

# e2i Skills & Career Fair @ Marymount CC [25 April 2025] 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](http://www.e2i.com.sg)

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## #1 ABR Holdings Limited- Swensen's

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cook (Full Time/Part-Time)	<ul style="list-style-type: none"> <li>Minimum 1 year Experience</li> </ul>	<ul style="list-style-type: none"> <li>Prepare quality food for customers according to standard recipes.</li> </ul>	<ul style="list-style-type: none"> <li>As Rostered</li> <li>Islandwide</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>Experience in F&amp;B Minimum 1 year experience in a western food outlet</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the supervision of staff in the dining area, constantly upholding the standard of service in restaurant.</li> </ul>	<ul style="list-style-type: none"> <li>As Rostered</li> <li>Islandwide</li> </ul>
Customer Service Representative (Full Time/Part-Time)	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Keep a consistent standard of service, quality and cleanliness in the dining area in accordance to standard operating procedures.</li> </ul>	<ul style="list-style-type: none"> <li>As Rostered</li> <li>Islandwide</li> </ul>
Deputy Restaurant Manager	<ul style="list-style-type: none"> <li>Minimum 2 years of supervisory experience in a western food outlet</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Restaurant Manager to lead the team in attainment of quality in service, food and cleanliness. Handle restaurant administrative matters.</li> </ul>	<ul style="list-style-type: none"> <li>As Rostered</li> <li>Islandwide</li> </ul>

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## #2 All Best Foods- Tip Top Curry Puff

All Best Foods Pte Ltd.'s business activity is manufacture of other food products and retail sale of food. All Best Foods famous brand is TIP TOP Curry Puff - handmade curry puffs. Since 1979, Tip Top Curry Puff has established itself as an iconic heritage brand renowned for delicious traditional Curry Puffs inspired by local Asian flavours. TIP TOP curry puffs are made with a special blend of 18 spices

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew (Full-Time/Part-Time)	<ul style="list-style-type: none"> <li>Experience in F&amp;B</li> </ul>	<ul style="list-style-type: none"> <li>Greet and attend to customer with a positive attitude</li> <li>Maintain product quality and ensure pleasant presentation of products</li> <li>Provide go-the-extra-mile service to create a positive customer experience</li> <li>To assist in cooking preparation including cutting and washing raw ingredients</li> <li>To assist superior on cooking and cleaning kitchen appliance/tools with care</li> <li>Well-versed in product knowledge to upsell and cross-sell</li> <li>Assist in opening, operating and closing of shifts</li> <li>Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale</li> <li>Proficient in operating the POS system – input of orders and cashiering</li> <li>Pack and serve products according to SOP.</li> <li>Follow Tip Top's personal, food and beverage hygiene standards</li> <li>Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule</li> <li>Generate sales report from POS at the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>Roster Shift: 8am to 10pm</li> <li>East &amp; West area</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Area Manager / Asst Operations Manager	<ul style="list-style-type: none"> <li>• Experience in F&amp;B</li> <li>• Diploma in Business Management or related field</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily Function- To work closely with General Manager for the daily operations, manpower management, marketing and sales and profitability of all outlets.</li> <li>• Roles and Responsibilities include Operations, training &amp; development, Sales and profit performance, marketing and recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• East and Central</li> </ul>
Outlet Manager	<ul style="list-style-type: none"> <li>• Experience in F&amp;B</li> <li>• Diploma in Business Management or related field</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily Function - To assist Area Manager in terms of control and guidance in accordance to company's policies and guidelines</li> <li>• Set targets for self and team to achieve sales target and ensures that daily operations run smoothly and efficiently</li> <li>• Assist Company in achieving business targets and revenue growth and market share</li> </ul>	<ul style="list-style-type: none"> <li>• Rostered Shift</li> <li>• East and Central Area</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>• Secondary</li> <li>• Experience in F&amp;B</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily Function - Working with Store Manager/Store in charge to set positive example for optimum customer service and has commendable product knowledge.</li> <li>• Roles &amp; Responsibilities include customer service, daily shift management, product ordering and requisition, housekeeping, cost control and profitability, management skills, training and coaching</li> </ul>	<ul style="list-style-type: none"> <li>• Rostered Shift</li> <li>• East and Central Area</li> </ul>
Production Crew	<ul style="list-style-type: none"> <li>• Experience in F&amp;B</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily Function - To ensure finished goods quality and quantity meet the daily production standard and target. Perform daily cleaning on working section, equipment and tools.</li> <li>• To adhere to food safety, health and personal hygiene in workplace.</li> <li>• To adhere Central Kitchen processes and procedures and maintain cleanliness of the Central Kitchen at all time.</li> </ul>	<ul style="list-style-type: none"> <li>• Mon-Friday (9am-5pm)/ Sat (8am-4pm)</li> <li>• East and Central</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Other roles and responsibilities including pastry dough making, cooking preparation, cutting and washing raw ingredients. handle kitchen appliance/tools with care.</li> <li>To undertake adhoc duties as delegated by immediate supervisor.</li> </ul>	
Warehouse Assistant cum Delivery Driver	<ul style="list-style-type: none"> <li>Valid Driving Licence</li> <li>Experience in delivery related to food manufacturing and familiar with Singapore's road map and LTA regulations</li> </ul>	<ul style="list-style-type: none"> <li>Primarily Function - Day to day operations and meeting daily delivery targets. Ensure delivery goods are well packed before loaded to truck.</li> <li>Ensure goods and quantity are according to the DO. Maintain vehicle conditions, vehicle log, goods records and documents in accordance</li> <li>To manage delivery routes to ensure delivery was delivered within timeframe</li> <li>Ensure all Dos are properly signed and complete</li> <li>Perform ad-hoc delivery.</li> <li>Comply land and transport regulations</li> <li>Adhere to food safety, health and personal hygiene at all times</li> <li>To assist in monthly stock take. Maintain and organize warehouse goods and cleanliness</li> <li>Assist supervisor to receive goods including loading and unloading</li> <li>Ad hoc duties as delegated by the immediate supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Mon-Friday (9am-5pm)/ Sat (8am-4pm)</li> <li>Islandwide</li> </ul>

### #3 BNL Services

BNL Services Pte Ltd is a Singapore-based company specializing in cleaning and landscaping services. They offer a range of cleaning solutions for commercial, industrial, and residential properties, including regular and deep cleaning. Additionally, the company provides landscaping services, such as garden design, maintenance, and lawn care, helping businesses and residential clients maintain clean, attractive, and well-maintained environments. BNL Services focuses on delivering high-quality, reliable, and customized services to meet the diverse needs of its clients.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaner	<ul style="list-style-type: none"> <li>Basic Programmes and Qualifications and GCE N Level</li> </ul>	<ul style="list-style-type: none"> <li>The Cleaner cleans and takes care of assigned areas.</li> <li>He/She may be required to carry out any other reasonable duties within the overall function of the job as directed by the Team Leader and Cleaning Supervisor</li> <li>Some of the working areas include offices, shopping malls, schools, hospitals, commercial buildings and outdoor areas</li> </ul>	<ul style="list-style-type: none"> <li>7am - 4pm, 8-5pm, 7.30am-4.30pm</li> <li>Islandwide</li> </ul>
Cleaning Supervisor	<ul style="list-style-type: none"> <li>Basic Programmes and Qualifications and GCE 'N' Level</li> </ul>	<ul style="list-style-type: none"> <li>The Cleaning Supervisor oversees several project sites and their team of cleaners and cleaning tasks</li> <li>He/She supervises cleaners to carry out their work</li> <li>He/She inspects the work area cleaned by cleaners</li> <li>He/She manages work schedule of cleaners and reallocate work to cover absences</li> </ul>	<ul style="list-style-type: none"> <li>7am - 4pm, 8-5pm, 7.30am-4.30pm</li> <li>Islandwide</li> </ul>
Multi-Skilled Cleaner cum Machine Operator	<ul style="list-style-type: none"> <li>Field of study: Mechanical Installation and Servicing</li> <li>GCE 'N' Level</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for operating a variety of cleaning machinery and equipment to maintain project sites according to client expectations.</li> <li>Trained in the operation of equipment such as ride-on sweepers, ride-on scrubbers, steam cleaners, escalator cleaners, and ride-on pavement sweepers, this role involves performing multiple tasks across various sites.</li> <li>The operator also monitors and ensures that all cleaning</li> </ul>	<ul style="list-style-type: none"> <li>7am - 4pm, 8-5pm, 7.30am-4.30pm</li> <li>Islandwide</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		equipment is properly maintained and in good working condition	
Stewarding Cleaner	<ul style="list-style-type: none"> <li>Strong attention to detail and ability to follow cleaning protocols</li> <li>Ability to work efficiently and as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>We are looking for a reliable and detail-oriented Stewarding Cleaner to join our team</li> <li>In this role, you will be responsible for maintaining cleanliness and hygiene in the kitchen, dining areas, and other back-of-house spaces.</li> <li>You will ensure that all cleaning tasks are completed to the highest standards, contributing to a safe and sanitary environment for staff and guests.</li> </ul>	<ul style="list-style-type: none"> <li>11am – 11pm</li> <li>Islandwide</li> </ul>
Gardener	<ul style="list-style-type: none"> <li>Ability to work outdoors in various weather conditions.</li> <li>Strong attention to detail and a passion for maintaining beautiful outdoor spaces.</li> <li>Physical stamina and the ability to lift and carry gardening equipment.</li> <li>Previous experience in gardening or landscaping is preferred</li> </ul>	<ul style="list-style-type: none"> <li>We are seeking a dedicated and hardworking Gardener to join our team. In this role, you will be responsible for maintaining and enhancing the aesthetic appeal of outdoor spaces, ensuring that gardens and landscapes are well-kept, healthy, and thriving.</li> <li>You will perform a variety of gardening tasks, contributing to a beautiful and welcoming environment.</li> </ul>	<ul style="list-style-type: none"> <li>7am -4pm</li> <li>Islandwide</li> </ul>
REL Driver	<ul style="list-style-type: none"> <li>Class 4 driving license</li> <li>At least 2 years of relevant working experience in the Waste Management (Environmental Services) With WSQ Certificate of Transport Waste during Waste Collection will be advantageous</li> <li>Professional attitude towards driving vehicle</li> </ul>	<ul style="list-style-type: none"> <li>The Regional Engineering Lead (REL) Driver will be responsible for overseeing and supporting regional engineering projects, ensuring that all work is executed according to specifications, safety standards, and schedules.</li> </ul>	<ul style="list-style-type: none"> <li>7am- 4pm, 8am - 5pm, 7.30am - 4.30pm</li> <li>Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Be reliable, punctual and motivated with a strong work ethic</li> </ul>		
Arborist	<ul style="list-style-type: none"> <li>Field of study Horticulture: Diploma required</li> </ul>	<ul style="list-style-type: none"> <li>Arborist is responsible for managing tree care programs for trees and palms, including conducting tree inspections, risk assessments, and recommending solutions for tree health issues.</li> <li>They assist in preparing tree assessment reports to support management decision-making.</li> <li>Passionate about tree protection and conservation, the Arborist enjoys working outdoors and is willing to respond to tree emergencies outside of regular hours</li> </ul>	<ul style="list-style-type: none"> <li>9am - 6pm</li> <li>Islandwide</li> </ul>
Horticulturist	<ul style="list-style-type: none"> <li>Field of study Horticulture: Diploma required</li> </ul>	<ul style="list-style-type: none"> <li>The Horticulturist handles projects relating to horticultural work.</li> <li>He/She assists the Horticulture [BN1] Manager to devise operational programmes for the development and maintenance of plants.</li> <li>He/She liaise with stakeholders, coordinate work orders with the ground crew and prepare landscape maintenance reports.</li> <li>He/She is expected to have good knowledge of plant species and works with designers to propose plant selection and sustainable design for specified sites</li> </ul>	<ul style="list-style-type: none"> <li>9am - 6pm</li> <li>Islandwide</li> </ul>
Contract and Admin Executive	<ul style="list-style-type: none"> <li>Minimum GCE 'A' Levels/ Diploma/ Degree in any discipline</li> <li>Proficient in MS Office</li> </ul>	<ul style="list-style-type: none"> <li>Office Management: Oversee day-to-day office operations, ensuring a smooth and efficient work environment</li> <li>Scheduling &amp; Coordination: Manage calendars, arrange meetings, appointments, and travel arrangements for executives and staff</li> <li>Document Handling: Maintain and organize</li> </ul>	<ul style="list-style-type: none"> <li>9am -6pm</li> <li>17 Changi South Street 1, Singapore 486781</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>company files, documents, and records, both physical and digital</p> <ul style="list-style-type: none"> <li>• Communication: Handle internal and external communication, including emails, phone calls, and inquiries</li> <li>• Support Staff: Provide administrative support to various departments and team members as needed</li> </ul>	
Contract Manager	<ul style="list-style-type: none"> <li>• Minimum 3 - 5 years of experience in contract management, legal, or procurement roles, preferably in relevant industries (construction, supply chain, or services).</li> <li>• Legal Knowledge: Understanding of contract law and industry-specific regulations.</li> <li>• Experience working with legal teams is highly beneficial.</li> </ul>	<ul style="list-style-type: none"> <li>• The Contract Manager is responsible for overseeing the creation, negotiation, and management of contracts between the organization and clients, suppliers, or other third parties.</li> <li>• This role ensures that all contract terms are met, risks are mitigated, and all parties adhere to agreed-upon terms.</li> <li>• The Contract Manager plays a key role in protecting the company's interests, ensuring legal compliance, and facilitating successful contract execution.</li> </ul>	<ul style="list-style-type: none"> <li>• 9am -6pm</li> <li>• 17 Changi South Street 1, Singapore 486781</li> </ul>
Operation Executive	<ul style="list-style-type: none"> <li>• Completed GCE O level / Diploma in any discipline with at least 2 years' experience in Logistics / Operations Management</li> <li>• Proficient in Microsoft office application</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee daily deployment of drivers and crews for operations.</li> <li>• Conduct site visits and address complaints from the public and clients. Investigate accidents, report incidents, and handle related matters.</li> <li>• Provide support during manpower shortages, filling in as driver or crew when needed.</li> <li>• Compile and track sector tonnages for reporting. Audit routes and report on excess refuse.</li> <li>• Supervise vehicle movement and crew adherence to assigned routes.</li> <li>• Assist in managing customer relations and resolving issues</li> </ul>	<ul style="list-style-type: none"> <li>• 9am -6pm</li> <li>• 17 Changi South Street 1, Singapore 486781</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operation Manager	<ul style="list-style-type: none"> <li>• Bachelor's degree in Engineering, Environmental Science, or a related field.</li> <li>• 5+ years of experience in hazardous waste management operations.</li> <li>• Experience in managing and supervising personnel</li> <li>• Excellent knowledge of local, state, and federal regulations and requirements for hazardous waste handling and disposal.</li> <li>• Demonstrated ability to identify and mitigate risks associated with hazardous waste management.</li> <li>• Strong problem-solving skills.</li> <li>• Excellent written and verbal communication skills, including the ability to communicate technical information to non-technical stakeholders.</li> <li>• Experience with budget management and financial analysis.</li> <li>• Strong organizational and project planning skills.</li> <li>• Professional certification in hazardous waste management is a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• This is a full-time on-site role located in Changi for an Operations Manager in Hazardous Waste Management.</li> <li>• The Operations Manager will be responsible for managing and supervising the day-to-day operations of hazardous waste facilities.</li> <li>• The Operations Manager will ensure compliance with all local, state, and federal regulations, manage equipment and personnel, and perform regular inspections of the facility to identify and mitigate risks</li> </ul>	<ul style="list-style-type: none"> <li>• 9am -6pm</li> <li>• 17 Changi South Street 1, Singapore 486781</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Development Executive	<ul style="list-style-type: none"> <li>Strong understanding of market trends, customer needs, and competitor strategies</li> <li>Prefers Diploma in Customer Service or any business-related field.</li> </ul>	<ul style="list-style-type: none"> <li>We are seeking a proactive and results-driven Merchant Development Manager to join our team.</li> <li>In this role, you will be responsible for achieving assigned sales targets, developing and executing strategic plans to expand our merchant network, and driving business growth in alignment with the company's goals.</li> </ul>	<ul style="list-style-type: none"> <li>9am -6pm</li> <li>17 Changi South Street 1, Singapore 486781</li> </ul>
Business Development Manager	<ul style="list-style-type: none"> <li>Minimally degree in Business Administration, Marketing, Sales, or a related field.</li> <li>Experience: Minimum of 5 years of experience in business development, sales, or a related role, preferably in the same or similar industry</li> <li>Problem-Solving &amp; Decision-Making: Ability to assess market opportunities, analyze customer requirements, and develop strategies to meet those needs</li> </ul>	<ul style="list-style-type: none"> <li>The Business Development Manager (BDM) is responsible for driving the growth of the company by identifying new business opportunities, building relationships, and securing strategic partnerships.</li> <li>The BDM plays a crucial role in expanding the company's market presence, increasing revenue, and enhancing its competitive position.</li> <li>This position requires a strong understanding of the industry, market trends, and customer needs, along with excellent sales, negotiation, and strategic planning skills.</li> </ul>	<ul style="list-style-type: none"> <li>9am -6pm</li> <li>17 Changi South Street 1, Singapore 486781</li> </ul>
Technology Executive	<ul style="list-style-type: none"> <li>Minimum diploma in Information Technology, Computer science, engineering or related field required.</li> <li>Experience: 2 - 3 years of experience in IT management, technology implementation, or a similar role, with demonstrated experience in leadership and strategic planning</li> <li>Technical Expertise: Strong understanding</li> </ul>	<ul style="list-style-type: none"> <li>The Technology Executive is responsible for driving and overseeing the development and implementation of technology strategies and initiatives that align with the company's goals.</li> <li>This role involves managing technology resources, evaluating new technologies, and ensuring that the company's IT infrastructure supports business operations effectively.</li> </ul>	<ul style="list-style-type: none"> <li>9am -6pm</li> <li>17 Changi South Street 1, Singapore 486781</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>of IT systems, software, hardware, and emerging technologies</p> <ul style="list-style-type: none"> <li>Proficiency in systems architecture, network infrastructure, cloud technologies, cybersecurity, and software development.</li> </ul>		
Technology Support Specialist	<ul style="list-style-type: none"> <li>Minimum diploma in Information Technology, Computer science, engineering or related field required.</li> <li>Experience: At least 2-3 years of experience in technical support or IT roles, with exposure to a wide range of hardware, software, and networking systems.</li> <li>Problem-Solving Skills: Strong diagnostic and troubleshooting abilities to resolve technical issues quickly and efficiently</li> </ul>	<ul style="list-style-type: none"> <li>The Technical Support Specialist is responsible for providing technical assistance to users and ensuring that systems, software, and hardware operate effectively.</li> <li>This role involves diagnosing and resolving technical issues, providing troubleshooting support, and delivering guidance to both internal teams and external clients.</li> <li>The Technical Support Specialist works closely with the IT team to maintain operational continuity and ensure end-users have the technical resources they need to perform their tasks efficiently</li> </ul>	<ul style="list-style-type: none"> <li>9am -6pm</li> <li>17 Changi South Street 1, Singapore 486781</li> </ul>
Hooklift Driver	<ul style="list-style-type: none"> <li>Class 4 driving license</li> <li>At least 2 years of relevant working experience in the Waste Management (Environmental Services)</li> <li>With WSQ Certificate of Transport Waste during Waste Collection will be advantageous</li> <li>Professional attitude towards driving vehicle</li> </ul>	<ul style="list-style-type: none"> <li>Driving a hooklift truck to collect and transport waste, ensuring safe operations, following routes, and performing minor maintenance, while adhering to safety regulations and traffic laws.</li> </ul>	<ul style="list-style-type: none"> <li>7am -4pm</li> <li>17 Changi South Street 1, Singapore 486781</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Be reliable, punctual and motivated with a strong work ethic</li> </ul>		
Landscape Manager	<ul style="list-style-type: none"> <li>At least 3 years of relevant working experience in the Landscape Industry (Environmental Services)</li> <li>ISA Certified arborist with 3 years of related field work will be advantageous</li> <li>As and when necessary, to be able to work on weekends and Public holidays</li> <li>Able to manage workload and deal with ad hoc operations</li> </ul>	<ul style="list-style-type: none"> <li>Oversees the planning, implementation, and maintenance of outdoor landscapes, ensuring they are aesthetically pleasing, functional, and well-managed, often involving managing teams, contractors, and resources.</li> </ul>	<ul style="list-style-type: none"> <li>8am - 5pm</li> <li>17 Changi South Street 1, Singapore 486781</li> </ul>

