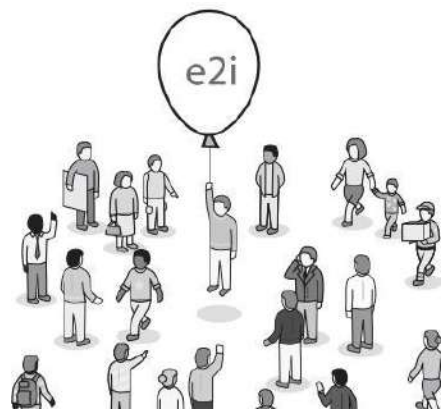


Marsiling Yew-Tee X e2i Career and Skills Fair

15 May 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)
























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


























Participating Companies





















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#1 AcePLP Pte Ltd

AcePLP is a Singapore-based company with a proven track record in delivering Building Information Modelling (BIM) services to the Architecture, Engineering, and Construction (AEC) industries. We collaborate closely with contractors, consultants, and other stakeholders to create, coordinate, and manage high-quality BIM data across the entire project lifecycle.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
BIM/CAD Engineer 	<ul style="list-style-type: none"> Higher Nitec/Degree in Construction or Engineering related background No experience required Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc. 	<ul style="list-style-type: none"> Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Delivery Management Accreditation Scheme. Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. With AcePLP's assistance, you will find your ideal career. You will receive 2 months of training in BIM/CAD by an Approved Training Provider. You will attain WSQ-recognized certifications. 	<ul style="list-style-type: none"> Mon-Fri 8:30am to 5:30pm Sat 8:30am to 12:30pm
BIM Technical Specialist 	<ul style="list-style-type: none"> Degree/Diploma in Construction or Engineering related background. 	<ul style="list-style-type: none"> To conduct digital delivery implementation services, guide junior 	<ul style="list-style-type: none"> Mon-Fri 8:30am to 6:30pm



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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prior experience in BIM modelling and/or coordination. • Experience in computational BIM or 4D/5D BIM is highly advantageous 	BIM Modelers, conduct training	

#2 Amara Hotels & Resorts

Our flagship, Amara Singapore Hotel, is conveniently located in Singapore's thriving Central Business District, next to the Tanjong Pagar MRT Station. This business hotel in Singapore is easily accessible by major transportation modes and within walking distance to the fascinating Chinatown, the Tanjong Pagar Conservation District, key office buildings, foreign and local banks, post offices, shops, as well as dining and entertainment establishments. Amara Sanctuary Resort Sentosa is a 140-room boutique resort in Singapore nested within 3.5 hectares of secluded tropical gardens on the hillside of Sentosa's popular Palawan Beach

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Housekeeper	<ul style="list-style-type: none"> • Guest oriented and detailed focused. • Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Assist housekeeping in overseeing daily housekeeping operations. 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days
Assistant Restaurant Manager	<ul style="list-style-type: none"> • Good communications and interpersonal skills 	<ul style="list-style-type: none"> • Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days
Banquet Operations Manager	<ul style="list-style-type: none"> • Minimum 3 years of F&B experience with strong background in banquet operations. • Service orientated with an eye for details. • Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Oversee and manage the hosting of banquets to provide excellent guests experience. • Ensure daily administration and operations requirements of the banquet department 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Guest Service Executive	<ul style="list-style-type: none"> Experience in customer service preferred 	<ul style="list-style-type: none"> Greet guests warmly and perform registration procedures 	<ul style="list-style-type: none"> Weekly Commitment: - 6 Days
Guest Service Manager 	<ul style="list-style-type: none"> Minimum 3 years of experience in similar capacity 	<ul style="list-style-type: none"> Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests, ensuring pleasant and enjoyable experiences 	<ul style="list-style-type: none"> Weekly Commitment: - 6 Days
M&E Technician	<ul style="list-style-type: none"> Skilled and knowledgeable in M&E maintenance and can troubleshoot M&E 	<ul style="list-style-type: none"> Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard 	<ul style="list-style-type: none"> Weekly Commitment: - 6 Days
Public Attendant	<ul style="list-style-type: none"> Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> Maintain cleanliness of the resort in accordance with procedures & guidelines 	<ul style="list-style-type: none"> Weekly Commitment: - 6 Days
Restaurant Executive	<ul style="list-style-type: none"> Assist in supervision of daily operations of the outlet Establish rapport with guests to ensure service excellence 	<ul style="list-style-type: none"> Service-oriented with excellent interpersonal and communication skills. Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> Weekly Commitment: - 6 Days
Restaurant Manager 	<ul style="list-style-type: none"> Minimum 3 years' experience in F&B. Strong communication, problem solving and people skills. Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> Weekly Commitment: - 6 Days
Senior/ Security Officer	<ul style="list-style-type: none"> Minimum 1 year of experience 	<ul style="list-style-type: none"> Ensure security policies and procedures are carried out 	<ul style="list-style-type: none"> Weekly Commitment: - 6 Days


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Security Officer	<ul style="list-style-type: none"> • Experience as a security in hotel • Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Ensure safety and security of hotel guests & staff. • Conduct regular patrolling & investigations. 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days
Store cum Receiving Officer	<ul style="list-style-type: none"> • Able to carry heavy goods as and when required 	<ul style="list-style-type: none"> • Ensure that all goods/merchandises received or rejected goods/merchandises are properly documented and accounted for 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days
Senior Room Attendant	<ul style="list-style-type: none"> • Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Maintain cleanliness of the guest rooms in accordance with procedures & guidelines 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days
Waiter/ Waitress	<ul style="list-style-type: none"> • At least 1 Year(s) of working experience in the related field is required for this position. • Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Provide friendly, excellent and professional service to all guests. • Responsible for handling food and beverage orders and serving guests. • Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests • Possess knowledge to upsell, well-versed in all aspects of the menu 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days

#3 Breadtalk Group

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

Today, with over 700 outlets in 14 international markets, BreadTalk Group produces culinary magic for everyday recipes that you savour, uniting people with good taste around the world. With a global staff strength of more than 5,200, the Group operates nearly 550 bakeries, 30 Din Tai Fung restaurants in Singapore, Thailand and the United Kingdom and 38 award-winning Food Republic outlets in Singapore, Malaysia, Greater China, as well as 10 Food Junction outlets in Singapore and Malaysia


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Accounts Executive 	<ul style="list-style-type: none"> • Minimum 1 year of relevant working experience • Degree/Diploma in accountancy or similar discipline • Experience in handling transactions and/or accounts of F&B industry is preferred. • Proficient in Microsoft Excel. • Experience in SAP would be an advantage. • Positive working attitude, meticulous with accuracy & efficiency 	<ul style="list-style-type: none"> • Oversee day-to-day operations of invoices/claim processing. • Liaise with suppliers and business divisions on any discrepancies in invoices and other supporting documents. • Work as a team within the department to ensure all documents are properly collated for timely submission. • Assist in ad-hoc projects assigned from time to time. • Prepare intercompany schedule and GST reports for submission 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - 9am to 6pm
Baker – BreadTalk	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekends • Must be able to 	<ul style="list-style-type: none"> • Topping Section • Prepare toppings for various bread and Danish products in accordance with standard operating procedures (SOPs) • Prepare Euro bun toppings (where applicable, depending on outlet) 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - Rotating Shift

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	handle heavy weight	<ul style="list-style-type: none"> • Handle ingredient and filling preparation for all types of bun products • Develop product knowledge and understand the ingredients used in each item • Execute dispensing duties efficiently, ensuring freshly baked products are displayed in an organized and timely manner • Table Section • Apply appropriate ingredients for each product, ensuring accuracy and consistency • Follow portion guidelines, ensuring correct ingredient weights per product • Perform dough shaping for Sweet Buns, Danish, Euro-style, and Toast products • Fill sweet breads according to recipe specifications and presentation standards • Oven Section • Set and monitor baking temperatures and durations specific to each product • Acquire in-depth knowledge of each item prior to baking to ensure quality outcomes • Ensure all product types— Sweet Breads, Danish, Euro, and Toast—are baked in accordance with quality and consistency standards 	
Baker - Central Kitchen	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekends • Must be able to 	<ul style="list-style-type: none"> • Prepare and handle ingredients for baking, including cakes, dough, toast, and bread • Assist in the baking process to ensure consistency and quality in all products • Pack, label, and store raw materials as well as finished goods in an organized 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - Rotating Shift



Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>handle heavy weight</p>	<p>manner</p> <ul style="list-style-type: none"> • Carry out quality control checks to maintain food safety and product standards • Maintain cleanliness and hygiene of the kitchen, equipment, and work areas • Support the team in any other ad hoc duties assigned by the Supervisor 	
<p>Crew/Senior Crew (Foods & Drinks) - Food Republic</p>	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekend. • Presentable, with a friendly and customer-oriented disposition • Must be able to handle heavy weight 	<ul style="list-style-type: none"> • Provide excellent front-line service, including greeting customers, recommending products, taking orders, and handling cashiering duties • Assist with customer enquiries regarding menu items, pricing, or product availability in a courteous and professional manner • Accurately process sales transactions via POS and manage payment collection • Serve customers from pushcarts and ensure efficient payment handling post-sale (if applicable) • Prepare and serve toast, hot food items, and desserts in line with recipes and food safety standards (if applicable) • Support kitchen operations by preparing ingredients, sauces, and other food components as required (if applicable) • Serve food items and drinks, including pouring drinks and scooping rice and soup for customers (if applicable) • Prepare and serve traditional coffee, tea, homemade beverages, and cordials according to standard recipes and quality expectations (if applicable) 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - Rotating Shift

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Cut, arrange, and display fresh fruits in chillers for visual appeal and freshness (if applicable) • Stall & Dining Area Maintenance • Maintain a clean and organized workstation, ensuring hygiene standards are met • Ensure the front-of-stall and service areas are well stocked with required consumables and supplies • Assist with clearing and resetting tables, replenishing condiments, and maintaining cleanliness of the dining area (if applicable) • Support Store Manager/ Assistant Store Manager in conducting inventory checks and stocktaking • Provide timely feedback or reports on the quality and quantity of ingredients, drinks, fruits, sauces, and other consumables • Perform any other ad hoc duties as assigned to support daily stall operations and team efficiency 	
<p>Data Analytics Executive </p>	<ul style="list-style-type: none"> • Proficiency in data analysis tools (e.g., SQL, Excel, Python, R, or similar) • Experience with data visualization tools (e.g., Tableau, Power BI) • Strong knowledge of 	<ul style="list-style-type: none"> • Proficiency in data analysis tools (e.g., SQL, Excel, Python, R, or similar). • Experience with data visualization tools (e.g., Tableau, Power BI). • Strong knowledge of data management and reporting processes. • Excellent communication and presentation skills. • High attention to detail and accuracy in reporting. 	<ul style="list-style-type: none"> • Working Hours: - 9am to 6pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>data management and reporting processes.</p> <ul style="list-style-type: none"> • Excellent communication and presentation skills • High attention to detail and accuracy in reporting. • Ability to work collaboratively with cross-functional teams 	<ul style="list-style-type: none"> • Ability to work collaboratively with cross-functional teams. 	
<p>Dim Sum Helper/Kitchen Helper - Din Tai Fung</p>	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekend. • Presentable, with a friendly and customer-oriented disposition • Must be able to handle heavy weight 	<ul style="list-style-type: none"> • To ensure that the food and presentation quality is constantly maintained • Assist in preparation of ingredients for Chef • Ensure food items are prepared according to company standards of quality and consistency • Upkeep of the kitchen cleanliness and hygiene standard • Receiving goods and inventory control • Job Responsibilities (Back Kitchen): • Serve and introduce dishes to customers • Prepare ingredients (Eg: cut, peel, chop and wash) • Ensure food items are prepared according to company standards • Upkeep kitchen cleanliness and hygiene standards 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - Rotating Shift

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Human Resources Executive, Payroll & Shared Services </p>	<ul style="list-style-type: none"> • Diploma/Degree in Business Administration, Human Resources, Psychology or related. • Minimum 1-2 years or more relevant HR Shared Service Experience. • Hands-on experience on SuccessFactors is a pre-requisite. • Knowledge on Payroll administration is an advantage. • Proficient in Microsoft Office applications. • Prior experience in HR shared services environment with a large organization is preferred. • Highly self-motivated, committed and resourceful; with initiative and drive to deliver organized and meticulous work. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Working Hours: - 9am to 6pm
<p>IT Technician </p>	<ul style="list-style-type: none"> • Preferably Nitec/ITC/ Diploma in Information Technology, 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Working Hours: - 9am to 6pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>Computer Science or related discipline</p> <ul style="list-style-type: none"> • Possess basic knowledge in IT infrastructure such as network, VPN, Server etc 		
<p>Junior Cook/Cook / Kitchen Assistant (Halal/Non halal) - Food Republic</p>	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekend. • Presentable, with a friendly and customer-oriented disposition • Must be able to handle heavy weight 	<ul style="list-style-type: none"> • Cook, present, and garnish food items in accordance with standard recipes and presentation guidelines • Prepare food, sauces, and ingredients using various kitchen equipment, including deep fryers • Execute daily kitchen tasks and activities to support smooth operations • Assist in maintaining inventory levels, restocking supplies, and participating in stock taking • Maintain cleanliness and ensure sufficient supplies of condiments and consumables at the stall front • Ensure cleanliness and hygiene of the work area in compliance with food safety standards • Follow the company's Standard Operating Procedures (SOPs) for managing food waste • Perform any other duties assigned by the Supervisor or Head Chef (if applicable) 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - Rotating Shift
<p>Manager, Applications Development (Loyalty/CRM) </p>	<ul style="list-style-type: none"> • 5+ years managing loyalty platforms or CRM 	<ul style="list-style-type: none"> • Develop and execute application roadmaps aligned with business needs and digital transformation goals. 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>applications in a digitally driven, multi-brand environment.</p> <ul style="list-style-type: none"> • Strong understanding of SDLC, Agile/Waterfall methodologies, and DevOps practices. • Deep experience with rewards ecosystems, voucher management, campaign mechanics, and loyalty app UX flows. • Familiarity with AWS infrastructure (EC2, RDS, S3) and data environments supporting app or CRM delivery. • Working knowledge of ETL pipelines, analytics dashboards, and data schema design to support campaign KPIs. • Experienced with regulatory compliance frameworks and pre-launch stability testing. • Adept at communicating with cross-functional 	<ul style="list-style-type: none"> • Lead end-to-end App Roadmaps including requirements gathering, UI/UX design, App development, UAT, deployment, and post-go-live support. • Manage project scope, timelines, risks, budgets, and stakeholder expectations, ensuring timely and quality delivery of developments. • Work closely with internal stakeholders such as IT and Business units to understand their needs and translate them into viable, scalable technical solutions for smoother work processes. • Oversee change request, bugs fixes, and deployment timeline to minimize any potential disruption to the business operation. • Drive continuous improvement plans by evaluating user feedback, analyzing market trends, and implementing enhancements to improve application usability and performance. • Ensure application complies to all regulatory policies and data protection measures. • Maintain technical documentation and system records, supporting internal audits, risk assessments, and regulatory compliance. 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>stakeholders across IT and external vendors.</p>		
<p>Operation Executive - Food Republic </p>	<ul style="list-style-type: none"> • Willingness to work 6-day work weeks, including weekends and Public Holidays, on rotating shifts • Presentable, with a friendly and customer-oriented disposition • Able to perform under pressure in a fast-paced environment • Proficient in Microsoft Office applications • Comfortable handling cash audits and reconciliations • Open to cross-deployment across various outlets 	<ul style="list-style-type: none"> • Assist the Branch Manager in ensuring smooth and efficient daily operations of the food atrium • Enforce compliance with company policies, procedures, and regulatory requirements • Respond to enquiries and requests from tenants, customers, and cleaning personnel • Conduct routine hygiene inspections and inventory checks across all stalls • Perform regular cash audits in accordance with the Company’s Cash Control Policy • Coordinate and facilitate virtual food delivery orders on behalf of tenants • Maintain overall aesthetic standards of the outlet, including stall displays and staff grooming • Serve as a key liaison with external vendors, contractors, and suppliers • Propose and support the implementation of improvements in operational workflows • Undertake any additional duties assigned by the Branch Manager or Senior Management 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - Rotating Shift
<p>Service Crew - ToastBox</p>	<ul style="list-style-type: none"> • Accurately take and process customers’ orders using the Point-of-Sale (POS) system. • Handle all types 	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekends • Must be able to handle heavy weight • Presentable, with a friendly 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - Rotating Shift

