager on Duty and oversees all property operations, ensuring that the highest levels of hospitality and service are provided. Represents property management in resolving any guest related situation. Manages the flow of questions and directs guests within the lobby. Serves as Guest Relations Manager and handles the tracking of service issues.</p> <p>Principal Accountabilities:</p> <p>Leading Guest Services Teams</p> <p>2.1 Utilizes interpersonal and communication skills to lead, influence, and encourage others; advocates sound financial/business decision making; demonstrates honesty/integrity; leads by example.</p> <p>2.2 Encourages and builds mutual trust, respect, and cooperation among team members.</p> <p>2.3 Serves as a role model to demonstrate appropriate behaviours.</p> <p>2.4 Supervises and manages employees. Manages all day-to-day operations. Understands employee positions well enough to perform duties in employees' absence.</p> <p>2.5 Celebrates successes and publicly recognizes the contributions of team members.</p> <p>Maintaining Guest Services and Front Desk Goals</p> <p>2.6 Develops specific goals and plans to prioritize, organize, and accomplish your work.</p> <p>2.7 Handles complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.</p> <p>2.8 Maintains a strong working relationship with all departments to support property operations and goals and to expedite the resolution of any problems that may arise through the general operation of the property.</p> <p>2.9 Intervenes in any guest/employee situation as needed to insure the integrity of the property is maintained, guest satisfaction is achieved, and employee well being is preserved.</p> <p>2.10 Ensures that regular on-going communication is happening with employees to create awareness of business objectives and communicate expectations, recognizes performance, and produces desired results.</p> <p>Ensuring Exceptional Customer Service</p> <p>2.11 Provides services that are above and beyond for customer satisfaction and retention.</p> <p>2.12 Improves service by communicating and assisting individuals to understand guest needs, providing guidance, feedback, and individual coaching when needed.</p> <p>2.13 Manages day-to-day operations, ensuring the quality, standards and meeting the expectations of the customers on a daily basis.</p> <p>2.14 Serves as a leader in displaying outstanding hospitality skills.</p> <p>2.15 Sets a positive example for guest relations.</p>	44 hours per week



Job Positions	Key Responsibilities	Working Hours
	<p>2.16 Responds to and handles guest problems and complaints. 2.17 Empowers employees to provide excellent customer service. 2.18 Observes service behaviours of employees and provides feedback to individuals. 2.19 Strives to improve service performance. 2.20 Ensures employees understand customer service expectations and parameters. 2.21 Participates in the development and implementation of corrective action plans to improve guest satisfaction. Additional Responsibilities 2.22 Analyses information and evaluating results to choose the best solution and solve problems. 2.23 Informs and/or updates the executives, the peers and the subordinates on relevant information in a timely manner. 2.24 Maintains high visibility in public areas during peak times. 2.25 Understands and can implement all emergency plans including accident, death, elevator, thefts, vicious crimes, bombs, fire, etc. 2.26 Performs Front Desk duties in high demand times. Communication & Working Relationships: 3.1 Interacts with different departments.</p>	
Head Bartender	<p>The Head Bartender works closely with Bar Manager to coach and train all bartenders, and serving all beverages with friendly, individualized attention towards each customer and as per the recipes. Principal Accountabilities: 2.1 Provides assistance to the Bar Manager in coaching and training of bartenders in order to improve performance and sustain consistency of the recipes. 2.2 Prepare or serve hot or cold beverages quickly and efficiently, meeting our standards. 2.3 Deliver excellent customer service, at all times. 2.4 Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers. 2.5 Maintains the highest quality, consistent beverage standards. 2.6 Follows as the brand beverages recipes and procedures. 2.7 Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal. 2.8 Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times. 2.9 Follows health, safety, and sanitation guidelines for all products. 2.10 Handles all working material and equipment correctly and keeps it well cleaned. 2.11 Handles guest problems and complaints in the absence of Bar Manager. 2.12 Attend all regular departmental briefings and contribute to an open communication within the assigned team. 2.13 Recommend new beverages to Bar Manager. 2.14 Performs other duties pertinent to this job as assigned. Communication & Working Relationships: 3.1 Works closely with Bar Managers and supervisors to ensure the delivery of information. 3.2 Coordinates with different departments in the restaurant to guarantee effective communication and to ensure information transmission at all times. 3.3 Interacts with customers to follow-up on their satisfaction, requests, and complaints.</p>	44 hours per week
Head Hostess / Host	<p>The Head Hostess / Host is responsible to greet customers and to ensure that all guests receive an amazing experience from their first point of contact with the team. Principal Accountabilities: 2.1 Greets guests, escorts them to tables, and provides menus. 2.2 Manage waiting list and coordinate with Guest Relation Manager.</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	2.3 Offer appropriate seating arrangements. 2.4 Receive and record customers dining reservations. 2.5 Set up dining rooms and make reservation arrangements. 2.6 Ensure all orders are filled in a timely and accurate manner. 2.7 Maintain clean and organized tables and work area. 2.8 Observe proper grooming and personal hygiene at all times. 2.9 Assist waiters and head waiters when needed. 2.10 Ensure all guests receive positive and professional Greeting to the highest standards to exceed the customer's expectations. 2.11 Handles guest problems and complaints. 2.12 Manages the Hosts working schedules. 2.13 Attend all regular departmental briefings and contribute to an open communication within the assigned team. 2.14 Performs other duties pertinent to this job as assigned. Communication & Working Relationships: 3.1 Interacts with customers and shows willingness to serve them with a pleasant attitude. 3.2 Communicate professionally with the supervisor in charge.	
Head Sommelier	The Head Sommelier to create our wine menu and offer recommendations on the best pairings. The responsibilities of Head Sommeliers include supervising wine serving, collaborating with suppliers to upgrade selections, and providing wine recommendations to guests. Principal Accountabilities: 2.1 Works with restaurant management to create and maintain a top tier wine program. 2.2 Assists guests with wine selections in a helpful, thoughtful, and gracious manner. 2.3 Create opportunities to increase the wine sale in the restaurant. 2.4 Ensures that the restaurant is properly stocked with the appropriate amount of glassware, wine lists, coasters, label removers, wine buckets, candles, etc prior to, and throughout, service. 2.5 Create and sustain excellent wine display at the restaurant. 2.6 Informing guests on the variety of wines available. 2.7 Training the team about wine menu list and upselling techniques. 2.8 Training FOH team members to increase their knowledge regarding wine pairings. 2.9 Developing new vendors and negotiating prices with vendors. 2.10 Organizing wine tasting events. 2.11 Complying with health and safety regulations. 2.12 Performs other duties pertinent to this job as assigned. Communication & Working Relationships: 3.1 Interacts closely with Bar team and promotes an image of professionalism and gallantry at all time. 3.2 Work closely with the Director of F&B to update wine list when it is necessary.	44 hours per week
Hostess / Host	The Hostess / Host is responsible to greet customers and to ensure that all guests receive an amazing. Principal Accountabilities: 2.1 Greets guests, escorts them to tables, and provides menus. 2.2 Manage waiting list as per brand guidelines. 2.3 Offer appropriate seating arrangements. 2.4 Receive and record customers dining reservations. 2.5 Ensure all orders are filled in a timely and accurate manner. 2.6 Maintain clean and organized tables and work area. 2.7 Observe proper grooming and personal hygiene at all times. 2.8 Assist waiters and head waiters when needed.	44 hours per week


Job Positions	Key Responsibilities	Working Hours
	2.9 Manage event related work including setting up tables of the restaurant. 2.10 Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations. 2.11 Handles guest problems and complaints. 2.12 Attend all regular departmental briefings and contribute to an open communication within the assigned team. 2.13 Performs other duties pertinent to this job as assigned. Communication & Working Relationships: 3.1 Interacts with customers and shows willingness to serve them with a pleasant attitude. 3.2 Communicate professionally with the supervisor in charge.	
Housekeeping Attendant	The Housekeeping Attendant is responsible for the immaculate upkeep and cleanliness of guest rooms and guest corridor, presenting a clean and welcoming environment. He/she will always provide sufficient supplies in every guest room and attends to guest requests. He/she will self-inspect rooms for guest arrivals. Principal Accountabilities: 2.1 Ensures guestroom and guest floors corridors are immaculate, clean and comfortable. 2.2 Ensures all required guest rooms are ready prior to guest arrivals - cleaning and releasing of clean rooms. 2.3 Effectively communicates with Housekeeping Supervisor on issues and challenges during shift work. 2.4 Ensures all assigned rooms (check-out or make-up) are completed before the end of shift. 2.5 Ensures section corridor carpets are vacuumed daily after room cleaning. 2.6 Ensures trolley is clean and properly stocked up for the next shift. 2.7 Ensures scheduled deep cleaning task are completed. 2.8 Ensures guest privacy are respected. 2.9 Observes and anticipates guest's needs in a discreet and non-intrusive manner, offering prompt, efficient and personalized service to our residents. 2.10 Ensures observed preferences of guest are communicated with the Manager for follow up and recording in guest profile. Communication & Working Relationships: 3.1 Interacts with different departments.	44 hours per week
Housekeeping Coordinator	Housekeeping Co-Ordinator manages Housekeeping day-to-day operations support. Handle department's rooms assignment/control. Ensure a proper control and record of the master key movement. Ensure seamless and professional communication between/with Room Attendant, Supervisors, PA, Linen Sorter/Runner, Department's Managers and other departments colleagues/managers. Keeping an auditable tracking/filing system to ensure proper documentation for SOP, purchases & stocks, laundry services, attendance & leave control, and any other records for the department. Principal Accountabilities: 2.1 Responsible for the daily Rooms Assignment for Room Attendant Team. 2.2 Maintain par stock of guest supplies (wet and dry), guest amenities, cleaning supplies, linens, uniforms inventory, operating equipment and supplies, etc. 2.3 Organize pest control for regular checks and ad-hoc basis. 2.4 Develop and implement proper filing/tracking system of the department's documentation for easy record retrieval. 2.5 Monitor, document the outsourced Public Area and Room Attendant contract attendance and tally every month after invoice received. 2.6 Liaise for any linens and guest laundry with laundry plant/provider. 2.7 Monitor all cleaning program and update, to align with Hotel's plan/schedule. 2.8 Take minutes for internal meetings, track work progress and follow up on jobs closure.	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>2.9 Communicate defects reported to departments concerned for rectification. Follow up for closure.</p> <p>2.10 Coordinating the preventive maintenance schedule of rooms and public areas with housekeeping colleagues and maintenance team.</p> <p>2.11 Keeping the department's environment clean, neat and safe at all times.</p> <p>2.12 Conduct inventory of the master key daily and report any discrepancies to the Managers timely.</p> <p>2.13 Ensure sufficient operating supplies for guestrooms and other areas.</p> <p>2.14 Prepared any back up and end-of-day report of Housekeeping.</p> <p>2.15 Be familiar with the Emergency Procedure, Evacuation Procedure and Standard Operating Procedures as established by the Hotel.</p> <p>2.16 Perform any other duties tasked by the Supervisors or Manager.</p> <p>2.17 Participate in company's sustainability effort for the environment and being an inclusive employer.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts with different departments.</p>	
Housekeeping Supervisor	<p>As a Housekeeping Supervisor, you are meticulous and have an eye of detail. You are in charge of rooms assignment and checking of rooms to ensure the room cleanliness are complied before they are released to welcome our guests. You are patient in guiding and supporting the room attendants and is ready to train them to comply with the needed brand standards whenever necessary.</p> <p>Principal Accountabilities:</p> <p>2.1 Assign Team Members with duties and inspect work for conformance to prescribe standards of cleanliness.</p> <p>2.2 Supervise, train, support and monitor Team Members.</p> <p>2.3 Conduct on the job and in-service trainings and explain policies, work procedures and to demonstrate use and maintenance of equipment.</p> <p>2.4 Evaluate records to forecast department's manpower requirements.</p> <p>2.5 Advise manager and front office Team Members on rooms' status.</p> <p>2.6 Screen job applicants, hire new employees and recommend promotions, transfers, and dismissals.</p> <p>2.7 Coach and counsel Team Members on work performance.</p> <p>2.8 Ensure clear and effective communication between housekeeping and other departments.</p> <p>2.9 Report all work orders to facilities for rectifications.</p> <p>2.10 Approach all encounters with guests and Team Members in a friendly, service-oriented manner.</p> <p>2.11 Always comply with the hotel standards and regulations to encourage safe and efficient hotel operations.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts with different departments.</p>	44 hours per week
Junior Sommelier	<p>Junior Sommelier is to offer recommendations on the best pairing to the guests.</p> <p>Principal Accountabilities:</p> <p>2.1 Assisting the Sommelier Team in all tasks.</p> <p>2.2 Assists guests with wine selections in a helpful, thoughtful, and gracious manner.</p> <p>2.3 Ensure wines are served at the right temperature and within the proper glassware.</p> <p>2.4 Informing guests on the variety of wines available.</p> <p>2.5 Store open bottles properly to maintain taste.</p> <p>2.6 Complying with health and safety regulations.</p> <p>2.7 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts closely with Sommelier Team and promotes an image of professionalism and</p>	44 hours per week



Job Positions	Key Responsibilities	Working Hours
	<p>gallantry at all time.</p> <p>3.2 Work closely with Sommelier team to update wine list when it is necessary.</p>	
Junior Sous Chef	<p>The Junior Sous Chef is responsible for assisting the Sous section of the kitchen while working closely with the Sous Chef and replacing in the absence of Sous Chef.</p> <p>Principal Accountabilities:</p> <p>2.1 Give assistance to day-to-day operations of the kitchen.</p> <p>2.2 Prepares a wide variety of goods by following standard restaurant recipes.</p> <p>2.3 Work closely with Sous Chef and assist in developing, designing and creating new ideas and items.</p> <p>2.4 Follows proper handling and right temperature of all food products.</p> <p>2.5 Supervise and coordinate all preparation and presentation.</p> <p>2.6 Monitor stocks of ingredients and make appropriate orders within budget.</p> <p>2.7 Check quality of material and condition of equipment and devices used for cooking.</p> <p>2.8 Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately.</p> <p>2.9 Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations.</p> <p>2.10 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicates professionally with the Sous Chef.</p> <p>3.2 Communicates report and kitchen operational issues on a daily basis with the Sous Chef.</p> <p>3.3 Works closely with subordinates to ensure information transmission at all times.</p>	44 hours per week
Kitchen Steward	<p>The Steward is generally responsible for keeping all the BOH restaurant premises clean and tidy.</p> <p>Principal Accountabilities:</p> <p>2.1 Cleans all the restaurant premises and keeps it perfectly dirt free at all times.</p> <p>2.2 Responsible for the tidiness and proper keeping of all sections.</p> <p>2.3 Secures the availability of all needed material and supplies required to perform assigned duties properly, on a daily basis.</p> <p>2.4 Wipes floors and walls, cleans all types of work surfaces and maintains proper and organized spaces and areas.</p> <p>2.5 Ensure all equipment is clean and in good working order.</p> <p>2.6 Move, stack, carry, load and unload equipment, food stuff and other articles.</p> <p>2.7 Garbage removal from all assigned areas according to company policies.</p> <p>2.8 Follow safe work practices.</p> <p>2.9 Have a well-groomed appearance at all times and to have a pleasant smiling attitude towards all guests.</p> <p>2.10 Cleans and sanitizes pots, pans, utensils, and other minor equipment routinely used in the kitchen following established procedures.</p> <p>2.11 Cleans and sanitizes dishes and related service ware following established procedures.</p> <p>2.12 Cleans and maintains machinery properly and safely as per manufacturer manual and on-site training.</p> <p>2.13 Maintains the highest possible level of personal hygiene.</p> <p>2.14 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicates professionally with superiors and subordinates while keeping a productive working environment.</p> <p>3.2 Trains and coach Stewarding attendants on personal and work related hygiene, Cleaning techniques and Skills.</p>	44 hours per week