## #4 CH Talent Resources

CH Talent Resources is a specialised recruitment agency based in Singapore that provides diverse HR solutions. We are a part of the Charterhouse Asia Group. With our expertise in recruiting across industries, we pride ourselves on being specialists in Temporary, Outsourcing and Permanent Staffing Recruitment for our clients in Singapore. We also specialise in Payroll Administration and can take on the role of the contractual employer.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Warehouse Assistant (Cash Packer)	<ul style="list-style-type: none"> <li>Physically fit to handle the load</li> </ul>	<ul style="list-style-type: none"> <li>Verify bulk cash</li> <li>Reconcile cash</li> <li>Pick and pack the item into cash cassette</li> </ul>	<ul style="list-style-type: none"> <li>11 hours/Shift</li> <li>1 Kaki Bukit Road 1, Singapore 415934</li> </ul>
Warehouse Assistant (Career Conversion)	<ul style="list-style-type: none"> <li>Physically fit to handle the load</li> </ul>	<ul style="list-style-type: none"> <li>Picking, packing, sorting. Stack and organize inventory in warehouses or storage areas</li> </ul>	<ul style="list-style-type: none"> <li>9hours/ Day</li> <li>Tua Bay Drive, Singapore 637041</li> </ul>
Airport Passenger Service (Shift Work)	<ul style="list-style-type: none"> <li>Good command of written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>Oversee and lead a team in managing daily operations, making final decisions on matters of importance to ensure a positive passenger experience and satisfaction.</li> <li>Guide, develop, motivate, and mentor both new and existing staff, maintaining the highest service, grooming, and discipline standards.</li> <li>Ensure compliance with safety, security, and standard operating procedures of the company, airlines, and airport authorities.</li> <li>Additionally, assist the Duty Manager in daily deployment based on agreed service standards with the airlines and airport authorities.</li> </ul>	<ul style="list-style-type: none"> <li>11 hours/Shift</li> <li>Changi Airport, Airport Boulevard Singapore 819663</li> </ul>
Kitchen Crew	<ul style="list-style-type: none"> <li>Comfortable to fast-paced kitchen</li> </ul>	<ul style="list-style-type: none"> <li>Preparing ingredient in kitchen. Assist to ensure cleanliness in kitchen. Assist to simple cooking in kitchen such as frying and deep fry</li> </ul>	<ul style="list-style-type: none"> <li>8 hours/Shift</li> <li>Changi Airport, Airport Boulevard Singapore 819663</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Engineering Technician (Airport)	<ul style="list-style-type: none"> <li>• Preferably 2 years of relevant work experience</li> <li>• Comfortable with working on rotating shifts</li> <li>• Nitec or Higher Nitec qualifications in Automotive (Light vehicles) / Automotive (Heavy vehicles) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with Stores to resolve any matters pertaining to spares</li> <li>• Preparing and submitting relevant paperwork</li> <li>• Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 8 hours/Shift</li> <li>• Changi Airport, Airport Boulevard Singapore 819663</li> </ul>
Service Crew	<ul style="list-style-type: none"> <li>• Comfortable to fast-paced kitchen and do customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing ingredient in kitchen. Assist to ensure cleanliness in kitchen.</li> <li>• Assist to simple cooking in kitchen such as frying and deep fry.</li> <li>• Customer Service and cashiering Duties</li> </ul>	<ul style="list-style-type: none"> <li>• 8 hours/Shift</li> <li>• Tua Bay Drive, Singapore 637041</li> </ul>
Senior Cook	<ul style="list-style-type: none"> <li>• Experience in Cuisine and Oriental Cuisine is required</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare food according to the Company standard procedures, recipe and given instruction.</li> <li>• Constantly check the quality of food prepared with regards to taste and temperature according to the company standard.</li> <li>• Lead junior cooks or kitchen helpers in kitchen duties</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours/Week</li> <li>• Tua Bay Drive, Singapore 637041</li> </ul>
Freight Customer Service	<ul style="list-style-type: none"> <li>• Minimum 2 years of experience in Customer Service, preferably in same industry</li> </ul>	<ul style="list-style-type: none"> <li>• Work with 3rd party and handle outward documentations</li> <li>• Assist in daily forecast activities, ensuring details are submitted to various parties on time</li> <li>• Maintain close communication and partner closely with our Trade team and Shared Service Centre team</li> <li>• Ensure smooth Inward activities such as timely payment, posting of import shipment and sending storing order to depot</li> <li>• Communicate with oversea agents on documentation matters</li> <li>• Responsible to check, investigate and submit DAR for approval and Trade team to</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours/week</li> <li>• Tua Bay Drive, Singapore 637041</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>execute when handling demurrage and detention issues</p> <ul style="list-style-type: none"> <li>• Perform any other ad-hoc duties as assigned, relating to customer service</li> <li>• Manage vessel operations ie vessels' arrival and departure formalities.</li> </ul> <p>Liaise with vessel(s) for smooth operations and voyage optimisation</p> <ul style="list-style-type: none"> <li>• Co-ordinate with the Container Flow Management team for container re-positioning</li> </ul>	
Senior Commercial Executive (Ship Repair)	<ul style="list-style-type: none"> <li>• Degree in Engineering or other disciplines</li> <li>• At least 5-8 years of relevant industry experience, including a minimum of 5 years in sales or commercial roles and preferably with knowledge and experience with ship repair</li> <li>• Able to read and understand basic engineering terms and applicable technical and commercial information, including business proposals</li> <li>• Possess a good understanding of Ship repair market dynamics, customer needs, competition, pricing strategies, and sales techniques</li> <li>• Driven with determination and initiative to prospect for new key clients. Possess excellent analytical and problem-solving skills</li> <li>• Able to work independently and interface with multiple stakeholders in a fast-paced ship repair environment</li> <li>• Possess outstanding communication and</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in key account management and strong communication skills are essential.</li> <li>• Responsibilities include preparing business proposals, negotiating ship repair contracts, and identifying new market opportunities.</li> <li>• Communication and collaboration with stakeholders, including commercial operations and legal teams, are vital</li> <li>• Familiarity with ship management companies and commercial ship owners' operations is preferred</li> <li>• Tasks involve attending technical meetings, handling contractual matters, and estimating project costs</li> <li>• Client prospecting, and efficiently managing ship repair commercial discussions</li> <li>• Gather market intelligence and information from different sources to complement business forecasts</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours/week</li> <li>• Tua Bay Drive, Singapore 637041</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>presentation skills. Able to travel internationally on short notice</p> <ul style="list-style-type: none"> <li>• Able to collaborate seamlessly across boundaries and international cultures</li> </ul>		
Senior Recruitment Consultant	<ul style="list-style-type: none"> <li>• 3 years' experience in recruitment industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and maintain strong relationships with clients to understand their hiring needs, company culture, and business objectives</li> <li>• Utilize various sourcing techniques, including job boards, social media, networking, and referrals, to identify potential candidates. Screen resumes, conduct initial interviews, and assess candidates' skills, qualifications, and suitability for specific roles</li> <li>• Coordinate and manage the entire recruitment process, from job posting to offer acceptance, ensuring a seamless experience for clients and candidates</li> <li>• Schedule and facilitate interviews between candidates and clients, providing feedback and guidance throughout the process</li> <li>• Develop and implement effective recruitment strategies to attract top talent and meet clients' staffing needs.</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours/week</li> <li>• Tua Bay Drive, Singapore (637041)</li> </ul>
Security Officer (Airport)	<ul style="list-style-type: none"> <li>• Valid PLRD Security license (Must be licensed as a Security Officer (SO) and are already in possession of a valid SO ID card</li> </ul>	<ul style="list-style-type: none"> <li>• Perform CCTV and Control Room monitoring duties.</li> <li>• Undertake screening of baggage and personnel</li> <li>• Perform X-ray screening and access controls</li> <li>• Perform guarding and patrolling of installations.</li> <li>• Any other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 8 hours/Shift</li> <li>• Changi Airport, Airport Boulevard Singapore 819663</li> </ul>