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>of transactions efficiently, including cash, card, voucher redemption, and discounts (e.g. promotions, staff meals).</p> <ul style="list-style-type: none"> • Perform key POS functions such as voiding transactions and reconciling sales during peak hours. • Support the Coffee Maker in preparing and serving cold beverages. • Prepare toasted bread items according to customer orders and recipe standards. • Ensure consistency in quality, taste, and presentation. • Assist in preparing ingredients and assembling Asian Food Delights as per orders • Monitor ingredient levels and ensure sufficient stock is available throughout the day 	<p>and customer-oriented disposition</p>	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Follow recipes and SOPs to maintain food consistency and hygiene • Support to prepare and serve various beverages (e.g. coffee, teas) according to company recipes whenever necessary • Ensure quality, proper temperature, and correct sweetness level for each drink • Maintain cleanliness and readiness of beverage equipment and station 		
<p>Service Crew - Thye Moh Chan</p>	<ul style="list-style-type: none"> • Operate the Point-of-Sale (POS) system with accuracy, including handling multiple payment modes, applying promotions, processing voucher redemptions, staff meals, staff discounts, and managing transaction voids • Perform opening and 	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekend. • Presentable, with a friendly and customer-oriented disposition • Must be able to handle heavy weight 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - Rotating Shift



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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>closing procedures for the POS system independently and efficiently</p> <ul style="list-style-type: none"> • Ensure accuracy and efficiency in handling transactions, even during peak trading hours • Prepare and record daily cash deposits with attention to detail and accountability • Manage pastry bookings, customer inquiries, and delivery arrangements with professionalism and warmth • Oversee product ordering and receiving of stock deliveries, ensuring items are accurate and in good condition • Proactively upsell and cross-sell products by sharing the heritage, craftsmanship, and unique qualities of traditional Chinese 		

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>pastries with customers</p>		
<p>Service Crew - BreadTalk/WP C</p>	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekend. • Presentable, with a friendly and customer-oriented disposition • Must be able to handle heavy weight 	<ul style="list-style-type: none"> • Able to handle transactions effectively during rush hours • Be familiar with POS machine and interface • Be accurate in all transactions: purchase, return, cancel • Know all POS Functions inclusive of promotions, staff meals, various discounts, voids, cash vouchers • Perform standard POS opening and closing procedures without supervision • Prepare and handle cash deposits accurately and according to SOP • Packing of breads for customer according to SOP • Lobby • Dispense products from back kitchen • Assist customers in product enquiries, product pricings, promotions, etc • Perform suggestive selling and upsell products to customers • General • Learn all product names • Perform proper Flosss topping according to SOP • Project friendly and positive image to customers • Outlet and Display cleanliness • Tray and tongs cleaning • Display cleanliness • Able to handle customer requests and enquiry • Handle cake bookings and enquiries 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - Rotating Shift

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Coordinate cake orders, deliveries and packaging • Any other ad-hoc duties as assigned • 	
<p>Senior Marketing Executive </p>	<ul style="list-style-type: none"> • Degree/Diploma in Mass Communication / Marketing or related discipline • Min 3 years of relevant experience (Those with prior experience with shopping malls or F&B industry will have an added advantage) • Design background (preferred) • Visual merchandising experience (preferred) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Working Hours: - 9am to 6pm
<p>Social Media Executive (Content & Photography) </p>	<ul style="list-style-type: none"> • Communication, Media, or related field • 1-2 years of experience in social media management or similar role • Strong understanding of social media platforms and trends • Proficiency in photography and basic photo editing • Familiarity with video 	<ul style="list-style-type: none"> • Plan and manage daily content for social media platforms (e.g. Instagram, Facebook, TikTok) • Create engaging posts, captions, stories, and short-form content aligned with brand tone • Schedule and publish content according to the marketing calendar • Monitor comments, messages, and basic community engagement • Track content performance and prepare simple monthly reports • Photography & Visual 	<ul style="list-style-type: none"> • Working Hours: - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • editing tools • Good communication and teamwork skills • Able to work independently and manage multiple tasks Experience with social media analytics a plus	Content <ul style="list-style-type: none"> • Take food, beverage, outlet, and lifestyle photos for social media use • Conduct simple on-site photo shoots at outlets or brand events • Perform basic photo editing (lighting, colour correction, cropping) • Ensure all visuals follow brand guidelines and visual standards • Campaign & Team Support • Work closely with Marketing, Operations, and Outlet teams • Support promotions, new product launches, and brand campaigns • Assist with short video content (Reels, TikTok, simple edits) when required 	
Trainee Chef - Din Tai Fung	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekends • Presentable, with a friendly and customer-oriented disposition • Must be able to handle heavy weight 	<ul style="list-style-type: none"> • Ensure that food quality, presentation, and consistency meet the established standards at all times • Support the Chefs in maintaining creativity and excellence in food preparation and presentation • Monitor and control kitchen wastage; promote efficient use of ingredients and resources • Check the freshness and proper preparation of stocks, sauces, and daily garnishes • Promptly report any equipment or maintenance issues to the Chefs for immediate attention • Ensure that both the front-of-house (as it relates to food service areas) and 	<ul style="list-style-type: none"> • Working Hours: <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		back-of-house (kitchen) are clean, organized, and well-maintained to support smooth operations	
Warehouse Assistant - Central Kitchen	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekends • Must be able to handle heavy weight 	<ul style="list-style-type: none"> • Receive goods from suppliers, inspect deliveries, and verify items against delivery orders or purchase orders. • Label, stock, and repackage materials to support daily operational needs. • Pick and pack goods accurately according to the picking list. • Pack, wrap, and store goods in designated storage areas; update storage locations in the system as required. • Perform basic quality control checks on goods and report any discrepancies or defects. • Maintain cleanliness, organization, and good hygiene standards in the workplace. • Handle warehouse tools, equipment, and hardware properly to prevent damage. • Distribute finished goods to designated drivers for delivery 	<ul style="list-style-type: none"> • Working Hours: - 9am to 6pm
Waiter/Waitresses - Din Tai Fung	<ul style="list-style-type: none"> • Able to work in hot environment • Long hours of standing • Rotating shift including weekend. • Presentable, with a friendly and customer-oriented disposition • Must be able to 	<ul style="list-style-type: none"> • Greet and welcome guests promptly upon arrival; escort them to their seats courteously • Provide a courteous, professional, and attentive dining experience to all customers • Take accurate food and beverage orders and serve them efficiently • Monitor food and beverage quality before serving to ensure it meets standards • Stay updated on menu 	<ul style="list-style-type: none"> • Working Hours: - 9am to 6pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>handle heavy weight</p>	<p>changes or service expectations</p> <ul style="list-style-type: none"> • Dining Area Management • Ensure the designated service area runs smoothly throughout the shift • Replenish cutlery, napkins, and other tableware as needed during service • Confirm that each table has proper settings and required condiments before customer seating • Reset and clean tables after use, including clearing soiled dishes and sanitizing surfaces • Standards & Procedures • Adhere strictly to the company’s Standard Operating Procedures (SOPs) for service, hygiene, and safety • Proactively suggest process or service improvements to supervisors • Maintain professional grooming, cleanliness, and a high level of personal hygiene • Uphold consistent, best-in-class service and hygiene standards at all times • Additional Responsibilities • Perform any other related tasks, duties, or assignments as directed by the supervisor or management 	


#4 CBM Pte Ltd

CBM provides a full range of Integrated Facility Management (IFM) services. We address our client’s unique needs and act as a single point of contact to relieve them of their daily non-core operational issues. As a customer-oriented organization, we strive to provide the best quality service to meet our client’s expectations and help them achieve their business objectives.


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Account Manager 	<ul style="list-style-type: none"> • Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experience in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Lead to develop and execute strategic business plans • Maintain data integrity in management systems • Deliver contractual and ad-hoc reports punctually • Oversee contractor on/off boarding, induction and adherence to standards • Monitor planned preventive maintenance in line with regulations. • Supervise minor repairs and ensure timely, safe and budgeted service delivery. • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures • Manage financial targets, expenses and budgets including raising Change Requests. • Oversee supply chain delivery, ensuring service quality 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 8pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Report incidents and implement emergency escalation processes. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Any other ad-hoc works assignment by the management. 	
<p>Accounts Executive </p>	<ul style="list-style-type: none"> • Minimum NITEC or other relevant qualification • Preferably with at least one year’s accounting experience. • Must be able to adapt to dynamic & fast-paced environment. • Must be meticulous & able to work independently. • Proficient in Microsoft excel preferred • Knowledge and experience with Microsoft 	<ul style="list-style-type: none"> • Handle day-to-day finance AR operation including prepare AR invoices, Credit memos and key in receipts from customers. • Issue official receipt and bank in cash received when necessary. • Generate monthly statement of accounts and follow up on outstanding receivables for SBU / Management meetings. • Prepare AR journal entries for month end closing • Prepare and reconcile Balance Sheet schedules on monthly basis; • Follow up with Operations on unbilled revenue • Handle queries from customers and internal 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>Dynamics (Navision) will be an added advantage.</p>	<p>staffs on outstanding matters.</p> <ul style="list-style-type: none"> • Assist in liaising and resolve with tax agent/auditor on tax/audit issues. • Other ad-hoc finance reports/duties assigned by superiors 	
<p>Admin Officer</p>	<ul style="list-style-type: none"> • Handling HR matters for Project Division • Perform clerical / administrative duties; typing, filing, data entry, prepare reports. • Manage, keep record and update all submission documents and liaise internally with Finance • Handle administrative works for projects • Any general ad hoc duties 	<ul style="list-style-type: none"> • N/O Level / NITEC with 3 years of relevant experience 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days
<p>Area Manager </p>	<ul style="list-style-type: none"> • Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or 	<ul style="list-style-type: none"> • Oversee and manage the performance delivery of facility management service at respective zones • Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings • Identify and troubleshoot problems and provide professional advice to the 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>Equivalent Singaporean/P R only</p>	<p>team</p> <ul style="list-style-type: none"> • Develop standard operation procedure and internal work flow to maintain smooth operation at sites • Manage relation to client/ authorities, being the liaising point of contact • Oversee area budgeting and expenses • Any other ad-hoc assignments assigned by the Management. 	
<p>Assistant Building Manager </p>	<ul style="list-style-type: none"> • Degree in mechanical/ electrical engineering with min 4 years' relevant work experience in building mechanical and electrical services. Fully certified as a Singapore Certified Energy Manager (SCEM). Singapore Citizen or PR. 	<ul style="list-style-type: none"> • Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relations to client/authorities/ tenants • Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to recommend and take remedial actions • Budgeting and managing expenses • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>status report to assembly point leaders</p> <ul style="list-style-type: none"> Any other ad-hoc assignments assigned by the Management. 	
Associate Engineer - Test Maintenance 	<ul style="list-style-type: none"> Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical/ Mechatronics Engineering or equivalent. Specialized knowledge of equipment, testers, handlers, etc is preferred. Possess Trouble shooting skills on equipment maintenance and repair. Possess strong analysis and good teamwork. Good communication and presentation skills. Able to commit to either 12-hr permanent day / night shift 	<ul style="list-style-type: none"> Responsible for troubleshooting, calibration, repair and maintenance of assigned Testers and Handlers platform. Ensure equipment are in production condition with minimum downtime and running at yield specified. Responsible for tracking, monitoring and reporting daily equipment downtime. Responsible for daily housekeeping and any other responsibilities as assigned. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 3.5 Days Working Hour: <ul style="list-style-type: none"> 8am to 8pm or 8pm to 8am
Assistant Business Development Executive 	<ul style="list-style-type: none"> Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from 	<ul style="list-style-type: none"> To conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>a recognized tertiary institute</p> <ul style="list-style-type: none"> • At least 5 years of relevant experiences in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> • Tender Management – to conduct the entire process of tender administrations and tender submission management • To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals • To generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions • To conduct corporate presentation to potential clients, guests and for tender interviews • To manage the transition of secured projects including deployment to site operations, mobilization of manpower, co-ordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, recommending and implementing solutions, and contract management • To prepare reports and minutes for Single Business Unit/Management Meeting To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses • To mobilize new projects within timeline and 	


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		budget, and to meet SLA and KPI established in the contract document <ul style="list-style-type: none"> • To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan • Any other scope and roles as assigned by the immediate Superior 	
Assistant Business Development Manager 	<ul style="list-style-type: none"> • To conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities • Tender Management – to conduct the entire process of tender administrations and tender submission management • To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals 	<ul style="list-style-type: none"> • Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experiences in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent •Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • To generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions • To conduct corporate presentation to potential clients, guests and for tender interviews • To manage the transition of secured projects including deployment to site operations, mobilization of manpower, co-ordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, recommending and implementing solutions, and contract management • To prepare reports and 		