Job Positions	Key Responsibilities	Working Hours
Laundry Runner	<p>The position is responsible for the efficient organisation and distribution of clean linen and amenities based on the requirements of Rooms within the Hotel premises. The role needs to also ensure the timely completion of all guest's requests.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> 2.1 Ensures the smooth operations of the Rooms sections by performing all tasks in adherence with the code of ethics. 2.2 Conducts quality checks on clean linen received following the procedures as detailed in Standard Operating Procedures (SOP). To reject any linen that does not meet the standards for re-processing. 2.3 Collect soiled linens from hotel towers including areas such as pool, spa and fitness club. 2.4 Ensure hotel's pantry amenities are stocked up and replenished accordingly when required. 2.5 Maintain overall cleanliness and order of the linen room. 2.6 Report to Supervisor on any equipment that requires maintenance and repair. 2.7 Ensure lost and found items are properly documented and arrange for them to be returned to guest. 2.8 Perform other duties that are assigned by Supervisor. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> 3.1 Interacts with different departments. 	44 hours per week
Maintenance & Electrical Technician 	<p>Reporting to the Senior Technician and Facilities Manager, the Technician assists in carrying out shift duty smoothly by repairing, maintaining and ensuring that all electrical and mechanical equipment including lighting throughout the hotel are operating satisfactorily.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> 2.1 Assisting the Shift Engineer with the design of a preventative maintenance program. 2.2 Carrying out minor repairs at guest rooms or public areas. 2.3 Service and repair all electrical and mechanical equipment such as, but not limited to, motors, starters, switchgears, fittings, wiring, vacuum machines, all laundry, kitchen equipment, cables and all electrical machines throughout the hotel. 2.4 Carry out masonry works for all walls, beams, pillars and posts; cement floor traps, floor tiles, vinyl tiles, long bath grouting, pipe duct and staircases. 2.5 Clear all obstructions in sewer, waste pipe, soil channels and grease interceptor system. 2.6 Repair defective flushing system, toilet bowls, urinals, basins, vent pipes and air-conditioning waste pipes as well as service and clean all grease traps. 2.7 Assist other technicians to perform other jobs as required by Management within and outside hotel premises. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> 3.1 Coordinate with different departments to guarantee effective communication. 	44 hours per week
Marketing Manager 	<p>The Marketing Manager is responsible of hotel marketing efforts. The Marketing Manager is also responsible for maintaining and supporting the general operating philosophies and policies, as well as assisting other departments as necessary to achieve the overall mission of the hotel.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> 2.1 Comprehend and understand operations and general business policies and procedures of Hotel that such policies and procedures can be supported through METT Marketing efforts. 2.2 Identifies marketing opportunities by identifying consumer requirements; defining market, competitor's share, and competitor's strengths and weaknesses; forecasting projected business; establishing targeted market share. 2.3 Support all operations and general business policies of hotel when interacting with 	44 hours per week


Job Positions	Key Responsibilities	Working Hours
	<p>managers and employees.</p> <p>2.4 Develop appropriate creative and implementation strategies for building hotel brands image within its industry, soliciting appropriate input from management.</p> <p>2.5 Develop and implement appropriate strategies for generating effective public relations exposure.</p> <p>2.6 Develop and submit as requested detailed budgets for the marketing department.</p> <p>2.7 Oversees the management of the marketing budget on a day-to-day basis.</p> <p>2.8 Develop and manage relationships with external organizations (advertising, and public relations agencies, market research firms, etc.) as necessary to assist with the development and implementation of hotel marketing efforts in a cost efficient and results oriented manner toward the achievement of predetermined goals.</p> <p>2.9 Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews.</p> <p>2.10 Preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.</p> <p>2.11 Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs, developing field sales action plans.</p> <p>2.12 Improves product marketability and profitability by researching, identifying, and capitalizing on market opportunities; improving product packaging; coordinating new product development.</p> <p>2.13 Sustains relationship with key accounts by making periodic visits; exploring specific needs; anticipating new opportunities.</p> <p>2.14 Provides information by collecting, analyzing, and summarizing data and trends.</p> <p>2.15 Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.</p> <p>2.16 Performs other duties pertinent to this job as assigned.</p> <p>2.17 Manage all campaigns for the hotel either directly or through third party digital and advertising agencies.</p> <p>2.18 Manage PR agencies and drive the awareness of the hotel in all markets.</p> <p>2.19 Responsible for Social Media Calendars for all hotel and its F&B outlets.</p> <p>2.20 Responsible to maintain the positive image of the properties through thorough a selective communication plan.</p> <p>2.21 Manage brand partnerships to elevate the profile of the hotel.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment.</p> <p>3.2 Coordinates with different departments to guarantee effective communication.</p> <p>3.3 Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel.</p>	
Pastry Commis Cook	<p>The Commis Cook is responsible to assist in preparation of all sections and making them ready for the superiors.</p> <p>Principal Accountabilities:</p> <p>2.1 Prepare the daily mis-en-place and food production in pastry section.</p> <p>2.2 Follows proper handling and right temperature of all food products.</p> <p>2.3 Assist Pastry Chef to decorate pastries and desserts and ensures the food presentation will be beautiful and exciting.</p> <p>2.4 Ensure excellent quality throughout dessert offerings.</p> <p>2.5 Coordinate with our kitchen staff to ensure proper cooking, considering special requests and food allergies.</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>2.6 Maintain hygiene principles in all cooking areas and clean your space at the end of the shift.</p> <p>2.7 Regularly taking inventory of food supplies and other products.</p> <p>2.8 Perform other duties and responsibilities as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment.</p>	
Pastry Junior Sous Chef	<p>The Pastry Junior Sous Chef is responsible for assisting the pastry section of the kitchen while working closely with the Pastry Chef and replacing in the absence of Pastry Chef.</p> <p>Principal Accountabilities:</p> <p>2.1 Give assistance to day-to-day operations of the pastry and bakery section of the kitchen.</p> <p>2.2 Prepares a wide variety of goods, such as cakes, cookies, pies, bread, etc. following standard restaurant recipes.</p> <p>2.3 Work closely with Pastry Chef and assist in developing, designing and creating new ideas and items for pastry kitchen.</p> <p>2.4 Ensure excellent quality throughout dessert offerings.</p> <p>2.5 Follows proper handling and right temperature of all food products.</p> <p>2.6 Decorate pastries and desserts and ensures the food presentation will be beautiful and exciting.</p> <p>2.7 Supervise and coordinate all pastry and dessert preparation and presentation.</p> <p>2.8 Monitor stocks of baking ingredients and make appropriate orders within budget.</p> <p>2.9 Check quality of material and condition of equipment and devices used for cooking.</p> <p>2.10 Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately.</p> <p>2.11 Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations.</p> <p>2.12 Attends food seminars and exhibitions.</p> <p>2.13 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicates professionally with the Pastry Chef.</p> <p>3.2 Communicates report and kitchen operational issues on a daily basis with the Pastry Chef.</p> <p>3.3 Works closely with subordinates to ensure information transmission at all times.</p>	44 hours per week
Restaurant Manager 	<p>The Restaurant Manager is responsible for providing complete customer satisfaction by ensuring that the restaurant provides all necessary services and anticipating, and meeting guests' needs and requests.</p> <p>Principal Accountabilities:</p> <p>2.1 Manage the performance of the Restaurant focusing on delivering the highest quality and brand service standards to constantly meet and exceed customer expectations.</p> <p>2.2 Monitor that all guest supplies and amenities are offered and refilled to the required standards maintaining the customer satisfaction.</p> <p>2.3 Ensure that the food produced and served is at best quality and in compliance with the budget and the targeted profit margin.</p> <p>2.4 Handle and addresses guest's complaints and requests taking action to facilitate and promote the delivery of high quality of customer service and experience.</p> <p>2.5 Conduct regular meetings with the FOH team to keep colleagues informed of policies and procedure, special events, further improvement plans and guest comments to ensure that colleagues are aware of the relevance and importance of their activities and how they contribute to the department objectives.</p> <p>2.6 Ensure that staff members are wearing the proper clean uniforms at all time to assure their adherence to the brand dress code and following the hygiene standards.</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>2.7 Organize and supervise the day-to-day operations of the Restaurant to ensure that all work is carried out in an efficient manner that is consistent with operating policies and procedures and delivers service excellence.</p> <p>2.8 Provide on-the-job training and constructive feedback to subordinates to support their overall development.</p> <p>2.9 Ensure compliance to all relevant Health, Safety and Environment management procedures and controls within a defined area of activity so that Sushisamba provides excellent hospitality services to its guests.</p> <p>2.10 Implement approved departmental policies, processes and procedures and provide instructions to subordinates and monitor their adherence so that work is carried out in a controlled and consistent manner while delivering a quality service to guests and maintaining standards of excellence.</p> <p>2.11 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Works closely with subordinates to ensure information transmission at all times.</p> <p>3.2 Manages direct reports and operational issues on a daily basis.</p>	
Runner	<p>The Runner is responsible for delivering the food from the kitchen to the customer tables, and clear tables.</p> <p>Principal Accountabilities:</p> <p>2.1 Prompt, and courteous greeting of customers.</p> <p>2.2 Continually bus tables throughout shift.</p> <p>2.3 Reset tables as soon as the customers finished their meals.</p> <p>2.4 Deliver food to customers on the table in an accurate and timely manner, ensuring orders are correct.</p> <p>2.5 Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations.</p> <p>2.6 Follow sequence of service standards as per brand guidelines.</p> <p>2.7 Maintain cleanliness and hygiene standards.</p> <p>2.8 Ensure the cleanliness and refilling of condiment sets and napkin containers.</p> <p>2.9 Keeps all work stations and equipment as clean as possible at all times.</p> <p>2.10 Attend all regular departmental briefings and contribute to an open communication within the assigned team.</p> <p>2.11 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts with customers and shows willingness to serve them with a pleasant attitude.</p> <p>3.2 Communicate professionally with the supervisor in charge.</p>	44 hours per week
Sales Coordinator	<p>The Members Club Manager will be responsible for the seamless launch, operation, and ongoing success of our upcoming private members clubs in Singapore. This role will involve overseeing all aspects of the club's operations, from exceptional member service to staff management and business development. You will be the face of the club, creating a welcoming, exclusive environment and ensuring that every detail reflects our brand's commitment to luxury, innovation, and personalized experiences.</p> <p>Principal Accountabilities:</p> <p>2.1 Support Sales colleagues in their day to day activities and to assist them in achieving their personal and team objectives.</p> <p>2.2 Assist the Sales team with purchase orders.</p> <p>2.3 Manage and update inventory according to office and department's operational requirements.</p> <p>2.4 Compile and submit monthly reports, requisitions and statistics.</p> <p>2.5 Maintain department's operating manual, including policies, procedures, rules & regulations.</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>2.6 Ensure efficient liaison, including the distribution of our sales correspondence and collateral to other hotels.</p> <p>2.7 Assist with the co-ordination of direct mail campaigns on behalf of sales and marketing, labelling, data collection and distribution of mail items.</p> <p>2.8 To handle incoming calls and enquiries promptly and according to operating standards.</p> <p>2.9 Conduct telesales research of existing/new clients within set guidelines.</p> <p>2.10 Assist in administrative duties such as preparing meeting minutes, project coordination, travel arrangements etc.</p> <p>2.11 Other ad-hoc duties as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Interacts with different departments.</p>	
Sales Manager, Corporate 	<p>The Sales Manager will be responsible for managing and growing corporate accounts. The ideal candidate will have a strong background in hospitality sales. In addition, responsible for strategies, implementation, market performance and meeting budget, forecast, and optimal business mix targets. Strategies will include pricing, status, direct sales, market mix, marketing, and public relations.</p> <p>Principal Accountabilities:</p> <p>2.1 Develop and execute sales strategies to maximize revenue from all corporate accounts.</p> <p>2.2 Identify, prospect, and secure new business opportunities while maintaining strong relationships with existing clients.</p> <p>2.3 Conduct regular sales calls, site visits, and presentations to key decision-makers in corporate and leisure sectors.</p> <p>2.4 Work closely with the revenue management and marketing teams to ensure optimal pricing and promotional strategies.</p> <p>2.5 Negotiate contracts and agreements with corporate clients, travel agencies, and tour operators.</p> <p>2.6 Prepare and analyze sales reports, forecasts, and performance metrics to drive continuous improvement.</p> <p>2.7 Assist in planning and implementing sales strategies for the rooms department.</p> <p>2.8 Work closely with Front Office, Reservations, and Housekeeping to optimize room sales and guest satisfaction.</p> <p>2.9 Prepare proposals, contracts, and monthly sales forecasts.</p> <p>2.10 Follow up with customers for feedback and address service concerns.</p> <p>2.11 Attend monthly sales meetings to share updates and suggest improvements.</p> <p>2.12 Foster positive relationships within the organization and with external partners.</p> <p>2.13 Handle any other tasks assigned by management.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicate professionally with subordinates while keeping a productive working environment.</p> <p>3.2 Coordinates with different departments to guarantee effective communication.</p> <p>3.3 Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel.</p>	44 hours per week
Sales Manager, Leisure 	<p>The Sales Manager will be responsible for managing and growing Leisure accounts. The ideal candidate will have a strong background in hospitality sales. In addition, responsible for strategies, implementation, market performance and meeting budget, forecast, and optimal business mix targets. Strategies will include pricing, status, direct sales, market mix, marketing, and public relations.</p> <p>Principal Accountabilities:</p> <p>2.1 Develop and execute sales strategies to maximize revenue from all leisure accounts.</p> <p>2.2 Identify, prospect, and secure new business opportunities while maintaining strong relationships with existing clients.</p> <p>2.3 Conduct regular sales calls, site visits, and presentations to key decision-makers in</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>corporate and leisure sectors.</p> <p>2.4 Work closely with the revenue management and marketing teams to ensure optimal pricing and promotional strategies.</p> <p>2.5 Negotiate contracts and agreements with corporate clients, travel agencies, and tour operators.</p> <p>2.6 Prepare and analyze sales reports, forecasts, and performance metrics to drive continuous improvement.</p> <p>2.7 Assist in planning and implementing sales strategies for the rooms department.</p> <p>2.8 Work closely with Front Office, Reservations, and Housekeeping to optimize room sales and guest satisfaction.</p> <p>2.9 Prepare proposals, contracts, and monthly sales forecasts.</p> <p>2.10 Follow up with customers for feedback and address service concerns.</p> <p>2.11 Attend monthly sales meetings to share updates and suggest improvements.</p> <p>2.12 Foster positive relationships within the organization and with external partners.</p> <p>2.13 Handle any other tasks assigned by management.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicate professionally with subordinates while keeping a productive working environment.</p> <p>3.2 Coordinates with different departments to guarantee effective communication.</p> <p>3.3 Communicate the flow and news of marketing activations across the other departments, Sunset & the hotel.</p>	
Security Manager 	<p>This position is responsible in ensuring a safe environment for the hotel employees and guests, and safeguards the assets of the hotel. The Security Manager assists the Management, employees and guests in every way that is consistent with the protection and prevention objectives.</p> <p>Principal Accountabilities:</p> <p>2.1 Prepare monthly staffing schedules, monitoring staff attendance and assist in planning work schedules.</p> <p>2.2 Maintain a hotel logbook on incidents, complaints etc. and refer them, if required to the appropriate department for follow up action.</p> <p>2.3 Handle and resolve all guest queries and complaints in an efficient manner and to establish an amicable relationship with all clients, and guests of the Hotel.</p> <p>2.4 Be proactive in guests' requests and anticipate Safety needs according to Singapore's events.</p> <p>2.5 Maintain a high level of controlling details within the guest areas.</p> <p>2.6 Conform to and enforce Security policies, procedures, rules, and regulations as laid down by METT and the hotel in order to achieve the highest levels of uniformity and guest service.</p> <p>2.7 Prepare the annual capital and operating budgets for the Department.</p> <p>2.8 Ensure that all potential and real Hazards are reported immediately and rectified.</p> <p>2.9 Be fully familiar of the Emergency Procedures, Policies and Standard Operating Procedures as established by the Hotel.</p> <p>2.10 Assist in safety and emergency training for all employees.</p> <p>2.11 Ensure that all emergency procedures are rehearsed, implemented and enforced to provide for the security and safety of guests and employees.</p> <p>2.12 Ensure the safety of the persons and the property of all within the premises by fairly applying Hotel Regulations by strict adherence to existing laws, statutes etc.</p> <p>2.13 Ensure all staff within the department work in a manner which is safe and unlikely to give risk of harm or injury to selves or others.</p> <p>2.14 Use safe manual handling techniques and practise safe work habits following Accor Health, Safety and Environment policies, maintain procedures to minimise our impact on the environment and prevent pollution.</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	<p>2.15 Perform other duties as directed by the General Manager.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicates professionally with superiors and subordinates while keeping a productive working environment.</p> <p>3.2 Assist the Security Manager in problem solving with a can-do attitude.</p>	
Security Officer	<p>As a Security Officer, we rely on you to:</p> <p>1.1 Responsible for maintaining adequate and effective security measures for the resort.</p> <p>1.2 Ensuring maximum protection is given to the guests.</p> <p>1.3 Ensure the resort and guest properties are safeguard against loss, damages and other untoward accidents.</p> <p>1.4 Handle all incidents in a professional and timely manner.</p> <p>Principal Accountabilities:</p> <p>2.1 Actively participate in the day-to-day security operations of the hotel to ensure the safety and security of all guests, employees and property.</p> <p>2.2 Provide necessary assistance to guests and employees in a friendly and tactful manner.</p> <p>2.3 Enforce the company policy and procedures relating to safety and security.</p> <p>2.4 Responding to all incidents involving hotel guests and employees.</p> <p>2.5 Keeps surveillance on potential criminals and activities and to maintain peace and order within the hotel premises and to take appropriate remedial action if necessary.</p> <p>2.6 Conduct investigations and submit reports on incidents affecting guests and employees.</p> <p>2.7 Carry out patrolling duties around and within the hotel compound.</p> <p>2.8 Perform access control duties at the Security Office and managing of CCTV surveillance.</p> <p>2.9 Managing of crowds and traffic controls during peak periods.</p> <p>2.10 Respond to all emergency situations including fire alarms, medical assistance and emergency evacuation.</p> <p>2.11 Carry out other duties as assigned by the Security Manager or Hotel Management.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicates professionally with superiors and subordinates while keeping a productive working environment.</p> <p>3.2 Assist the Security Manager in problem solving with a can-do attitude.</p>	44 hours per week
Senior Maintenance & Electrical Technician 	<p>Reporting to the Facilities Manager, the Senior M&E Technician assists in carrying out shift duty smoothly by repairing, maintaining and ensuring that all electrical and mechanical equipment including lighting throughout the hotel are operating satisfactorily.</p> <p>Principal Accountabilities:</p> <p>2.1 Assisting the Shift Engineer with the design of a preventative maintenance program.</p> <p>2.2 Carrying out minor repairs at guest rooms or public areas.</p> <p>2.3 Service and repair all electrical and mechanical equipment such as, but not limited to, motors, starters, switchgears, fittings, wiring, vacuum machines, all laundry, kitchen equipment, cables and all electrical machines throughout the hotel.</p> <p>2.4 Carry out masonry works for all walls, beams, pillars and posts; cement floor traps, floor tiles, vinyl tiles, long bath grouting, pipe duct and staircases.</p> <p>2.5 Clear all obstructions in sewer, waste pipe, soil channels and grease interceptor system.</p> <p>2.6 Repair defective flushing system, toilet bowls, urinals, basins, vent pipes and air-conditioning waste pipes as well as service and clean all grease traps.</p> <p>2.7 Assist other technicians to perform other jobs as required by Management within and outside hotel premises.</p> <p>Communication & Working Relationships:</p> <p>3.1 Coordinate with different departments to guarantee effective communication.</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
Senior Pastry Chef	<p>The Senior Pastry Chef is responsible for operating the pastry section of the kitchen while working closely with the Head Chef and pastry team.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> 2.1 Manages day-to-day operations of the pastry and bakery section of the kitchen. 2.2 Prepares a wide variety of goods, such as cakes, cookies, pies, bread, etc. following standard restaurant recipes. 2.3 Develop, design and create new ideas and items for pastry kitchen. 2.4 Create new and exciting desserts to renew menus and engage the interest of customers. 2.5 Ensure excellent quality throughout dessert offerings. 2.6 Follows proper handling and right temperature of all food products. 2.7 Decorate pastries and desserts and ensures the food presentation will be beautiful and exciting. 2.8 Supervise and coordinate all pastry and dessert preparation and presentation. 2.9 Monitor stocks of baking ingredients and make appropriate orders within budget. 2.10 Check quality of material and condition of equipment and devices used for cooking. 2.11 Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately. 2.12 Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations. 2.13 Attends food seminars and exhibitions. 2.14 Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> 3.1 Communicates professionally with the supervisor in charge. 3.2 Communicates report and kitchen operational issues on a daily basis with the Head Chef. 3.3 Works closely with subordinates to ensure information transmission at all times. 	44 hours per week
Sommelier	<p>Sommelier is to offer recommendations on the best pairing to the guests. Sommelier responsibilities include wine serving and upselling and providing the wine selections to the guests and providing assistance to the Service team members when it is necessary.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> 2.1 Assisting the Sommelier Team in all tasks. 2.2 Assist guests with wine selections in a helpful, thoughtful, and gracious manner. 2.3 Ensure wines are served at the right temperature and within the proper glassware. 2.4 Informing guests on the variety of wines available. 2.5 Store open bottles properly to maintain taste. 2.6 Training FOH team members on available wines in the absence of Assistant Head Sommelier or Head Sommelier. 2.7 Complying with health and safety regulations. 2.8 Performs other duties pertinent to this job as assigned. <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> 3.1 Interacts closely with Bar & FOH team and promotes an image of professionalism and gallantry at all time. 3.2 Work closely with Sommelier team to update wine list when it is necessary. 	44 hours per week
Sous Chef	<p>The Sous Chef is responsible for Updating the Executive Chef about the daily kitchen activities and the kitchen team. Ensuring the preparation and presentation of food is in line with company standards and brand requirements.</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> 2.1 Assists the Executive Sous Chef and Executive Chef in the daily operation of the kitchen. 2.2 Replaces the Executive Sous Chef during vacations and leaves and taking care of the kitchen's overall activities. 	44 hours per week