## #5 Chye Thiam Maintenance

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Environmental Service Specialist (full-time)	<ul style="list-style-type: none"> <li>Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by NTUC LHUB</li> </ul>	<ul style="list-style-type: none"> <li>To operate various types of ES machinery and equipment to ensure the project sites environmental services are carried out as per customers' requirements.</li> <li>Review and propose continuous improvement initiatives to improve time, cost &amp; quality management through analysis of ES data</li> </ul>	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>Various location</li> </ul>
Environmental Service Specialist (Part-time)	<ul style="list-style-type: none"> <li>Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by NTUC LHUB</li> </ul>	<ul style="list-style-type: none"> <li>General Cleaning and operating of various types of ES machinery and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Various location</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>Able to lead and supervise, possess WSQ Supervise Service Operations an advantage</li> </ul>	<ul style="list-style-type: none"> <li>To manage assigned teams(s) of cleaners to maintain cleanliness of assigned area</li> </ul>	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>14 Tampines Industrial Drive CTM Building Singapore 528530</li> </ul>
Indoor Cleaner	<ul style="list-style-type: none"> <li>Able to work shifts</li> </ul>	<ul style="list-style-type: none"> <li>General Cleaning</li> </ul>	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>14 Tampines Industrial Drive CTM Building Singapore 528530</li> </ul>
Street/ Estate Cleaner (Central Area)	<ul style="list-style-type: none"> <li>General Cleaning and able to withstand adverse weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>14 Tampines Industrial Drive CTM Building Singapore 528530</li> </ul>
Night Shift Outdoor Cleaner	<ul style="list-style-type: none"> <li>General Cleaning and able to withstand adverse weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>14 Tampines Industrial Drive CTM Building Singapore 528530</li> </ul>
Multi Skilled Cleaner cum Machine Operator	<ul style="list-style-type: none"> <li>Able to operate machineries</li> </ul>	<ul style="list-style-type: none"> <li>Manage high-jet pressure flooring and using scrubbing machine</li> </ul>	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>14 Tampines Industrial Drive CTM Building</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			Singapore 528530
Food Handler	<ul style="list-style-type: none"> <li>F&amp;B knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Heat and top up food, display can drinks/beer at the chillers</li> </ul>	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>East Region</li> </ul>
Table-Top Cleaner (Full & Part Time)	<ul style="list-style-type: none"> <li>Positive attitude &amp; able to work night shift</li> </ul>	<ul style="list-style-type: none"> <li>Collect &amp; Wash Plates, arrange all the dishes/glasses/cutleries keep at the buffet area</li> </ul>	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>North/East Region</li> </ul>
Driver	<ul style="list-style-type: none"> <li>Possess valid Class 3, or 4 or 5 driving licenses</li> </ul>	<ul style="list-style-type: none"> <li>Operate allocated mechanised cleaning equipment and/or mechanical sweeper to clean assigned area</li> <li>Drive different types of Class 3, 4 and 5 vehicles as assigned</li> <li>Transport workers from office rally point to individual work site as assigned</li> <li>Drive vehicle and pick up garbage bags with your cleaning partner as assigned</li> <li>Carry garbage bags and dispose of them properly as assigned</li> <li>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</li> <li>Return mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles to storage locations, respective depots and carparks after use</li> </ul>	<ul style="list-style-type: none"> <li>44 hours/week</li> <li>Northeast/</li> <li>Central Region</li> </ul>



## #6 Findjobs

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Storekeeper/Senior Storekeeper - Contract Logistics/SCM, Operations	<ul style="list-style-type: none"> <li>Minimum 2 years of related experience</li> <li>PC literate, preferably familiar with Warehouse Management System</li> <li>Forklift license and/or Reach Truck license is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>Understand and comply to all warehouse related safety, quality &amp; operating processes.</li> <li>Perform 5S in warehouse.</li> <li>Perform warehousing activities including inbound, outbound and cycle count, in a timely and orderly manner.</li> <li>Conduct visual inspection and report any non-conformity / exception from shipment</li> <li>Support Supervisor to achieve all required KPI.</li> <li>Perform general warehousing duties including maintaining database integrity, stocktaking, material handling, documentation control, etc.</li> <li>Ensure all documentation are accurate and submitted timely.</li> <li>Participate in process improvement initiatives and implementation.</li> <li>Continuously striving for higher level of performance efficiency</li> </ul>	<ul style="list-style-type: none"> <li>8.30am - 6.15pm</li> <li>Changi South Lane Singapore 486045</li> </ul>
Customer Service Officer	<ul style="list-style-type: none"> <li>Minimum 2 years of customer service work experience (Fresh graduates from reputable institutions can be considered)</li> <li>Experience in Express Distribution or Supply Chain Logistics industry is preferred.</li> <li>Good command in written and spoken English; Bilingual is a plus</li> <li>Proficiency in MS office: Word, Excel, PowerPoint and Visio, Chinese word processing is a plus</li> </ul>	<ul style="list-style-type: none"> <li>Trace Handling manages shipment tracking and trace requests from customer on timely manner.</li> <li>Escalation/Exception-Handling: Handles customer escalations from customers on a timely manner.</li> <li>Complaint-Handling: Handles and addresses complaints end-to-end; Acts as escalation point for customers and other parties within the team</li> <li>Solution Provision: Able to provide timely solution to cases/exceptions, proper follow up and follow through end-to-end</li> <li>Service Recovery: Able to provide service recovery as deemed appropriate, with the necessary investigations done &amp; wisely executes</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6pm (Mon-Fri) &amp; 8.30am to 12pm (alternate sat)</li> <li>Changi South Lane Singapore 486045</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>empowerment with proper justifications and based on set processes</p> <ul style="list-style-type: none"> <li>• Manages and investigates customer claims, and assesses if claim is approved or denied, where claims are not handled by insurer/3rd party administrator</li> <li>• Manages any ad hoc/regular reports supporting SME or KAM customers</li> <li>• Stays informed on shipment and exception status for allocated KAM customers</li> <li>• Proactively informs customer on shipment status and exceptions</li> <li>• Passes Sales leads or any potential business opportunities to Sales Team</li> </ul>	
Class 3 or 4 Driver	<ul style="list-style-type: none"> <li>• Valid Class 3 or 4 driving license</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work overtime and able to carry heavy object up to 15kg</li> <li>• Capable of operating a 14-footer lorry</li> <li>• Familiarity with Singapore roads and proficiency in using GPS</li> <li>• Skilled in packing goods and delivering to various locations across Singapore</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am - 6.15pm (Mon-Fri) &amp; 8.30am - 12.30pm (Sat)</li> <li>• Changi South Lane. Singapore 486045</li> </ul>

## #7 KK Women's and Children's Hospital

KK Women's and Children's Hospital has evolved over the decades, since its founding in 1858, into a regional leader in Obstetrics, Gynaecology, Paediatrics and Neonatology. Today, the 830-bed hospital is a referral centre providing tertiary services to handle high-risk conditions in women and children. More than 400 specialists adopt a multi-disciplinary and holistic approach to treatment and harness the latest innovations and technology for the best medical care possible. As an academic healthcare institution, KKH believes that world-class clinical training and research are imperative in raising the standard of care. Hence, the Hospital has adopted a culture of innovation as it strives for world-class clinical leadership.

As we continually raise the bar on clinical excellence, we are sensitive to our patients' needs for a pleasant hospital experience – one where they receive seamless service and enjoy the warmth of compassionate care in a healing environment.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Instrument Technician Associate (Central Sterile Supply Unit)	<ul style="list-style-type: none"> <li>GCE 'N' Level/Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>You will provide support to various patient care activities and services necessary to assist the surgical team in meeting the needs of the patients</li> <li>You will be responsible for preparing, cleaning and clearing of all basic and simple specialised medical equipment</li> <li>You are also required and ensures that measures are taken to meet the standard requirement and infection control measures of the operating theatre</li> </ul>	<ul style="list-style-type: none"> <li>Rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>
Operating Theatre Technician Assistant	<ul style="list-style-type: none"> <li>GCE N/ Equivalent + SSG Higher Cert in Healthcare (Nursing) in OT &amp; SST</li> </ul>	<ul style="list-style-type: none"> <li>You are responsible for collecting and washing soiled items.</li> <li>You will provide and coordinate quality reprocessing services for surgical instruments and medical devices in the hospital to ensure safe patient care</li> <li>You are required to adhere to established standards in decontaminating, assembling, packing, sterilizing and distributing instruments and equipment promptly</li> <li>You are responsible for monitoring and performing sterilisation quality control tests</li> <li>You are also required to ensure proper documentation, care and maintenance of instruments and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Care Support Associate	<ul style="list-style-type: none"> <li>GCE 'N' Level/Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>You will assist in the care of patients under the guidance and supervision of Registered Nurses which includes performing basic procedures to maintain the hygiene of and provide comfort to patients as well as participating in the admission, orientation, transfer and discharge of patients</li> <li>You will also attend to requests and enquiries from patients, member of public and staff and relay messages to relevant personnel as required and perform administrative duties within the ward.</li> </ul>	<ul style="list-style-type: none"> <li>Rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>
Venous Access Technician	<ul style="list-style-type: none"> <li>GCE 'N' Level</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for the performance of venepuncture and insertion of peripheral intravenous (IV) cannula, collection, handling and processing of blood specimens from patients as requested by the medical and nursing staff.</li> <li>You will assist to review drip sites and work closely with ward staff and Nurse Clinicians to achieve total quality management and customer satisfaction and will have to observe strict aseptic techniques during procedure and adhere to hospital infection control practices.</li> <li>You will be responsible for communicating with patients, parents/caregivers in the wards and provides clear explanation regarding procedure and will have to assist in the basic nursing care and procedure under the guidance and supervision of RN/EN when needed.</li> <li>You are required to work 5 days a week, which may fall on weekends and Public Holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Service Associate (Urgent O & G Centre)	<ul style="list-style-type: none"> <li>GCE 'N' Level</li> </ul>	<ul style="list-style-type: none"> <li>You will be required to register patients and assist doctors in the consultation rooms which includes duties such as preparing patients for physical examinations, scheduling follow-up appointments and completing billing transactions.</li> <li>You will also attend to requests and enquiries from patients, member of public and staff and relay messages to relevant personnel as required.</li> </ul>	<ul style="list-style-type: none"> <li>Rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>
Patient Service Associate (In-Patient ward)	<ul style="list-style-type: none"> <li>GCE 'N' Level</li> </ul>	<ul style="list-style-type: none"> <li>Stationed in the wards, you will ensure the delivery of prompt and high-quality service and support to patients, caregivers and co-workers within the organisation.</li> <li>You will be primarily involved in the obtainment and follow up on appointments for all discharged patients.</li> <li>You will also be involved in handling incoming and outgoing mails, coordination with porters in dispatching and receiving of items or supplies from departments/vendors and responding to patient's call bell and other request in a timely manner.</li> <li>The successful candidate will be rostered to work half day on a Saturday once in 4 weeks.</li> </ul>	<ul style="list-style-type: none"> <li>Non shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>
Patient Service Associate (Operating Theatre)	<ul style="list-style-type: none"> <li>GCE N/ O/ A Levels</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing clerical support to the Manager.</li> <li>You need to ensure timely and accurate scheduling of procedures, coordinate with the healthcare team on Operating Theatre (OT) listings and manage bed bookings and facility maintenance.</li> <li>In addition, you are required to enter billing data into SAP and act as a resource person for patient billing and OT listing enquiries.</li> </ul>	<ul style="list-style-type: none"> <li>Non shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive/ Senior Executive (Division of Nursing)	<ul style="list-style-type: none"> <li>Degree/Diploma</li> </ul>	<ul style="list-style-type: none"> <li>You will be part of a dynamic nursing team.</li> <li>You will be responsible in planning and implementing initiatives to improve patient centric services and operational efficiency.</li> <li>You will work closely with Directors, Nurse Managers/Clinicians and other stakeholders in identifying service gaps, driving and facilitating improvement projects.</li> <li>You will also assist in organising events for the division.</li> </ul>	<ul style="list-style-type: none"> <li>Non shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>
Patient Coordinator	<ul style="list-style-type: none"> <li>Diploma</li> </ul>	<ul style="list-style-type: none"> <li>The Patient Care Coordinator plays a crucial role in ensuring seamless coordination of patient care in a fast-paced environment within the Children's Emergency Department.</li> <li>You will guide patients and caregivers through the healthcare process, attend and address their enquires professionally, provide assistance as needed and perform weight taking for patients.</li> <li>In addition, you will ensure optimal staff deployment as needed.</li> <li>You will work closely with other healthcare professionals to provide excellent customer service and enhance the quality of patient care.</li> <li>You will be required to work 5 days a week on 3 rotating shifts (morning, afternoon and night duty), which may fall on weekends and Public Holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Care Support Associate (Milk Technician)	<ul style="list-style-type: none"> <li>GCE 'O' Levels or GCE 'N' Levels</li> </ul>	<ul style="list-style-type: none"> <li>As a Care Support Associate (Milk Technician), you will be working in the Neonates Inpatient Wards to prepare and distribute human milk and formula to infants.</li> <li>In this role, you label each serving, ensure proper storage of milk and formula and calculate additives based on physician's order.</li> <li>You will frequently work alongside nurses or another Care Support Associate (Milk Technician) when preparing milk feeds.</li> <li>You may also process paperwork, maintain daily inventory, sanitize work areas and interact with parents as needed.</li> <li>You may also be asked to assist in care of patients under the guidance and supervision of Registered Nurses which includes performing basic procedures to maintain the hygiene of and provide comfort to patients as well as participating in the admission, orientation, transfer and discharge of patients.</li> <li>You will also attend to requests and enquiries from patients, member of public and staff and relay messages to relevant personnel as required and perform administrative duties within the ward.</li> <li>You are required to work 5 days a week, which may fall on weekends and Public Holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Rotating shifts</li> <li>100 Bukit Timah Road Singapore (229899)</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Care Assistant (Operating Theatre)	<ul style="list-style-type: none"> <li>Fresh Higher NITEC / NITEC / GCE N / Equivalent + WSQ Higher Certificate in Healthcare (Nursing) / Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>You will provide basic pre and postoperative patient care activities and services to patients</li> <li>You are required to take patients' vital signs and complete nursing documentation</li> <li>You are responsible for checking and transferring all patients to and from Operating Theatre for surgery</li> <li>You provide relevant and updated information to relatives on the status of operations.</li> </ul>	<ul style="list-style-type: none"> <li>Rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>
Senior Enrolled Nurse/Enrolled Nurse (Inpatient)	<ul style="list-style-type: none"> <li>GCE N / O / A / NITEC / Higher NITEC I WSQ Cert in Healthcare (Operations)/ Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>You will be part of a multidisciplinary team responsible for providing safe and high-quality patient care under the supervision of staff nurses.</li> <li>You will also assist in patient education activities and attend to requests from patients and relatives.</li> </ul>	<ul style="list-style-type: none"> <li>Rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>
Senior/Staff Nurse (Inpatient)	<ul style="list-style-type: none"> <li>Diploma in Nursing</li> </ul>	<ul style="list-style-type: none"> <li>You will be part of a multidisciplinary team responsible for providing safe and high-quality nursing care.</li> <li>You must be competent in the assessment, planning, implementation and evaluation of care.</li> <li>You will conduct health education and patient counselling.</li> <li>Nurses with more experience will need to demonstrate abilities in coaching, teaching and presentation skills.</li> </ul>	<ul style="list-style-type: none"> <li>Rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Driver (Contract)	<ul style="list-style-type: none"> <li>At least Secondary education with credit in English.</li> <li>Possess Class 3 driving licence with a good driving track record.</li> <li>Minimum 2 years' of experience in driving a van or other large vehicle.</li> <li>Knowledge of Microsoft Office applications would be an advantage.</li> <li>Able to perform 3 rotating shifts and mortuary duties as required.</li> <li>Able to be certified in defensive driving course and CPR/AED usage.</li> <li>Excellent interpersonal and communication skills, able to work with all levels of staff.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible to drive the ambulance(s) and van in accordance to all road safety and traffic rules</li> <li>You will ensure the safe loading/ unloading and transport of patients, staff, goods and equipment to and from designated locations</li> <li>You will perform duties pertaining to care and maintenance of the vehicles, including cleanliness and routine safety inspections to ensure the vehicles are in good working condition before use.</li> </ul>	<ul style="list-style-type: none"> <li>40 hours/week</li> <li>3 rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>
Patient Transport Assistant (Contract)	<ul style="list-style-type: none"> <li>GCE N levels/ O levels or Secondary School education with minimum 2 years of working experience</li> <li>Able to speak, read and write simple English. Basic IT knowledge is required to handle e-system, computer and smartphones</li> <li>Able to multitask and work in a fast paced environment</li> <li>Job requires frequent walking</li> <li>Must be able to perform 2 rotating shifts (including weekends and public holidays)</li> </ul>	<ul style="list-style-type: none"> <li>You will assist and accompany patients within and outside the hospital, as well as collect and deliver any patient-related items within the hospital.</li> <li>You will also perform simple administrative duties and handle some general housekeeping duties.</li> </ul>	<ul style="list-style-type: none"> <li>40 hours/week</li> <li>2 rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Security Supervisor	<ul style="list-style-type: none"> <li>Diploma + 4 years' experience; or Higher NITEC/ NITEC/ GCE N/ O/ A Level + 10 years' experience and demonstrated competency. Valid PLRD license NSRS/WSQ certified training for Security Supervisor</li> <li>Good written and spoken English</li> <li>Healthy and physically fit to perform CERT duties</li> <li>Able to perform three rotating shift duties</li> <li>Preferably with prior work experience in the Singapore Police Force, Singapore Armed Forces, Singapore Prison Service, Auxiliary Police or any other enforcement agency</li> </ul>	<ul style="list-style-type: none"> <li>You will lead a team of officers in the enforcement of the Hospital's rules, regulations, policies and procedures on access, traffic, investigation and crowd control.</li> <li>You will also handle emergency situations and perform other security and fire safety-related duties.</li> </ul>	<ul style="list-style-type: none"> <li>42 hours/week</li> <li>3 rotating shifts</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>
Patient Service Associate	<ul style="list-style-type: none"> <li>At least GCE 'N' Level qualifications /Applicants with work experience in the customer service/healthcare industry will have an advantage</li> </ul>	<ul style="list-style-type: none"> <li>You will register patients, schedule appointments for consultation sessions, complete billing transactions and attend to patients' enquiries</li> <li>You will also be required to assist doctors in the consultation rooms.</li> </ul>	<ul style="list-style-type: none"> <li>42 hours/week</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>
Assistant Engineer	<ul style="list-style-type: none"> <li>Diploma in Electronic/ Electrical/ Biomedical/ Mechanical &amp; Electrical Engineering or NITEC/ Higher NITEC with at least 4 years' relevant working experience</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the commissioning, repair and maintenance of medical equipment.</li> <li>Required to carry out safety and hazard investigations and inventory management.</li> </ul>	<ul style="list-style-type: none"> <li>42 hours/week</li> <li>100 Bukit Timah Road Singapore 229899</li> </ul>

