

Singapore General Hospital PSA Career Fair

Singhealth Tower, Function Room,
Level 2

9 March 2026

10am – 5pm

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

Content Page

#1 Singapore General Hospital Pte Ltd	3
• Patient Service Associate / Executive (Specialist Outpatient Clinics)	3
• Patient Service Associate / Executive (Radiology)	3
• Patient Service Associate / Executive (Admitting Services / Department of Emergency Medicine Operations)	4
• Patient Service Associate / Executive (Admitting Services / Admissions Office)	4
• Patient Service Associate / Executive (Admitting Services / Pre-Operative Services)	4
#2 e2i services.....	5

#1 Singapore General Hospital Pte Ltd

Singapore General Hospital is the largest hospital in Singapore, with 1,600 beds and a comprehensive range of more than 30 clinical specialties. The flagship of the public healthcare system, we ensure that Singaporeans have access to affordable quality care. Every year, about 1 million Singaporeans benefit from advanced medical care delivered by healthcare teams led by our 800 specialists.

If you aspire to be part of a dedicated, multi-disciplinary team that works together to improve our patients' lives, come join us.

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Service Associate / Executive (Specialist Outpatient Clinics)	<ul style="list-style-type: none"> GCE N/O Levels / NITEC. Diploma in any discipline will be recognised for senior positions. Experience in customer service will be an advantage. 	Provide prompt and quality front-line services to patients, including the following: <ul style="list-style-type: none"> Registration and scheduling of appointments for patients. Collecting payments from patients. Replying emails from patients. Assist nursing and clinical staff with patients related activities. Provide clerical support to the department. Chaperon & assist doctor/in the consultation rooms. To perform oral, mid turbinate or nasopharyngeal swab and collect specimens for testing when deployed in pandemic roles as and when required. 	<ul style="list-style-type: none"> 5-days work week Staggered shift: Weekdays: 8am to 5pm / 8.30am to 5.30pm / 9am to 6pm / 10am to 7pm. 1 Saturday (half day) every 4 weeks. Singapore 169608
Patient Service Associate / Executive (Radiology)	<ul style="list-style-type: none"> GCE N/O/A Levels / NITEC. Diploma in any discipline will be recognised for senior positions. Experience in customer service will be an advantage. 	<ul style="list-style-type: none"> Provide prompt and quality front-line services to patients. Registration and scheduling of appointments for patients. Collecting payments from patients. Provide basic nursing care for patients. Assist radiographer in the procedure room. Ensure cleanliness of procedure room is maintained before and after patient's exit. 	<ul style="list-style-type: none"> 5-days work week 2 rotating shifts, including weekends and Public Holidays. 1st shift: 7.45am to 4.45pm / 8am to 5pm / 8.30am to 6pm. 2nd shift: 11am to 8pm / 12pm to 9pm. Singapore 169608

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Service Associate / Executive (Admitting Services / Department of Emergency Medicine Operations)	<ul style="list-style-type: none"> GCE N/O/A Levels / NITEC. Diploma in any discipline will be recognised for senior positions. Experience in healthcare, hospitality or front-line customer service will be an advantage. 	<ul style="list-style-type: none"> Provide prompt and quality front-line services to patients in the Department of Emergency Medicine to support nurses in their patient care activities. Perform patient registration and admissions, scheduling of patients' appointments, and some limited patient care activities and orientation to patients and their relatives. 	<ul style="list-style-type: none"> 5-days work week 3 rotating shifts, including weekends and Public Holidays: 1st shift: 7am to 4pm. 2nd shift: 1pm to 10pm. Night shift: 10pm to 7am. Singapore 169608
Patient Service Associate / Executive (Admitting Services / Admissions Office)	<ul style="list-style-type: none"> GCE N/O/A Levels / NITEC. Diploma in any discipline will be recognised for senior positions. Proficient in Microsoft Office applications. 	<ul style="list-style-type: none"> Register and verify patient information, explain the estimated charges and claims to allow the patient to select the appropriate ward type, and collect deposit payment. Coordinate the admission process from pre-admission screening to patient arriving at the assigned ward through collaborating with doctors, inpatient wards, Specialist Outpatient Clinics, Bed Management, Business Office. Provide administrative support at day surgery centres, such as tracing surgery consent forms, posting charges for billing, scheduling follow-up appointments. Handle enquiries from patients and visitors. 	<ul style="list-style-type: none"> 5-days work week Staggered hours, including weekends and Public Holidays. Weekdays: 6.45am to 4.30pm / 8.30am to 6.15pm / 9.30am to 7.15pm. Weekends & PH: 6.45am to 2.45pm / 7.30am to 3.30pm / 8am to 4pm. Singapore 169608
Patient Service Associate / Executive (Admitting Services / Pre-Operative Services)	<ul style="list-style-type: none"> Diploma in any discipline. Customer-oriented and preferably with customer service experience. 	<ul style="list-style-type: none"> Provide pre-operative scheduling and coordination services. Advise patients on their admission process. Financial counselling. Collecting deposits from patients. 	<ul style="list-style-type: none"> 5-days work week Staggered hours: Weekdays: 8am to 5pm / 8.30am to 5.30pm / 9am to 6pm. Saturdays: 8am to 12pm. Singapore 169608

#2 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

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

Meet an e2i Career Coach

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



<https://e2i.com.sg/app>

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

**e2i Career Centre
(Devan Nair Institute for Employment and
Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands*,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

**Operational from Q4 2024 onwards*

Or make an appointment at any of our 23 Jobs & Skills Centres located island-wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

NTUC Job Security Council's Telegram Channels

Be alerted to daily on the latest job vacancies from hiring companies

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

<https://bit.ly/jsc-ja-pmet>



Subscribe to **Non-PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>



Click Here for Table of Content