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>minutes for Single Business Unit/Management Meeting To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses</p> <ul style="list-style-type: none"> • To mobilize new projects within timeline and budget, and to meet SLA and KPI established in the contract document • To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan • Any other scope and roles as assigned by the immediate Superior. 		
<p>Assistant Contract Executive </p>	<ul style="list-style-type: none"> • Diploma in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant 	<ul style="list-style-type: none"> • Support of maintenance and project works function • Undertaking costs analysis for repair and maintenance project work • Assisting in stabling client's requirements and undertaking feasibility studies • Performing value management and cost control 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>experience.</p>	<ul style="list-style-type: none"> • Advising on procurement strategy • Identifying, analyzing and developing responses to commercial risks • Providing advice on contractual claims • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Administer term contractors A&A works • Valuing completed work and arranging payments • Understanding the implications of health and safety regulations • Any other ad-hoc assignments assigned by the Management. 	
<p>Assistant Engineer </p>	<ul style="list-style-type: none"> • Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. • 1-3 years of experience in HVAC operations, preferably with chillers and central plant systems. 	<ul style="list-style-type: none"> • Assist in performing Energy and Engineering audits. • Working closely with Energy Managers to provide accurate and informative reports. • To perform Measurement and Verification of the performance of M&E Plant. • Managing energy improvement and retrofitting projects. • Help evaluate existing buildings for appropriate energy conservation measures, • Understand financial terms, payback, ROI and related energy saving calculations. 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> Any other duties as and when assigned by management 	
<p>Assistant Head </p>	<ul style="list-style-type: none"> Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute At least 5 years of relevant experiences in facilities management and business development portfolios Able to work independently with minimum supervision Able to conduct market outreach and marketing Proactive and independent Dynamic and multi-tasking capabilities. 	<ul style="list-style-type: none"> Oversee the overall performance of Service teams. Ensure contract compliance and meet or exceed KPIs. Identify lapses and formulate action plans for improvement Foster a culture of service excellence and continuous improvement Monitor and update account processes and procedures Collaborate with Site Leads to develop and execute strategic business plans Cultivate teamwork, collaboration and personal development within the team. Attending operation meeting and discussion with clients Maintain data integrity in management systems Uphold safety protocols and crisis management procedures Enforce compliance with Health, Safety, Environmental and Risk Management policies. Oversee supply chain delivery, ensuring service quality Ensure accurate and timely financial reporting and billing Manage staff performance, development and recruitment Cultivate teamwork, collaboration and 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 8am to 5.15pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>personal development within the team.</p> <ul style="list-style-type: none"> • Manage workload, resourcing and succession planning • Oversee contractor on/off boarding, induction and adherence to standards • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovation solutions to improve efficiency and productivity • Any other ad-hoc works assignment by the management. 	
<p>Assistant Projects Manager </p>	<ul style="list-style-type: none"> • At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools 	<ul style="list-style-type: none"> • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. • Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. • Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules. • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Good understanding of safety protocols and permit-to-work systems. 	<ul style="list-style-type: none"> • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager. • Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management. 	
<p>Assistant Property Manager </p>	<ul style="list-style-type: none"> • Degree in Facilities Management/ Building/Engineering from recognized institutions 	<ul style="list-style-type: none"> • Planning and managing the resources to run the day-to-day FM operations. • Carry out site inspections. • Planning and execution of all M&E periodic 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>with minimum 5 years of relevant experience and must have a proven management track record. Possess FSM Cert, CERT trained & First Aid trained.</p>	<p>preventive maintenance, repair and replacement programmes.</p> <ul style="list-style-type: none"> • Putting in place a safety plan for the Property. • Checking and endorsing of all reports/schedules/programs prepared by his site teams/sub-contractors including Mapletree's appointed contractors. • Ensuring that all statutory requirements are complied with. • Overseeing calling of quotations as well as evaluating the quotations and recommendation for acceptance. • Plan for monthly/quarterly/yearly periodic inspection and ensure staff carries out inspection as per schedule. • Any other ad-hoc assignments assigned by the Management. 	
<p>Assistant Quantity Surveyor </p>	<ul style="list-style-type: none"> • Diploma/degree in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience. • Fresh graduates may apply. 	<ul style="list-style-type: none"> • Support of maintenance and project works function • Undertaking costs analysis for repair and maintenance project work • Assisting in stabling client's requirements and undertaking feasibility studies • Performing value management and cost control • Advising on procurement strategy • Identifying, analysing and developing responses to commercial risks • Providing advice on 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		contractual claims <ul style="list-style-type: none"> • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Administer term contractors A&A works • Valuing completed work and arranging payments • Understanding the implications of health and safety regulations • Any other ad-hoc assignments assigned by the Management. 	
Assistant Sustainability Consultant 	<ul style="list-style-type: none"> • Tertiary education in Environmental Engineering, Sustainability, Building Services or related field. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building 	<ul style="list-style-type: none"> • Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	certification such as Green Mark, LEED, BREEAM, or 3-star. <ul style="list-style-type: none"> • Able to communicate and present fluently. • Traveling for overseas assignment within short notice period. 		
Assistant Technical Executive 	<ul style="list-style-type: none"> • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. • Fresh graduates may apply. Singaporean/P R 	<ul style="list-style-type: none"> • Attend monthly meeting with client & prepares the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		of assigned task <ul style="list-style-type: none"> • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staff. • Any other ad-hoc assignments assigned by the Management. 	
Building Inspector 	<ul style="list-style-type: none"> • Singaporean / PR • Diploma in Building/Real Estate from Singapore/Ngee Ann Polytechnic • At least 2 years of experience in facilities management. • Candidates with Specialist Certificate in Building Condition Assessment (European Standard NEN 2767) will be an advantage 	<ul style="list-style-type: none"> • Inspect buildings and properties on the aspects of general safety, health and cleanliness, so as to ensure that they are properly maintained and used to acceptable standards • Verify the buildings on the ground against the Estates records and highlight discrepancies, if any. • Upon completion of the inspection, to submit reports to the Authority for certification of works and payment. • To ensure that all submissions or reports are clear, concise and written in proper and simple English. • Require to submit an interim report to the Authority within a week of the debrief for them to carry out rectification of the defects. • Report shall be prepared sufficiently comprehensive and detailed as to allow the Authority and their representative to determine further action to be taken • Assist in all operation & 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		maintenance concerns <ul style="list-style-type: none"> • Interfacing with the clients all matters • Attend meeting with client & preparing the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to client's feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contractors and client. • Provide costing and proposals for ad-hoc works/projects, if necessary • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Planning and review overall schedule • Any other ad-hoc assignments assigned by the Management. 	
Building Manager 	<ul style="list-style-type: none"> • Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. Possess FSM/WSH/GMF M or relevant certificates is preferred. 	<ul style="list-style-type: none"> • Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relation to client/authorities/ tenants • Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		recommend and take remedial actions <ul style="list-style-type: none"> • Budgeting and managing expenses • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management. 	
Carpark Attendant	<ul style="list-style-type: none"> • Must possess at least Primary/Secondary School/ "O" level • Must able to communicate in English • Able to work shift schedule is preferable • With own transportation is preferable • Able to endure outdoor environment 	<ul style="list-style-type: none"> • Check and ensure the carpark is in operations, report accordingly if there are any abnormalities • Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) • Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) • Ensure the cleanliness of the parking systems and carpark environment • Any other ad-hoc assignments assigned by the Management 	
Complex Manager 	<ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building 	<ul style="list-style-type: none"> • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>Services Engineering or Equivalent.</p> <ul style="list-style-type: none"> • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory; • Knowledge of Electrical and M&E. 	<p>directed by or subject to the approval of the Corporation.</p> <ul style="list-style-type: none"> • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. • Manage and properly maintain the property and keep it in a state of 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings.</p> <ul style="list-style-type: none"> • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation and management HQ office 	
<p>Condominium Manager </p>	<ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and 	<ul style="list-style-type: none"> • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>have experience in handling more than 900 units.</p> <ul style="list-style-type: none"> • Good knowledge of BMSMA Act. 	<p>the Corporation, its property and Subsidiary Proprietors.</p> <ul style="list-style-type: none"> • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of 	


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>the Corporation.</p> <ul style="list-style-type: none"> • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or 	


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		contractors. <ul style="list-style-type: none"> • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude in the best interest of the Corporation. • Any other duties assigned by the Corporation. 	
Customer Service Officer	<ul style="list-style-type: none"> • At least GCE 'O' Levels or equivalent • 2 years of working experience in the customer service or Control Centre roles is preferred • Excellent customer service and communication skills • Proficient in Microsoft Office tools (Excel and Word) 	<ul style="list-style-type: none"> • Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests • Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP) • Identifies and executes appropriate solutions to address customer queries, feedback and requests • Coordinates and activates the relevant parties to ensure callers are assisted to meet the expected services standards • Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system • Abide by safety and/or security standards in the workplace according to 	-


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		organizational Workplace Safety and Health (WSH) practices	
Drafter 	<ul style="list-style-type: none"> • Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools. 	<ul style="list-style-type: none"> • Prepare detailed drawings and plans based on designs from architects, engineers, or project managers. • Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing. • Review and update drawings to comply with building codes, safety standards, and project specifications. • Collaborate with architects, engineers, and other team members to resolve design or technical issues. • Maintain organized records of drawings and revisions. • Coordination drawings for on-site use. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days
Electrical Engineer 	<ul style="list-style-type: none"> • Diploma in Electrical Engineering or related electrical engineering qualification with at least 3 years of experience in related field & local experience 	<ul style="list-style-type: none"> • Attend project meetings, site meetings & site inspections. • Review of drawings and technical submissions. • Testing and commissioning of electrical and mechanical systems. • Plan, forecast and track sub-contractors work progress, provide weekly scheduling and conduct daily coordination meeting to ensure project target timeline are met by sub- 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		contractors, including logistic arrangement for daily operation needs. <ul style="list-style-type: none"> Any other ad-hoc assignments assigned by the Management. 	
Facilities Manager 	<ul style="list-style-type: none"> Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. Candidate with IT and digital knowledge in built environment will be an advantage. Good communication (verbal and written) skills and possess strong presentation skills. Ability to multi-task and manage multiple projects simultaneously. Problem Solving & Analysis Passion in promoting digital transformation and technology solutions. 	<ul style="list-style-type: none"> Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities Maintenance Management System on site projects. Budget & Financial Management. Develop and manage the administrative budget, monitoring expenditures and identifying cost-saving opportunities. Planning & Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc on site. Implementation & Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility. Monitoring & Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate decisions and report for stakeholders. Maintenance & Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT devices are functioning optimally. Collaboration & Reporting. Stakeholder 	


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>Communication with stakeholder. Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance.</p> <ul style="list-style-type: none"> • Liaise with vendors, service providers, and contractors for any necessary sensor replacements, upgrades, or system modifications. • Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems. • Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings through smart lighting systems). • To source, evaluating vendors and negotiating contracts to support project implementation. • Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction. • Any other assignments as and when directed by the Management. 	
<p>Field Engineer </p>	<ul style="list-style-type: none"> • Major in Electronic, Electrical or Engineering • ITE or Diploma and above 	<ul style="list-style-type: none"> • Site preparation and co-ordination, preparation of submission documents. • Coordinate & liaise with various related parties including customer, sub-contractor on site to ensure project requirements are met. 	


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Provide on site installation, validation and commissioning of equipment • Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for the implementation, testing and commissioning of system. • Undertake any other duties and responsibilities as assigned by management, Other ad-hoc duties when assigned 	
<p>Instrumentation & Control Engineer </p>	<ul style="list-style-type: none"> • Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control 	<ul style="list-style-type: none"> • Improve energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. • Design, program, and modify Building Management Systems (BMS) and control strategies • Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. • Conduct energy audits and performance assessments. • Perform system commissioning, testing, and validation. • Integrate smart meters, sensors, and automation 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>systems.</p> <ul style="list-style-type: none"> • Understanding of HVAC systems and energy efficiency principles. 	<p>technologies.</p> <ul style="list-style-type: none"> • Monitor system performance and recommend continuous improvements. • Ensure compliance with energy efficiency standards and local regulations. • Prepare technical reports, documentation, and cost-benefit analyses. • Strong communication and teamwork skills. • Problem-solving mindset and willingness to learn. • Any other duties as and when assigned by management. 	
<p>Human Resources Executive </p>	<ul style="list-style-type: none"> • Candidate must have at least a diploma with 2 years of relevant experience. • Fresh graduates and career switchers are welcome to apply; training will be provided. • Familiar with employment legislation, CPF Act and Income Tax Regulations will be an added advantage • Candidate with relevant knowledge in HRMS (eg. Times Software application) will be an added advantage 	<ul style="list-style-type: none"> • Handle full spectrum of HR duties such as preparation of employment contract for new staff, tracking and processing confirmation and salary adjustment, work pass administration, medical benefits administration and leave administration • Responsible for updating of personal data into the personal information system and ensures that the system is updated and accurate • Maintain and update personal files of staff efficiently • Prepare of Tax Clearance for resignees (Foreigners) • Handle all types of leave administration and Time & Attendance Administration. • Prepare various Management and Manpower Reports 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Candidate with recruitment background will also be an added advantage • Proficient in Microsoft Office Word & Excel applications • Possess good communication and interpersonal skills • Well-organized and able to adapt into a fast-paced environment 	<ul style="list-style-type: none"> • Arranging of candidates for interviews when required • Any other ad-hoc assignments assigned by the Management. 	
<p>Maintenance Officer </p>	<ul style="list-style-type: none"> • Diploma/Degree with at least 5 years relevant working experience 	<ul style="list-style-type: none"> • To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaise with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for minor repairs • Manage vendors and contractors 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Operations Executive 	<ul style="list-style-type: none"> • Must possess at least GCE 'O' Levels and above • Proficient in Microsoft Office tools (Excel, Words, Power Point) • 2 years of working experience in operational roles is preferred • With own transportation is preferable 	<ul style="list-style-type: none"> • Running the day-to day operations to achieve the goals and objectives of departments set • Attends to client's feedback or requests on all operational and carpark matters • Preparing and furnishing reports to clients according to contractual requirements with approval • Implements carpark in project stage with liaising with all relevant parties including submission of applications • Ensuring the high degree of customer satisfaction via consistency of service standards provided to clients • Coordinate with contractor for carpark defects rectification and housekeeping • Planning of day-to-day manpower deployment • Conduct sites audit/ inspection on EPS to ensure system functionalities • Cascading organizational Workplace Safety and Health (WSH) practices • Making sure that all company policies and procedures are followed by employees at all times • Supports the Manager to ensure that effective controls are in place on day-to-day operational requirements 	<ul style="list-style-type: none"> •
Projects Executive 	<ul style="list-style-type: none"> • At least 3 years of PM experience in M&E systems 	<ul style="list-style-type: none"> • Manage Chiller Plant upgrading project for a high rise commercial and office building 	<ul style="list-style-type: none"> •


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	installation. <ul style="list-style-type: none"> • Working at site-based at Changi Airport and able to travel from site to site (if required). • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office. 	<ul style="list-style-type: none"> • Conduct Green Mark and energy related audits as required, identifying potential energy and carbon reduction opportunities and strategies; • Develop energy and water savings initiatives and plans • Working closely with properties managers to provide accurate and informative reports • Self-driven, resourceful and a good team player • Help evaluate existing buildings for appropriate energy conservation measures. • Understand financial terms, payback, ROI and related energy saving calculations • Any other ad-hoc assignments assigned by the Management. 	
Projects Manager 	<ul style="list-style-type: none"> • Possess Tertiary or equivalent qualification and with at least 3 years relevant post graduate experience or 5 	<ul style="list-style-type: none"> • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>years diploma in Project Management / Facilities Management / Engineering or equivalent Singaporean/P R</p>	<p>in accordance to the client's expectation within the timeline and budget</p> <ul style="list-style-type: none"> • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. 	
<p>Property Executive </p>	<ul style="list-style-type: none"> • Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. 	<ul style="list-style-type: none"> • Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>(SOP) as and where necessary</p> <ul style="list-style-type: none"> • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management. 	
<p>Property Officer </p>	<ul style="list-style-type: none"> • Diploma/ Degree with at least 3 years relevant working experience preferably with Commercial Building/ Grade A building experience 	<ul style="list-style-type: none"> • To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaise with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Obtain quotation for minor repairs • Manage vendors and contractors • Any other ad-hoc assignments assigned by the Management 	
<p>Quantity Surveyor </p>	<ul style="list-style-type: none"> • Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience. - Singaporean/P R 	<ul style="list-style-type: none"> • Advising on procurement strategy • Prepare cost estimate • Endorse and ensure all costing by Contractors is properly checked and endorsed • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Prepare and recommend monthly progress payment claims and final account submitted by Contractors • Evaluate and carry out joint measurement with Contractors (e-PO, Final BQ, etc.) • Administer Contractors works - check & verify quotations / "star rate" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • Prepare tender document, tender calling, tender evaluation, market survey report, 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports</p> <ul style="list-style-type: none"> • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects on maintenance replacement per month • Administer term contractors A&A works • Any other ad-hoc assignments assigned by the Management. 	
<p>Residence Officer </p>	<ul style="list-style-type: none"> • At least 2 years and above MCST Experience in residential or commercial development. • Basic accounting knowledge • Customer orientated • Good Public Relations skills 	<ul style="list-style-type: none"> • Provide essential customer service support to residents, visitors, and contractors, including maintaining proper records and documentation. • Handle and manage residents' expectations professionally to ensure consistent delivery of excellent service standards. • Adhere to established quality assurance procedures, including those related to cleaning, security, repairs and maintenance, fire safety, lift operations, and emergency protocols. • Assist the Condo Manager with daily 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		operational duties as required. <ul style="list-style-type: none"> • Conduct scheduled inspections and checks of the estate, and promptly escalate any irregularities, faults, or emergencies to management (when sufficient manpower on duty) 	
Senior Operations Manager 	<ul style="list-style-type: none"> • Degree in Engineering /Building/Facilities/Estate Management or relevant disciplines with proven management. • background and managed est. 20,000 sqm in the past 5 yrs. • Min. 8 years of relevant experience. 	<ul style="list-style-type: none"> • Oversee the overall performance of Service teams within the contract. • Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Lead to develop and execute strategic business plans • Maintain data integrity in management systems • Deliver contractual and ad-hoc reports punctually • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures • Oversee supply chain delivery, ensuring service quality 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Any other ad-hoc works assignment by the management. 	
<p>Senior Property Manager </p>	<ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 5 years of MCST experience for Diploma holders and have experience in handling more than 500 units. • Good knowledge of BMSMA Act. 	<ul style="list-style-type: none"> • Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner • Promote good relations with our staff, contractors and management • Ensure renewal of 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>Managing Agent service contract</p> <ul style="list-style-type: none"> • Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures • Conduct monthly council meeting and Annual General Meeting • Oversee preparation of annual budget and implement cost saving measures • Provide timely guidance and advices for Site Team under his/her charge • Any other ad-hoc assignments assigned by the Management 	
<p>Senior Software Engineer </p>	<ul style="list-style-type: none"> • At least a Diploma's in computer science, Engineering, or a related field • At least 3 years of experience in software development support or application support experience. • Experience with a CI/CD tool • Experience in memory caching techniques and tools. • Experience with cloud services such as AWS, Azure, GCP • Experience with 	<ul style="list-style-type: none"> • Execute full software development life cycle (SDLC). • Design and development of application solutions in various programming languages and framework. (Laravel, Django) • Create flowcharts, layouts and documentation to identify requirements and solutions. • Develop and maintain a high standard of code quality, documentation, and system reliability. • Write clean, maintainable, and efficient code in various backend languages such as PHP, Python/Java. • Prioritise security best practices in all aspects of development and data handling. • Collaborate with cross- 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	scripting languages (e.g., Python, Bash) <ul style="list-style-type: none"> • Experience with containerization & orchestration systems like Kubernetes & Docker. 	functional teams to deliver high-quality software solutions. <ul style="list-style-type: none"> • Provide technical support to users and liaise with development teams for maintenance and updates required. • Any other ad-hoc as assigned by Management 	
System Engineer 	<ul style="list-style-type: none"> • Minimum requirements for Education: At least Diploma and Bachelor's Degree in engineering, Computer Science or Information Technology. • At least 1 years experience in system implementation , maintenance and technical support. • At least 1 years experience on multi OS platform installation such as LINUX and Windows Servers. • Knowledgeable in administrating and maintaining SQL Database. • Knowledgeable in administrating and maintaining virtualise 	<ul style="list-style-type: none"> • Configuration system and support of Car parking Systems. • Perform system testing, problem analysis, troubleshooting and to draw conclusions to the service/project/software team. • Prepare procedures, user documentation, operation manual, test procedures and test reports. • Provide support during system testing and live system. • Work with users to understand their problems or new requirements • Other duties as assigned. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	environment. <ul style="list-style-type: none"> • Good understanding of Linux networking and security. • Experience in maintaining servers, storage and PC servers. • Knowledgeable of troubleshooting and debugging live software systems. 		
Technical Executive 	<ul style="list-style-type: none"> • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. • Possess WSHO/FSM or other relevant certificates. 	<ul style="list-style-type: none"> • Interfacing with the clients: • Attend monthly meeting with client & prepares the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Leading the on-site technical teams: • Provide guidance, 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		training and supervision to technical staffs to ensure proper execution of assigned task <ul style="list-style-type: none"> • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management. 	
Technical Officer 	<ul style="list-style-type: none"> • Higher NITEC or NTC-2 Certificate in Electrical Engineering / Mechanical Engineering / Air-conditioning / Building Services or its equivalent with at least five (5) years of post-graduation working experience in maintaining building services including M&E and AV system. • First Aid Course (CPR + AED) certified • Experienced in operating and basic troubleshooting of meeting rooms AV equipment • Competency in 	<ul style="list-style-type: none"> • Assist and report directly to Facility Executive in all operation & maintenance concerns: • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Prepare Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Interfacing with the clients: • Attend monthly/ad-hoc meeting with clients & stakeholders • Providing updates on ad-hoc and outstanding issues • Attending to client/User feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contractor and client. • Coordinate and manage projects: • Provide costing and 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	basic troubleshooting of electrical power trip & ACMV issues	proposals for ad-hoc works/projects <ul style="list-style-type: none"> • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and satisfactory • Liaising and managing contractors • Inspect and check on site that works orders have been carried out accordingly 	
Technician 	<ul style="list-style-type: none"> • N/O Level / NITEC with 2 years of relevant experience 	<ul style="list-style-type: none"> • Maintenance of facilities and services • Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently • Regular inspection of grounds and facilities to ensure they are in good working order • Attend to breakdown, servicing, repairing and emergency requests • Any work assigned by Superior 	<ul style="list-style-type: none"> •