## #8 McDonald's Singapore

McDonald's Singapore opened its first restaurant in 1979. Today, we have over 150 McDonald's restaurants across the island with over 9000 employees. At McDonald's, we know that our people are our most valuable resource. We invest in their growth and job satisfaction and provide learning and development opportunities for every single employee who walks through our doors. Our renowned training and coaching practices mean they develop skills and attitudes that last a lifetime. And as our people grow in their jobs, they also gain experience and opportunities for leadership and management

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew (Full-Time/Part-Time)	<ul style="list-style-type: none"> <li>High energy and a strong passion for delighting customers</li> <li>Fun and cheerful personality with a great SMILE</li> </ul>	<ul style="list-style-type: none"> <li>Be part of a friendly service team</li> <li>Greet and serve customers in a fast and friendly manner</li> <li>Learn about food preparation and customer service</li> <li>Ensure that the restaurant is clean</li> </ul>	<ul style="list-style-type: none"> <li>Part-time (3day work week/5pm-10pm)</li> <li>Full-time (6 Day work/3pm-11pm)</li> <li>Various location</li> </ul>
Sunset Crew (Full-Time)	<ul style="list-style-type: none"> <li>High energy and a strong passion for delighting customers</li> <li>Fun and cheerful personality with a great SMILE</li> </ul>	<ul style="list-style-type: none"> <li>Be part of a friendly service team</li> <li>Greet and serve customers in a fast and friendly manner</li> <li>Learn about food preparation and customer service</li> <li>Ensure that the restaurant is clean</li> </ul>	<ul style="list-style-type: none"> <li>8 hours, 6pm onwards</li> <li>Various location</li> </ul>
Guest Experience Leader	<ul style="list-style-type: none"> <li>High energy and a strong passion for delighting customers</li> <li>Fun and cheerful personality with a great SMILE</li> <li>Communication</li> <li>Customer Handling</li> </ul>	<ul style="list-style-type: none"> <li>Serve as the Hospitality Expert/Lead in the restaurant</li> <li>Deliver exceptional in-store good experiences at all times</li> <li>Implement and execute Service Centric and Family Marketing initiatives and programmes</li> <li>Create feel good moments and turn them to memories that last, exceeding guest's expectation</li> </ul>	<ul style="list-style-type: none"> <li>6-day week/ 8 hours rotating shift</li> <li>Various location</li> </ul>
Restaurant Management Trainee	<ul style="list-style-type: none"> <li>High energy and a strong passion for delighting customers</li> <li>Fun and cheerful personality with a great SMILE</li> <li>Communication</li> <li>Customer Handling</li> <li>Handling</li> <li>Decision Making</li> </ul>	<ul style="list-style-type: none"> <li>Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations</li> <li>Supervise store operations, cash control, and shift management</li> <li>Manage a high-performance team and develop their talents</li> <li>Drive recruitment, training, and marketing campaigns</li> </ul>	<ul style="list-style-type: none"> <li>5-day week</li> <li>9 hours rotating shift</li> <li>Various location</li> </ul>

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## #9 MINDSG

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Training Officer (Central Cluster)	<ul style="list-style-type: none"> <li>Minimum O levels, or any of the following qualification: NITEC Certificate in Community Care &amp; Social Services (ITE) / Certificate of Special Needs Education (MOE) / Diploma of Special Education (MOE) / Diploma in Disability Studies (SSI) / Diploma of Community Services (SSI)</li> <li>Other Information:               <ul style="list-style-type: none"> <li>- Computer literacy skills MS Word, Excel and PowerPoint</li> <li>- People-oriented team player</li> <li>- Good interpersonal and communication skill</li> <li>- Passion and great deal of patience to work with people with intellectual disabilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>To perform the tasks of teaching, training, supervising, maintaining and developing the functioning level of client to function adequately and independently in the areas of Activities of Daily Living, Community Living, Social and Recreational Skills.</li> </ul>	<ul style="list-style-type: none"> <li>8.30am -5.30pm</li> <li>800 Margaret Drive 149310</li> </ul>
Operations Support Assistant (Central Cluster)	<ul style="list-style-type: none"> <li>Minimum O levels / NITEC Certificate</li> <li>Computer literacy skills MS Word, Excel and PowerPoint</li> <li>People-oriented team player</li> </ul>	<ul style="list-style-type: none"> <li>As part of the RCS's centre team, the Operations Support Staff assists to ensure smooth running in the day-to-day operations of the adult services centre. This includes, but is not limited to, direct care for clients, facility management and maintenance, operational support, support for centre activities and events, and simple administrative tasks.</li> </ul>	<ul style="list-style-type: none"> <li>8.30am - 5.30pm</li> <li>800 Margaret Drive 149310</li> </ul>

## #10 MoneyMax

MoneyMax Financial Services Ltd. (“MoneyMax” or the “Company”, and together with its subsidiaries, the “Group”) is a leading pawnbroker, retailer and trader of pre-owned luxury items. Since establishing its first store in 2008, the Group has evolved and expanded its network to 71 outlets, making it one of the largest pawnbroking chains with a presence in both Singapore and Malaysia.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Executive	<ul style="list-style-type: none"> <li>Have an interest in luxury products</li> <li>Able to work in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>Prospect and promote jewellery products and our services to walk-in customers</li> <li>Attend to customers and ensure service delivery standards are met in achieving total customer satisfaction</li> <li>Be self-motivated and driven to achieve monthly sales targets</li> <li>Ensure merchandise and displays are consistently well presented</li> <li>Contribute to team effort by accomplishing related results as needed.</li> </ul>	<ul style="list-style-type: none"> <li>10 hours/day</li> <li>Islandwide</li> </ul>
Admin Executive	<ul style="list-style-type: none"> <li>Diploma/ Degree in Business, Business Law, Mass Communication or related field</li> <li>Minimum 3 years of experience as a Personal Assistant</li> <li>Excellent command of written and spoken English</li> <li>Proficient in Microsoft Office Word, Excel, PowerPoint and other relevant office software</li> <li>Strong communication and interpersonal skills, with the ability to engage effectively with stakeholders at all levels</li> <li>Ability to thrive in a dynamic environment, managing multiple priorities seamlessly</li> </ul>	<ul style="list-style-type: none"> <li>Executive Support               <ul style="list-style-type: none"> <li>- Handle confidential and sensitive information with discretion</li> <li>- Manage all communication and correspondence on behalf of the GM</li> <li>- Prepare presentations, reports and documents as needed</li> <li>- Coordinate and maintain the GM's calendar for efficient scheduling</li> <li>- Plan and manage travel itineraries, including flights, accommodations and transportation</li> <li>- Organise and maintain information, data, and files efficiently</li> </ul> </li> <li>Meeting Coordination               <ul style="list-style-type: none"> <li>- Schedule and organise meetings and events, including venue arrangements, preparation of agendas and materials</li> <li>- Accurately record meeting minutes and follow up on action items</li> <li>- Serve as the point of contact</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>9.5 hours/day</li> <li>7 Changi Business Park Vista Singapore 486042</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>between the stakeholders and the GM during meetings</p> <ul style="list-style-type: none"> <li>• Project and Task Management               <ul style="list-style-type: none"> <li>- Assist with project planning and execution, providing necessary support</li> <li>- Track the progress of tasks and projects, ensuring deadlines are met</li> <li>- Conduct research and prepare surveys or reports as needed</li> <li>- Perform other ad-hoc duties as assigned by the GM</li> </ul> </li> </ul>	
Admin Assistant	<ul style="list-style-type: none"> <li>• Possess strong communication and interpersonal skills</li> <li>• Proactive in learning and exploring areas of improvement.</li> <li>• Independent and adaptable with the ability to work under pressure</li> <li>• Meticulous work ethic with low margins of error</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for all data administration and credit analysis of individual and corporate loans</li> <li>• Assist to process all loans applications</li> <li>• Liaise with all applicants on loans related matters</li> <li>• Ensure compliance with company policies, industry regulations, and data protection standards</li> <li>• Any other adhoc duties and projects as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 9.5hours/day</li> <li>• Islandwide</li> </ul>

## #11 SK Jewellery

SK Jewellery Pte Ltd. is a subsidiary of SK Jewellery Group, a public listed company in Singapore. Established since 2003, SK Jewellery is the largest jewellery retail chain store in Singapore with presence across Malaysia