Job Positions	Key Responsibilities	Working Hours
	<p>2.3 Observes compliance with the company's policies and procedures, as well as governmental laws and regulations.</p> <p>2.4 Ensures accuracy and quality of received food products and other supplies as required for daily operations.</p> <p>2.5 Ensures submission of all relevant documents to Executive Chef for immediate processing.</p> <p>2.6 Inspects products quality during and after preparation, and makes adjustments as required.</p> <p>2.7 Assists Executive Chef in inspecting all food and products are consistently prepared and served according to the restaurant's recipes, portioning, cooking and serving standards.</p> <p>2.8 Meets customer requirements in terms of special requests and dietary needs.</p> <p>2.9 Collaborates with Executive Chef regarding special requirements, VIPs, functions, etc.</p> <p>2.10 Ensures the proper appearance (condition of uniforms) and grooming of all kitchen staff.</p> <p>2.11 Monitors daily attendance of kitchen staff and arrange production planning smoothly.</p> <p>2.12 Constantly develop skills and knowledge.</p> <p>2.13 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p> <p>3.1 Communicates professionally with the Executive Chef and Kitchen Management.</p> <p>3.2 Communicates report and kitchen operational issues on a daily basis with the Kitchen Management.</p> <p>3.3 Works closely with subordinates to ensure information transmission at all times.</p>	
Steward Supervisor	<p>The Steward Supervisor is responsible to train, lead and monitor Stewarding Attendants to maintain cleanliness and organization of:</p> <p>1.1 The Stewarding Department, Kitchen and all Central Kitchen sections.</p> <p>1.2 Food service-related materials and equipment.</p> <p>Principal Accountabilities:</p> <p>2.1 Ensuring the highest levels of efficiency, cleanliness, organization and service in day-to-day operation.</p> <p>2.2 Prepares the stewards schedule to ensure that the store will be kept clean through appropriate planning and organization of staff.</p> <p>2.3 Fill all paper works of the Hygiene and Safety as per standard (Cleaning Check Lists, etc.).</p> <p>2.4 Coaching and training of stewarding attendants in all positions in order to improve performance and to achieve the department's objectives and targets.</p> <p>2.5 Implement and train staff on integrating proper cleaning, sanitation, and hygiene habits.</p> <p>2.6 Ensure that all staff have the proper tools and training for day-to-day operations.</p> <p>2.7 Ensures the proper practices are being adopted in the store from Food safety, food and equipment sanitation, and personal hygiene in all store internal and external areas.</p> <p>2.8 Observes compliance with the company's policies and procedures.</p> <p>2.9 Follows up on pending maintenance orders and ensures prompt repairs.</p> <p>2.10 Rotation schedule of new employees and trainees.</p> <p>2.11 Assigns tasks and responsibilities to subordinates and validate their job descriptions.</p> <p>2.12 Attend all regular departmental briefings and contribute to an open communication within the assigned team.</p> <p>2.13 Ensure the cleaning schedules are fully implemented according to policies and procedures.</p> <p>2.14 Control chemical cost and its usage in right manner.</p> <p>2.15 Conduct and follow up inventory on all kitchen utensils and cutlery.</p> <p>2.16 Performs other duties pertinent to this job as assigned.</p> <p>Communication & Working Relationships:</p>	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	3.1 Communicates professionally with superiors and subordinates while keeping a productive working environment. 3.2 Trains and coach Stewarding attendants on personal and work related hygiene, cleaning techniques and skills.	
Supervisor	The Supervisor will work closely with the Restaurant Manager to ensure all operations are in line with company procedures, supervise team members, ensure quality and hygiene standards are met. Principal Accountabilities: 2.1 Keeps the Restaurant Manager up to date with relevant issues in the restaurant and gets their input and advice where necessary. 2.2 Provide exceptional guest service, thereby setting the standard for all employees. 2.3 Coaching and training of staff, in order to improve performance and to achieve the department's objectives and targets. 2.4 Discipline team members through ongoing feedback and the establishment of performance expectations. 2.5 Conduct the closing and opening procedures consistently and thoroughly. 2.6 Assigns tasks and responsibilities to subordinates and validate their job descriptions. 2.7 Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations. 2.8 Daily check up on the smooth performance of all restaurant machinery and equipment. 2.9 Ensures the proper practices are being adopted in the restaurant from Food safety, food & equipment sanitation, and personal hygiene in all restaurants internal and external area. 2.10 Performs other duties pertinent to this job as assigned. Communication & Working Relationships: 3.1 Interacts with customers and shows willingness to serve them with a pleasant attitude. 3.2 Communicate professionally with the supervisor in charge.	44 hours per week
Uniform/Linen Attendant	Responsible for the maintenance of all linen, laundry and uniforms according to the Hotel's standards. Principal Accountabilities: 2.1 Count and send out dirty linen and uniforms to the Laundry as well we the receipt of clean linen and uniforms. 2.2 Managing guest laundry (record, count, verify, deliver and posting charges), communicate with guest in any laundry issues. 2.3 Count and distribute clean linen and uniforms to the different hotel outlets. 2.4 Manage in house uniforms, maintain proper records and uniforms in out for on boarding and leaving associates. Communicate with relevant departments to raise uniforms fittings, sizing and adjustment when required. 2.5 Report to Supervisor and send linen and uniforms that require repair or alteration to the tailor. 2.6 Manage and record linen losses, condemned, rewash and inventory. 2.7 Work closely with laundry vendors for collection and delivery timing. 2.8 Understanding of linen and laundry operations systems. 2.9 Understanding Opera and operations system use. 2.10 Work closely and coordinate with Housekeeping team in ensuring smooth operations. 2.11 Keep and maintain special linens (baby essentials, special pillows, spare duvet inserts and blankets). 2.12 Monitor and manage all uniforms available in the Hotel for usage allocation. 2.13 Maintain equipment in a proper state of cleanliness. 2.14 Be well versed in Hotel fire & life safety / emergency procedures. 2.15 Attend all briefings, meetings and trainings as assigned by management. 2.16 Assist in stock receiving and invoices keeping when needed.	44 hours per week

Job Positions	Key Responsibilities	Working Hours
	2.17 Assist in receiving office phone calls and record in log book. 2.18 Able to multitask, able to take on different projects and tasks assigned by superiors. 2.19 Perform other duties as directed by the management. Communication & Working Relationships: 3.1 Interacts with different departments.	
Waiter	The Waiter is responsible for representing the restaurant and providing high levels of customer service to all diners to ensure they have a memorable experience and return again. Principal Accountabilities: 2.1 Knows and uses the service guidelines by the brand guideline. 2.2 Prompt, and courteous greeting of customers. 2.3 Assists the Head Waiter in taking orders. 2.4 Deliver food to customers on the table in an accurate and timely manner. 2.5 Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations. 2.6 Follow sequence of service standards as per brand guidelines. 2.7 Have a complete and thorough knowledge of all menu items to be able to describe and make suggestive selling to customers. 2.8 Ensure food quality and consistency is always delivered. 2.9 Manage the set up and close down of tables within section. 2.10 Ensure tables are turned around and ready with minimal delay. 2.11 Maintain cleanliness and hygiene standards. 2.12 Ensure the cleanliness and refilling of condiment sets and napkin containers. 2.13 Always keeps all workstations and equipment as clean as possible. 2.14 Attend all regular departmental briefings and contribute to an open communication within the assigned team. 2.15 Performs other duties pertinent to this job as assigned. Communication & Working Relationships: 3.1 Interacts with customers and shows willingness to serve them with a pleasant attitude. 3.2 Communicate professionally with the supervisor in charge.	44 hours per week