#5 Educare Human Capital

Founded 2004 under Educare Co-operative (Singapore Teachers' Union) Piloted Teacher-Assistant scheme & provided HR/manpower support to MOE schools. Since 2013 we are part of Ascendo corporate group, accessing integrated training, consultancy & human capital resources. Today EHC Supports public & private organisations with end-to-end HR solutions, training, certification, deployment, workforce management & continuous development. Our affiliation with Ascendo enhances capacity, credibility & ability to deliver large-scale, high-quality workforce solutions



Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Admin Assistant (Corporate) 	<ul style="list-style-type: none"> Attend to telephone calls, email and walk-in enquires Attend to Course Registration for walk-in customers Prepare documents for upcoming courses (WSG) Others duties as assigned 	<ul style="list-style-type: none"> Relevant Diploma/Degree and/or previous job-related working experience Motivated, goal-oriented with strong communication skills Meticulous and able to multi-task Good coordination and problem solving skills Proficient in Microsoft Office Highly independent in performing job tasks required and able to exercise good judgment and discretion in managing situations Able to communicate in both English and Mandarin, as the role requires regular use of English for professional communication, and client communication, and Mandarin for coordination with Chinese-speaking clients and colleagues in China. Willing to work Mon to Fri, Sat (from 830am to 530pm) 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days
Admin Assistant (School Setting)	<ul style="list-style-type: none"> Candidate should have at least two years of experience in administrative work, with prior experience in school administration preferred. Proficiency in Microsoft Office applications is required, along with effective 	<ul style="list-style-type: none"> The role involves performing general administrative duties including typing, printing, filing, and issuing items within the school. The candidate will handle general inquiries via telephone and in-person, manage data entry tasks, assist with event logistics, and carry out any other administrative responsibilities as assigned. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	communication skills.		
Admin cum Receptionist	<ul style="list-style-type: none"> • Candidates must be 21 years old and above and be Singapore Citizens or Permanent Residents only. • Applicants should possess at least one relevant qualification, such as a Certificate in Office Skills, Certificate in Business Skills (Accounting), NITEC in Office Skills, NITEC in Service Skills (Office), Higher NITEC in Business Studies (Administration), or a minimum of three GCE O-Level passes in English, Mathematics, and ESS, or equivalent subjects including numeracy. • A minimum of two years of relevant working experience in customer service and general 	<ul style="list-style-type: none"> • The role involves providing frontline customer service by handling enquiries via phone and in person, and rendering assistance to students and staff. Responsibilities include managing and compiling data, drafting simple correspondences, collecting and verifying documents, and carrying out general office administrative duties. The position also supports ad-hoc logistics and operational needs, as well as other general duties or projects assigned by the school. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	administration is required. <ul style="list-style-type: none"> • Proficiency in Microsoft Word, Excel, and PowerPoint is expected, and basic knowledge of first aid would be an added advantage. 		
Campus/School Manager	<ul style="list-style-type: none"> • The candidate should possess relevant qualifications or skill accreditations and have at least three years of related experience. • The role also requires strong organizational abilities, as well as good interpersonal and communication skills. 	<ul style="list-style-type: none"> • The role involves financial and administrative support, including maintaining daily accounting transactions, filing and record keeping, preparing budgets, financial statements, and monthly reports, managing books, issuing payment vouchers and receipts, performing general administrative duties, and carrying out ad hoc tasks as assigned by the supervisor. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days
Customer Service Officer 	<ul style="list-style-type: none"> • Preferably Diploma in Logistics or Business Admin • Product and System knowledge & MS Office Skills • Customer Service Orientated • Proficient in MS Office • Able to perform overtime when 	<ul style="list-style-type: none"> • Communicate with customer, warehouse and forwarder in day-to-day operations • Responsible to meet all operational key performance indicators and required service standard • Ensure proper keeping of cycle count sheet by respective Customer Service Executive / Officer • for audit trail purpose • Responsible in 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>required</p> <ul style="list-style-type: none"> • Customer service orientated, with good communication and interpersonal skill • 1 to 2 years of experience in Logistics industry / related Education background will be a bonus 	<p>reconciling all stock discrepancies</p> <ul style="list-style-type: none"> • Shipment booking and transport arrangement • Experience in order processing • Collate and compute the monthly KPI report • Ensure the Customer Service Executive / Officer submit the KPI per established schedule 	
Discipline Aide	<ul style="list-style-type: none"> • The candidate should possess a full GCE 'O' Level qualification or equivalent work experience and be able to connect with students and maintain good rapport. • Proficiency in Microsoft Office, particularly Word and Excel, and the ability to manage online school data management tools are required. • The role calls for strong attention to detail, the ability to multitask effectively, a 	<ul style="list-style-type: none"> • The role involves coordinating and supervising after-school detention sessions to ensure consistent enforcement and follow-up with students, maintaining detention records, and communicating with form teachers. It includes managing the Student Management Centre operations by handling student attendance, late-coming records, and student inquiries. • The candidate will collaborate with the Student Management Team on case management, monitoring disciplinary measures, following up on student behavior, and assisting with home visits and liaising with authorities. Additional duties include maintaining school security and discipline through regular patrols and visitor management, 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>keen willingness to learn, and the ability to work well as a team player.</p>	<p>supporting examination and sports events, monitoring after-school programmes for at-risk students, and managing data and records related to student conduct and attendance.</p>	
<p>Executive / Senior Executive (Admin) </p>	<ul style="list-style-type: none"> • Diploma or Degree in Business Administration or related field • Administrative or office support experience preferred; fresh graduates welcome • Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) • Meticulous, organized, and detail-oriented • Able to work under supervision and meet deadlines • Good interpersonal and communication skills 	<ul style="list-style-type: none"> • Provide general administrative support, including coordination of pantry supplies, stationery, and office consumables • Assist with staff benefits administration and maintain records • Support internal communications (e.g. staff notices, EDMs) • Prepare and process invoices and expenses in accordance with internal procedures • Coordinate interview arrangements and scheduling • Support onboarding and offboarding for staff (permanent, contract, temp, interns) • Assist in organising Board and committee meetings, including documentation preparation • Maintain governance records (e.g. conflict of interest declarations) • Perform ad-hoc duties as assigned 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days
<p>ICT Trainer </p>	<ul style="list-style-type: none"> • Candidates should possess a diploma in Infocomm and Technology, Multimedia, Graphic Design, 	<ul style="list-style-type: none"> • The ICT Trainer will design and deliver an ICT training programme aligned with MOE Digital Literacy, working closely with the ICT HOD and other department heads. • Responsibilities include 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>or a related field, and have a minimum of three years' experience conducting similar ICT-related programmes in Schools</p>	<p>coordinating training schedules, developing teaching resources, supporting ICT competitions, and assisting with ICT-related tasks beyond training hours.</p> <ul style="list-style-type: none"> The role also involves updating the school website, and managing photography and videography for school events and classroom observations, with proficiency in editing tools and equipment handling required. 	
<p>ICT Executive </p>	<ul style="list-style-type: none"> Candidates should possess a Diploma in Information Technology or an equivalent qualification, with at least two years of relevant experience, including experience working in an iPad PDLP computing school environment. The role requires a team-oriented individual with a positive attitude, a willingness to learn, and the ability to work effectively in a fast-paced setting. Key 	<ul style="list-style-type: none"> The role provides comprehensive ICT and AV support while upholding the school's mission and ethos. Key responsibilities include supporting ICT initiatives, delivering technical helpdesk services, managing user accounts and digital platforms, and maintaining ICT and AV equipment. The position also involves procurement support, asset management, device loans and insurance handling, event recording, and AV setup for school activities, along with other duties assigned by school leadership. 	<ul style="list-style-type: none"> Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>skills include proficiency in ICT systems, software, and hardware, the setup, operation, and maintenance of audio-visual systems, strong troubleshooting abilities, and effective communication skills in English and the relevant Mother Tongue.</p>		
<p>Kitchen Helper (Full Time)</p>	<ul style="list-style-type: none"> • No prior experience required; training will be provided • Possess Basic Food Hygiene Certificate is an advantage • Able to work in a fast-paced and warm kitchen environment • Willing to work 6 days (including Weekends, Eve of PH & PH) 	<ul style="list-style-type: none"> • Assist in basic food preparation (e.g. washing, cutting, and portioning ingredients such as vegetables, meats, and seafood) • Prepare hotpot ingredients and ensure proper portioning and presentation • Maintain cleanliness and hygiene of kitchen, utensils, and equipment • Wash dishes, kitchen tools, and cooking equipment • Ensure proper storage of food items in accordance with food safety standards • Support kitchen team in daily operations and service preparation • Dispose of waste and maintain overall kitchen cleanliness • Assist with stock replenishment and basic inventory checks 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> Follow kitchen safety procedures and standard operating procedures (SOPs) 	
<p>Kitchen Prep Assistant (Chicken/ Poultry) (Full Time)</p>	<ul style="list-style-type: none"> Experience in meat cutting or kitchen preparation preferred (training can be provided) Comfortable handling raw poultry Knowledge of basic food hygiene and safety practices Able to work in a fast-paced environment Physically fit and able to stand for long hours Able to work shifts, weekends, and public holidays 	<ul style="list-style-type: none"> Cut, portion, and prepare chicken according to company standards for hotpot service Ensure proper handling, storage, and hygiene of raw ingredients Maintain consistency in portion size and presentation Monitor stock levels and assist in basic inventory control Ensure cleanliness and sanitation of work area, tools, and equipment Follow food safety and hygiene standards in compliance with NEA guidelines Support kitchen operations and assist in food preparation when required Perform ad-hoc duties as assigned by the supervisor 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 6 Days
<p>Labeling Assistant / Production Operator</p>	<ul style="list-style-type: none"> Good eyesight (see at least font size 10) Comfortable to wear PPE Physically fit, carry at least 10kg of load Able to perform Overtime when required by business Can stand for long hours while working 	<ul style="list-style-type: none"> Handle day to day operator roles 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days



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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Logistics Assistant</p>	<ul style="list-style-type: none"> • Possess working experience in warehouse environment and knowledge in WMS / SAP system will • be an advantage • Possess forklift license or other experience in operating MHEs will be an advantage • Pleasant and friendly disposition with good communication and strong interpersonal skills • Willing to work long hours and able to work under pressure in a fast-moving environment • Physically fit, meticulous and able to multi-task • Able to perform overtime when needed. • Experience using Warehouse Management System is a bonus • Forklift license is a bonus 	<ul style="list-style-type: none"> • Responsible for the good running of the warehouse operation picking and packing based on the • order sheet by customer • Perform scanning and putting away of goods • Checking on the quality and quantity items for receiving & releasing of goods • Liaising with internal customer service team and external service providers / suppliers • Perform cycle count and stock take • Perform system transaction (GR / GI) in Warehouse Management System (WMS) and SAP • Handling any other related ad-hoc assignments as and when required • Handle QHSE 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days
<p>Operations Associate</p>	<ul style="list-style-type: none"> • The candidate should possess a minimum of 	<ul style="list-style-type: none"> • The role encompasses facilities, cleaning, event, and operational 	<ul style="list-style-type: none"> • Weekly Commitment:

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>NITEC certification or an equivalent qualification and have at least two years of experience in operations or facilities management.</p> <ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite is also required. 	<p>management.</p> <ul style="list-style-type: none"> • Responsibilities include overseeing school facility maintenance and upgrades, coordinating contractors, supervising cleaning staff and ensuring hygiene standards, planning and executing logistics for school events, and assisting in workflow coordination and process improvement to support smooth school operations. 	<ul style="list-style-type: none"> - 5 Days
<p>Outdoor Sales Executive (Roadshow/ Events) </p>	<ul style="list-style-type: none"> • Diploma/Degree in Business, Marketing, HR or related field • 2-5 years B2B sales experience (training, education, consultancy, HR preferred) • Strong consultative selling and stakeholder management skills • Able to engage senior stakeholders (HR, managers, decision-makers) • Knowledge of training, leadership, or workforce transformation is a plus • Familiar with SkillsFuture / WSQ 	<ul style="list-style-type: none"> • Drive sales of training programmes, workshops, and coaching solutions • Identify and engage clients (SMEs, corporates, HR, L&D teams) • Conduct needs analysis on leadership and workforce challenges • Propose customised training and consultancy solutions • Manage full sales cycle (lead gen, pitching, proposals, closing) • Build and maintain long-term client relationships • Collaborate with trainers to develop tailored solutions • Prepare proposals, quotations, and presentations • Align offerings with SkillsFuture / WSQ frameworks • Track sales pipeline, targets, and client activities 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>frameworks is an advantage</p> <ul style="list-style-type: none"> • Excellent communication, presentation, and negotiation skills • Self-driven, results-oriented, and independent 		
<p>Quality Inspector (with Aerospace background) </p>	<ul style="list-style-type: none"> • Work experience in the aviation industry would be an advantage • CAAS M10 / L11 / L12 would be an advantage • Proficient in Microsoft Office & presentation skills • Excellent interpersonal & influencing skills • Fresh Diploma/Nitec in Aerospace • OR someone with warehouse assistant experience in Aerospace industry • Proficient in MS office and presentation skills • CAAS M8/L9/L10 is a bonus 	<ul style="list-style-type: none"> • Inspect aircraft spares • Verify aircraft spares to ensure appropriate accompanying documents from the OEMs, vendors and suppliers • Work on continuous improvement projects to improve work areas and procedures • Facilitate period audits from civil aviation authorities and customers • Maintain shelf-life records for aircraft spares with limited life • Monitor and conduct surveillance audits on all activities within the bonded stores • Raise discrepancy reports for any discrepancies found on any aircraft spares in the bonded stores 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days
<p>Research Assistant </p>	<ul style="list-style-type: none"> • The candidate should possess 	<ul style="list-style-type: none"> • The candidate should possess at least a 	<ul style="list-style-type: none"> • Weekly Commitment:

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>at least a Bachelor’s degree in Psychology, Education, Special Education, or an equivalent qualification.</p> <ul style="list-style-type: none"> • Preferably, the candidate has three or more years of experience conducting literature reviews and research in the fields of psychology, education, or special education. 	<p>Bachelor’s degree in Psychology, Education, Special Education, or an equivalent qualification.</p> <ul style="list-style-type: none"> • Preferably, the candidate has three or more years of experience conducting literature reviews and research in the fields of psychology, education, or special education. 	<p>- 5 Days</p>
<p>School Operations Support Officer</p>	<ul style="list-style-type: none"> • The candidate should have completed at least Primary School education or an equivalent qualification and preferably have prior experience working in a school environment. • The role requires good health with no physical limitations that would impede daily operational duties, the ability to 	<ul style="list-style-type: none"> • The role ensures the smooth day-to-day operation of the school, maintaining systems, resources, and equipment. • Key responsibilities include opening and closing college venues and classrooms, managing traffic and school gates, arming and disarming the security system, performing cleaning duties, and providing logistical support for school events, functions, and examinations, including moving furniture. • The position also involves supervising contractors working on campus, performing gate duties during peak periods, and carrying out 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>understand and converse in simple English, and the ability to follow verbal and written instructions accurately.</p>	<p>other aspects of estate management or assigned tasks as required.</p>	
Science Lab Assistant/Tech	<ul style="list-style-type: none"> • Candidates should possess at least an 'N' or 'O' Level qualification. • The role requires good interpersonal skills and a meticulous, organised approach to work. Applicants with a minimum of two years of experience working in a science laboratory are preferred. 	<ul style="list-style-type: none"> • The role involves setting up and cleaning science laboratories before and after experiments or activities, ensuring the safe-keeping and proper maintenance of science apparatus and equipment, and conducting stock takes of laboratory resources. • Responsibilities include assisting with the replacement of broken apparatus and the replenishment of perishable materials, supporting staff in science-related activities or programmes, and performing any other school duties as required. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days
Service Crew (Full Time)	<ul style="list-style-type: none"> • No prior experience required; training will be provided • Possess Basic Food Hygiene Certificate is an advantage • Able to communicate effectively and work well in a team • Service-oriented with a positive 	<ul style="list-style-type: none"> • Communicate with customer, warehouse and forwarder in day-to-day operations • Responsible to meet all operational key performance indicators and required service standard • Ensure proper keeping of cycle count sheet by respective Customer Service Executive 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	attitude <ul style="list-style-type: none"> • Willing to learn and take initiative • With valid food hygiene certificate (if any) • Willing to work 6 days (including Weekends, Eve of PH & PH) 		
Store Manager/Assistant Store Manager (Full Time) 	<ul style="list-style-type: none"> • Minimum 2-3 years of experience in F&B operations, preferably in a supervisory role • Experience in hotpot, casual dining, or fast-paced restaurant environment is an advantage • Strong leadership and team management skills • Customer-oriented with good problem-solving abilities • Able to work shifts, weekends, and public holidays • Basic knowledge of food hygiene and safety regulations • Good communication 	<ul style="list-style-type: none"> • Support the Store Manager in overseeing daily restaurant operations to ensure smooth service and customer satisfaction • Lead, supervise, and motivate service and kitchen staff to maintain high performance and service standards • Ensure excellent customer experience by handling feedback, resolving issues, and maintaining service quality • Monitor staff scheduling, attendance, and manpower planning to meet operational needs • Maintain food quality, hygiene, and safety standards in compliance with NEA and company guidelines • Assist in inventory management, stock ordering, and cost control to minimise wastage • Support sales targets and implement promotional activities to drive revenue • Train and onboard new 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>and interpersonal skills</p>	<p>staff, ensuring adherence to SOPs and service standards</p> <ul style="list-style-type: none"> • Handle cash management, daily sales reporting, and basic administrative duties • Ensure outlet cleanliness, maintenance, and proper upkeep of equipment 	
<p>Special Education Needs (SEN) Officer </p>	<ul style="list-style-type: none"> • The candidate should possess a Diploma in Special Education and have at least three years of relevant working experience in MOE mainstream schools supporting students with or suspected of special educational needs (SEN). • In addition, the candidate should have a minimum of three years of experience conducting School-based Dyslexia Remediation (SDR). 	<ul style="list-style-type: none"> • Provide support to students with special needs through implementation of Individual Education Plans (IEPs), in-class assistance, and withdrawal interventions. • Collaborate with teachers, parents, and external professionals to address learning and behavioral needs. • Develop teaching resources, facilitate skills training, support peer interactions, maintain student records, and monitor progress to enhance students' academic, social, and emotional development. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days
<p>Support Services for the Care Corner (School Sector)</p>	<ul style="list-style-type: none"> • The candidate should possess a minimum of GCE 'O' or 'N' Level qualification and hold a basic 	<ul style="list-style-type: none"> • The role involves providing support in both student care and administrative tasks. • The successful candidate will man the school's care corner during school 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>first aid certification.</p> <ul style="list-style-type: none"> • At least three years of relevant experience in handling children is required, along with good telephone skills. • The role also requires the ability to speak and write effectively in English. 	<p>hours, perform basic first aid such as cleaning minor wounds and applying bandages, and assist with administrative duties after school dismissal.</p> <ul style="list-style-type: none"> • In addition, the candidate will carry out any other administrative tasks as assigned by the school. 	
<p>Supporting Teachers in Food Laboratory</p>	<ul style="list-style-type: none"> • The candidate should be able to understand and communicate in English and have at least two years of experience working in a secondary school, preferably assisting teachers with the preparation of food for lessons. • The role requires someone who is mindful of hygienic practices when handling food, responsible, proactive, and able to work both independently 	<ul style="list-style-type: none"> • The role supports food safety, kitchen maintenance, and lesson preparation in the school's food laboratories. • Key responsibilities include assisting teachers with food preparation and cooking, cleaning and resetting kitchen areas, managing inventory of food and supplies, supervising students during cooking activities, reporting safety issues or student misconduct, tracking assets, and performing other assigned duties to ensure smooth and safe operation of the food labs. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	and collaboratively in a team. <ul style="list-style-type: none"> • With valid Food Hygiene Certification 		
Teacher Aide 	<ul style="list-style-type: none"> • Candidates should possess a minimum of GCE 'O' Level with a pass in English and have at least two years of experience in administrative work. • Experience in event management and prior work experience in an educational institution are preferred. • Applicants with a valid First Aid certification with CPR and AED will have an advantage. • Proficiency in written and spoken English, Microsoft Office applications, and basic digital tools such as Google Sheets is required. • The role calls for strong organizational, communication, and interpersonal skills, the ability 	<ul style="list-style-type: none"> • Key responsibilities include supporting the planning and execution of school events such as camps, celebrations, learning journeys, and enrichment programmes, including vendor coordination, procurement, logistics arrangements, and the preparation of event materials and schedules. • The role also involves assisting teachers with learning materials, classroom displays, and interactive teaching aids, as well as providing administrative support, maintaining records and inventories, and carrying out additional duties as required to ensure the smooth day-to-day operations of the school. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	to work independently as well as collaboratively in a team, and a resourceful, proactive approach with the ability to multitask effectively in a dynamic school environment.		
Youth Worker 	<ul style="list-style-type: none"> The ideal candidate should hold a degree in counselling or an equivalent qualification and possess experience in counselling or working with adolescents and teenagers. 	<ul style="list-style-type: none"> The role supports the planning, delivery, and supervision of the After-School Engagement (ASE) / GEAR-Up programme. Responsibilities include engaging and mentoring students, designing and running termly and holiday programmes, monitoring attendance, safety, and well-being, and collaborating with teachers to motivate students and develop skills and values. The role also requires clear communication, adherence to school rules, ethical conduct, and providing an end-of-year programme review. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days

#6 SMRT Corporation

SMRT Corporation Ltd (SMRT) is a leading public transport services provider in Singapore. As the nation's dominant rail operator, SMRT manages and operates the North-South Line, East-West Line, Circle Line, Thomson-East Coast Line, and Bukit Panjang Light Rail Transit. These services are complemented by its bus, taxi, and private hire vehicle operations. Through Kaizen, SMRT enhances lifestyles by creating vibrant transit destinations for commuters and the communities it serves. In addition, SMRT collaborates with Malaysia's Prasarana to

design, build, and subsequently operate, and maintain the RTS Link, which will enhance cross-border connectivity between Singapore and Johor. SMRT's core values are encapsulated in the acronym R.I.S.E, which stands for Respect, Integrity, Safety, Service, and Excellence. SMRT is dedicated to providing safe, reliable, and commuter-centric transport services.

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Assistant Engineer, Signal and Platform Screendoor 	<ul style="list-style-type: none"> Ensured safe, timely, and reliable deliveries across Singapore 	<ul style="list-style-type: none"> You will be responsible for maintaining the equipment that moves the trains safely in a highly complex and fast-moving environment. You will be maintaining various signalling assets such as Signals, Points and Track Circuits and their controlling systems. You will be responding to failures which may require working with other departments to rectify. You will be using diagrams, tools and electrical equipment to assist in faulting and maintenance duties as well as following standards and company policies. As you will be required to work in small close-knit teams, your ability to work with others is a key asset. In a technically demanding role, you are expected to have close attention to details, be able to problem solve and work in a safety conscious way. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> Rotating Shift
Assistant Station Manager	<ul style="list-style-type: none"> NITEC / Higher NITEC in any discipline (Engineering disciplines will have added advantage). 	<ul style="list-style-type: none"> Monitors and performs first level of maintenance for AFC equipment such as fare gates and ticketing machines. Operates or man the train so as to provide quick response towards train faults and alarms, 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 3 Rotating Shifts

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>while ensuring that any delays are kept to the minimal.</p> <ul style="list-style-type: none"> Assists passengers in fare-related enquiries such as purchasing of tickets, ticketing problems, giving direction, enquiries on fares, etc. Manages and reports all incidents and emergency situations relating to: <ul style="list-style-type: none"> a. Staff and passenger (e.g. accident, assault, molest, etc.) b. Trains (e.g. alarms, faults and manning of trains) c. Passenger Service Centre (take local control of MFT functions due to failure of signalling equipment, responding to alarms/defects), d. Stations (e.g. crowd control, fire, bomb hoax, flooding, etc.) 	
Bus Captain	<ul style="list-style-type: none"> At least 1 year driving experience. Class 3/3A/4/5 holders welcomed to join us. Safe driving track record. 	<ul style="list-style-type: none"> Provide a safe, smooth and comfortable bus journey for all our passengers. Adhere to allocated driving schedule and timing. Ensure compliance to company's stipulated operational standards and procedures. Perform any other bus driving and related duties that may be assigned from time to time. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> Rotating Shifts
Train Captain	<ul style="list-style-type: none"> Provide professional image and excellent 	<ul style="list-style-type: none"> Train Captain plays an important role in operating the SMRT North-South and East-West line passenger 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> Rotating Shifts

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>service to enhance commuters travel experience</p> <ul style="list-style-type: none"> • Operate passenger trains competently with in-depth knowledge of train operations and technicalities that include analyzing of train faults systematically ensuring delays and incidents arising in train service responded promptly and handled appropriately • Adhere to organizational standard operating procedures (SOPs) and work instructions to provide safe, secure, reliable and efficient train service while operating a train • Make effective radio communication with Operation Control Centre to report operational and situation 	<p>trains ensuring a safe, secure, reliable and efficient commute for commuters and to achieve the overall train service standards.</p> <ul style="list-style-type: none"> • He/she must be well-versed with train operations and the functions of the rail systems and equipment to make sound and operational safe decision to maintain and improve train service standards and reliability. • He/she must be able to communicate effectively with the Operations Control Centre (OCC) and make in-train public address announcement to provide operational and train information to commuters onboard trains 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>updates</p> <ul style="list-style-type: none"> • Make in-train public address announcement to update operational and train information to commuters onboard trains • Be vigilant and report to Operation Control Centre of any safety and security threats and/or infringement within railway premises • Perform emergencies response procedures and assist in rail service incident management recovery and incident investigations in accordance with organization service recovery standard operating procedures • Assist commuters in distress, or casualties during an emergency • Participate in the continuous improvement of work systems 		

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	and processes		
<p>Technical Officer, Fare System</p>	<ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/ NITEC, Engineering (Electrical/Electronic), Engineering (Mechanical), Engineering (Mechatronic/Electromechanical) or equivalent • Past working experience in electronic servicing industries or with relevant experience skills • Proficiency in Work Safety Manual and Electrical Safety • In-Service Vocation Training Scheme (VTS) for each Fare System equipment • Able to use Microsoft Words and Excel for data entry and report compilation 	<ul style="list-style-type: none"> • To be responsible for the Preventive Maintenance (PM) / Corrective Maintenance (CM) of the Fare System equipment and Access Management System in SMRT stations. • Plan and perform Preventive Maintenance (PM) on Fare System equipment and Access Management System (AMS) • Attend to the Corrective Maintenance (CM) on Fare System equipment and Access Management System (AMS) • Ensure compliance with work procedures when carrying out any maintenance work. • Carry out the necessary data entries as required in the Maintenance Management System. • Practice safe and proper housekeeping. • Assist Assistant Engineer (AE) in any other maintenance work related to the Fare System equipment, Access Management System or the home office operations. • Carry out any other ad-hoc tasks assigned by supervisor. • Actively participate in Kaizen Project to enhance and streamline maintenance processes and equipment performance 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - Rotating Shifts

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> Support project initiative, testing and commissioning for new stations and asset renewal 	


#7 TOUCH Community Services Ltd

Since 1992, TOUCH Community Services has served people of all ages, races and religions to see sustainable change and transformation in their lives.

We believe in the worth and potential of every child, youth at-risk, family in need, caregiver, senior and person with special or wellness needs to grow, participate and contribute in the community.

Our Vision 2030 is to see Strong Families, Caring Generations and Enabled Communities established in Singapore.