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Executive	<ul style="list-style-type: none"> <li>Service-oriented with strong interpersonal skills</li> <li>Good spoken English and another language to speak to clients from a multilingual environment</li> <li>Dynamic, energetic, positive, and driven to exceed targets</li> <li>Strong focus on self-improvement and performance</li> <li>Candidate with retail or jewellery experience is an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>Prospect and promote jewellery products and our services to walk-in customers</li> <li>Attend to customers and ensure service delivery standards are met in achieving total customer satisfaction</li> <li>Be self-motivated and driven to achieve monthly sales targets</li> <li>Ensure merchandise and displays are consistently well presented</li> <li>Contribute to team effort by accomplishing related results as needed.</li> </ul>	<ul style="list-style-type: none"> <li>10 hours/day</li> <li>Islandwide</li> </ul>
Admin Assistant (Full time/ Temp)	<ul style="list-style-type: none"> <li>Fresh Graduates are welcome.</li> <li>Proficiency in Microsoft Excel and PowerPoint</li> <li>A team player with a positive attitude and strong interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Update products and conceptualise product copywriting that sells and converts online</li> <li>Support e-commerce backend, be it stock management and order processing</li> <li>Assist with ad-hoc duties related to e-commerce operations and marketing campaigns.</li> </ul>	<ul style="list-style-type: none"> <li>9.5 hour/day</li> <li>Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Assistant	<ul style="list-style-type: none"> <li>• Basic knowledge on accounting principles, book-keeping procedures and GST regulations</li> <li>• Effective communication, teamwork and good time management.</li> <li>• Proficiency in Microsoft Excel, words and accounting software (Quickbook, Sage)</li> </ul>	<ul style="list-style-type: none"> <li>• Daily checking and update of Supplier invoices into ERP system</li> <li>• Prepare Supplier payments and update of Giro payments in ERP system. Timely follow up on goods receiving for advance payment orders</li> <li>• Issuing invoices in ERP system for staff purchase, recovery of expenses from Inter-companies and Related Parties</li> <li>• Perform Supplier statement reconciliation and follow up with Suppliers and In-Stock Department to resolve reconciliation item</li> <li>• Support Accountant in month end closing and ensure timely submission of month end schedules (including Bank reconciliation)</li> <li>• Any other ad-hoc finance and operation duties (as assigned) by Accountant, Finance Manager or Financial Controller</li> </ul>	<ul style="list-style-type: none"> <li>• 9.5 hours/day</li> <li>• Islandwide</li> </ul>



## #12 MR DIY

MR DIY is a home improvement retailer in Singapore. It offers a wide range of products which includes home improvement products, stationary, toys and so on through its network of physical shops

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Associate (Full-Time/Part-Time)	<ul style="list-style-type: none"> <li>Minimum secondary school education level or higher</li> <li>Able to work autonomously</li> <li>Able to work on a rotating shift schedule, including weekends and public holidays as needed.</li> <li>Basic mathematical &amp; computer skills</li> <li>Excellent communication, and interpersonal skills</li> <li>Experience working in retail operations</li> </ul>	<ul style="list-style-type: none"> <li>The Incumbent is responsible for the tasks assigned to them.</li> <li>The Incumbent's responsibilities are, but not limited to customer service, cashier duties and inventory management</li> </ul>	<ul style="list-style-type: none"> <li>8 hour/day</li> <li>Various Location</li> </ul>
Assistant Supervisor/ Supervisor	<ul style="list-style-type: none"> <li>Minimum secondary school education level or higher</li> <li>Able to work autonomously</li> <li>Able to work on a rotating shift schedule, including weekends and public holidays as needed</li> <li>Basic mathematical &amp; computer skills</li> <li>Excellent communication, and interpersonal skills</li> <li>Experience working in retail operations</li> </ul>	<ul style="list-style-type: none"> <li>The Incumbent is responsible for the tasks assigned to them. The Incumbent's responsibilities are, but not limited to</li> </ul> <p>(1) CUSTOMER SERVICE Uphold outstanding customer service delivered by welcoming customers, suggesting baskets, and assisting with their needs. Ensuring comfortable shopping experience by maintain overall cleanliness and neatness of the shop.</p> <p>(2) BRANCH OPERATIONS Keep the store up to the established standards, including maintaining proper stock levels and cleanliness. Manage customer transactions, processing exchanges, and refunds</p> <p>(3) Address customer concerns, offer guidance, and provide relevant information Resolve customer complaints, and conduct trainings to improve service levels Ensure that promotional</p>	<ul style="list-style-type: none"> <li>8 hours/day</li> <li>Various location</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>materials and in-store displays are set up according to the guidelines.</p> <p>(4) <b>HEADCOUNT MANAGEMENT</b> Supervise the employee schedule for the branch, ensuring adequate coverage of staffing levels.</p> <p>(5) <b>INVENTORY MANAGEMENT</b> Assists with inventory, including receiving and stocking merchandise as per standard procedures. Ensuring shipping information attached is correct, and moving completed order to designated shipping area</p> <p>(6) Oversee the implementation of FEFO (First Expired, First Out) when stocking goods with expiry dates, and execute B1F1 where required</p> <p>(7) Ensure a tidy workspace, monitor store and equipment temperatures to prevent damage to products.</p> <ul style="list-style-type: none"> <li>The Incumbent, under the digression of their Supervisor / Assistant Branch Manager may be required to undertake additional work-related task not specified in their key areas of responsibilities. These tasks shall be completed by the incumbent, following established guidelines and SOPs.</li> </ul>	

## #13 Novotel Singapore on Stevens | Mercure Singapore

Novotel Singapore on Stevens and Mercure Singapore on Stevens are committed to attracting, recruiting and retaining diverse talents from all walks of life. At Novotel Singapore on Stevens and Mercure Singapore on Stevens, we value and celebrate diversity, provide pay equity and equal opportunities for promotion, training and development programmes. We pride ourselves in creating and sustaining an inclusive and equitable working and learning environments for all

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Guest Services Agent/Bellman	<ul style="list-style-type: none"> <li>• Good communication and customer contact skills</li> <li>• Service oriented with an eye for details</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Self-motivated and energetic</li> <li>• Must be well-presented and professionally always groomed</li> </ul>	<ul style="list-style-type: none"> <li>• Timely delivery of guests' luggage, messages and any other items for delivery within the property</li> <li>• Personalize guests' orientation of their room in a professional, friendly and engaging way</li> <li>• Maintain a presence in the lobby as an ambassador of the property and brand, offering exceptional service to the guests</li> <li>• Service focused personality is essential; customer related experience is an asset</li> <li>• Ability to work well under pressure in a fast-paced environment</li> <li>• Excellent communication skills and a professional presentation</li> <li>• Ability to work cohesively with fellow colleagues as part of a team</li> <li>• Perform other reasonable duties assigned by the Management</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hour/week</li> <li>• 28 Stevens Road Singapore 25787</li> </ul>
Bar Executive	<ul style="list-style-type: none"> <li>• Good communication and customer contact skills</li> <li>• Service oriented with an eye for details</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Self-motivated and energetic</li> <li>• Must be well-presented and professionally groomed at all times</li> <li>• Food Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Provides functional assistance and direction bar's daily operations</li> <li>• Produce high levels of bar &amp; beverage quality to satisfy the needs of guests</li> <li>• Ensure that all standard recipes are followed in the preparation process</li> <li>• Be ready to assist guests at the bar whenever required. Check that all mis en-place of all items are prepared correctly and ready</li> <li>• Pays attention to portion control of the beverage order</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hour per week</li> <li>• 28 Stevens Road Singapore 25787</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Check the food items to ensure that food &amp; beverage served are of quality standards</li> <li>• Ensure that the display on the bar counter is correct</li> <li>• Supervises and assist in the preparation of bar orders</li> </ul>	
Food & Beverage Executive	<ul style="list-style-type: none"> <li>• Good communication and customer contact skills</li> <li>• Service oriented with an eye for details</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Self-motivated and energetic</li> <li>• Must be well-presented and professionally always groomed</li> <li>• Food Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Outlet Manager in supervising and overseeing the administration of the Outlet.</li> <li>• Evaluate the operations and procedures and suggest improvements to the Outlet Manager.</li> <li>• Assign responsibilities to subordinates and offer assistance during busy periods.</li> <li>• Hold departmental meetings and conduct daily briefings. Adhere to all house rules, regulations and Hotel policies.</li> <li>• Anticipate the volume of business, taking into consideration the occupancy of the Hotel, the holidays, the weather, the activities in the Hotel, and the community in general</li> <li>• Attend F&amp;B meetings. Assist the Outlet Manager to analyse revenue and cost reports to be used for the preparation of a realistic annual budget</li> <li>• Analyse monthly Profit and Loss statements to ascertain that all costs are in line</li> <li>• Assist the Outlet Manager to enforce all pre-check and check control procedures. Ensure that no reusable beverage is wasted</li> <li>• Monitor the quality and quantity of all food and beverage items served</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hour/week</li> <li>• 28 Stevens Road Singapore 25787</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bar Captain	<ul style="list-style-type: none"> <li>• Good communication and customer contact skills</li> <li>• Service oriented with an eye for details</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Self-motivated and energetic</li> <li>• Must be well-presented and professionally always groomed</li> <li>• Food Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Provides functional assistance and direction bar's daily operations</li> <li>• Produce high levels of bar &amp; beverage quality to satisfy the needs of guests</li> <li>• Ensure that all standard recipes are followed in the preparation process</li> <li>• Be ready to assist guests at the bar whenever required. Check that all mis en-place of all items are prepared correctly and ready</li> <li>• Pays attention to portion control of the beverage order</li> <li>• Check the food items to ensure that food &amp; beverage served are of quality standards</li> <li>• Ensure that the display on the bar counter is correct. Supervises and assist in the preparation of bar orders</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hour/week</li> <li>• 28 Stevens Road Singapore 25787</li> </ul>
Duty Manager	<ul style="list-style-type: none"> <li>• Good communication and customer contact skills</li> <li>• Service oriented with an eye for details</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Self-motivated and energetic</li> <li>• Must be well-presented and professionally always groomed</li> <li>• At least 3 years of experience in Front Office</li> </ul>	<ul style="list-style-type: none"> <li>• Manage, supervise and coordinate the daily operations of the Hotel</li> <li>• Ensure that all procedures are performed in accordance with established standards and procedures at all times to reach optimal guest satisfaction.</li> <li>• Assist the Assistant Front Office Manager in establishing a front desk standard and procedures manual as a guideline for the front desk operations.</li> <li>• Assist the Assistant Front Office Manager to select, hire, and train employees to the hotel's standard and procedures.</li> <li>• Possess Degree/Diploma in Hospitality or relevant qualification.</li> <li>• Minimum 3- 5 years of related experience preferably in the Hotel industry; Mature, energetic, assertive, independent and a team player;</li> <li>• Strong leadership skills with excellent interpersonal and communications skills.</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hour/day</li> <li>• 28 Stevens Road Singapore 25787</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Housekeeping Supervisor	<ul style="list-style-type: none"> <li>• Good communication and customer contact skills</li> <li>• Service oriented with an eye for details</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Self-motivated and energetic</li> <li>• Must be well-presented and professionally groomed at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct daily briefings with staff at floor level</li> <li>• Manage and supervise all tasks of his/her team</li> <li>• Clean and ensure cleanliness of guest rooms, guest room balconies, guest corridors, linen rooms and housekeeping pantries according to standards and procedures set</li> <li>• Maintain a section floor report and conduct regular room checklists</li> <li>• Record room status in allocated section accurately</li> <li>• Perform other reasonable duties assigned by the Management</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hour/week</li> <li>• 28 Stevens Road Singapore 25787</li> </ul>
Sales Coordinator	<ul style="list-style-type: none"> <li>• Good communication and customer contact skills</li> <li>• Service oriented with an eye for details</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Self-motivated and energetic</li> <li>• Must be well-presented and professionally groomed at all times</li> <li>• Able to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Assists the Director of Sales &amp; Marketing in organizing the filing system of the Division</li> <li>• Organises the recording system for all in-coming and outgoing correspondences.</li> <li>• Handles all typing work required</li> <li>• Assists in the dispatch and collection of correspondence in hotel</li> <li>• Takes minutes of meetings</li> <li>• Handles all incoming telephone calls and take messages and follow up</li> <li>• Prepares &amp; check all incoming communication message such as facsimile and email messages</li> <li>• Assists in the packing of materials when required, eg. Hotel brochures, sales kits etc.</li> <li>• Issuing on a monthly basis for a further details and status of residential meeting groups to salespersons, so that if confirmed correct information to be re-entered, if cancelled such space can be released</li> <li>• Updates production reports of Corporate &amp; Travel Agents monthly, quarterly and yearly</li> <li>• Assists the Director of Sales &amp; Marketing in issuing Travel</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hour/week</li> <li>• 28 Stevens Road Singapore 25787</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Agents Contract Rates, questionnaire as requested <ul style="list-style-type: none"> <li>• Be familiar with the operation and application of the hotel's computer/data processing system and make sure client's database is updated</li> <li>• To keep all activities as a record such as Incentive Program, Party or sales blitz</li> </ul>	
Communication Agent	<ul style="list-style-type: none"> <li>• Good communication and customer contact skills</li> <li>• Service oriented with an eye for details</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Self-motivated and energetic</li> <li>• Must be well-presented and professionally groomed at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Process all incoming and outgoing calls accurately and courteously</li> <li>• Ensure smooth internal telecommunication as per Hotel Standards</li> <li>• Record and control wake-up calls accurately</li> <li>• Assist guests with international calls and directory queries. Address guests by name whenever possible</li> <li>• Bill call costs</li> <li>• Handle guests requests promptly, report complaints and irregularities to the Telephone Supervisor</li> <li>• Strictly abides by standards policies and procedures governing cases of emergency such as fire, bomb scare and other critical situations</li> <li>• Page staff member when requested</li> <li>• Abide by principles of guest privacy</li> <li>• Be aware of local telephone listings and frequently dialled numbers</li> <li>• Advise defects on switchboard equipment to Supervisor</li> <li>• Maintain a clean work environment</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hour/week</li> <li>• 28 Stevens Road Singapore 25787</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Houseman	<ul style="list-style-type: none"> <li>• Good communication and customer contact skills</li> <li>• Service oriented with an eye for details</li> <li>• Ability to work effectively and contribute to a team</li> <li>• Self-motivated and energetic</li> <li>• Must be well-presented and professionally groomed at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the highest level of guest service through the application of Fairmont Core standards and standard operating policies</li> <li>• Make sure all soiled linen is regularly emptied from the pantry and returned to the linen room</li> <li>• Stock up all pantries with clean linen according to par-stock</li> <li>• Assist the linen room as required, with daily tasks. Report immediately any Lost and Found article(s)</li> <li>• Report any equipment which is malfunctioning</li> <li>• Vacuum all corridors and staircases as assigned by section</li> <li>• Bring any guest supplies daily to pantries, according to daily order list and replenish service areas</li> <li>• Note all Guest requests received via HSK Supervisors/Management and carry out exactly all requests</li> <li>• Move furniture from time to time</li> <li>• Refill daily chemicals</li> <li>• Clean all walls lights/ceiling lights as required</li> <li>• Assist with the removal of guestroom drapery for cleaning</li> <li>• Conduct deep cleaning tasks as assigned (eg. Spot carpet cleaning, shower head de-scaling, etc)</li> <li>• Assist in managing stock inventory, inform superiors when stock is running low</li> <li>• Work closely with Supervisors / Coordinators in running of guest supplies including usage of how many extra beds and baby cots daily, keeping track of special items sent to rooms and update accordingly</li> <li>• Keep Housekeeping Office, floor pantries &amp; storerooms, Fridge clean &amp; tidy at all times</li> </ul>	<ul style="list-style-type: none"> <li>• 44-hour/day</li> <li>• 28 Stevens Road Singapore 25787</li> </ul>