#14 Popeyes

In 2022, Fei Siong Group inked an exclusive franchise deal to develop and run new Popeyes in Singapore. This agreement marks Fei Siong Group's first venture into the fried chicken quick service restaurant industry. Serving delicious and flavourful fried chicken, using only fresh chicken marinated for 12 hours in bold spices, then hand-battered and breaded to perfection, we believe in Popeyes' ethos, to serve delicious fried chicken for everyone.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Commis Chef (Batter fryer)	With or Without Experience Proactive in learning Good Communication Skills Able to work under pressure Need to work on weekends, PH, Shift Work Rotating Shift(AM/PM /Overnight Shift Available	Prep chicken for batterfrying according to our SOP Master the art of batter frying our chicken , ensuring perfect golden brown color and crispy texture. Carefully received and pack fried chicken pieces into chiller, maintaining First-In-First-Out(FIFO) practices. Follow all Standard Operating Procedure(SOP) To ensure safety and consistency. Maintains the highest quality standard for our delicious fried chicken Uphold strict food hygiene regulations in the kitchen	44 hours
Restaurant Management Trainee (RMIT) 	Minimum Diploma or equivalent Good written, verbal and interpersonal skills Good Leadership skill organizational and planning abilities Motivated, result oriented and fast learner A positive attitude, and willingness to learn Willingness to work longer than required if needed Ability to engage in physical activities which requires long hours of standing during work shift	Operational Leadership and Training: Co-lead operations team to ensure quality assurance and customer satisfaction, completing assigned task, rotating positions to gain comprehensive knowledge of restaurant operations and supervising staff to achieve expected performance and productivity Financial Management and Compliance: Assist Restaurant Manager in managing restaurant finances and equipment, ensuring compliance with standards, guidelines, and regulatory requirements, while also maintaining records and preparing documents. Team Development and Customer Service: Lead and develop employees to achieve optimal work performance, while also creating a memorable brand experience for guests through prompt service and quality products, and obtaining and acting on customer feedback. Communication and Shift Management: Act as a liaison between operations staff and management, coordinating daily operations, cash control, and shift management, including traveling to different outlets as required to support operational needs.	44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Commis Crew	<p>With or without experience are welcome (training will be provided)</p> <p>Proactive in learning</p> <p>Good communication skills</p> <p>Able to work under pressure</p> <p>Need to work on weekends / Public Holidays / Shift Work</p> <p>Rotating shifts (Restaurant Operating Hours)</p> <p>AM/PM/Overnight shift available</p>	<p>Ensure chicken & fry station products are prepared and cooked according to SOP to ensure the highest standards</p> <p>Receive and arrange food ingredients into the Chiller/Freezer/Cold room/Freezer room/Storeroom using FEFO method</p> <p>Prepare food according to Standard Operating Procedures (SOP), ensuring the highest standards</p> <p>Ensure best quality of food</p> <p>Ensure no expired products are present in the kitchen at all times</p> <p>Ensure tiptop food hygiene standards</p> <p>Ensure cleanliness of the batterfry station and kitchen area</p> <p>Ensure that chicken & food are of the best quality to deliver the best guest experience</p> <p>Adhere to brand operations standards</p>	44 hours
Guest Experience Manager	<p>With or Without Experience</p> <p>Proactive in learning</p> <p>Good Communication Skills</p> <p>Able to work under pressure</p> <p>Need to work on weekends, PH, Shift Work</p> <p>Rotating Shift(AM/PM /Overnight Shift Available</p> <p>Engage with guest in a friendly, professional service-oriented demeanor. Strong Interpersonal Skills and acts as a face of the company or brand</p>	<p>Guest Engagement</p> <p>Self-Ordering Kiosk Management</p> <p>Guest engagement to gather feedback</p> <p>Guest Service Recovery</p> <p>Flyer Distribution</p> <p>Ensuring cleanliness of Lobby Area</p> <p>Explanation of Menu to Guest</p> <p>Service Duties</p> <p>Support Cashier at times</p> <p>Other Ad Hoc Duties when needed</p>	44 hours
Guest Experience Crew	<p>No prior experience required (training will be provided).</p> <p>Good communication and interpersonal skills.</p> <p>Ability to work in a fast-paced environment.</p> <p>Willingness to work flexible shifts, including weekends and holidays.</p> <p>Team player with a positive attitude.</p>	<p>Greet and assist customers in a friendly and professional manner.</p> <p>Take customer orders accurately and efficiently.</p> <p>Prepare and serve food and beverages according to company standards.</p> <p>Handle cash and process payments using the POS system.</p> <p>Maintain cleanliness in the dining, kitchen, and counter areas.</p> <p>Ensure compliance with food safety and hygiene regulations.</p> <p>Assist in restocking and inventory management.</p> <p>Work as a team to ensure smooth and efficient restaurant operations.</p> <p>Address customer concerns and escalate issues when necessary.</p>	44 hours



#15 RMA Group, Singapore

RMA Consultants is a highly experienced Human Resource Outsourcing (HRO) service provider that excels in delivering strategic HR solutions and advisory to help strengthen human capital for business success. Firmly grounded in comprehending significant social trends and key industry knowledge, RMA is focus-driven in providing practical HR solutions in today's competitive marketplace in sourcing for Cross-functional Executive Search, Staffing, Recruitment and other customized HR Consultancy services.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Administrative Support Executive	GCE O level certificate or equivalent. Min 1 year of experience as Receptionist in a Secondary School. Proficient in Microsoft Office such as MS Word and MS Excel. Good communication and interpersonal skills. Candidate who is First-Aid trained would be an advantage	Reception duties – handling of walk-in students/parents. Handle in-coming calls. Help in printing duties. Assist with administrative tasks such as keying in & analyzing data. Provide basic first-aid to students. Assist in any other duties assigned by Principal, Vice-Principal and Admin Manager.	Mon-Thur 630am-4pm, Fri 630am-330pm
Teachers Aide	GCE O level certificate or equivalent. Min 3 years of experience in administration and experience working with young children up till the age of 16 years old. Proficient in Microsoft Office such as MS Word and MS Excel. Good communication and interpersonal skills. Having a Valid Certification in Standard First Aid with Automated External Defibrillator (AED) will be an advantage	Sick bay duties. Office administrative duties such as printing or filing. Assisting in inventory management. Ensuring a safe learning environment for the students through canteen duties, porch duties, dismissal duties, temperature taking exercise. Assisting teachers in preparation, packing and up keeping of teaching and learning resources. Maintenance and preparation of special rooms for lessons e.g. preparation for Science practical classes or housekeeping after Art lesson. Assisting in learning events and programs within and out of the class / school. Any other duties related to supporting teachers and office staff as assigned by the Administration Manager	Mon-Wed: 8am to 5pm. Thur: 8am to 4.30pm. Fri: 8am to 5pm, inclusive of 30 min lunch break for all days.
Frontline Cum Administrative Support	NITEC, 'O' Level certificate or ESS Workplace Literacy and Numeracy (WPLN) Level 5; those without qualifications and with relevant experience and expertise may also apply. Relevant ICT skills essential for office administration. Able to multi-task. Able to work in a fast-paced environment and under pressure. A team player with good communication and interpersonal skills. Able to interact with young children. Exudes a warm and caring personality. Relevant work experience in general administration and	Frontline customer service - Assist in handling calls and walk-inquiries. Perform data entry. Assist in data collation for report preparation. Collate surveys administered by the school. Collecting forms from pupils for enrichment programmes. Attend to pupils reporting to the Sick Bay. Assist in processing financial aid applications received from pupils. Printing of students worksheets. Assist in school events, annual P1. registration and Orientation.	Mon-Fri: 8am to 5pm.




Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	frontline services. Previous working experience in non-tertiary educational institution(s) would be an added advantage.		
Teachers Aide (Math)	Possess at least an 'O' level certificate or equivalent. At least 5 years of relevant working experience in a school environment. Good communication and inter-personal skills. Possess positive attitude and dedication to work.	Prepare teaching tools (e.g. games, manipulatives) for Math lessons. Record the borrowing and returning of items by Math teachers. Check that the quantity of the Math teaching tools are in order. Assist teachers (in the Math room and/or foyer) for the conduct of performance tasks and hands-on activities. Provide administrative support (e.g. take photographs of student achievers and display on notice board, prepare certificates, and compile survey results). Assist in stock management in Math Department Any other duties as assigned by HOD/Math, Vice-Principals and Admin Managers	Mon-Fri: 8am to 5pm. inclusive of 30 min lunch break for all days.
Robotics Assembly Operator	Experience in a Manufacturing / Semiconductor industry is preferred. Proficient in using manual tools such as screwdriver, soldering tools, torque wrench, and similar devices. Demonstrates excellent hand-eye coordination skills. Detail-oriented with a keen willingness to learn. Physically able to lift and carry up to less than 20 kg heavy load	The robotics assembler will assemble, solder, inspect, and test robotic modules while maintaining workstation tools, equipment, and stock, ensuring high-quality production and supporting any assigned ad-hoc tasks.	24/7
Receptionist /Administrative Support	Customer Service, Microsoft Office	Perform frontline customer service, assist in handling calls and walk-in queries. Perform data entry and assist in data collation for report preparation. Collate surveys administered by the school and forms from pupils for enrichment programmes. Attend to pupils reporting to the Sick Bay. Assist in processing financial aid applications received from pupils. Printing of students' worksheets. Assist in school events, annual P1 registration and Orientation. Other administrative duties assigned by the school.	"07.00A M to 04.00PM 07.30AM to 04.30PM 08.00AM to 05.00PM "
ICT Trainer/ Executive / Audio Visual Support 	Diploma in IT related	Develop and teach ICT curriculum i.e. digital and media literacy resources Support troubleshooting for students' personal learning device hardware and	07.00AM to 04.00PM



Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		software issues Provide videography and photography support for school activities and events Support school as DMA administrator for iPad Manage school websites Conduct masterclass for software and apps	07.30AM to 04.30PM 08.00AM to 05.00PM
Food Laboratory Assistant	PSLE	Provide support to the Nutrition and Food Science unit to manage and prepare ingredients for practical lessons. Preparing food for teachers before practical lesson and managing of food items in food lab after lessons Managing of items in food labs and staff lounges to ensure sufficiency Maintenance of food labs and pantries to ensure hygiene and cleanliness Maintenance of fridges in food labs and pantries to ensure hygiene and cleanliness Receive deliveries and checking of food items, utensils and equipment in the food labs. Assist with the shredding of past coursework materials Perform any simple tasks as assigned by Principal/Vice-Principal/Key Personnel	07.00AM to 04.00PM 07.30AM to 04.30PM 08.00AM to 05.00PM
Science Laboratory Assistant	PSLE	Create a central returning points for Science equipment to be cleared. Conduct stock-taking every six months. Inform Science Head of Department when there is a need to replenish stock, or after stock-taking exercise. Pack the Science equipment. Prepare the items needed for experiments as instructed by Science Head of Department. Help Science drivers prepare for Science Nova (Practical Test). Prepare set-ups for pre-test of Science concepts for each level and topic. Maintain cleanliness of Science Rooms with assistance from school cleaners. Clear up and prepare Science Rooms for each new term. Assist teachers in setting up for all Science related activities such as workshops, Science Nova and Science Fair. Assist to set up Joy of Learning Science activities when required. Assist the Science Department in decorating the Science laboratories. Any other duties as assigned by the Science Head of Department	07.00AM to 04.00PM 07.30AM to 04.30PM 08.00AM to 05.00PM
School Cleaner	PSLE	Arm / disarm the School's intrusion detection system Close gates / roller grilles, and ensure that	07.00AM to 04.00PM


Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		classrooms / special rooms / gates are locked after the school operating hours Report building / electrical defects Reset fire-alarm system Provide logistics support for all school level events, activities, meetings which includes carry and arrange store, furniture and equipment May be required to perform minor repair works such as fixing loose cupboard doors and shelves, change light bulbs, toilet water cistern etc. Perform ad-hoc tasks assigned by OM Escort contractor for maintenance works, repair jobs and inspections to ensure that they follow the school building control rules & regulations, and check that the contractors fulfil their tasks as required. Assist the Operation Manager(OM) to check and take precautionary measure to prevent mosquito breeding Assist OM in carrying out building checks Assist OM in checking cleaning equipment stock and ensure sufficient supply Cleaning staff room To perform any other duties assigned by the Principal, Vice-Principal, Operations Manager (OM) or Administration Manager (AM)	07.30AM to 04.30PM 08.00AM to 05.00PM
Chinese Language Teacher 	Diploma in Chinese education	Conduct Chinese Enrichment lesson for Preschool/Primary & Secondary levels, according to the teaching plan provided Keep accurate records of students' progress, develop and complete the assessment and evaluation reports of students termly; Communicate with parents regularly on students' progress	Tues: 230-6pm Wed to Fri: 1-9pm Sat and Sun: 845-645pm
Teacher (primary/Sec English/Math/Science) 	Diploma/Degree holder Proficient in Computer Teachers with CELTA, TESOL or TEFL certification will have priority consideration Able to follow tuition centre working schedule (i.e. work during both weekends) Familiar with Singapore government schools syllabus or O/A Level, IGCSE or IB programme Able to teach primary and/or secondary level	Planning, preparing and delivering lessons in accordance with students' need Lesson preparation and marking, including the preparation of appropriate teaching aids and resources Classroom administration Completing student progress reports for students each semester Establishing and maintaining good relationships with students and parents Assessing and reporting on the development, behavior, performance and progress of students Providing regular updates to parents on students' performance and progress	1pm-8:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Conducting training for part-time teachers when needed</p> <p>Participating in marketing events and open houses as ambassadors of the company, as required</p> <p>Any other ad-hoc duties as assigned</p>	
Patient Account Officer	<p>Ability to work across 4 rotating shifts.</p> <p>Excellent Communication & Interpersonal Skills: Engage effectively with patients, doctors, and staff.</p> <p>Attention to Detail: Ensure accurate data entry and billing.</p> <p>Customer-Focused & Team-Oriented: Provide excellent patient service and collaborate with teams.</p> <p>Digital Literacy: Proficiency in hospital systems and software.</p>	<p>Outpatient & Inpatient Registration: Process patient admissions, update system records, and advise on insurance claims.</p> <p>Billing & Cashiering: Present and explain bills, collect payments, issue refunds, and provide daily reports.</p> <p>Financial Counseling: Advise patients on billing estimates and assist with insurance claims.</p> <p>Patient Service: Handle inquiries and resolve issues related to billing, claims, and payments.</p> <p>Administrative Support: Manage logistics, inventory, specialist rosters, and daily reports.</p>	24/7
Customer Service Officer	<p>Singapore Citizen/Permanent Resident</p> <p>Diploma in Business Management or relevant discipline</p> <p>Strong service excellence mind-set</p> <p>Good knowledge of Microsoft Office software/applications (e.g. Excel) will be advantageous</p>	<p>Provide on-site support various teams within organization</p> <p>Provide on-site frontline concierge service</p> <p>Provide on-site support for room and AV/IT systems management</p> <p>Support with provision of office supplies and employee indents through vending and parcel locker machines at the three primary locations when needed.</p> <p>Provide administrative and operational support for the daily topping up and up-keeping of pantries located at various floors across three primary locations.</p> <p>Manage the daily operations of the gym, including timely follow-ups on any maintenance works required to the infrastructure.</p> <p>Provide administrative support and content to drive the monthly promotion</p> <p>Provide administrative and operational support to plan, organise and conduct up to two monthly complimentary employee-related initiatives to improve employee productivity across the three buildings, such as sourcing and deployment of food trucks.</p> <p>Provide on-site wayfinding/assistance (e.g. lost-and-found) for public visitors at the Public Concierge, the proposed manpower will escalate the service requests/status enquiries/feedback to the middle office via the Employee Relationship Management</p>	8:30pm-6pm


Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		System (ERMS) for case resolution Provide logistics and AV support for events organised within the three primary locations when needed.	
Senior Software Engineer 	<p>Degree in Computer Science, Software Engineering, or a related technical field.</p> <p>Minimum of 5 years in software development or backend infrastructure roles.</p> <p>Proficiency in one or more backend frameworks (e.g., C#/.NET, Node.js, Python, Go).</p> <p>Experience with C#/.NET is a plus.</p> <p>Strong hands-on experience with Docker, Kubernetes, and public cloud platforms (AWS, Azure, or Cloudera).</p> <p>Solid understanding of DevOps practices, including CI/CD and version control.</p> <p>Exposure to MLOps workflows, machine learning lifecycle tools, or data science model integration.</p> <p>Experience working with real-time data systems, data modeling, message queues, or industrial protocols is a strong advantage.</p> <p>Familiarity with manufacturing environments or industrial automation systems is a plus.</p> <p>Excellent problem-solving, communication, and team collaboration skills.</p>	<p>Design and Build Scalable Data Infrastructure: Develop backend systems and services that collect, process, and manage large volumes of sensor, equipment data and manufacturing system data from industrial environments.</p> <p>Develop Full-Stack Applications: Create user-friendly applications and dashboards using Angular (or similar), paired with modern backend frameworks such as .NET, Node.js, or Python.</p> <p>Integrate Real-Time Systems: Implement data pipelines that process streaming data (e.g., Kafka, Spark Streaming) for time-sensitive applications such as anomaly detection or predictive analytics.</p> <p>Data Modeling: Design and implement comprehensive data models that optimize data organization, relationships, and access patterns across various data stores while ensuring scalability, performance, and alignment with manufacturing requirements and analytical needs.</p> <p>Enable AI Deployment: Work closely with data scientists and engineers to support deployment, monitoring, and scaling of AI/ML models in production.</p> <p>Support Cloud-Native Architecture: Build and operate containerised microservices using Docker and Kubernetes on cloud platforms such as AWS, Azure, or Cloudera.</p> <p>Manage DevOps and MLOps Pipelines: Set up automated deployment workflows and manage the lifecycle of both applications and machine learning models.</p> <p>Collaborate Across Disciplines: Partner with manufacturing experts, researchers, and software teams to turn industrial challenges into robust technical solutions.</p>	Flexible
HR Admin 	<p>Singapore Citizen/Permanent Resident</p> <p>Diploma in Human Resource or relevant discipline or A-level with minimally one year of relevant experience</p> <p>Strong service excellence mindset</p>	<p>Provide HR administrative and corporate services.</p> <p>In charge for the on boarding and off boarding of staffs</p> <p>Applications for various types of claims, grants and courses for employees</p> <p>Updating of employees' personal particulars</p> <p>Managing of employees' leave and claims.</p> <p>Assist with promotion/demotion process</p>	8:30pm-6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		and awards. Conduct gift valuation and manage welfare grants for personnel. Other ad-hoc duties assigned by management.	
Software Developer 	Programming Languages: C# & Python Framework: .NET Frontend: Angular	Support the current project team with data engineering and backend development. Support a re-vamp of the current team's production planning and scheduling software, i.e. a new version of the entire software's architecture and implementation.	No Timing
IT Support 	Diploma in IT / Computing / Engineering or ITE Certificate with relevant IT experience Good knowledge of IT and Microsoft Office software/applications (e.g. Excel) and ITIL foundation trained will be advantageous	Provide support for IT troubleshooting end-to-end including service levels monitoring of both internal and outsourced IT service partners. Manage processes and data to meet the quality service and customer satisfaction standards. Collate, analyse and maintain data records for service standards tracking, dashboard reporting, audit and governance. Manage IT assets including storage and accounting of the laptops, coordination with partners for stocktake, maintenance, and top-up of centralised asset pool. Manage IT hardware tokens such as IT cards including collection, destruction, and distribution of cards to users. Manage IT accounts including coordinating with service partners for account creation, updates, enabling/disabling, deletion in accordance to prevailing IT and security policies. Manage IT provisioning and IT induction on new hires first day of work to issue them IT devices and orientate them on usage of the accounts and devices based on IT policies. Support rollout of IT projects / initiatives e.g. coordination with stakeholders and employees, data progress tracking. Facilitate authorisation of IT configuration changes, account access rights based on prevailing IT security policies. Educate and guide users on the policies, processes and their responsibilities in management of IT devices and accounts.	8:30pm-6pm
Senior Officer/Assistant Manager 	University Degree in marketing, communications or a related discipline. Excellent verbal and written communications skills with ability to adapt, edit, summarise and present key	Engagement Initiatives: Planning and executing activities to engage with Singapore's HPC communities and potential international partners. Content Creation: Developing high-quality marketing content for newsletters, social	No Timing

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	communications for different audiences and channels. Excellent networking, communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams and senior executives, locally and abroad. Strong project management skills, with the ability to prioritise and manage multiple projects simultaneously. Experience in organising meetings, events and conferences is an added bonus. Knowledge of Adobe creative suite or design/graphic skills is a plus. Good team player but with initiative and able to work independently when needed. Experience with the technology or scientific research sector is desirable.	media, websites, and other channels. Publicity Opportunities: Crafting media releases, speeches, corporate stories, and engaging with the media to promote HPC. Event Organization: Organizing events like roadshows, seminars, and webinars to engage with current and potential users. Operational Support: Managing day-to-day operations, including management of minutes, administrative duties, budgets, and procurement. Effectiveness Monitoring: Using data and analytics to evaluate and improve communications and marketing activities. Knowledge Maintenance: Staying updated on supercomputing developments and best practices in communications and marketing.	
Leadership & Organisation Development Division (L&OD) – OD Team 	Relevant learning or organisation development experience preferred Good team player Meticulous with good interpersonal and communication skills Good planning and organisational skills Experience of using survey platforms and data analytics software	Provide administrative and project management support on a range of Organisation Development (OD) activities and initiatives, which includes planning and organising workshops and briefings, liaising with internal stakeholders and external partners, tracking project milestones, updating OD records and databases, producing evaluation information, and processing invoices. Use survey platforms and systems to create and administer organisational surveys. Conduct descriptive and basic statistical analyses on data collected to produce meaningful findings and insights for stakeholders. Design collaterals (electronic and printed) to publicise OD activities.	No Timing
Senior Executive/Assistant Manager 	Educational Background: Degree or Diploma with at least 3 years of relevant experience. Skills: Strong project management, problem-solving, resourcefulness, detail-oriented, and capable of multitasking under tight deadlines. Communication: Excellent written and verbal communication skills, with the ability to build strong relationships with stakeholders.	Room and Venue Management: Overseeing room bookings, venue coordination, and utilization, including securing cost-effective external venues. Performance Tracking: Maintaining dashboards to monitor operational performance and provide insights for improvement. SOP Documentation: Ensuring operational SOPs are up-to-date and maintained. Mentorship: Supervising and mentoring Student Assistants, including recruitment,	No Timing

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Technical Skills: Proficiency in data analysis, report generation, and familiarity with TMS, Microsoft Power BI, and Power Automate is a plus.</p> <p>Commitment: Dedicated to process improvement and operational efficiency.</p>	<p>onboarding, and process improvement assignments.</p> <p>Project Management: Planning and managing process improvement projects within the Ops Cluster.</p> <p>Course Assistance: Assisting with Academy courses, with flexible compensation for after-hours work.</p> <p>Additional Duties: Handling other assigned tasks as needed.</p>	
Associate / Senior. Associate, Management Support, Corporate Services 	<p>Provide administrative support for events and visits.</p> <p>Support in reception duty covering and provide general assistance to visitors.</p> <p>Raise purchase requisitions for supported divisions/offices.</p> <p>Manage calendar scheduling for assigned Directors / management.</p> <p>Assist Directors/Management with internal training, claim, and leave submission.</p> <p>Facilitate arrangements for management overseas trips.</p> <p>Organize and coordinate meetings/visits, including assist in preparation of materials.</p> <p>Take meeting minutes and follow up on action items, when required.</p> <p>Assist with onboarding of new hires in supported divisions/offices</p> <p>Handle requests and queries from management.</p> <p>Perform other ad hoc duties as assigned by Management or Reporting Officer.</p> <p>Maintain a systematic filing system.</p> <p>Update and manage office policies and procedures.</p> <p>Track, maintain, and order office supplies inventory.</p> <p>Maintain divisions/offices distribution list and contact lists.</p> <p>Assist in planning and executing internal and external events, ensuring all logistical details are managed effectively.</p> <p>Drive continuous improvement</p>	<p>Provide administrative support to the team and ensure seamless coordination with internal and external stakeholders till fulfilment of activities.</p>	No Timing

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	within the administrative and secretarial support organization.		
Executive Assistant 	<p>Excellent interpersonal and communication skills</p> <p>Strong attention to detail</p> <p>Organized with ability to follow up on open items</p> <p>Good judgment, independent thinker and resourceful</p> <p>Calm under pressure, can prioritize and handle multiple tasks efficiently and effectively</p> <p>Knowledgeable and aware of general business and corporate cultures, team player</p> <p>Highest degree of integrity, professionalism, diplomacy and discretion required</p> <p>Hardworking, good judgment, flexible and motivated to work in a fast paced environment</p> <p>Attention to detail, proactive and efficient with the proven ability to take initiative</p> <p>Organized; good time management skills; ability to multi-task and manage conflicting priorities</p> <p>Outgoing, self-confident, energetic and friendly demeanour</p> <p>Exhibit curiosity, creativity and quick thinking</p> <p>Team player who can work and contribute in a team environment to achieve goals</p> <p>Responsible and responsive - willing to go the extra mile</p> <p>Experienced in Microsoft Office: Outlook, Word, Excel, PowerPoint and comfortable with learning new technologies or applications</p> <p>Excellent telephone communication skills</p> <p>Able to handle confidential information appropriately make suggestions to improvements in the invoice processing process</p>	<p>Provide administrative support in a team oriented environment</p> <p>Share responsibilities with other members of the phone team</p> <p>Coordinate and schedule complex meetings and phone/video conference calls</p> <p>Manage a high volume of incoming phone calls; place, receive, screen and route calls</p> <p>Take detailed and accurate messages</p> <p>Maintain busy calendars, prioritize meeting requests and related logistics</p> <p>Book travel arrangements and process expense reports timely</p> <p>Compliance with firm policies and guidelines</p> <p>Perform general administrative duties including but not limited to time entry, copying, scanning, archiving and other ad hoc projects as requested</p>	9am - 6pm
Software Application/ UAT Tester 	<p>Problem solving/analysis skills</p> <p>Interpersonal skills - able to interact with individuals at all levels</p>	<p>Participate in testing activities / requirements gathering workshops</p> <p>Plan of test scope, test case and test scope.</p> <p>Test case execution, and defect</p>	9am-6pm (Hybrid)


Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Detail oriented, confident, self-starter with organisational skills</p> <p>Flexibility and resilience in responding to multiple changing priorities</p> <p>Effective team player</p>	<p>management, active participation in Agile development sprint to clearly understand the task to be done, blocked or in progress, learning the agility to adopt changes and ensure alignment of testing with requirements.</p>	
<p>Account Manager, AGV (West Area)</p> 	<p>Bachelor's or Diploma with experience in a technical field (including EE, ME, CS, Robotics)</p> <p>Proven experience in an account management role within the warehouse automation industry (not necessarily automated guided vehicles, as long as candidate is from industrial automation)</p> <p>Attuned to industrial automation especially in manufacturing, intralogistics, and warehouse domain knowledge e.g. understanding of warehouse operations, warehouse control systems and autonomous machinery</p> <p>Strong technical presentation and communication skills, able to explain complex concepts in a clear and understandable manner</p> <p>Ability to work well in a team-oriented environment</p> <p>Energetic, hunter, positive mindset</p>	<p>Develop sales growth plan within your designated accounts , identify new customers.</p> <p>Provide sales updates and forecast, highlighting performance, challenges, opportunities and critical plan activities with accounts to management.</p> <p>Work closely with business development and marketing on industry insights, competitor insights, and territorial insights.</p> <p>Stay informed about industry trends, competitor products, and market developments, identify new business opportunities and maintain a competitive edge.</p> <p>Attuned to industrial automation especially in manufacturing, intralogistics, and warehouse domain knowledge.</p>	Office Hours

#16 SATS Ltd


Headquartered in Singapore, SATS Ltd. is one of the world's largest providers of air cargo handling services and Asia's leading airline caterer. SATS Gateway Services provides airfreight and ground handling services including passenger services, ramp and baggage handling, aviation security services, aircraft cleaning and aviation laundry. SATS Food Solutions serves airlines and institutions, and operates central kitchens with large-scale food production and distribution capabilities for a wide range of cuisines. SATS is present in the Asia-Pacific, the Americas, Europe, the Middle East and Africa, powering an interconnected world of trade, travel and taste. Following the acquisition of Worldwide Flight Services (WFS) in 2023, the combined SATS and WFS network operates over 215 stations in 27 countries. These cover trade routes responsible for more than 50% of global air cargo volume. SATS has been listed on the Singapore Exchange since May 2000. For more information, please visit www.sats.com.sg







Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Air Logistics Lead / Cargo Coordinator	Supervisory skills • Comfortable with shift work - Able to multi task and communicate with our clients	You will handle cargo shipments and documentation, engage airlines and third parties like agents. You will also manage a team of cargo handlers.	Shift
Assistant Engineer 	Diploma in Electrical or Mechanical Engineering with some experience preferred	<ol style="list-style-type: none"> 1. Maintain, handle and manage building facilities and cooling systems in Airfreight Terminals 2. Oversee the operations of building operations center (BOC) and cooling systems at the Airfreight Terminals 3. Preparation and completion of building work requisitions 4. Preparation of weekly/bi-weekly defects and maintenance reports 5. Preparation of leasing reports on occupancy and vacancy of properties 6. Retrieve and prepare utility consumption reports 7. Carry out maintenance (including preventive maintenance), breakdown repairs and troubleshooting of the Airfreight Terminals equipment, including the cold rooms. 8. Ensure that building maintenance and renovation works are carried out properly and on a timely basis. 9. Conducts site inspections to verify that finished works conform to the specified requirements 10. Maintains building equipment (e.g. water coolers, heaters and ACMVs), and ensures that these are regularly and properly serviced 11. Observe safety measures and in compliance with safety instructions, procedures and regulations 	Shift
Auxiliary Police Officer	Minimum 3 N Level Credits 2. Able to take and pass IPPT 3. Normal Colour Vision	As an Auxiliary Police Officer (APO), you will be stationed at the frontlines to provide security services for airlines, protect modern aircraft fleets, and ensure the safe transport of	Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	4. Able to perform rotating shift	travelling passengers. Other ad-hoc duties include securing the safety of other vital installations in Singapore	
Chef De Partie	<p>Must be able to communicate in English</p> <ul style="list-style-type: none"> • Must be able to use PCs and computer systems related to area of work (e.g. Infolog), read computerised worksheets, check and respond to emails when on duty • Possess good knowledge of food hygiene and food handling procedures • Possess good decision-making, problem solving, communication and training skills • Willing to be cross deployed across sections in Food Solutions when required • Preferably with minimum 5 years of relevant experience in hotel food and beverage business • Have good knowledge in food preparation • Have the ability to work in a large brigade with a multi culture team • Be prepared to undergo a practical test to display his/her culinary skill • Comfortable with shift work 	<p>You will be working in a commercial kitchen performing the below functions</p> <ul style="list-style-type: none"> - Supervise meals produced, according to menu specifications, production schedules and menu cycle; - Be able to plan, make decisions, and produce meals according to client requests, especially when the Sous Chef is not around; - Carry out ordering according to load requirements, follow proper stock control and rotation (adhere to FIFO); - Ensure production staff adhere to HACCP, Medina food safety requirements, and all hygiene procedures; - Assist in planning rosters and deployment of staff as and when requested; - Monitor the performance of machines/equipment and report any malfunction; 	Shift
Cook (All Cuisine)	<p>Must be able to communicate in English</p> <ul style="list-style-type: none"> - Must be able to use PCs and computer systems related to area of work (e.g. Infolog), read computerised worksheets, check and respond to emails when on duty - Possess good knowledge of food hygiene and food handling procedures - Possess good decision-making, problem solving, communication and training skills - Preferably with minimum 1 	<p>You will be working in a commercial kitchen preparing inflight meals for airline clients and be able to plan and produce meals according to tasks assigned by Chef-in-charge.</p>	Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	year of relevant experience in hotel food and beverage business - Have the ability to work in a large brigade with a multi culture team - Preferably with minimum 1 year of relevant experience in hotel food and beverage business		
Customer Care Specialist	Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent - Professionalism, Patience and a "People-first" attitude - Comfortable with shift work	You will attend to passengers at arrival claims with mishandled and damaged baggage. - Raise reports of mishandled and damaged bags, in according to the various airline requirements. - Trace mishandled baggage and keep passengers informed of the tracing status - Assist passengers with odd size bags - Answer hotline calls on baggage matters	Shift
Customer Service Agent	Pleasant with a cheerful disposition and good interpersonal skills • Dynamic individual with service aptitude and willingness to go the extra mile • Able to work well in teams • Proficient in English and a second language for effective communication with international passengers • Meticulous and an eye for details • Good problem solving skills • Able to perform basic computer transactions	You play a vital role in creating a memorable experience for all our passengers. Your main role involves checking-in, greeting passengers upon their arrival and ensuring a smooth departure process. You may also be tasked to assist passengers with special needs or provide customer service in exclusive premier lounges at Changi Airport. Besides being responsible for buffet table presentations, you also handle meet/greet services at the reception area and perform basic computerized transactions.	Shift
Customer Services Officer	• Good command of written and spoken English • Pleasant with a cheerful disposition and good interpersonal skills • Team player in a fast-paced environment. • Independent and able to multi-task • Able to prioritise tasks effectively to ensure most important tasks are completed on time	• Oversee and lead a team in managing daily operations, and make final decisions on matters of importance to ensure positive passenger experience and satisfaction • Guide, develop, motivate and mentor new and existing staff alike • Maintains utmost service, grooming and discipline standards amongst staff • Ensures compliance to safety, security and standard operating procedures of the company, airlines and airport authorities • Assist the Duty Manager in the daily deployment based on agreed service standards with the Airlines and Airport Authorities	Shift
Engineering Technician 	Nitec or Higher Nitec qualifications in Electrical or	You will be part of a team responsible for the maintenance of material handling equipment,	Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Mechanical Engineering or equivalent with preferably 2 years working experience.</p> <ul style="list-style-type: none"> • Possess basic computer skills and knowledge of Microsoft Office • Able to work in warehouse environment and harsh environments such as cold rooms, high humidity, wet conditions and steamy environment and also able to work at high ground • Can work on rotating shifts or weekends, if required • Normal color vision (required due to job demands) • Physically fit and able to bend, walk and stand 	<p>forklifts, tractors, equipment and various systems at the SATS Cargo Airfreight Terminals. You will perform trouble shooting functions and undertake basic repair work. Working jointly with our vendors, you will assist to ensure that operations are not disrupted due to breakdown of the equipment within the warehouse.</p>	
Security Officer	<ul style="list-style-type: none"> • Valid PLRD Security license (Must be licensed as a Security Officer (SO) and are already in possession of a valid SO ID cards) • Proficient to communicate in English • Normal colour vision • Able to work on rotating shifts • Able to take on assignments at various locations based on Company's discretion 	<p>Your responsibilities include providing security services at key installation areas, such as:</p> <ul style="list-style-type: none"> • Perform CCTV & Control Room monitoring duties • Undertake screening of cargo & personnel • Perform X-ray screening access controls, guarding & patrolling of installs • Any other duties as assigned 	Shift
Sous Chef	<p>Formal qualifications as a chef with minimum 10 years of relevant work experience</p> <ul style="list-style-type: none"> • Have good knowledge in food preparation; recognised culinary certificate/ qualification and large food production experience would be an advantage • Ability to work in a large brigade with a multi culture team • Effective communication skills, including ability to communicate in both written and spoken English • A passion for cooking and interest in inflight catering • Must be able to use PCs and computer systems related to 	<p>You will be working in a commercial kitchen performing the below functions</p> <ul style="list-style-type: none"> • Possess good man-management, decision-making, problem solving, communication and training skills; • Be able to promote team-building spirit within the work place; • Be able to assist in planning roster and deployment of staff; • Be able to interpret menu specifications, estimate raw material requirements, plan production schedule and assign task to staff; • Be able to interpret menu changes, ensure specifications and work instruction are updated according to airline specification; • Be able to plan, make decisions, and produce meals according to client requests, especially when the Executive Sous Chef is not around; • Have strong knowledge of specific cuisine plus 	Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>area of work (e.g. Infolog), read computerised worksheets, check and respond to emails when on duty</p> <ul style="list-style-type: none"> • Be flexible for internal rotation of sous chef positions; • Must be able to communicate in English 	<p>the various derivatives and be able to prepare for presentation;</p> <ul style="list-style-type: none"> • Be able to use computer systems related to area of work; • Be able to carry out ordering according to load requirements, follow proper stock control and rotation; • Be able to ensure that staff adhere to HACCP and medina food safety requirements; • Supervise meals produced, according to menu specifications, production schedules and menu cycle; • Monitor the performance of machines/equipment and report any malfunction; • Prepare adhoc special requests for dishing last minute 	
Technical Officer 	<p>Possess basic computer skills and knowledge in Microsoft Office</p> <p>Education requirement - Diploma (MYS) & Nitec (Local)</p>	<ul style="list-style-type: none"> - Be part of Technical team responsible for maintaining and ensuring the serviceability of all systems and equipment at ICC 1 & 2 - Be technically proficient in all aspects of maintaining, repairing and troubleshooting the full range of ICC systems and equipment (e.g. warehouse systems, material handling and automation systems, refrigeration systems, kitchen equipment, packaging and - inspection machines, washing machines, waste management systems, etc.) and other technical related knowledge - Manage, perform and ensure all maintenance activities and repair works are timely follow-through according to the assignment, maintenance schedule, procedures, checklists, manufacturer recommendation and completed within the timeframe - Manage, perform and ensure all technical purchase requisition of spare parts, contracts and services are in accordance to the Company policies and follow-through to support the maintenance activities - Manage, communicate and work professionally with all stakeholders to minimize systems and equipment downtime - Be proactive in resolving technical faults, contributing initiatives and continuous improvements - Always observe and follow all Safe Work Procedures and Food Safety requirements - Always ensure Safe Work environment by housekeeping of all work areas and report any safety hazards immediately 	Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		- Perform and support other relevant duties and projects assignments if required	
Technician 	Possess basic computer skills and knowledge in Microsoft Office Education requirement - Diploma (MYS) & Nitec (Local)	As a Technician, you will be part of a team responsible for maintaining modern equipment and various systems in the commercial kitchens.	Shift
Technician 	Possess basic computer skills and knowledge in Microsoft Office Education requirement - Diploma (MYS) & Nitec (Local)	Perform preventive and corrective maintenance on Ground Service Equipment and projects works where required - Liaise with Stores to resolve any matters pertaining to spares - Preparing and submitting relevant paperwork - Other duties as assigned	Shift
Trainee Air Hub Lead - Baggage 	Diploma in any discipline - Physically fit - Comfortable with shift work	Supervise baggage operations to ensure baggage are dispatched to aircraft in a timely manner as per airlines' requirements or stipulations by the aviation authority.	Shift
Trainee Air Hub Lead - Load Control 	Diploma in any discipline - Physically fit - Comfortable with shift work	You will perform Weight & Balance responsibilities for departing flights from Changi International Airport as well as departing flights from other international airports around the globe. Your essential roles are to ensure that the structural weights of an aircraft are within its safety parameters and that each departing flight is in "trim" and balanced within the centre of gravity. You will also be responsible for the completion of the Loadsheets and its related Weight and Balance documentation in accordance to IATA rules and regulations, handling pre-load calculations, load distribution and planning, timely issuance of loading instructions, and timely presentation of loadsheets to pilots before flight departures.	Shift
Trainee Air Hub Lead - Ramp 	Diploma in any discipline - Physically fit - Comfortable with shift work	Ground operations standards are the key to ensuring that airports receive and dispatch aircraft efficiently and safely. You will supervise flight handling and manage ramp operations to ensure smooth aircraft handling.	Shift
Trainee Air Hub Lead - SMC 	Diploma in any discipline - Physically fit - Comfortable with shift work	- Plan, schedule and achieve workshop maintenance production for GSE and/or vehicles - Manage in-house workforce, and/or outsourced contractor production/shift supervisors, and shift planning	Shift
Trainee Cabin Services Officer	Ability to work in a multicultural, multi ethnic environment and maintain effective working relations with people of different national and cultural backgrounds	There will be 2 core job functions under this role and shortlisted candidate will be working on either 1 on rotational basis. DUTY ROOM Obtain latest flight updates and disseminate to concerned parties	Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<ul style="list-style-type: none"> - Ability to establish priorities and to plan, coordinate and monitor work plans - Good facilitation skills to conduct training sessions for small to medium sized groups - Solid analytical and problem solving - Ability to quickly learn new systems, processes and procedures and adapt local practices to industry standards - Ability to work on teams, work at detailed level and understand the larger picture - Good oral and written communication skills 	<p>Liaise with airport control office and airline representative on the below and inform other operating units concerned:</p> <ul style="list-style-type: none"> - Airlines orders/last minute orders - Servicing status and problem - Aircraft on ground, late arrival of aircraft <p>Prepare daily flight summary for submission to Finance</p> <p>Raise documents for uplift of inflight items, as requested by airlines in addition to the normal order</p> <p>Raise Ad Hoc Activities Note (AHAN) for handling of ad-hoc flight handling</p> <p>Control the return of Supply Note, Service Report, Customs Form (Air Store Inward Declaration)) and submit these documents to Cabin Admin section</p> <p>Cover the responsibilities/duties of other Officers in the Duty Room as and when necessary</p> <p>Monitor and disseminate message to staff of inclement weather via walkie talkie, paging system etc and inform airline operation center.</p> <p>Follow safety and health procedures at work area and report unsafe work conditions, behaviors and workplace incident</p> <p>DEPLOYMENT, VEHICLE CONTROL AND DELIVERY</p> <p>Plan vehicle allocation and deployment of drivers</p> <p>Monitor the drivers movement to ensure precision timings are met</p> <p>Monitor additional or last minute uplift of meals, drystores, amenities or bar items ordered by crew</p> <p>Monitor the flight movements allocated to the drivers to ensure sufficient time provisioned</p> <p>Adjust the driver's flight allocation if there is a clash of services</p> <p>Inform the supervisor of any clash in services or late deployment</p> <p>Monitor the number of vehicles that are serviceable and the number of staff rostered per shift</p> <p>Maintain and Control the issue and receipt of vehicle keys</p> <p>Arrange vehicles for washing, fumigation, refueling, repairs and send for preventive maintenance</p> <p>Monitor the movement of vehicles and control parking of vehicles at loading bays to avoid</p>	


Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>congestion Inform Maintenance regarding the breakdown of vehicles Follow safety and health procedures at work area and report unsafe work conditions, behaviours and workplace incidents</p> <p>Any other duties which may be assigned by Section Head and Cabin Service Supervisor from time to time</p>	
Trainee Catering Officer (Equipment)	<p>Able to work under pressure in a fast paced and dynamic environment.</p> <ul style="list-style-type: none"> - Energetic, physically fit and like hands on physical work. - Team player who is motivated and committed with a strong sense of responsibility and urgency - Able to lead and instill positive mindsets through effective communication to team while providing frequent updates to process developments as required 	<p>The job details are as below and candidate will be assessed for suitability in either Ware-wash or Galley Build-Up section.</p> <ol style="list-style-type: none"> 1) Ensure Service Vendor Supervisors deploy their full manpower to their respective work sections. 2) Ensure Service Vendor Supervisors conduct Thermal Label Test for all Meiko Machines before they commence for washing and report to Technical for any failed Thermal Label Test. 3) Ensure cleanliness of Inbound is in accordance to daily housekeeping checklist. 4) Assist in conducting inventory checks from soiled carts and to inform Supervisors of any equipment shortages. <p>WARE-WASH</p> <ul style="list-style-type: none"> - Ensure Inbound is always kept clean and no leftover soiled carts to be left unattended after being offloaded from Hi-Lift. - Monitoring of Service Crews to carry out the washing of soiled equipment promptly to ensure that all soiled equipment does not have leftover food before going through the Meiko machines. - Oversee the washing process from Service Vendor following their Daily Washing Schedule and to report if washing output is satisfactory. - Oversee Service Vendor carrying out thorough cleaning during Preventive Maintenance (PM). - Monitor Service Crews performing Quality Check (QC) for all cleaned equipment before delivering to GBU. - Monitor all cleaned equipment to be delivered to GBU on-time to prevent delays. <p>GALLEY BUILD UP</p> <ul style="list-style-type: none"> - Coordinate with Catering Officers from other Departments on any equipment shortages, returning of surplus equipment or change in aircraft configurations. 	Shift


Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<ul style="list-style-type: none"> - Constant monitoring of aircraft configurations to ensure Service Vendor Crews are building equipment set correctly and to ensure on informing the team for any changes to the aircraft configurations. - Ensure Operations Assistants (OAs) have conducted 100% QC for all equipment before pushing out to Outbound and to handover record book upon completion. - Monitor Service Vendor Crews performing Quality Check (QC) on all cleaned equipment before delivering to Kitchen & Outbound. - Monitor all cleaned equipment are delivered to Kitchen & Outbound on-time to prevent delays. 	
Trainee Catering Officer (Preset)	<p>Proficient in MS Office (Excel, Word)</p> <ul style="list-style-type: none"> - Attention to details - Possess good decision-making, problem solving, communication and training skills - Demonstrate ability to work in a multicultural, multi ethnic environment and maintain effective working relations with people of different national and cultural backgrounds - Strong organizational and planning skills - Ability to quickly learn new systems, processes and procedures and adapt local practices to industry standards - Ability to work on teams, work at detailed level and understand the larger picture - Good oral and written communication skills 	<ul style="list-style-type: none"> - Oversee the operations in Tray Assembly for the presetting of meal trays - Monitor presetting schedule and ensure timely completion in alignment with flight schedules - Be able to interpret airline menu summaries, ensure photo specifications are updated according to airline specifications - Coordinate with respective areas (i.e. Documentation, Cabin, Production, Duty Manager etc); - Be able to monitor performances of service crew and contractors besides staff - investigate & conduct briefings to preset team on discrepancies and work instructions - Plan the roster, deployment and training of new staff - Able to carry out ordering according to load requirement - Ensure adherence to SOP and hygiene guidelines 	Shift
Trainee Catering Officer (Production)	<p>Must be able to communicate in English</p> <ul style="list-style-type: none"> - Must be able to use PCs and computer systems related to area of work (e.g. SAP, ICCMS), read computerised worksheets, check and respond to emails when on duty - Must be able to interpret airline menu summaries, ensure photo specifications 	<p>You will be working in a commercial kitchen preparing inflight meals for airline clients, with the following responsibilities:</p> <ul style="list-style-type: none"> - Oversee the operations in Casserole Assembly for the dishing of airline meals - Retrieve pax loads from system (ICCMS) and assign dishing duties in adherence to pax loads and flight schedule - Monitor dishing schedule and ensure timely completion of dishing - Operations of metal detectors and casserole 	Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	are updated according to airline specification - Possess good knowledge of food hygiene and food handling procedures - Possess good decision-making, problem solving, communication and training skills	sealing machines - Monitor performances of service crew and contractors besides staff - Planning the roster, deployment and training of new staff - Carry out ordering in accordance to load requirements - Ensure production staff and service crew adhere to SOP and hygiene procedures - Investigate & conduct briefings to dishing team on dishing discrepancies and work instructions	

#17 Singapore Aero Support Services Pte Ltd

Singapore Aero Support Services Pte Ltd (SASS) is a leading aviation company that specializes in cabin and line maintenance services and is a wholly owned subsidiary of SIA Engineering.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Cabin Technician / Trainee 	<p>Must have an educational background in aviation, Or NITEC / Higher NITEC, preferably in an Engineering discipline</p> <p>At least 2 years of working experience in the aviation industry, excluding OJT.</p> <p>Ability to perform tasks in high-noise areas and at great heights.</p> <p>Able to work in a warm and humid environment.</p> <p>Able to communicate effectively verbally in writing in standard English.</p> <p>Able to work rotating shifts, including weekends and public holidays.</p> <p>Welcome aircraft technician, who has experience in performing maintenance, repair and overhaul of aircrafts in one of the following trades:</p> <ul style="list-style-type: none"> • Mechanical (B1) • Avionics (B2) • Sheetmetal • Cabin. 	<p>Able to inspect and repair passenger seats, galleys, and lavatories and maintain aircraft conditions.</p> <p>Comprehensive knowledge of aircraft operations and activities and facility maintenance.</p> <p>Install cabin interior components into commercial aircraft, including seat tracks, overhead bins, galleys, side panels, bulkheads, etc.</p> <p>Perform functional and aesthetic inspection of aircraft cabin interiors.</p> <p>Document any defects, perform troubleshooting and carry out rectification.</p> <p>Support cabin modification, retrofitting and component repair tasks.</p> <p>Maintain the quality of the aircraft interiors on the operated fleet.</p> <p>Performs such other duties as assigned to him by his superiors.</p>	12 hrs shift work
Planner / Trainee	<p>Minimum Diploma in Aviation/Aerospace Engineering with preferably 2 year experience.</p> <p>Fresh Engineering Diploma are welcome to apply</p> <p>Must be proficient in Microsoft Excel, Word, and Outlook</p> <p>Able to communicate effectively verbally in writing in standard English.</p> <p>Able to work rotating shifts, including weekends and public holidays.</p>	<p>To coordinate and expedite the flow of work and spares within or between departments of an establishment according to aircraft schedule.</p> <p>Support technical crew and liaise with specialized staff in various departments to ensure smooth and timely completion of planned tasks.</p>	12 hrs shift work
Cabin Aesthetic Specialist	<p>Ex-flight crew will be preferable.</p> <p>Min. Diploma qualification with 2-3 years' experience in the similar role</p> <p>Experience in aviation/aircraft is a MUST.</p> <p>IT Savvy (PowerPoint, MS Word & Excel)</p>	<p>Inspecting the aircraft cabin during pre-departures and after the performance of cabin and aircraft cleaning / maintenance programs including but not limited to TLC, PCM, LCM, CDC and/or, VIP, hangar checks or cabin refurbishments.</p>	830am to 530pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Able to communicate with all level of staff		
General Worker	<p>Minimum primary or secondary education level.</p> <ul style="list-style-type: none"> • Relevant certifications (e.g., safety, forklift operation) are a plus 	<p>Transport aircraft parts between hangars.</p> <ul style="list-style-type: none"> • Safely move parts from aircraft to hangar ground as required. • Clean and wash loose aircraft items following standard operating procedures. • Assist in moving aircraft seats as directed by the operations team. • Move boxes, equipment, and tools within the hangar and other designated locations. • Load and unload aircraft items from hangar areas to the ground or to workshops. • Adhere to all workplace safety and security protocols. • Ensure compliance with aviation standards while handling materials. • Assist with general hangar housekeeping and maintenance tasks as required 	8am to 530pm
Driver	<ol style="list-style-type: none"> 1. Valid LTA Class 3 Driving license. 2. Candidates with an Apron Driving Permit (ADP) will have an added advantage. 3. Able to understand and communicate in simple English. 4. Able to work rotating shifts, including weekends and public holidays. 	<ol style="list-style-type: none"> 1. Carry out driving duties, including loading and unloading of aircraft parts 2. Transport of aircraft parts or staff from one point to another 3. Assist in ad-hoc logistic duties, e.g. packing or unpacking of aircraft parts, manning of warehouse, housekeeping, etc 	12 hrs shift work
Facilities Officer 	<p>Degree in Facilities Management or equivalent qualification or Diploma holder in equivalent qualification with more than 5 years relevant experiences</p> <ul style="list-style-type: none"> • Preferably with a minimum of 3-5 years experience in Facilities Maintenance. • Able to comprehend, analyse and interpret complex project documents, including AutoCAD, Visio, and PDF documents. • Technical and functional knowledge of building infrastructure including electrical and mechanical systems, fire detection and protection systems, building management systems, equipment maintenance, and construction of critical facilities environment. 	<ol style="list-style-type: none"> 1. To conduct cleaning work in the aircraft cabin. 2. To perform seats, leather, carpet cleaning and conditioning and repair as required. 3. To perform leather ink mark touch-up. 4. To perform aircraft lavatory cleaning. 5. Carpet shampooing and spot cleaning. 6. Any other duties as assigned by the supervisor. 	830am to 530pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
GSE Mechanic	<ul style="list-style-type: none"> • Minimum Nitec in Engineering with 1 - 3 years relevant experience. 	<ol style="list-style-type: none"> 1. Repair of non-motorised equipment such as maintenance steps, hydraulic carts, nitrogen carts, etc. 2. Perform preventive and corrective maintenance in accordance with approved documents 	830am to 530pm
Ground Equipment Operator	<ol style="list-style-type: none"> 1. Minimum Nitec/ Diploma in Engineering or equivalent 2. 1-3 years of relevant working experience in aviation or related industries 3. Possess LTA Class 3 driving license 4. Able to perform 12 hours rotating shift 	<ol style="list-style-type: none"> 1. Perform water and lavatory servicing to all types of aircraft. 2. Provide and operate full ground support equipment such as ground power units, air-start, air conditioning units and Brake Cooling Unit. 3. Operate Conventionally and Towbarless Airtug for Pushback and Towing on all types of aircraft. 4. Performs Equipment preventative and routine inspection. 5. Carry out other duties associated with aircraft water/lavatory systems and full ground support equipment. 	12 hrs shift work
Upholsterer	<ol style="list-style-type: none"> 1. NITEC / Higher NITEC, preferably in an Engineering discipline 2. Able to work in a warm and humid environment. 3. Able to understand and communicate in simple English. 4. Able to work rotating shifts, including weekends and public holidays. 	<ol style="list-style-type: none"> 1. Perform seat cover change, dressing up of seats, replacement of aircraft cabin carpets and curtains. 2. Perform collection of parts for the above services from designated collection point and return removed items back to designated point 	12 hrs shift work
Store Assistant	<ul style="list-style-type: none"> • 'N' Level / NITEC in logistic or equivalent • Minimum 1year working experience related to toolstore • Basic knowledge in MS Excel • Knowledge in SAP will be an added advantage • Preferably possess with LTA Class 3 driving license or Forklift license • Comfortable with rotating shift work arrangement 	<ol style="list-style-type: none"> 1. Manning of tool store front counter 2. Maintaining serviceability of tools 3. Monitor and maintain consumables and expendables at counter (vending machine issuance monitoring and provisioning) 4. Adhering to current processes in place while performing the required roles 5. Identify defective or damaged tools and initiate reporting processes in timely manner 	12 hrs shift work



#18 Soverus Pte Ltd


Soverus Pte Ltd is a leading security agency in Singapore and we are proud to operate our security guarding under this banner. With our extensive experience and proven track record of success, we are constantly seeking motivated individual to share our vision and to be part of our teams.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Security officer (SO)	Valid PLRD Security License	To protect a designated area, its occupants and property by deterring criminal activity and ensuring safety. Job roles include 1. Screening (screening of people, property or vehicle) 2. Access control (control entry and exit points, conduct identity check and exchange passes, authorize access to staff and visitor. 3. Guarding & Patrolling (Guard premises and property, preventing theft, loss prevention, checking perimeter fences, wall and security system)	0800hrs-2000hrs or 2000hrs-0800hrs
Senior Security Officer (SSO)	Valid PLRD Security License	All duties of Security Officer (SO) roles include responding to complex and large scale of safety and security incident. Managing Security safety system e.g central alarm monitoring cctv & regulating traffic and assisting law enforcement.	0800hrs-2000hrs or 2000hrs-0800hrs
Security Supervisor (SS)	Valid PLRD Security License	All duties of Senior Security Officer (SSO) roles include in incident management, reporting and investigation. Direct supervision of Security personnel, to conduct briefing and de-briefing, Execute evacuation plans and exercise.	0800hrs-2000hrs or 2000hrs-0800hrs
Security Controller	Valid PLRD Security License	To monitor CCTV & alarm monitoring, Incident escalation and logging. Visitor and contractor access control support. To assist on daily attendance & to work with teams to analyze root causes of incidents and implement corrective measures. To review surveillance video footages for incident investigations and monitor routine security checks.	0700hrs-1900hrs or 1900hrs-0700hrs
Mobile Response Officer (MRO)	Valid PLRD Security License	To visit the site regularly as per contract requirement, to check for defects or any security breaches, reporting to controller for any abnormalities onsite. To report progress on incident resolution, equipment system or any unforeseen complications to the command centre. In case of critical emergencies, respond quickly and efficiently to mitigate the task.	0700hrs-1900hrs or 1900hrs-0700hrs

#19 Sunlove Abode For Intellectually-Infirm Ltd



Sunlove Abode for Intellectually-Infirm Ltd is a charitable Home for intellectually-disabled. We shelter, protect and care for those entrusted to us, and participate in community-based projects that are charitable.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Healthcare Assistant	WSQ Healthcare Certificate or equivalent	Feeding of patients Assisting patients in toileting Assisting patients for all activities	7.30am - 5.15pm 8.15am - 6pm
Therapy Assistant	WSQ Therapy Support or equivalent	Assist PT / OT in procedures that include ambulation, gait training, active and passive exercise Set up apparatus for OT / PT use Assisting patients for all activities	7.30am - 5.15pm 8.15am - 6pm
Assistant Cook	High School or Equivalent	Assist the Cook in preparation of food, cooking and meals service. Preparation of food for the distribution of daily meals as assigned Cleans all dishes and utensils after every meal Maintain high standards of food preparation and service in the appointed kitchens, according to the standards set by the management.	7am - 4pm
Home Helper	High School or Equivalent	Packing of meal boxes and uploading onto the vehicle Delivering of meal boxes to designated residential units Maintaining list of delivered meal boxes Maintaining cleanliness of the kitchen	9am - 6pm
Driver	High School or Equivalent	Transport patients from their homes to the Sunlove Centre and from Centre to their homes. Transport home helpers to client house for food delivery. Maintain and upkeep of vehicles.	8am - 5pm 9am - 6pm
Assistant Programme Executive 	Diploma or professional certificate	Conduct daily house visits for elderly clients. Engage with the clients during the activities. Pack and distribute food ration packages. Maintain a clean and safe environment of the centre.	8am - 5pm
Medical Social Worker 	Degree in Social Work	Conduct psycho-social and financial assessments / reviews. Recommend and carry out appropriate clinical interventions and case management for residents and their families. Experienced with managing the Integrated Referral Management System and the ILTC portal subvention and subsidy matters.	9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Competent administrative and IT skills in maintaining updated documentation of case files and time reviews of financial assistance.	
Assistant Psychologist 	Degree in Psychology	Visit the centres as and when required Assist with volunteer / counselling coordinator and record maintenance. Engage in psychotherapy with the patients. Prepare E-psychological assessment records. Assist with patients' psychological assessments.	9am - 6pm