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Business Analyst 	<ul style="list-style-type: none"> Degree in Computer Science, Information Technology or a related Technical discipline or relevant skillsets with at least 7 years relevant working experience At least 5 years relevant working experience in technology & digitalization Hands-on experience with Microsoft 365, Dynamics 365, and Power Platform, including working 	<ul style="list-style-type: none"> Align Digital Transformation strategy with TOUCH strategic pillars (People, Programme, Platform and Partnership), transforming TOUCH into a data-driven, AI-powered and future-ready organisation. Conduct business analysis, identify gaps and recommend digital products and platforms Translate business requirements into functional and technical specifications, user stories and digital workflows Partner with Groups and Services across TOUCH to align and agree on desired business, technology and project outcomes. Facilitate requirements gathering workshops, 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 9am to 6pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>knowledge of C#, plug-ins, workflows, Power Automate, and business rules</p> <ul style="list-style-type: none"> • Exposure to Adobe Experience Manager, Marketo, Azure, AWS, Out systems, API management • Experienced in agile project management, software development, product management, vendor management and business analysis • Strong communication skills with the ability to present and articulate concepts and analysis clearly • Able to handle a wide range of stakeholders • Strong problem-solving and analytical skills • A person of integrity and confidence with a leadership style grounded in humility and empathy • Strong grasp of technology, digitalization and AI 	<p>stakeholder interviews and customer journey/process mapping sessions.</p> <ul style="list-style-type: none"> • Propose and drive projects and initiatives to meet security, scalability, sustainability and user-centric objectives. • Design, architect and deliver digital products and platforms that supports digital processes and services that may include integration with external systems, e.g. contractors and government systems. • Source, evaluate and manage vendors to meet business, technology and digitalisation requirements. • Review and update policies, best practices, architecture and technical standards. • Establish and monitor Service Level Agreements (SLAs), Key Performance Indicators (KPIs) and other performance metrics • Contribute as a member of a cross-functional, agile team. 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Passion for innovation and technology adoption within the social service and community care sector. 		
<p>Centre Leader </p>	<ul style="list-style-type: none"> • Advance Diploma in Early Childhood Learning (ADECL) / Pre-School Education Leadership (DPE-L) / Diploma in Early Childhood Care and Education - Leadership (DECCE-L), or its equivalent recognised by ECDA • Registered with ECDA and attained a L2 certification • Possess valid certificate in first aid recognised by ECDA • At least 7 years teaching experience in a child care / pre-school setting. • Good knowledge of current early childhood care and education 	<ul style="list-style-type: none"> • Lead and drive staff development initiatives to build a competent and motivated team. • Provide coaching, mentoring and guidance to educators to enhance teaching practices. • Support staff career progression and professional growth. • Oversees manpower planning and supervise staff in their daily responsibilities. • Model organisational values and serve as a positive culture bearer. • Oversee and manage the daily operations of the centre in accordance with industry regulations, ECDA requirements, and the centre’s policies, philosophy, and procedures • Ensure all programmes and practices are aligned with early childhood curriculum frameworks • Maintain high standards of safety, quality, and care for children • Ensure full compliance with licensing and regulatory requirements 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>development theories, research and practices</p> <ul style="list-style-type: none"> • Good knowledge of government regulations, quality assurance framework (Child Care Act and Regulation) • Intermediate knowledge of early intervention strategies and working experience with children with special needs. • Effective leadership and supervisory skills. • High level of competency in planning and management centre's operations, budget, income and expenditure • Work effectively with various stakeholders, authorities and organisations 	<ul style="list-style-type: none"> • Continuously review and enhance children's learning experiences to support holistic development. • Collaborate with Curriculum Specialists to design and implement effective educational frameworks. • Build and sustain strong partnerships with parents, families and the wider community. • Work collaboratively with stakeholders, including the centre's operator/licensee, management, and staff, to plan and implement improvements and changes 	
<p>Counsellor (Community Intervention)</p> 	<ul style="list-style-type: none"> • Minimum Masters in any recognized counselling discipline • 1-2 years of 	<ul style="list-style-type: none"> • Casework management and make referrals to link clients and families to relevant resources so that they can receive relevant support. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>working experience in relevant field is preferred</p> <ul style="list-style-type: none"> • Preferably a registered practitioner with the Singapore Association for Counselling • Basic knowledge in theories, counselling and therapy modalities • Case conceptualisation skills • Knowledge in parenting-related topics/modules • Program delivery and presentation skills • Facilitation skills in groups settings • Research, planning and organizational skills • Relate to and engage youths, children and families • Case conceptualization skills • Interest and passion in working with children, youths and families • Teamwork: 	<ul style="list-style-type: none"> • Conduct counselling and therapy with clients and families according to the program/intervention specifics and/or client's goals. • Work with parents and provide psychoeducation on parenting handles and emotional support in parenting stress. • Advocate for clients' needs and resources, to contribute in efforts to enhance their well-being at the societal level/ macro level. • Operate helplines to provide brief support and counselling to callers who are facing distress and/ or seeking support. • Build competencies of self as a worker through reflexive practice, supervision and trainings to benefit the clients served. • Contribute to the knowledge of the team through presentation sharing. • Research and innovate intervention programs that suit the needs of the community. • Plan intervention lesson plans and prepare materials and logistics required for intervention programs. • Work with relevant staff for intervention evaluation and review to improve on effectiveness. • Advocacy: Promote an awareness of existing TOUCH's services at events, 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>build constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect</p> <ul style="list-style-type: none"> • Self-driven and keen interest in learning and to try new responsibilities and tasks • Attuned to the interest of clients and social cause 	<p>network with other agencies.</p> <ul style="list-style-type: none"> • Any other ad hoc assignments (if any). 	
<p>Executive - Community Engagement & Activation </p>	<ul style="list-style-type: none"> • Degree holder in any discipline • 2-3 years of related work experience • Holds project management, stakeholder engagement and communications experience • Team player with strong interpersonal skills • Strong organizational skills and a self-starter who contributes independently • High integrity and a positive role model to volunteers • Compassion for vulnerable 	<ul style="list-style-type: none"> • Oversee and ensure quality implementation of programme across TYA clubs. • These include age-appropriate enrichment, corporate-partnered initiatives, family-themed experiences or camp experiences. • Formulating purposeful and effective programme design. • Publicise and achieve strong participation and engagement in these initiatives. • Select and liaise with quality vendors and partners to fulfil programme outcomes. • Support parental communications to ensure a seamless experience, and engage internal and external stakeholders (such as volunteers, staff functions and corporate and community 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>children and families</p> <ul style="list-style-type: none"> • Carries a professional image, with care to detail • Excellent facilitation, and verbal and written communication skills • Adept at Microsoft Office 	<p>partners) for smooth communications.</p> <ul style="list-style-type: none"> • Manage timelines and budgets well and complete related administration, finance and documentation needs. • Evaluate programme effectiveness and generate post review reports. • Foster long-term relationships and advocacy to strengthen social capital and facilitate social transformation. • Document with photos and videos • Curate social media content. • Curate stories of beneficiaries and volunteers. 	
<p>Executive - Programme 🏠</p>	<ul style="list-style-type: none"> • Bachelor’s degree in social work, Psychology, Education, or a related field. • Minimum of 3 years’ experience in youth programmes, mental health education, or related fields. • Proven track record in programme development, counselling, and centre operations. • Demonstrated 	<ul style="list-style-type: none"> • Oversee the daily operations of the Digital Wellness Centre, ensuring smooth and effective delivery of all services and programmes. • Manage budgets, resources, and reporting to maintain financial sustainability and operational excellence related to center programmes and services. • Ensure compliance with safety, privacy, and ethical standards across all centre activities. • Develop, implement, and evaluate digital literacy and mental wellness programmes tailored for 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>ability to work effectively with children, youth, parents, and caregivers, with a strong commitment to working with youths.</p> <ul style="list-style-type: none"> • Experience as an MOE educator, particularly former cyber wellness coordinators. • Proficiency with digital tools and platforms to support programme delivery. • Familiarity with data-driven programme evaluation and setting measurable outcomes. • Strong skills in creating engaging PowerPoint presentations and other visual training materials. • Additional certifications or training in digital literacy, mental health, or related fields. 	<p>children, youth, and families.</p> <ul style="list-style-type: none"> • Integrate innovative digital tools into programme design to create interactive, learner-centric experiences that deliver measurable outcomes. • Conduct research on the latest cyber trends and digital behaviours to keep programme content current and relevant. • Incorporate emerging technologies and creative approaches into educational and counselling initiatives. • Build and maintain strong relationships with schools, community organisations, and industry experts to co-develop digital wellness initiatives. • Build and maintain strong relationships with parents, schools, and community organisations to co-develop digital wellness initiatives and enhance youth engagement. • Deliver engaging workshops and training sessions to promote digital wellness. • Develop targeted outreach strategies to boost programme participation and ensure content accessibility. • Represent the Digital Wellness Centre at public forums and events, championing cyber safety and mental health. • Build supportive connections with young people within the centre, 	


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>creating a nurturing space where digital wellness is central.</p> <ul style="list-style-type: none"> Stay updated on emerging issues in cyber wellness and mental health, using research insights to refine programme offerings. Identify opportunities for innovative practices that empower youths to make informed, healthy digital choices and drive societal change. 	
<p>Executive - Volunteer Management (Enabling Services Hub - Jurong) </p>	<ul style="list-style-type: none"> Degree holder At least 2 - 5 years of experience in project, stakeholder and budget management. Excellent written, communication and presentation skills. Excellent negotiation and people management skills. Analytical and organised, able to translate concepts into actionable goals. Prior experience in volunteer management will be an added advantage. 	<ul style="list-style-type: none"> Organise volunteer outreach, recruitment, training, management and appreciation. Assess and monitor volunteers' readiness and suitability to match and befriend Persons with Disabilities (PwDs). Develop a sustainable ESH volunteer management framework which adheres to SG Enable and TOUCH Volunteer Management protocols. Network, advocate and promote awareness of volunteering opportunities to support ESH initiatives / programmes at different platform. Engage stakeholders, build partnerships and grow projects for volunteers to serve PwDs under ESH. Drive collaborative initiatives across all internal and external stakeholders to upskills and retain volunteers. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 9am to 6pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Flexibility to work evenings and weekends as needed, and willingness to travel locally for meetings, events and volunteer outreach activities. • Crisis management and service recovery skills. • Adept at Microsoft Office 	<ul style="list-style-type: none"> • Volunteers' coordination on new plans and sharing of best practices. • Ensure proper and accurate update of volunteer database. • Manage and review volunteers' documentation process, recording, reports and survey. • Establish vision and alignment among volunteer teams. • Work with staff under within and outside of TSNG on special project. 	
<p>Executive, Communication (1 Year Contract) </p>	<ul style="list-style-type: none"> • Minimum Degree in Communications, Marketing, Fine Arts or Digital media related field of studies preferred • Ability to use Photoshop and Adobe Creative Suite application • Organised and meticulous with an eye for detail • Able to communicate effectively with teams with strong stakeholder management skills • Fast learner who is able to learn and pick-up new software tools quickly • Ideally with project 	<ul style="list-style-type: none"> • Assist the BTL Lead in developing and implementing data-driven integrated campaigns to achieve intended marketing outcomes • Develop engaging and informative content across various online and offline platforms to improve the publicity of BTL • Analyse social media performance metrics to identify areas for improvement and optimise content strategy • Assist in influencer and artiste marketing campaigns, ensuring alignment with brand strategy • Ensure consistent brand messaging and visual identity across all social media channels, influencer/artist content, and workgroups. • Collaborate with different stakeholders across 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:- <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>management experience</p>	<p>organisations to maintain brand cohesion</p> <ul style="list-style-type: none"> • Adapt and apply key visual concepts to marketing collaterals • Manage and liaise with vendors to ensure that marketing collaterals (print and digital) are produced in time and according to brand guidelines • Provide administrative and logistical support for BTL-related outreach 	
<p>Executive, Programme </p>	<ul style="list-style-type: none"> • Team player • Ability to manage concurrent tasks • Able to work in a fast-paced environment • Good interpersonal skills • Comfortable with public speaking • Willingness to learn • Proficiency in Microsoft Office • Demonstrate adaptability and problem-solving skills • Passionate about mental health advocacy 	<ul style="list-style-type: none"> • Provide administrative and operational support for the smooth running of MindCove, including facility upkeep, scheduling and documentations. • Coordinate and manage programme logistics, including student visits and stakeholder arrangements. • Facilitate and conduct mental health programmes, including but not limited to MindCove, ensuring quality delivery and participant engagement. • Support the preparation of programme materials (e.g. slides, resources) and ensure readiness for sessions. • Collaborate with the team to review and enhance programme content and delivery for continuous improvement. • Support engagement with stakeholders, including schools and community partners 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:- <ul style="list-style-type: none"> - 9am to 6pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> Assist in the promotion and awareness of MindCove and other mental wellness programmes 	
Executive, Programme 	<ul style="list-style-type: none"> Planning and organising outdoor camps and programmes Ability to communicate and articulate TOUCH Adventures' products effectively to clients Propose new ideas that are current and in-trend for outdoor camps using the adventure-based learning model Ability to craft, develop and facilitate camps to suit diverse clients' needs. Manage programme sales targets and budgets for the financial year. 	<ul style="list-style-type: none"> Design and develop outdoor and adventure-based learning programmes, including leadership, team-building and counselling camps for diverse groups such as youths, special needs youths, youth-at-risk, working adults and families. Collaborate with different departments in TOUCH and external parties to serve the clients' adventure-based needs. Prepare post-camp reports. Research on trends and needs to better develop our camps and programmes to serve the clients better. Coach and guide temporary staff and interns in their day-to-day responsibilities to ensure smooth programme operations. Manage and govern sales target for the financial year. Prepare documents for submission for Gebiz bidding processes. Partake closely with operations of the department 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour:- <ul style="list-style-type: none"> 9am to 6pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Learning Practitioner (TOUCH Young Arrows) - 2 to 3 Years Contract</p> 	<ul style="list-style-type: none"> • Preferably a degree in education or related field, with experience in teaching and learning support for primary school age children. • At least 3 - 5 years of related work experience in education, with experience in supporting children with additional learning needs. • Knowledge of instructional design, child development theories, and learning frameworks is a plus Experience with EdTech and digital learning tools (optional but desirable). • Comfortable working with children and volunteers • Strong interpersonal and communication skills, with ability to work effectively with diverse stakeholders. • Self-motivated, organized, and able to work independently 	<ul style="list-style-type: none"> • Conducting pre-briefing sessions with volunteers before each session to review plans, discuss challenges, and set expectations. • Providing just-in-time coaching and clarification to volunteers during sessions. • Conducting debriefing sessions with volunteers after each session to review progress, discuss challenges, and identify areas for improvement. • Offering feedback and support to help volunteers carry out their roles effectively. • Ensuring volunteers are equipped to implement programme components, such as screening-informed coaching and learning norms. • Monitoring programme fidelity, including adherence to Individualized Learning Plans (ILPs) and session structure. • Ensuring consistency in programme delivery across sessions. • Troubleshooting challenges that arise during implementation (e.g. EdTech setup, child engagement) • Support general administration and coordination, pertaining to data reporting, training, etc • Developing targeted strategies to support children in overcoming specific learning challenges 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:- <ul style="list-style-type: none"> - 9am to 6pm