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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Report anything which could be classed as a Health &amp; Safety hazard</li> <li>• Assist in on job training of new House Attendants as and when required</li> <li>• Attend training courses given by Housekeeping and Talent &amp; Culture</li> <li>• Carry out valet services when required (e.g. collection/delivery laundry orders)</li> </ul>	

## #14 OOm

OOm is a top digital performance marketing agency in Singapore, serving SMEs, enterprises, government agencies, and non-profits since 2006. As a Google Premier Partner and Meta Business Partner, we are dedicated to delivering transparent, accountable, and results-driven digital marketing solutions.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Consultant	<ul style="list-style-type: none"> <li>Min. 1 year of experience in cold-calling, B2B sales environment</li> <li>Proficiency in CRM software or MS Office Suite</li> </ul>	<ul style="list-style-type: none"> <li>Prospecting and Cold-Calling - Identify and reach out to potential clients</li> <li>Appointment Setting - Arrange and coordinate appointments with prospects</li> <li>Client Relationship Management - Build and maintain relationships with new clients, understanding their needs and proposing tailored Digital Marketing solutions.</li> </ul>	<ul style="list-style-type: none"> <li>9am to 6pm</li> <li>Orchard Building, 1 Grange Road Singapore, 239693</li> </ul>
Business Manager	<ul style="list-style-type: none"> <li>Min. 1 - 3 years of experience in B2B Sales in Digital Marketing or relevant industry</li> </ul>	<ul style="list-style-type: none"> <li>Prospecting and Cold-Calling - Identify and reach out to potential clients</li> <li>Attending Appointments - Attend appointments with prospects to understand their needs and proposing tailored Digital Marketing solutions</li> <li>Client Relationship Management - Build and maintain relationships with new and current clients</li> </ul>	<ul style="list-style-type: none"> <li>9am to 6pm</li> <li>Orchard Building, 1 Grange Road, Singapore 239693</li> </ul>
Skills Development Advisor (Roadshow)	<ul style="list-style-type: none"> <li>Min. 1 year of experience in sales (any industry)</li> <li>Good command of English and Mandarin (to communicate effectively with chinese-speaking clients)</li> <li>Willing to work on weekends/public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Engage potential clients and promote our digital marketing courses via Roadshow</li> <li>Recommend the perfect course to match clients' goals</li> <li>Handle the enrolment process from start to finish</li> </ul>	<ul style="list-style-type: none"> <li>11am to 8pm</li> <li>Islandwide</li> </ul>
Skills Development Associate	<ul style="list-style-type: none"> <li>Min. 1 year experience in inside sales or telemarketing, or cold calling (any industry)</li> <li>Strong negotiation and persuasion skills.</li> </ul>	<ul style="list-style-type: none"> <li>Proactively reach out to potential customers via cold call to introduce our courses and services</li> <li>Understand customer needs and recommend appropriate courses</li> </ul>	<ul style="list-style-type: none"> <li>10am to 7pm</li> <li>116 Middle Road, ICB Enterprise House, Singapore 188972</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Proficient in Microsoft Office (Excel) and CRM System.</li> </ul>	<ul style="list-style-type: none"> <li>Provide exceptional customer service before, during, and after the sales process.</li> </ul>	
Junior SEO Specialist	<ul style="list-style-type: none"> <li>Basic understanding of SEO principles &amp; techniques</li> <li>Basic knowledge of Google Analytics, Google Search Console, AHREFS, SEMRush, CMS (Wordpress, Shopify)</li> </ul>	<ul style="list-style-type: none"> <li>Keyword Research - Identify content optimization and link-building opportunities</li> <li>Performance Analysis - Using Google Analytics and Google Search Console</li> <li>Technical SEO Audits - Identify and resolve site performance issues</li> <li>Reporting insights and recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>9am to 6pm</li> <li>Orchard Building, 1 Grange Road, Singapore 239693</li> </ul>
SEO Associate	<ul style="list-style-type: none"> <li>Min. 1 - 2 years of experience in SEO/Account Management in Digital Marketing</li> <li>Experience in leveraging keyword research and data mining tools effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct keyword research, monitor rankings and analytics, and generate reports to inform and refine SEO strategies.</li> <li>Attend campaign briefs with clients to better understand their business and their marketing goals.</li> <li>Provide valuable SEO insights and recommendations to help clients achieve their marketing objectives.</li> <li>Day-to-day monitoring of campaign results and optimisations to evaluate strengths and weaknesses, making timely recommendations when required.</li> <li>Review and liaise initiatives to improve clients' digital campaign performance.</li> </ul>	<ul style="list-style-type: none"> <li>9am to 6pm</li> <li>Orchard Building, 1 Grange Road Singapore 239693</li> </ul>
Training Centre Executive	<ul style="list-style-type: none"> <li>Possess a Diploma or Degree in any discipline</li> <li>Experience in customer service or contact centre will have an added advantage</li> <li>Willing to work on weekends and/or public holidays.</li> <li>Computer literacy e.g. Excel, PowerPoint,</li> </ul>	<ul style="list-style-type: none"> <li>Admin and Operations               <ol style="list-style-type: none"> <li>Conduct administrative and operational tasks of the Training Centre</li> <li>Liaise with learners, trainers and related departments &amp; organisations to ensure programmes run smoothly</li> <li>Manage administrative work (Attendance, preparation of course materials and course enrolment process etc)</li> <li>Coordinate and oversee training schedules to ensure</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>8.30am - 6.30pm</li> <li>116 Middle Road, ICB Enterprise House, Singapore 188972</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	MS Word, Google Docs, Sheet	<p>adherence to SOPs Supports and contributes to the company's continuous improvement and training programs.</p> <ul style="list-style-type: none"> <li>Learner's Management</li> </ul> <ol style="list-style-type: none"> <li>Collaborate with the sales and marketing team to execute effective strategies for promoting training courses and maximising enrolment rates.</li> <li>Build and maintain strong relationships with learners, to achieve high customer satisfaction</li> <li>Provide quality customer experience through understanding of their queries and needs through email, walk-in and calls</li> <li>Ensure that all customer enquiries or feedback are satisfactorily managed, resolved and closed within agreed timeframe</li> <li>Facilitate effective learning experiences for participants</li> </ol>	

## #15 Parkway Laboratory Services

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Client Service Representative	<ul style="list-style-type: none"> <li>Min GCE “N” Level</li> <li>Fluent English reading and writing skills required</li> <li>Able to commit to Saturdays</li> </ul>	<ul style="list-style-type: none"> <li>Staff is required to be trained in all the job tasks within Client Service department</li> <li>Laboratory Client Service tasks include: <ul style="list-style-type: none"> <li>- Answer incoming telephone calls.</li> <li>- Liaise with the despatch team to ensure the smooth collection / delivery of specimens and documents from destination to destination.</li> <li>- Process reports and bills.</li> <li>- General Inventory.</li> <li>- Troubleshooting problems that arise with assistance and guidance from the lab client service representative or client service supervisor / assistant manager.</li> </ul> </li> <li>Reception: <ul style="list-style-type: none"> <li>Attend to patients.</li> <li>Perform billing functions e.g. checking audit reports, issuing credit notes, checking that charges to clients are correct.</li> </ul> </li> <li>DOE: <ul style="list-style-type: none"> <li>Perform order entry and carrying through with the process of order entry e.g. generating STL sheets, labelling, packing, processing SOT and other tasks related to the ordering process</li> </ul> </li> <li>CRM and administrative: <ul style="list-style-type: none"> <li>Investigate and resolve CRM tickets</li> </ul> </li> <li>Trace Laboratory results, answer or route enquiries from clients, doctors or patients</li> <li>Print, collate or type administrative reports related to the operation of the lab</li> <li>Process invoices</li> </ul>	<ul style="list-style-type: none"> <li>42 hours/week</li> <li>Framework, 2 Aljunied Avenue 1 389977</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Phlebotomist	<ul style="list-style-type: none"> <li>• Minimum GCE “N” Level</li> <li>• Equipped with Phlebotomist Certificate</li> <li>• Able to commit to Saturdays</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the skillful, timely and accurate collection of blood specimens from patients as requested by the clinicians using any of the appropriate techniques listed below:               <ul style="list-style-type: none"> <li>- Venepuncture (Adult &amp; Paediatric)</li> <li>- Dorsal Hand (Adult and Paediatric)</li> <li>- Blood Culture specimen collection (Adult and Paediatric)</li> <li>-Capillary collection – Finger Prick (Adult and Paediatric)</li> <li>-Capillary collection – Heel Prick (Newborn up to 2 weeks)</li> </ul> </li> <li>• Ensure timely and accurate specimen collection IPSG (International Patient Safety Guideline)</li> <li>• Assist in managing supplies in the Laboratory Assist and participate in CME Presentations to meet yearly CME hours</li> <li>• To cover all areas Outpatient/ Inpatient/ Medical Centre/ Home Service/ Off site project &amp; other facilities during shortage of manpower</li> <li>• Work with Senior/ Principal Phlebotomist/ Laboratory Operations Manager/ Manager/Assistant Manager, Operations and colleagues to achieve accuracy, service quality, quick turnaround time and customer satisfaction</li> <li>• Maintain tidiness of workplace</li> </ul>	<ul style="list-style-type: none"> <li>• 42 hours/week</li> <li>• Framework, 2 Aljunied Avenue 1 389977</li> </ul>