#20 Thye Hua Kwan Moral Charities

THYE HUA KWAN MORAL CHARITIES is a leading non-profit organization committed to help anyone who needs help with full respect to their race, colour, creed, language, culture and religion.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Executive, Programme 	Polytechnic Diploma in any Discipline WSQ Diploma/ Advanced Diploma in Social Services	<p>Programme Planning and Implementation</p> <ul style="list-style-type: none"> -Develop and implement Outreach plan/follow-up visits to seniors in the identified blocks. -Develop and implement annual calendar plan of social and health activities for seniors. -Ensure that the programmes and activities meet the performance indicators and operating guidelines issued by MOH, AIC, or MSF via their reporting systems, etc. <p>Establish and motivate seniors to run mutual help groups.</p> <ul style="list-style-type: none"> -To conduct regular outreach to the seniors in identified HDB blocks/Private residences with the aim of registering all seniors within its service boundary and carry out regular visits to vulnerable and socially isolated seniors to monitor their well-being. <p>Volunteer Development</p> <ul style="list-style-type: none"> -Recruit, interview and screen potential volunteers. -Establish networks with local community-based services/resources, such as grassroots, social services, corporate organisations and schools, to engage volunteers to help run or assist in the programmes. -Provide and coordinate orientation of volunteers to their assigned role and the mission and objectives of the AAC. -Serve as the key communication link between the AAC and its volunteers 	Working Hours: 8:30am to 5:30pm (Mon-Fri) 8:30am to 12:30pm (alternate Saturdays)
Senior Executive, Programme 	Polytechnic Diploma in any Discipline WSQ Diploma/ Advanced Diploma in Social Services	<p>Programme Planning and Implementation</p> <ul style="list-style-type: none"> -Develop and implement Outreach plan/follow-up visits to seniors in the identified blocks. -Develop and implement annual calendar plan of social and health activities for seniors. -Ensure that the programmes and activities meet the performance indicators and operating guidelines issued by MOH, AIC, or MSF via their reporting systems, etc. <p>Establish and motivate seniors to run mutual help groups.</p> <ul style="list-style-type: none"> -To conduct regular outreach to the seniors in identified HDB blocks/Private residences with the aim of registering all seniors within its service boundary and carry out regular visits to vulnerable and socially isolated seniors to monitor their well-being. <p>Volunteer Development</p> <ul style="list-style-type: none"> -Recruit, interview and screen potential volunteers. -Establish networks with local community-based services/resources, such as grassroots, social services, 	Working Hours: 8:30am to 5:30pm (Mon-Fri) 8:30am to 12:30pm (alternate Saturdays)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>corporate organisations and schools, to engage volunteers to help run or assist in the programmes.</p> <p>-Provide and coordinate orientation of volunteers to their assigned role and the mission and objectives of the AAC.</p> <p>-Serve as the key communication link between the AAC and its volunteers</p>	
Project Executive 	<p>Minimum Diploma with a social service background or equivalent.</p> <p>Possess integrity, good interpersonal and communication skills.</p> <p>Have a positive attitude, good self-discipline and able to work independently and in a team.</p> <p>Proficiency in MS Office Applications</p>	<p>Programme Planning and Implementation</p> <p>Facilitate linkups between our organisation and the community partners.</p> <p>Assist the Project Manager in facilitating data sharing, mapping of seniors' needs and joint monitoring of seniors.</p> <p>Assist the Project Manager for develop workflows, communication protocols for escalation and referrals of seniors.</p> <p>Implement programmes and activities run by COC.</p> <p>Coordination and supervision of services and activities for seniors.</p> <p>Assist in supplementing manpower at different Active Ageing Centres when needed.</p> <p>Programme Evaluation & Administrative Duties</p> <p>Maintaining records to facilitate submission to AIC quarterly.</p> <p>Generate and submit Project Progress/Claims Report to AIC.</p> <p>Assist the Project Manager in handling staff on-off boarding, staff well-being, process claims and revising the proposed budget annually.</p>	<p>8:30am to 6:00pm, Mon - Thurs 8:30am to 5:30pm, Fri</p>
Training Assistant	<p>ITE/Technical Certification, GCE 'A' level or GCE 'O' Level</p> <p>Pleasant personality, possess initiative and is a team player</p> <p>Passionate about making a difference to improve the well-being and integration of persons with disabilities in the community</p>	<p>The main responsibility of the Training Assistant is to assist and support the implementation of skills training for clients with disabilities.</p> <p><u>Responsibilities:</u></p> <p>Take class attendance and compute the attendance summary</p> <p>Brainstorm and plan activities to support trainees' learning</p> <p>Prepare the teaching resources</p> <p>Carry out the training programme</p> <p>Maintain a clean, tidy, safe and conducive learning environment</p> <p>Maintain regular communication with parents on client's progress</p> <p>Liaise with employers on job opportunities and work-related enquiries</p> <p>Support trainees in their job search, including preparation of resumes, completing job applications, and preparing for work interviews</p> <p>Support and coach trainees at work-site to fulfil</p>	<p>Mon-Thurs 830am-6pm Fri 830am-5.30pm</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		required job tasks and appropriate social, communication and self-management skills	
Teacher Aide	<p>GCE 'N' / 'O' / 'A' Level / NITEC / Higher NITEC in non-related discipline</p> <p>Experience working with young children preferred, fresh graduates are welcome to apply</p> <p>Patience, and passionate to work with children</p> <p>Good communication skills, team player and pro-active</p>	<p>The Early Intervention for Children (EIC) Services helps equip children with motor, communication, social, self-help and cognitive skills. THK EIC involves structuring classes around small groups encompassing early childhood special education, social work and therapy support services to stimulate their adaptive functioning and school readiness skills.</p> <p><u>Main Duties and Responsibilities:</u></p> <p>Assist Lead Teacher in classroom and engagement of children</p> <p>Conduct small group activities when required e.g. routines such as Circle Time</p> <p>Assist Lead Teacher in carrying out therapeutic interventions as instructed</p> <p>Ensure that students are well supervised during contact time in the centre</p> <p>Brainstorm and plan activities to support students' learning</p> <p>Preparing teaching resources</p> <p>Support students' toileting needs</p> <p>Receive and discharge the students before and after classes</p> <p>Take class attendance and compute attendance summary</p> <p>Conduct health and temperature checks</p> <p>Maintain a clean, tidy, safe and conducive learning environment</p> <p>Maintain good communication with parents</p> <p>Assist in filing of documents</p> <p>Attend transdisciplinary team meetings, workshops, in-service training and sharing sessions</p> <p>Any other duties as assigned</p>	<p>Mon, Tues, Wed, Fri: 8am to 6pm</p> <p>Thurs: Half day</p>

#21 UEMS Solutions

UEMS Solutions is a leading Integrated Facilities Management (IFM) company based in Singapore, providing a wide range of services to both the public and private sectors. They specialize in environmental services, facility management, and smart facility management solutions, including technical maintenance, support services, and specialized services like external façade cleaning and portering.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Healthcare Attendant (Female)	Able to work on weekends Able to work both shift timing	<ul style="list-style-type: none"> • Orientate patients to assigned beds/facilities. • Answer patient's calls and relay patient's requests to department-in-charge. • Attend to patient's basic needs e.g. toilet baths, bed sponging, serving of meals and drinks, feeding. • Conduct bedpan/urinal rounds; change patient's diapers. • Walk patients to toilet and assist them in toilets. • Monitor restless patients and ensure that they are safe and comfortable. • Chaperone female patients where required. • Clean spillages, discharges, and vomit bowls, urinals as and when needed. • Maintain the tidiness and cleanliness of beds, lockers and non-patient rooms (e.g. store room). • Assist in inventory of linen and department items (e.g. flasks, pillows, bedpans). Any other relevant duties as and when assigned by the Superior.	6.45am to 4.15pm & 12.15pm to 9.45pm
Room Attendant	NIL	Performing in daily cleaning of the guest room, common areas, and replenishment of amenities. Ensuring cleanliness of the guest rooms and the common area must meet the standard requirement by Management. To carry out other duties as assigned by the housekeeping supervisor or the Management. Handle housekeeping requests by guests To check and deliver the guest's laundry to the guest room daily. Able to handle all kinds of chemicals required for cleaning duties Undertake any other ad hoc duties as and when assigned by the superior.	8am to 430pm
Public Area Cleaners	NIL	Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times Maintain cleanliness of walls, floors, doors and table tops as and when necessary, in the lobby area at all times. Empty and clear trash bins in public areas Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior	7:00 am to 4:00 pm 9:00am to 6:00 pm 2:00 pm to 11:00 pm 10:00 pm to 7:00 am

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Handle all lost and found properties by following the correct procedure</p> <p>Carry out any projects and assignments as directed by the Superior</p>	
Meal Service Associate	NIL	<p>Updating patient's meal requirements in meal ordering system</p> <p>Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service</p> <p>Preparation and serving of beverages</p> <p>Serving of adhoc beverages, snacks and supper</p> <p>General maintenance and stocking of ward pantry (includes wipe down of ward trolleys)</p> <p>Gather patient feedback and attend to and resolve patients' feedback on meal related issue</p> <p>May be required to conduct beverage preparation in Central Kitchen</p> <p>Any other Meal Service Associate related work scope as required</p>	645am to 315pm OR 1230pm to 9pm
Housekeepers	NIL	<p>a) Attend regular roll call meetings to know daily operational deployment.</p> <p>b) Attend in-service training to learn new skills and service knowledge to perform housekeeping services.</p> <p>c) Execute routine cleaning assignments at assigned areas (such as patient wards, compound areas, critical surgical areas, medical center, administration offices, laboratory areas, waiting compound areas and public restrooms).</p> <p>d) Use various cleaning chemicals and disinfectants on deployed areas.</p> <p>e) Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required.</p> <p>f) Ensure the environmental service standards are met.</p> <p>g) Escalate any matter/ feedback to the upline superior when necessary.</p> <p>h) Undertake any other ad hoc duties as and when assigned by the superior.</p>	44 hours / weeks
Healthcare Porters	NIL	<ul style="list-style-type: none"> Attend regular roll call meetings to know daily operational deployment. Attend in-service training to learn new skills and service knowledge to perform portering services. Carry out portering duties which include but are not limited to the following: <p>a) With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required.</p> <p>b) With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required.</p> <p>c) With the help of ward staff, assist fall risk patients on</p> 	44 hours / weeks

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>and off wheelchairs.</p> <p>d) Send patients to ancillary departments for treatment / examination.</p> <p>e) Accompany patients to allied health departments for treatment/examination, where required.</p> <p>f) Send and collect equipment/specimens/blood/x-rays films/case records from allied health/ancillary departments.</p> <p>g) Any other relevant duties as and when assigned by the Superior.</p>	
Stewards	NIL	<p>Cleaning of all kitchen areas, equipment and chiller room.</p> <p>Washing of all soiled crockery, utensils, food warmer carts and trolleys in the kitchen dishwashing area.</p> <p>Washing of all wards' crockery including cups and water jugs.</p> <p>Management of crockery stock in kitchen, including packing of cutlery.</p> <p>Manage waste and carton boxes disposal including provision of bins.</p> <p>Any other relevant duties as and when assigned by the Superior</p>	44 hours / weeks
Patient Service Associate	NIL	<p>Perform visitor registration, concierge services and information counter services</p> <p>Handle complaints/ feedback and resolve issues by performing service recovery.</p> <p>To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues</p> <p>Assist in kiosk registration, queue management, entry and exit access via gantries</p> <p>Attend to patients/ visitors' enquiries and feedback</p> <p>Provide wayfinding and wheelchair assistance</p> <p>Ensure work areas are in operation in accordance to assigned operating hours</p> <p>To retrieve and restock wheelchairs at concierge area as well as information counters</p> <p>Any other relevant duties as and when assigned by the Superior</p>	7:30am to 5:00pm & 8:00am to 5:30pm / PM shift: 11:30am to 9:00pm
Housekeeping Team Leader / Supervisor	Prior experience required	<ul style="list-style-type: none"> Supervise a team of Housekeepers in carrying out cleaning works and maintaining cleanliness of the assigned areas. Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. Handle feedbacks and complaints, respond to customer's request promptly. To escalate to Superior when necessary. Maintain and ensure that all equipment clean, well labelled and in good working conditions. Oversee the planning and scheduling of the Housekeepers. 	7am to 4pm / 8am to 5pm / 9am to 6 pm / 12pm to 9pm / 1pm to 10pm / 9pm to 6am / 10pm to 7am

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<ul style="list-style-type: none"> Any other relevant duties as and when assigned by the Superior 	
Team Leader (Visitor Management Service)	Prior experience required	<ul style="list-style-type: none"> To carry out counter operations according to the hospital's guidelines, procedures and policies consistently. Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters. Supervise and monitor performance of staff to ensure service levels are met. Provide coaching and counselling when necessary. Manage resources including manpower, equipment and supplies in daily operations. Investigate causes of discrepancies and complaints and take corrective actions. Raise necessary documentations (Incident Report [IR]) 	630am to 4pm / 730am to 5pm / 1030am to 8pm / 1130am to 9pm

#22 Watami Food Service Singapore Pte Ltd

The company was founded by Miki Watanabe in 1984. In 1992, the first ever "WATAMI" restaurant opened in Tokyo. To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years. Providing an enjoyable and casual taste of Japanese delicacies for customers outside Japan, with more than 450 restaurants in Asia, and 6 shops established in Singapore, WATAMI promises a comfortable dining experience at reasonable prices.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Service Crew	Able to communicate with basic English/Mandarin	Provide service to all customers according to Watami's service standard and procedures. Responsible for the preparation work of Hall opening and closing operation hours. Maintain quality, service & cleanliness at all times according to Watami's standards.	44hrs
Kitchen Crew	Able to communicate with basic English/Mandarin	Preparing and cooking food orders for all customers according to Watami's service standard and procedures. Preparation work of Kitchen opening and closing operation hours. Maintain quality, service & cleanliness at all times according to Watami's standards. Food production: make sure the end product and the cooking process conforms to Watami's standard and procedures, and at the same time has good sense of preventing and recording of losses.	44hrs
Dishwasher	Able to communicate with basic English/Mandarin	Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery. Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations. Cleaning machines and appliances used in kitchen, such as pots, and pans etc. Taking out the trash. Supporting other restaurant staff members by assisting with other tasks, as needed.	44hrs
Management Trainee	Able to communicate with basic English/Mandarin	Provide service to all customers according to Watami's service standard and procedures. Responsible for the preparation work of Hall opening and closing operation hours. Maintain quality, service & cleanliness at all times according to Watami's standards Able to handle all stations at an independent level. Other leader job scope.	44hrs
Shop Manager	Able to communicate with basic English/Mandarin	Provide service to all customers according to Watami's service standard and procedures. Responsible for the preparation work of Hall opening and closing operation hours. Maintain quality, service & cleanliness at all times according to Watami's standards Able to handle all stations at an independent level. Other leader job scope.	44hrs

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Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours

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

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

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