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>with minimal supervision.</p> <ul style="list-style-type: none"> • Excellent problem-solving and analytical skills. • Proficiency in Microsoft Office 	<p>and social-emotional/behavioural challenges.</p> <ul style="list-style-type: none"> • Providing tailored instructional guidance to support children's progress and learning outcomes. 	
Officer - Outdoor Adventure 	<ul style="list-style-type: none"> • Diploma holder in any discipline • Comfortable working in an outdoor adventure setting • Able to work on weekday nights / weekends as needed for programmes and/or camps. • Team player with strong interpersonal skill and ability to work cohesively in a team environment and across diverse cultures • Good facilitation, organizational and project management skills 	<ul style="list-style-type: none"> • Design and develop outdoor learning and/or leadership camps for youths. • Design and develop adventure-based counselling camps for youth at risks. • Design and develop adventure-based learning camps for special needs youths. • Design and develop teambuilding camps for working adults. • Design and customise camps to build family bond. • Collaborate with different departments in TOUCH to serve their clients' adventure-based needs. • Client meetups to customise and develop programmes / camps. • Prepare post camp reports. • Research on trends and needs to develop programmes / camps. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:- <ul style="list-style-type: none"> - 9am to 6pm
Physiotherapist 	<ul style="list-style-type: none"> • Bachelor's or Master's degree in Physiotherapy from a recognized institution. 	<ul style="list-style-type: none"> • Conduct comprehensive assessments of clients' physical conditions, functional limitations, medical history, and social circumstances in their home environment. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:- <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Full registration and a valid practicing license with the relevant Allied Health Professions Council (AHPC) in Singapore. • Minimum of 2 years of relevant clinical experience, preferably including experience in home care or community-based rehabilitation. • Strong understanding of musculoskeletal, neurological, cardiorespiratory, and geriatric conditions, and their impact on function. • Proficiency in a variety of physiotherapy assessment and treatment techniques. • Excellent communication, interpersonal, and patient education skills. • Ability to work independently, manage time effectively, and make sound clinical decisions in a home environment. 	<ul style="list-style-type: none"> • Develop individualized and goal-oriented treatment plans based on assessment findings and in collaboration with patients, their families/caregivers, and referring physicians. • Implement a range of physiotherapy interventions, including therapeutic exercises, manual therapy techniques, gait training, balance retraining, pain management strategies, and the prescription of assistive devices. • Educate patients and their caregivers on exercise programs, injury prevention strategies, and the safe use of mobility aids and adaptive equipment. • Monitor patients' progress, reassess their condition, and adjust treatment plans as needed to optimize outcomes. • Document all aspects of patient care accurately and timely, including assessments, treatment plans, interventions, progress notes, and discharge summaries, in accordance with professional and organizational standards. • Communicate effectively and collaborate with other healthcare professionals, such as doctors, nurses, occupational therapists, and social workers, to ensure holistic and coordinated patient care. • Maintain a thorough 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Demonstrated ability to work collaboratively within a multidisciplinary team. • Compassionate, empathetic, and patient-centered approach to care. • Valid Basic Cardiac Life Support (BCLS) certification. • Possession of a valid driver's license and access to a reliable mode of transportation may be required. • Multilingual capabilities may be an advantage 	<p>understanding of relevant medical conditions, physiotherapy techniques, and best practices through continuous professional development.</p> <ul style="list-style-type: none"> • Adhere to ethical and professional conduct standards, as well as organizational policies and procedures. • Manage a flexible schedule to accommodate patient needs and travel within a designated service area. • Ensure the safe use and maintenance of therapy equipment. • Participate in case conferences, team meetings, and quality improvement initiatives as required. • Provide support and guidance to therapy assistants or students on clinical placements, if applicable. • Contribute to the development of clinical protocols and service improvements within the home therapy setting. • Provide coaching to therapist assistants. • Recommend services/care arrangements according to the individual situation and ensure proper documentation • Carry out audit on services as assigned • Support community fitness programmes 	

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Preschool Educator 	<ul style="list-style-type: none"> • Diploma in Early Childhood Care & Education – Teaching (DECCE-T) or equivalent recognised by ECDA. • ECDA L2 Certification. • Minimum of 2-3 years of relevant experience in a preschool or early childhood setting preferred. • Valid Child First Aid certification. • Proficient in English (oral and written). Knowledge of an additional mother tongue is an advantage. • Plan and implements meaningful learning experiences. • Builds trusting relationships with children and foster positive social interactions. • Collaborates with families to support children’s development. • Demonstrates reflective practice, professionalism and commitment to lifelong learning. 	<ul style="list-style-type: none"> • Design and implement daily lessons that promote children’s development across domains, in alignment with the centre’s guided inquiry curriculum and national framework. • Use intentional teaching strategies to extend children’s thinking, creativity, and social-emotional growth. • Implement differentiated instruction strategies based on children’s individual needs, interests, and developmental progress. • Create a safe, engaging, inclusive, and stimulating classroom environment that promotes exploration, independence, and learning through play. • Establish and maintain clear routines and transition that reinforce positive behaviour expectations. • Ensure the cleanliness, safety, and organization of learning spaces and materials. • Observe and assess children’s learning and development using appropriate observation and assessment tools and methods. • Maintain up-to-date records, including portfolios and progress reports, and use documentation to plan and review curriculum planning. • Share meaningful feedback with families and relevant 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:- <ul style="list-style-type: none"> - 9am to 6pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Passionate about nurturing young children. • Reflective, adaptable and open to feedback. • Strong communication and interpersonal skills. • Able to work well independently and as part of a team. 	<p>stakeholders.</p> <ul style="list-style-type: none"> • Build respectful and collaborative relationships with families to support children’s learning and development. • Communicate regularly with families on children’s progress, behaviours, and centre updates. • Engage families and community partners in centre events, projects, or learning experiences when appropriate. • Participate in staff meetings, training and professional development as required by centre. • Work collaboratively with colleagues to plan and reflect on teaching practices and support the centre’s vision and goals. • Be a reflective practitioner and demonstrate a willingness to improve and grow at the professional level. 	
<p>Senior Clinical Psychologist </p>	<ul style="list-style-type: none"> • Master’s degree in clinical psychology • 8+ years of experience in clinical, forensic, organizational and/or applied psychology post-qualification • Registered with Singapore Psychological Society (SPS) 	<ul style="list-style-type: none"> • Providing practical solutions to problems and finding ways to make improvements. Being analytical. • Seeing the issue or problem from different viewpoints. Trying new ideas & approaches to make well-informed and timely decisions. • Identifying internal & external customers' needs and delivering an effective and seamless customer experience. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:- <ul style="list-style-type: none"> - 9am to 6pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Demonstrate practical business acumen • Strong communicator and presenter • Proficient in Microsoft Office 365 Suite and AI tools • Highly proficient in clinical and/or forensic report writing, with ability to deliver high-quality documents efficiently. • Reflective and emotionally aware mindset with grounded interpersonal skills • Ability to influence and align cross-functions, managing expectations and outcomes with internal and external stakeholders 	<ul style="list-style-type: none"> • Communicating information and ideas clearly through various mediums to gain buy-in and support. • Work well across stakeholders and bringing people with different needs and expectations to work effectively together, • Exercising flexibility in behaviours or approaches to respond to changes and evolving contexts 	
<p>Senior Executive, Digital Fundraising </p>	<ul style="list-style-type: none"> • Good degree in Advertising, Marketing or equivalent • Proven 2-5 years experience as a Digital Marketing strategist or manager – in-house or agency-based 	<ul style="list-style-type: none"> • Develop, implement and optimise multi-channel digital fundraising campaigns across multiple platforms (social media, email, website, paid advertising) to drive engagement and donations • Develop and manage donor journeys for online supporters, including 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:- <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Experience with email marketing, CRM system (Adobe, Microsoft 365), and marketing automation tools. • Proficiency in using Google Analytics, SEO, and paid digital advertising (Google Ads, Meta Ads, etc.). • Strong analytical and data interpretation skills to drive decision-making. • Ability to manage multiple projects, meet deadlines, and work collaboratively in a fast-paced environment. • Excellent written and verbal communication skills with internal and external parties 	<ul style="list-style-type: none"> • acquisition, engagement, and retention strategies. • Monitor, analyse and report on campaign performance, using data-driven insights to improve strategies • Manage the marketing budget, ensuring cost-effective and impactful spending • Support the implementation of automation tools and CRM integrations to streamline digital fundraising efforts. • Stay up to date with digital marketing trends and best practices to enhance outreach and fundraising efforts • Support team’s physical fundraising events (pre-event and actual day event operations) 	
<p>Social Worker </p>	<ul style="list-style-type: none"> • Degree holder or Graduate Diploma in Social Work • Registered Social Worker under Singapore Association of Social Work • Preferably with 2-5 years of social work experience in working 	<ul style="list-style-type: none"> • Conduct assessment and/ or intervention of clients and caregivers • Support the referral of services for Persons with Disabilities (PwDs) and/ or caregivers • Provide service/care coordination of PwDs and caregivers from information gathering, intake assessment and case coordination with other 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:- <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	with persons with special needs/ disabilities. <ul style="list-style-type: none"> • MS Excel, MS Doc. Intermediate skill in MS presentation 	stakeholders/ agencies when required <ul style="list-style-type: none"> • Casework management for ESH clients who need support such as social-emotional support, long term care planning etc. • Handle enquiries pertaining to services and to assess potential clients for intake to ESH or other services under TOUCH Special Needs Group 	
Youth Worker 	<ul style="list-style-type: none"> • Degree in any discipline • Minimum of 2 years of relevant experience in youth work, counselling, psychology or social work with some background in programme design and programme delivery. • Experience working with youths, especially those with special needs, is an advantage. • Strong ability to demonstrate empathy and care for others, communicate effectively to build a strong rapport. • Ability to 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:- <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>collaborate effectively with team members, sharing information and contributing to collective goals.</p> <ul style="list-style-type: none"> • Demonstrates good organisational and administrative abilities. • Demonstrates resourcefulness and proactive approach to problem-solving. • Flexible and adaptable to varying situations. • Exhibits personal effectiveness, independence and good time management skills • Proficient in participating actively in group discussions and contributing to effective programme outcomes. 		

#8 WGT Group

At WGT Group, our mission is to support businesses in Singapore through thoughtful HR solutions, dependable manpower services, and well-executed event services. As a recruitment agency in Singapore, we focus on connecting the right talent with the right opportunities while ensuring operations and events are delivered with care and accountability.

Across our work as a manpower staffing agency and event services provider, we aim to create outcomes that go beyond short-term delivery. By supporting contract staffing in Singapore, workforce coordination, and event execution, we help organisations operate smoothly, adapt confidently, and build lasting partnerships that contribute to long-term growth and impact.


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Job Positions	Job Requirements	Job Description	Working Hours / Location
Administrator (1-year contract)	<ul style="list-style-type: none"> • ITE / Diploma holder (Fresh graduates welcome). • Proficient in Microsoft Excel. Organized, detail-oriented, and good with paperwork. • Responsible and able to follow structured processes. Good communication skills to liaise with stakeholders. • Prior experience in BIM modelling and/or coordination. • Experience in computational BIM or 4D/5D BIM is highly advantageous 	<ul style="list-style-type: none"> • Provide administrative support to the team functions. • Prepare and maintain documentation, reports, and standard formats. Perform data entry, tracking, and reconciliation of records. Assist in managing PTW (Permit-To-Work) documentation. Coordinate and follow up with vendors. Maintain proper filing and compliance records. Support other ad-hoc administrative duties as assigned. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm
Architectural & Design Coordinator (Building Projects) 	<ul style="list-style-type: none"> • Diploma/Degree in Architecture, Building, or related field • Minimum 5 years of experience in building projects 	<ul style="list-style-type: none"> • Lead coordination of architectural works across design, shop drawings, and site execution • Review drawings and specifications, identifying and 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm or


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Job Positions	Job Requirements	Job Description	Working Hours / Location
	<ul style="list-style-type: none"> • Strong knowledge of Singapore regulations (BCA, Green Mark, accessibility standards) • Experience in CONQUAS and quality-driven projects • Familiar with BIM/Revit and coordination workflows • Confident communicator with strong stakeholder management skills 	<p>resolving technical issues early</p> <ul style="list-style-type: none"> • Ensure full compliance with Singapore codes, BCA requirements, and project specifications • Drive shop drawing submissions, approvals, and material procurement timelines • Coordinate interfaces between architectural, structural, and M&E teams • Guide BIM modelers and ensure accuracy of drawings (Revit environment) • Conduct site checks to ensure works are aligned with approved drawings • Support quality standards including CONQUAS and project handover documentation 	<ul style="list-style-type: none"> - 8am to 5pm
<p>Architectural Engineer - Building Projects 🏗️</p>	<ul style="list-style-type: none"> • Diploma/Degree in Architecture, Building, or related field • Minimum 5 years of experience in building projects • Strong knowledge of Singapore regulations (BCA, Green Mark, accessibility standards) • Experience in CONQUAS and quality-driven projects • Familiar with BIM/Revit and 	<ul style="list-style-type: none"> • Lead coordination of architectural works across design, shop drawings, and site execution • Review drawings and specifications, identifying and resolving technical issues early • Ensure full compliance with Singapore codes, BCA requirements, and project specifications • Drive shop drawing submissions, approvals, and material procurement timelines 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm or - 8am to 5pm


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Job Positions	Job Requirements	Job Description	Working Hours / Location
	coordination workflows <ul style="list-style-type: none"> Confident communicator with strong stakeholder management skills 	<ul style="list-style-type: none"> Coordinate interfaces between architectural, structural, and M&E teams Guide BIM modelers and ensure accuracy of drawings (Revit environment) Conduct site checks to ensure works are aligned with approved drawings Support quality standards including CONQUAS and project handover documentation 	
Architectural Engineer – Building Projects 	<ul style="list-style-type: none"> Review architectural drawings, specifications, and resolve technical discrepancies Ensure compliance with project requirements, Singapore building codes, and regulatory standards Lead coordination with consultants, subcontractors, and internal teams on architectural works Work closely with structural and M&E teams to ensure proper integration on site Oversee shop drawing submissions, approvals, and material coordination Monitor site progress and ensure works are carried out according to approved drawings 	<ul style="list-style-type: none"> Review architectural drawings, specifications, and resolve technical discrepancies Ensure compliance with project requirements, Singapore building codes, and regulatory standards Lead coordination with consultants, subcontractors, and internal teams on architectural works Work closely with structural and M&E teams to ensure proper integration on site Oversee shop drawing submissions, approvals, and material coordination Monitor site progress and ensure works are carried out according to approved drawings Conduct site inspections and 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 9am to 6pm or 8am to 5pm

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Job Positions	Job Requirements	Job Description	Working Hours / Location
	<ul style="list-style-type: none"> • Conduct site inspections and proactively resolve technical issues • Support documentation including as-built drawings and project records 	<ul style="list-style-type: none"> proactively resolve technical issues • Support documentation including as-built drawings and project records 	
<p>Architectural Engineer - LTA Tunnelling / Infrastructure Projects </p>	<ul style="list-style-type: none"> • Diploma/Degree in Architecture, Civil Engineering, Building, or related field • Minimum 5 years of relevant experience in LTA / tunnelling / infrastructure projects • Strong understanding of Singapore codes, LTA requirements, and construction standards • Familiarity with BIM/Revit and coordination workflows is an advantage • Strong coordination, problem-solving, and stakeholder management skills 	<ul style="list-style-type: none"> • Review drawings, specifications, and resolve technical discrepancies for LTA tunnelling works • Ensure compliance with project requirements, Singapore regulations, and LTA standards • Lead coordination with consultants, subcontractors, and internal teams on architectural/interface works • Work closely with structural and M&E teams on underground and tunnel-related coordination • Oversee shop drawing submissions, approvals, and material coordination • Monitor site progress and ensure works are executed according to approved drawings • Conduct site inspections and proactively resolve technical issues • Support documentation including as-built drawings and project records 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm or - 8am to 5pm

Job Positions	Job Requirements	Job Description	Working Hours / Location
Assistant / Quantity Surveyor (Electrical) 	<ul style="list-style-type: none"> • Candidate must possess at least a Diploma/Advanced/Higher/Graduate Diploma in Quantity Survey or Mechanical/Electrical Engineering or equivalent. • Certain knowledge & experience in M&E system requirement. • Able to work under pressure and meet tight deadline. • Able to work independent with min supervision. • Good knowledge and skill set in Microsoft Office. • Quick learner and willing to explore to new skill sets/technologies 	<ul style="list-style-type: none"> • To keep track all tender documents, drawing and corrigendum base on the document control process. • To verify the tender drawing/detail and prepare the tender enquiry. • To assist Superior to call for quotations, selection of qualified subcontractors/vendors and distribute the relevant tender documents. • Perform quantity take-off for tender projects based on the set timeline. • Assist with tender evaluation and prepare of tender documents for submission. • Ensure all documentary evidence and contemporary records are properly documented, filed and complied for substantiation purposes. • Able to read M&E drawings. • Execution Stage: • Site verifications of variations and taking records for submissions of claims. • to assist project manager/designated staff to evaluate and certify completed work. • Assist in verifying subcontractor's claims 	<ul style="list-style-type: none"> •



Job Positions	Job Requirements	Job Description	Working Hours / Location
		<ul style="list-style-type: none"> • prepare and assist in monitoring the progress of claims submission and payment (this shall be under contract manager' duty) Monitor all order in execution and report on the balance amount. 	
AV Technician (Singaporean) 	<ul style="list-style-type: none"> • Candidate must possess at least a Nitec / Higher Nitec qualification or Diploma in Electrical / Communication or electronics engineering field. • At least 4 year(s) of working experience in the related field is needed. Good communication and written skills. • Good exposure in large scale events, Hotel or Exhibition experience. 	<ul style="list-style-type: none"> • Set- up of PA / AV / VC systems and equipment. Service, troubleshoot and maintenance of the systems and equipment. • Prepare and schedule time for events. • Participate in the set up and ensuring the smooth operations of events. • Ensure safety and compliance in AV storage area. • Coordinate with contractor to repair the system if required. • To carry out routine checks on AV and VC systems and equipment to ensure they are in working condition. Priority checks for Auditorium and meeting rooms or when major events are held at. Attending to requests/ queries, feedback and complaints pertaining to AV and VC systems and equipment. • Providing technical advice , operational support for for audio 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 8.30am to 5.30pm