## # 16 Singapore Aero Engine Services

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Trainee Technician	<ul style="list-style-type: none"> <li>NITEC / Higher NITEC / Diploma in Engineering (eg. Aeronautical/ Avionics/ Mechanical/ Mechatronics/ Manufacturing/ Electrical/ Precision)</li> <li>Completed or exempted from full-time National Service</li> <li>Required to work on rotating shift work</li> </ul>	<ul style="list-style-type: none"> <li>The program involves a fully-sponsored training program with an allowance of S\$1,700 – S\$1,900 per month over the one-year training period</li> <li>The program encompasses initial company familiarisation, classroom training and on-the-job training</li> <li>The initial familiarisation in SAESL provides an insight to the working environment prior to attending classroom training</li> <li>The three-month classroom training, consisting of theory and practical sessions, will be conducted and assessed by an external training academy</li> <li>The nine-month on-the-job training in SAESL provides the opportunity to learn and work on the renowned Rolls-Royce Trent Engines.</li> <li>Upon completion of the training, the qualified aircraft engine technician will serve a two-year bond with SAESL</li> </ul>	<ul style="list-style-type: none"> <li>Shift Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>
Head, Customer Business	<ul style="list-style-type: none"> <li>Engineering/Business Degree with at least 5 years of experience in component repair business</li> <li>Proven track records in sales for aviation component repair</li> <li>Excellent organisational and leadership skills</li> <li>Strong communication and interpersonal abilities with customer-oriented mindset</li> <li>Excellent knowledge of MS Office, databases, SAP and information systems</li> </ul>	<ul style="list-style-type: none"> <li>The control, administration and allocation of duties of all staff under his/her charge               <ul style="list-style-type: none"> <li>Ensure smooth operations and management of the component repair (CR) induction processes; in, though, and out of SAESL, delivering targets on time and maximising customer's satisfaction</li> <li>Develop and grow new customer accounts</li> <li>Provide guidance to the team in resolving issues and investigation of customer issues</li> <li>Review CR induction performance to be in line with business needs</li> <li>Work with Commercial Team on the negotiation of contracts and agreement with customers</li> <li>Provide coaching, training</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and development to the team to achieve high performance</p> <ul style="list-style-type: none"> <li>- Promote, and ensure compliance with, the requirements of the Company's SMS within his/her work area</li> <li>- Provide feedback to the Company regarding service failures or customer concerns</li> <li>- Ensure that the Customer Business Team operates an effective Customer Single-Point-Of-Contact (SPOC) system that meets the need of the Company and its customers</li> <li>- In the absence of the Customer Business Manager, to assume full responsibility and authority for their specific customer group</li> <li>- Performs other related duties as assigned</li> </ul>	
Customer Business Executive	<ul style="list-style-type: none"> <li>• Possess a degree, preferably in Engineering with two years of experience, or equivalent, in aerospace business</li> <li>• Excellent team member, proactive in managing issues and possess sense of responsibility and ownership in his/her work and results</li> <li>• Ability to build relationships both internally and externally</li> <li>• Proficient in MS Office applications and Office 365 platforms, experience in SAP will be advantageous</li> <li>• Excellent interpersonal and communication skills</li> <li>• Able to work independently in a fast-paced environment</li> <li>• Multi-tasking, highly motivated with strong</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with customers on all aspects of orders, such as delivery commitments, pricing and engines status</li> <li>• Develop overall support packages for commercial issues encountered by customers</li> <li>• Accountable for accuracy and timeliness of all invoices</li> <li>• Ensure payment for completed work is in line with contractual obligation</li> <li>• Resolve invoice queries in line with agreed business objectives</li> <li>• Administer warranty claims on behalf of customers</li> <li>• Represent customers in internal meetings to ensure customers' requests and concerns are duly addressed</li> </ul> <p>Conduct periodic business reviews with customers</p> <ul style="list-style-type: none"> <li>• Manage ad-hoc requests from customers, including organising line support and parts trading</li> <li>• Work closely with various internal and external stakeholders to identify cost saving opportunities</li> <li>• Driving or supporting the identification of activities, measures and projects that are</li> </ul>	<ul style="list-style-type: none"> <li>• Office Hours</li> <li>• 10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	drive to succeed and exhibit a high level of integrity <ul style="list-style-type: none"> <li>• Enjoy problem solving</li> </ul>	required in the wider business to support continuous improvement <ul style="list-style-type: none"> <li>• Ensure that Customer Business Excellence is delivered throughout the business</li> </ul>	
Production Planning Executive	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mechanical or Manufacturing Engineering / Operations Management / Business Analytics / Mathematics / Computer Science</li> <li>• Good analytical skills and ability to communicate with all levels of staff; excellent problem-solving skills to optimize production efficiency</li> <li>• Proficient in MS Access, MS Excel and MS project. SAP knowledge would be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the progress versus plan for Engine / Module work and adjust the plan when required</li> <li>• Prepare production schedules and performance charts, obtain feedback for evaluation and future improvement</li> <li>• Review capacity situation, make recommendations on utilization of labour and equipment resources</li> <li>• Planning and prioritizing operations to ensure maximum performance and minimum delay</li> <li>• Release networks for engines / modules coming in shop for maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Office Hours</li> <li>• 10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>
Material Planning Executive	<ul style="list-style-type: none"> <li>• Diploma in any discipline, Computer literate</li> <li>• Good interpersonal and communication skills</li> <li>• Previous experience in Material Planning / SAP will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for planning and monitoring Materials for Engine Repair or Overhaul. Forecast and control parts delivery. Source or carry out transfer if part not available on time</li> <li>• Review MRP and replenish stock</li> <li>• Raise Purchase Order and ensure availability of spares to support production schedules</li> <li>• Coordinating with other departments regarding production goals, timelines, etc</li> <li>• Scheduling and overseeing the supply and delivery of materials</li> <li>• Managing inventory issues, schedule changes, and cancellations</li> <li>• Mitigate shortage.</li> </ul>	<ul style="list-style-type: none"> <li>• Office Hours</li> <li>• 10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operator / Expeditor	<ul style="list-style-type: none"> <li>Secondary 2 and above Minimum 1 year working experience, preferably in an aerospace environment</li> <li>Able to read and communicate in English</li> </ul>	<ul style="list-style-type: none"> <li>Operators will work within Component Repair area to locate and move parts to various work centers</li> <li>Load and unload parts onto racks to maximise space usage</li> <li>Use push and pull theory for parts to meet Component Repair Turnaround Time</li> <li>Operate electric and non-electric pallet jack as well as electronic stacker to load and move parts</li> <li>Able to walk for long hours</li> <li>Perform any other duties as assigned by supervisor</li> <li>Able to work shift</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>
Quality Engineer	<ul style="list-style-type: none"> <li>Diploma / Degree in Mechanical / Aerospace Engineering</li> <li>Knowledge of data analysis and its tools (Minitab, Power BI, etc) will be an added advantage</li> <li>Experience in conducting aviation safety and regulation audits</li> <li>Experience in managing the Quality Management System and Safety Management System</li> <li>Good knowledge of regulatory Part 145 requirements, ISO9000, and Nadcap</li> </ul>	<ul style="list-style-type: none"> <li>Update the Maintenance Organization Exposition manuals and associate documents</li> <li>Actively drive the Safety Management System and manage the Hazard Identification &amp; Risk Assessment system</li> <li>Conduct internal and vendor audits (SMS, SABRe, Part 145 regulations, ISO, Nadcap) to improve compliance</li> <li>Actively support external audits (SMS, SABRe, Regulatory Authorities, Customers, ISO, Nadcap)</li> <li>Monitor and analyze audit/investigation/voluntary reporting data and identify issues/opportunities for improvement</li> <li>Review/support vendor &amp; customer quality questionnaire</li> <li>Develop and conduct regulation training</li> <li>Manage staff authorization system by reviewing the qualifications and conducting competency interviews for certifying staff &amp; internal stamp holders</li> <li>Actively drive initiatives like Narrate &amp; Demonstrate (N&amp;D), Behavior Based Safety (BBS), Foreign Object Damage (FOD),</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		SAESL Operating System and SAESL Enhanced Work Streams (SEWS) to inculcate a strong safety culture <ul style="list-style-type: none"> <li>Take on ad-hoc projects/assignments to promote a safety culture</li> </ul>	
Principal/Senior, HSE and Facilities Executive	<ul style="list-style-type: none"> <li>At least 3 years of relevant working experience in the building industry preferred</li> <li>Diploma/ Degree in Facilities/ Building management or Engineering or equivalent</li> <li>Fire Safety Manager certification</li> <li>Candidates currently pursuing qualifications may apply</li> <li>Good knowledge and understanding of the building industry and regulations</li> <li>Good knowledge and experience in the development and application of IT in building management or infrastructure software systems</li> <li>An effective team player with strong communication, interpersonal, analytical and project management skills.</li> </ul>	<ul style="list-style-type: none"> <li>Manage site Facility Management and Health Safety &amp; Environment (FMHSE) to meet Safety Quality Cost Delivery People (SQCDP) Key Performance Indicators</li> <li>Support the review of Facilities Project Model (FPM) requirements of the Portfolio and follow through on the required actions with close coordination with representatives from HSE and Facilities</li> <li>Ensure compliance to legal requirements and project actions in accordance to plan</li> <li>Ensure onsite contractor management during the stages of A&amp;A works, delivery and installation of equipment including cranes</li> <li>Provide FMHSE technical inputs in the procurement of products, services and administration of contracts and review system operating and building conditions to recommend for cyclical replacement, repair &amp; renovation work including responding to fault alerts</li> <li>Provide technical guidance on Building facilities requirements ie electrical, crane, mechanical, fire protection systems, traffic management, factory &amp; office layout, security</li> <li>Provide feedback on all foreseeable design risks related to the facility to ensure considerations are in place for maintenance, safety and health of affected persons etc</li> <li>Coordinate with relevant stakeholders including sub-contractors, vendor or local</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>authorities for any new installation or system relocation</p> <ul style="list-style-type: none"> <li>• Conduct Facility Management and Health, Safety and Environment compliance checks</li> <li>• Oversee the implementation of Hard and Soft Services (mechanical &amp; electrical system, building, landscaping, cleaning, pest control etc.) for the new site.</li> <li>• Manage facilities preventive and breakdown maintenance work for Hard and Soft Services (mechanical &amp; electrical system, building, landscaping, cleaning, pest control etc.)</li> <li>• Conduct FMHSE incident investigation and/or validate completed investigation root cause and submission of the required reports.</li> <li>• Support the FMHSE audit and inspection plan and conduct risk-based compliance checks to report on the adequacy and effectiveness of the controls</li> <li>• Liaise and coordinate with sub-contractors/vendors and ensure works/services delivery are completed on time, as per contract requirements and complying with controls identified in risk assessments.</li> <li>• If required, perform the role of FSM and support internal and external certification audits (e.g., ISO45001, ISO14001 and ISO50001)</li> </ul>	
Senior Manufacturing Engineer	<ul style="list-style-type: none"> <li>• Degree in Aeronautical / Manufacturing / Mechanical / Industrial Engineering discipline (Candidates with Diploma in Aeronautical / Manufacturing / Mechanical / Industrial discipline and relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Perform the Manufacturing Engineering activity in Engine Overhaul/Component Repair production areas</li> <li>• Act as Technical Authority, assuring the initial and continuing capability of the Production method to produce conforming product and ensuring the resolution of technical issue/problem/arising to meet business and customer requirements for safety, cost,</li> </ul>	<ul style="list-style-type: none"> <li>• Office Hours</li> <li>• 10 Calshot Road (Industrial Building Singapore 509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	experience may be considered)	<p>delivery rate and leadtime (SQCD)</p> <ul style="list-style-type: none"> <li>• Support integration on all Manufacturing Engineering activities across the product lifecycle and through the supply chain</li> <li>• HSE – Practice full compliance to Health, Safety &amp; Environmental Standards and meet the expectations of the Zero Harm programme.</li> <li>• Product Safety - Understand product safety risks and work on mitigation to meet the required safety level supporting requirements of the Company's Safety Management System.</li> <li>• Quality – Practice a culture of zero defects ensuring that manufacturing processes and methods within the business are developed and deployed to support Right First methodology. Support process and product related Quality investigation, and manage NADCAP accreditation</li> <li>• Delivery – Ensure that manufacturing processes and methods of manufacture within the business and suppliers are developed and deployed to support/deliver Right First Time manufacture using SPS, DMAIC and System Engineering tools. Manage FAIR/MSA activities and Source &amp; method change in the cell/area of accountability</li> <li>• Delivery – Review issues identified e.g. Troubleshoot Strip / Build, Balancing, Runout, In-situ repair, Component Repair processes and key equipment/toolings (ITT, VTL, BTG, Wash, FTB, CMM, etc), determine resolutions and reestablish the Standards.</li> <li>• Cost – Support cell/area of accountability to meet cost targets e.g. productivity, CONQ etc</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Standards – Deploy and sustain the SAESL Operating System Standards by working with the Cell/Area CFT, and where applicable with the suppliers. Identify opportunity to improve the Standards</li> <li>Technical Authority – Specify Manufacturing Engineering and process requirements and make technical decisions in relation to the cell/area of accountability</li> <li>Lean/Improvement – Identify requirements for improvements and innovations in manufacturing processes and methods of manufacture within their cell/area of accountability</li> <li>Prioritise and promote launch of new projects based on business case. Drive manufacturing processes towards identified best practice.</li> <li>Deploy capability (including NPI) – Responsible for production readiness of new product manufacturing capabilities or methods of manufacture.</li> <li>Develop numerate, real-time methods for capturing process capability, and ensure it is available and acted on within the facility/supply chain.</li> <li>Maintenance of Production Technical Packages (technical instructions, programmes, tooling, etc) for all parts/assemblies which clearly define the manufacturing process ensuring manufacturing processes and/or methods of manufacture meets the requirements for quality, cost, delivery rate and lead time</li> </ul>	
Manufacturing Engineer	<ul style="list-style-type: none"> <li>Degree in Aeronautical / Manufacturing / Mechanical / Industrial Engineering discipline (Candidates with Diploma in Aeronautical /</li> </ul>	<ul style="list-style-type: none"> <li>Perform the Manufacturing Engineering activity in Engine Overhaul/Component Repair production areas.</li> <li>Act as Technical Authority, assuring the initial and continuing capability of the Production method to produce</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Manufacturing / Mechanical / Industrial discipline and relevant experience may be considered).	<p>conforming product and ensuring the resolution of technical issues/problems/arising to meet business and customer requirements for safety, cost, delivery rate and leadtime (SQCD).</p> <ul style="list-style-type: none"> <li>• Support integration on all Manufacturing Engineering activities across the product lifecycle and through the supply chain.</li> <li>• HSE – Practice full compliance to Health, Safety &amp; Environmental Standards and meet the expectations of the Zero Harm programme.</li> <li>• Product Safety – Understand product safety risks and work on mitigation to meet the required safety levels supporting requirements of the Company's Safety Management System.</li> <li>• Quality – Practice a culture of zero defects ensuring that manufacturing processes and methods within the business are developed and deployed to support Right First methodology. Support process and product related Quality investigation, and manage NADCAP accreditation.</li> <li>• Delivery – Ensure that manufacturing processes and methods of manufacture within the business and suppliers are developed and deployed to support/deliver Right First-Time manufacture using SPS, DMAIC and System Engineering tools.</li> <li>• Manage FAIR/MSA activities and Source &amp; method change in the cell/area of accountability.</li> <li>• Delivery – Review issues identified e.g. Troubleshoot Strip / Build, Balancing, Runout, In-situ repair, Component Repair processes and key equipment/toolings (ITT, VTL, BTG, Wash, FTB,</li> </ul>	



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>CMM, etc), determine resolutions and reestablish the Standards.</p> <ul style="list-style-type: none"> <li>• Cost – Support cell/area of accountability to meet cost targets e.g. productivity, CONQ etc.</li> <li>• Standards – Deploy and sustain the SAESL Operating System Standards by working with the Cell/Area CFT, and where applicable with the suppliers.</li> <li>• Identify opportunity to improve the Standards.</li> <li>• Technical Authority – Specify Manufacturing Engineering and process requirements and make technical decisions in relation to the cell/area of accountability.</li> <li>• Lean/Improvement – Identify requirements for improvements and innovations in manufacturing processes and methods of manufacture within their cell/area of accountability.</li> <li>• Prioritise and promote launch of new projects based on business case.</li> <li>• Drive manufacturing processes towards identified best practice.</li> <li>• Deploy capability (including NPI) – Responsible for production readiness of new product manufacturing capabilities or methods of manufacture.</li> <li>• Develop numerate, real time methods for capturing process capability, and ensure it is available and acted on within the facility/supply chain.</li> <li>• Maintenance of Production Technical Packages (technical instructions, programmes, tooling, etc) for all parts/assembles which clearly define the manufacturing process ensuring manufacturing processes and/or methods of manufacture meets the requirements for quality, cost, delivery rate and lead time</li> </ul>	



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Technical Services Engineer	<ul style="list-style-type: none"> <li>Degree in Aeronautical / Manufacturing / Mechanical Engineering (Candidates with Aeronautical / Manufacturing / Mechanical Diploma and relevant experience will be considered).</li> <li>Good knowledge of high bypass gas turbine engines.</li> <li>Good communication, analytical, engineering and project management skills.</li> <li>Good technical problem-solving skills.</li> <li>Able to multi-task and meet tight deadlines.</li> <li>Meticulous, assertive, logical, good thought process.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible in creating instruction for engine and module inductions. Managing technical issues on engine and module inductions. Responsible for technical publication reviews.</li> <li>Liaise with customers and OEM to determine the workscope for Engines and Modules.</li> <li>Create specific work instructions for Engines and Modules.</li> <li>Evaluate OEM technical publications for shop's readiness to perform the tasks.</li> <li>Provide technical support on Engines and Modules strip findings.</li> <li>Produce Technical Summary on strip findings and work performed on Engines and Modules.</li> <li>Raise Technical Variance requests to OEM where necessary to accept findings beyond limits</li> <li>Provide Engineering support on Sentencing and Kitting activities.</li> <li>Perform investigation on Engines and Modules rejected from service and produce technical reports on investigation findings.</li> <li>Create engine test instructions and support test troubleshooting</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore (509933)</li> </ul>
Senior Customer Business Executive (Component Repair)	<ul style="list-style-type: none"> <li>Possess a degree, preferably in Engineering with three years of experience in aerospace business, or equivalent</li> <li>Excellent team member, proactive in managing issues and possess sense of responsibility and ownership in his/her work and result</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with customers on all aspects of orders, such as delivery commitments, pricing and component repair status</li> <li>Develop overall support packages for commercial issues encountered by customers</li> <li>Accountable for accuracy and timeliness of all invoices</li> <li>Ensure payment for completed work is in line with contractual obligation</li> <li>Resolve invoice queries in line with agreed business objectives</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Ability to build relationships both internally and externally</li> <li>Proficient in MS Office applications and Office 365 platforms, experience in SAP will be advantageous</li> <li>Excellent interpersonal and communication skills</li> <li>Able to work independently in a fast-paced environment</li> <li>Multi-tasking, highly motivated with strong drive to succeed and exhibit a high level of integrity</li> <li>Enjoy problem solving</li> </ul>	<ul style="list-style-type: none"> <li>Administer warranty claims on behalf of customers</li> <li>Represent customers in internal meetings to ensure customers' requests and concerns are duly addressed</li> <li>Conduct periodic business reviews with customers</li> <li>Manage ad-hoc requests from customers</li> <li>Work closely with various internal and external stakeholders to identify cost saving opportunities</li> <li>Driving or supporting the identification of activities, measures and projects that are required in the wider business to support continuous improvement</li> <li>Ensure that Customer Business Excellence is delivered throughout the business</li> </ul>	
Test Cell Specialist	<ul style="list-style-type: none"> <li>Degree in Mechanical/Aerospace Engineering discipline or equivalent (Candidates with relevant work experience will be considered)</li> <li>Possess Rolls Royce Engine Test experience or similar capacity in Testcell environment will be an advantage</li> <li>Possess good analytical and technical problem-solving skill</li> <li>A good team player with good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>As an Engine Test Specialist, you will play a critical role in ensuring the performance, reliability, and safety of Rolls Royce engines.</li> <li>Reporting to Operations Manager, the role requires you to be responsible for Testcell maintenance planning and resolving technical issues/problems/arisings promptly to ensure continuous operational flow</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>
Principal Project Executive	<ul style="list-style-type: none"> <li>Degree holder (preferably in Engineering)</li> <li>Min 7-10 years with relevant track record</li> </ul>	<ul style="list-style-type: none"> <li>Responsible to manage and lead Project Team(s) to achieve specific Projects/Programmes Objectives</li> <li>To deploy the 3P Tool; providing the rules, tools and</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>on previous projects in charge</p> <ul style="list-style-type: none"> <li>• Preferably with PMP or Prince 2 certification</li> <li>• Ideally with project engineering and/or facility development experience</li> <li>• Dynamic individual</li> <li>• Excellent communications and interpersonal skills</li> <li>• Ability to work both independently and in a team</li> <li>• Excellent documentation skills</li> <li>• Competency in Word/Excel/Power Point/Project</li> </ul>	<p>process to manage a Project efficiently.</p> <ul style="list-style-type: none"> <li>• To lead all the Stakeholders of the Project to perform the project activities eg PRMs, PMO Gated Reviews, PCPs throughout the Project life cycle from project launch (Gate 0) to closeout(Gate 4) in order to achieve the project objectives.</li> <li>• To manage Project documentation and change control in line with the OPM and meets all Audit Requirements</li> <li>• To outline the Project charter, scope, deliverables and the Business case for the Project</li> <li>• To understand the work breakdown structure (WBS), work packages required to deliver the Project and work package dependencies to design the network diagram and Project plan</li> <li>• To ensure the route-to-approval is met in accordance with the required authority matrix.</li> <li>• To plan, forecast and manage Project cost based on milestone activities and ensure adherence or savings to budget and plans</li> <li>• To identify risks to Project and manage the activities to mitigate the impact of those risks.</li> <li>• To deliver Continuous Improvement initiatives to the function to improve the standards of Project Management and the role of the function in supporting the Business</li> <li>• To identify the project's resource requirement and manage escalation of project resource requirements to Project Lead/Programme Manager</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Production Head (Module 33 & Module 51)	<ul style="list-style-type: none"> <li>Strong strategic thinking, analytical, and problem-solving skills</li> <li>Excellent leadership, communication, and interpersonal skills</li> <li>Demonstrated ability to work effectively in a team environment and lead cross-functional teams</li> <li>Knowledge of lean manufacturing principles and continuous improvement methodologies</li> <li>Understanding of aviation industry regulations and requirements</li> <li>Experience in developing and implementing mid and long-term strategic plans</li> <li>Experience in developing and implementing business continuity plans</li> </ul>	<ul style="list-style-type: none"> <li>Develop and implement mid and long-term strategic plans for the production process that align with the overall business strategy</li> <li>Develop and implement business continuity plans that ensure the production process can continue in the event of disruptions or disasters</li> <li>Establish and maintain production standards and procedures that ensure consistent quality output</li> <li>Analyze production data to identify trends, bottlenecks, and areas for improvement and make recommendations to senior management</li> <li>Lead and motivate the production team to achieve production goals, providing guidance, coaching, and training as required</li> <li>Ensure compliance with all relevant safety, health, and environmental regulations and standards</li> <li>Develop and implement continuous improvement initiatives to enhance product quality and reduce costs</li> <li>Collaborate with other functional areas (e.g., engineering, maintenance, quality assurance, supply chain) to ensure smooth operations and effective problem resolution</li> <li>Develop and manage the production budget, ensuring efficient use of resources and cost-effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>
Cell Planner (Cross Functional Team)	<ul style="list-style-type: none"> <li>Degree in Engineering Discipline or Diploma in Engineering Discipline with minimum 2 years in process planning control</li> <li>Minimum 2 years working at executive or product control level managing a</li> </ul>	<ul style="list-style-type: none"> <li>Plans and Execute Equipment system maintenance to meet calibration and production schedules</li> <li>Manage manhour to achieve target business plans. Works with other dept/external and internal vendors to meet company objectives</li> </ul>	<ul style="list-style-type: none"> <li>Office Hours</li> <li>10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>process/product engineering environment activity</p> <ul style="list-style-type: none"> <li>• Preferably experience in Large Civil Engine overhaul facility operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate and Execute projects to achieve efficiency in company operations</li> <li>• Institute manpower/leave control, discipline and mentoring of staff under his/her charge</li> <li>• Yearly budgeting and financial control of section expenditure</li> <li>• Analyze and advise Manager and General Manager on section business growth potential to achieve company business targets.</li> <li>• Achieve Min Six Sigma Green belt accreditation with first two year of appointment.</li> <li>• Develop new tasks with reference to new repair schemes, modifications, inspections or related technical work. To formulate FAI, work instructions and manpower requirement.</li> <li>• Work with Head, Operation to maximize WIP and improve TRT to enhance company operation tempo.</li> </ul>	
Manufacturing Engineer (Digital Manufacturing)	<ul style="list-style-type: none"> <li>• Bachelor's degree in Manufacturing, Material Science, Mechanical Engineering or related field</li> <li>• Possess knowledge (theory and practical) on digital manufacturing and conventional machining</li> <li>• Experience in operating non-contact measurement equipment and Siemens NX multi-axis manufacturing module</li> <li>• Understanding of common component repair processes (welding, heat treatment, NDT) and familiarity with digital</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the acquisition, delivery and commissioning of capital equipment, turnkey solutions and ancillary fixtures/tooling Industrialize adaptive manufacturing capability through the development of new process and procedures</li> <li>• Manage the transfer of new products and know-hows from pre-production site to manufacturing site for mass production. Successful candidate will be expected to be posted overseas for training and technology transfer</li> <li>• Implement and deliver new repairs by designing and fabricating new repair fixtures/tooling; developing process parameters; and validating repair setup through First Article</li> </ul>	<ul style="list-style-type: none"> <li>• Office Hours</li> <li>• 10 Calshot Road (Industrial Building) Singapore 509933</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>manufacturing and/or proficiency in CNC programming is an advantage</p> <ul style="list-style-type: none"> <li>• Ability to read and understand manufacturing drawings and GD&amp;T</li> <li>• Able to multi-task and work well under pressure as an individual/ team</li> <li>• Possess good communication, analytical, engineering and project management skills</li> <li>• Good technical problem-solving skills, takes ownership and hands-on approach</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection Provide technical assistance to all functional departments to meet business objectives</li> <li>• Effectively apply process control (SPC) to monitor, analyze and define errant processes; and to refine processes to reduce variability</li> <li>• Function as on-site technical authority and liaise with technical specialists for CAM and non-contact measurement related repair processes.</li> <li>• Lead and own CAM and non-contact measurement activities</li> <li>• Any other duties as assigned by supervisor</li> </ul>	
Customer Business Assistant	<ul style="list-style-type: none"> <li>• Minimum Diploma in any field</li> </ul>	<ul style="list-style-type: none"> <li>• Handle engine shop visit administration               <ul style="list-style-type: none"> <li>- Creation of Sales Orders</li> <li>- Printing of scrap labels &amp; updating of scrap labels monitoring chart</li> <li>- Updating of SAESL Induction Readiness Chart (Daily)</li> <li>- Verify induction date daily in the morning before Pre-DOM meeting</li> <li>- Update engine sales order number once engine inducted.</li> <li>- Management of engine stand &amp; MVP bag allocations</li> <li>- T1000 engine stand &amp; MVP bag allocations + maintaining chart (Includes communications with RR)</li> </ul> </li> <li>• Assist in the preparation of regularly scheduled reports               <ul style="list-style-type: none"> <li>- Download report for Customer Issues Log</li> <li>- Download SAP reports (VA45, OV50 &amp; OV51)</li> <li>- Monitor office supplies inventory and place orders</li> <li>- Tracking &amp; ordering of stationaries and corporate gifts</li> </ul> </li> <li>• Performing of administrative and clerical duties for Customer Business Department</li> </ul>	<ul style="list-style-type: none"> <li>• Office Hours</li> <li>• 10 Calshot Road (Industrial Building) Singapore 509913</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>- Updating of CBE WIP Report (twice weekly)</li> <li>- Updating of Technical Summary Tracker (weekly)</li> <li>- Raise security clearance &amp; update visitor log</li> <li>- Submission of OPM/forms revisions</li> <li>- Minutes for team meeting</li> <li>- Updating of customer information database</li> <li>- Supporting the identification of activities, measures and projects that are required in the wider business to support continuous improvement.</li> <li>• Update Weekly Gate               <ul style="list-style-type: none"> <li>- RR Royalties sheet (try to do quarterly moving forward)</li> <li>- Ensure that Customer Business Excellence is delivered throughout the business.</li> <li>- Perform other related duties as assigned</li> <li>- Twice weekly printout of WIP engines for VP</li> </ul> </li> </ul>	

## #17 e2i services

### e2i Services

- Career Coaching & Job Matching

### NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**  
(e.g. Analysts, Engineers, Executives, Technicians, etc)

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



- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, part-time jobs, operators, packer roles)

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





### **Check out our e-Resources for Jobs & Skills**

Explore this site to get this information:

- Career Resource kit for Professionals
  - Career Assessment Tool
  - e2i Resume Builder
  - Career Fairs
- and many more.



<https://e2i.sg/crp-yellow?r=qr>

### **Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!**



<https://ntuc.co/4cxkqt4?r=qr>

### **Concerned about your Job Security in this period?**

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

### **Meet an e2i Career Coach**

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



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

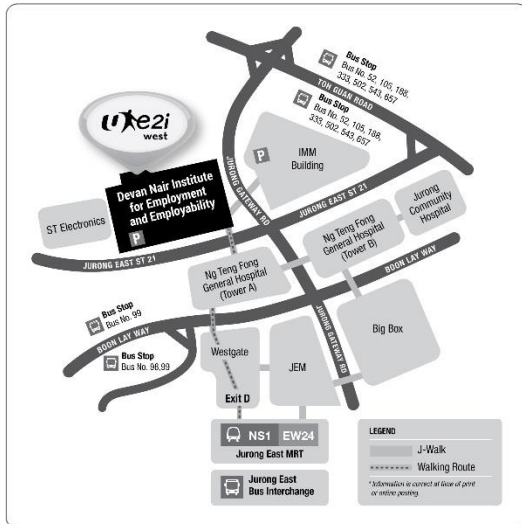


You can also reach them at the following centres (By appointment only):



### e2i west

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



Find us at these other locations.



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

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