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Job Positions	Job Requirements	Job Description	Working Hours / Location
		visual requirements. Responding to complaints , faults if any reported or detected during routine servicing and maintenance. <ul style="list-style-type: none"> • To investigate the cause of the faults, to make recommendations for the repair required and promptly rectify them. • Liaising with event organizers on logistics support and event set up requirements. To also assist in general maintenance of the building. Training can be provided. 	
Electrical Appliance Sales Promoter (Retail)	<ul style="list-style-type: none"> • At least 6 months of experience in sales or promotions, ideally in Home Appliances or Air Conditioning. • Commitment to a 6-day work week, including weekends and public holidays. • Working hours 1pm – 9pm (Break available). • Excellent interpersonal and communication skills with a friendly, approachable demeanor. • Self-driven, proactive, and adaptable to fast-paced environments. • Well-groomed and professional, commission driven. • Sign on bonus. 	<ul style="list-style-type: none"> • Actively engage customers, introduce products, and create a positive brand experience. • Conduct interactive product demonstrations and communicate key benefits effectively. • Identify customer needs and recommend tailored solutions for exceptional service. • Maintain attractive product displays to maximize customer interest. • Achieve sales targets using effective strategies and a customer-first approach. • Track daily sales, manage inventory, and 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 1.00pm to 9.00pm

Job Positions	Job Requirements	Job Description	Working Hours / Location
		report on competitor activities. <ul style="list-style-type: none"> • Address customer inquiries and feedback professionally and promptly. 	
Facilities Coordinator	<ul style="list-style-type: none"> • N' Level and above. • At least 1 year of experience in office reception, concierge, or administrative support roles. • Professional attitude with a friendly personality and strong interpersonal skills. • Proficiency in Microsoft Office Suite. • Excellent communication skills, both written and verbal. • Willingness and ability to travel between different office locations as scheduled. 	<ul style="list-style-type: none"> • Facilities Management: • Oversee daily operations and maintenance of multiple office locations, ensuring all facilities are in optimal working condition. • Manage vendor relationships and coordinate services, including cleaning, security, and general maintenance. • Serve as the main liaison for all facility-related matters, ensuring prompt resolution of any issues. • Liaise with external stakeholders as necessary. • Assist in general administrative duties and assist with ad-hoc tasks, urgent work, and special projects. • Receptionist Duties: • Greet and welcome guests, visitors, and staff in a professional and friendly manner. • Answer incoming phone calls and direct them to the appropriate person or department. • Handle guest inquiries and provide accurate information about the 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8.00am to 5.00pm


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Job Positions	Job Requirements	Job Description	Working Hours / Location
		company, services, and office policies. <ul style="list-style-type: none"> • Maintain an organized reception area to ensure a professional and inviting first impression. • Manage meeting room schedules and ensure rooms are set up and ready for meetings. • Handle courier deliveries and distribution of mail and parcels. 	
Facilities Manager 	<ul style="list-style-type: none"> • At least 3 years of experience in facilities maintenance operations is an advantage • Requires Diploma/ Degree in Engineering, Building, Real Estate, or Facilities Management. 	<ul style="list-style-type: none"> • Plan, execute, and supervise all facilities maintenance, M&E activities. • Manage and oversee building, facilities, and M&E services to ensure efficient operations. • Coordinate and supervise M&E installation and maintenance when required. • Collaborate with clients, subcontractors, and the facilities team to resolve technical issues • Foster strong client relationships and ensure service standards. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm
Facilities Operations Manager 	<ul style="list-style-type: none"> • Minimum Diploma in Engineering / Building / Facilities / Estate Management or any relevant disciplines. Candidate with good relevant experience with 	<ul style="list-style-type: none"> • Oversees the management of all technical personnel, specialists, including direct vendors in all the disciplines within the contractual work scope. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 8.30am to 6.00pm


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Job Positions	Job Requirements	Job Description	Working Hours / Location
	<p>diploma education can apply too.</p> <ul style="list-style-type: none"> • Minimum 3 years in similar position with relevant working experience in handling Government properties or statutory Board, preferred. • To have relevant FM / IFM experience in soft /hard services. Proven track records of IFM contracts management experience. • Fire Safety Manager, Project Manager Certification of Greenmark Manager will be an added advantage. • Possess analytical and organizational skills with the ability to work independently and willing to go extra mile to reach challenging goals within very tight timelines. • Good communication skills in both verbal and written. • Proficiency in MS Office and email. Ability to work under pressure in a complex environment. Good Leadership ability 	<ul style="list-style-type: none"> • Responsible for planning and implementing preventive maintenance programme for all services and ensure proper contracts administration and management. • Involve with M&E services maintenance and oversee soft services FM with AFM/ FM. • Ensure that all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. • Ensure all works are carried out in accordance with the schedule planned. • Conduct general inspection to identify services for rectification and oversee team's performance in accordance with contractual work scope and timeline of completion. • Monitor and track all project works and their progress status. • Monitoring of KPIs to ensure compliance with performance framework. • Ensures effective communication within the team and with internal/external stakeholders to 	


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Job Positions	Job Requirements	Job Description	Working Hours / Location
		achieve their assigned KPIs. Monitor Non-compliance letters and liaise with Contracts Dept for response. <ul style="list-style-type: none"> • Ensure all personnel in the project obtained clearance, including Vendors / Sub-cons and technicians. • Familiar with Workplace Health and Safety Act and be able to provide advice on Health & Safety matters. • Conduct regular audits to ensure safety procedures on site are in place and working with safety team. 	
Facilities Supervisor 	<ul style="list-style-type: none"> • Minimum Higher Nitec in Mechanical/ Electrical Engineering or Building Services and above. Diploma / Degree in any FM related qualifications. • Minimum 4 years of relevant working experience in the FM industry. • Good technical knowledge in building maintenance, M&E systems (Electrical , ACMV , Chiller, Fire Protection etc). • Good team player and effective communication skills. • Proficient Microsoft Office Application. 	<ul style="list-style-type: none"> • To supervise and coordinate facilities maintenance activities for preventive and corrective maintenance works. To manage the team of technicians and technical officers for smooth M&E work operations. • Liaise, supervise and coordinate with sub-contractors and vendors on projects, maintenance, repair, shut down and overhaul works. • Ensure maintenance or repair works are carried out timely and effectively. • To conduct regular inspections of the building premises, systems and any 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm

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Job Positions	Job Requirements	Job Description	Working Hours / Location
		<p>equipment. Assist in preparing and submission of costing and quotations if required.</p> <ul style="list-style-type: none"> • To attend and respond to users’ requests and feedback on any fault issues and following up with resolution with the team. • Perform routine inspection on electrical facilities and services. Attending work orders maintenance of the properties and maintains a proper maintenance checklist. • To assist the safety team with risk assessments in accordance with Workplace Safety and Health policies and practices. 	
<p>Facility Technician (M&E Maintenance) </p>	<ul style="list-style-type: none"> • Minimum 2 years of experience in facilities maintenance or engineering company • Minimum NTC/ITE/NITEC/Higher NITEC/Vocational Certificate in Mechanical, Air-Con, Electrical, Building, Facility Management, or related maintenance field • Willingness to work in shifts , 12 hours shifts. 	<ul style="list-style-type: none"> • Perform preventive, breakdown, and corrective maintenance on mechanical and electrical (M&E) systems to maintain building facility operations • Troubleshoot and repair faults in M&E systems to restore functionality efficiently • Respond promptly to defect reports, customer complaints, and client requests to resolve issues • Conduct regular maintenance checks and inspections on 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 2 Days Rotating • Working Hour: <ul style="list-style-type: none"> - 12 hours shift

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Job Positions	Job Requirements	Job Description	Working Hours / Location
		building facilities and systems to ensure operational reliability <ul style="list-style-type: none"> Record and report any faults or maintenance issues to supervisors for timely action Carry out ad hoc maintenance duties as assigned to support facility management needs 	
Junior Engineer (2 years contract) 	<ul style="list-style-type: none"> Diploma or Degree in IT, Electrical Engineering, Mechanical Engineering, or related field. At least 1 year of relevant working experience in facilities, engineering, or technical support. Ability to quickly identify and resolve technical issues under pressure. Knowledge of UPS, fire protection systems, or ACMV is an advantage. Basic engineering knowledge is sufficient (training will be provided). Interest in Facilities Management. Responsible, willing to learn, and proactive attitude. Good communication skills to liaise with vendors and internal stakeholders. 	<ul style="list-style-type: none"> Support daily facilities and building operations. Handle basic troubleshooting, cabling and maintenance coordination. Installing hardware, critical infrastructure, troubleshooting technical issues, ensuring 24/7, 365 days uptime, managing cabling, and adhering to strict safety/security protocols. Ensuring uptime of Uninterruptible Power Supplies (UPS), cooling systems, and environmental monitoring systems. Coordinating with the vendors, clients, and internal teams to resolve issues. Ensure preventive maintenance schedules are followed. Assist in reporting, documentation, and compliance records. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 9.00am to 6.00pm

Job Positions	Job Requirements	Job Description	Working Hours / Location
Kitchen Pass Assistant	<ul style="list-style-type: none"> • Prior experience in Hotel F&B / kitchen pass / service operations • Possess valid Food Safety & Hygiene Certification • Able to work flexible shifts based on hotel scheduling • Comfortable with fast-paced service (lunch & dinner peak hours) • Good communication and coordination skills • A strong team player with a positive and proactive attitude • Responsible and able to work independently when required • Preference for candidates with relevant hotel experience • Opportunity for renewal based on performance 	<ul style="list-style-type: none"> • Support kitchen pass operations during service periods • Coordinate food orders between kitchen and service team • Ensure accuracy and timely dispatch of dishes • Assist in maintaining smooth workflow during peak periods • Communicate effectively with chefs and service staff • Uphold hygiene and service standards within hotel environment 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 12.00pm to 9.00pm
Lift Technician/ Engineer 	<ul style="list-style-type: none"> • 2 years of experience as a Lift Technician • Candidate must possess at least a Professional Certificate/NiTEC, Diploma, • Advanced/Higher/ Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, • Professional Degree, any field 	<ul style="list-style-type: none"> • Conduct routine maintenance and inspections of lift and escalators systems to ensure they are in good working condition • Diagnose and repair any mechanical or electrical issues with the systems • Test all safety features and emergency systems to ensure they are working properly 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm


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Job Positions	Job Requirements	Job Description	Working Hours / Location
		<ul style="list-style-type: none"> • Install, replace or upgrade various components and parts of lift and escalators systems such as control systems, motors, and cables • Keep accurate records of maintenance and repair work done on each system • Troubleshoot and identify the root cause of any issues with the systems and provide recommendations for solutions • Work with other professionals such as engineers to ensure compliance with regulations and safety standards 	
<p>M&E Technician </p>	<ul style="list-style-type: none"> • Perform servicing and maintenance (preventive, breakdown, and corrective) on Electrical, Aircon, Mechanical and Building Systems. • Perform facility and building maintenance operations by troubleshooting and repairing mechanical and electrical systems. • Conduct regular checks on M&E systems to ensure smooth operation. • Record or inform the supervisor of any faults or issues during routine checks. 	<ul style="list-style-type: none"> • Perform servicing and maintenance (preventive, breakdown, and corrective) on Electrical, Aircon, Mechanical and Building Systems. • Perform facility and building maintenance operations by troubleshooting and repairing mechanical and electrical systems. • Conduct regular checks on M&E systems to ensure smooth operation. • Record or inform the supervisor of any faults or issues during routine checks. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm


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Job Positions	Job Requirements	Job Description	Working Hours / Location
	<ul style="list-style-type: none"> Attend defects and customer complaints promptly. Respond efficiently to fault reports, client requests, or breakdowns. Able to perform any ad hoc duties assigned 	<ul style="list-style-type: none"> Attend defects and customer complaints promptly. Respond efficiently to fault reports, client requests, or breakdowns. Able to perform any ad hoc duties assigned 	
<p>M&E TO / Mechanical Supervisors </p>	<ul style="list-style-type: none"> 3 years hands on troubleshoot and repair M&E maintenance services. At least 4 years working exp in SG. Diploma in Mechanical or Electrical Engineering Minimum of 3 years of relevant working experience in facility maintenance or related field 	<ul style="list-style-type: none"> Coordinate and monitor facility maintenance, upgrading, and refurbishment activities to ensure operational reliability Execute and oversee projects and maintenance works to complete on time, within schedule, and budget Liaise, supervise, and coordinate with contractors and vendors during projects, maintenance, repair, shutdown, and overhaul works to ensure quality and compliance Prepare and submit accurate costing and quotations to support project budgeting and approval processes Prepare and process visitor pass applications to maintain site security and access control Perform additional duties as assigned to support facility management operations 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm


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Job Positions	Job Requirements	Job Description	Working Hours / Location
<p>Mechanical Technical Officer </p>	<ul style="list-style-type: none"> • NITEC or Diploma in Mechanical Engineering • 3 years and above in ACMV Facilities 	<ul style="list-style-type: none"> • Lead technicians for rectification works • Liaising and managing external vendors and contractors • Carrying out maintenance, repairing and servicing tasks on ACMV system including BMS, chilled water system, FCU, AHU and mechanical ventilation system • To carry out preventive / breakdown and corrective maintenance • Attend to defects and requests promptly • Ensuring safety while carrying out of maintenance work • Preparing of technical reports on breakdown and proposals • Review and tracking of work progress • Able to understand engineering drawings and basic engineering code of practice • Coordinate safety management systems on-site • Prepare and create detail work schedule, manpower and resource planning • Able to understand engineering drawings and basic engineering calculation and code of practice • Coordinate safety management system on site 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days • Working Hour: - 9.00am to 6.00pm


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Job Positions	Job Requirements	Job Description	Working Hours / Location
		<ul style="list-style-type: none"> All other ad-hoc tasks as assigned by reporting engineer 	
<p>Property Executive </p>	<ul style="list-style-type: none"> Facilities management experience with a minimum of 3 years in a similar role Diploma or Degree in Facilities Management, Building, Engineering, or an equivalent field Technical expertise in mechanical systems, engineering principles, and air-conditioning and mechanical ventilation (ACMV) systems Proficiency in Microsoft applications for reporting and communication Strong communication skills demonstrated through effective team leadership and stakeholder engagement 	<ul style="list-style-type: none"> Lead and coordinate a team of in-house technicians, including roster planning, to execute daily building M&E services effectively Manage contractors responsible for soft services such as cleaning, pest control, landscaping, and security to ensure quality and compliance Develop and implement preventive and corrective M&E maintenance plans to maintain smooth and efficient facility operations Provide technical guidance and advice to the team to resolve site issues promptly and compile fault reports for escalation of major concerns to management Oversee subcontractors performing fitting out and reinstatement works for A&A projects, ensuring compliance with authorities' and building regulations Manage minor A&A works related to M&E and facility repair or replacement to maintain building functionality 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 9.00am to 6.00pm

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Job Positions	Job Requirements	Job Description	Working Hours / Location
		<ul style="list-style-type: none"> • Build and maintain strong relationships with team members, vendors, and key stakeholders through effective communication, collaboration, and engagement • Monitor and ensure fulfillment of Service Level Agreements (SLAs) and Key Performance Indicators (KPIs) for all managed services • Administer service and term contracts, including conducting cost comparisons and negotiating contract renewals or replacements for building M&E services 	
<p>Property/ Facility Executive (Senior / Junior) </p>	<ul style="list-style-type: none"> • Minimum Higher Nitec in Mechanical/ Electrical Engineering or Building Services and above. Diploma / Degree in any FM related qualifications. • Minimum 4 years of relevant working experience in the FM industry. • Good technical knowledge in building maintenance, M&E systems (Electrical , ACMV , Chiller, Fire Protection etc). • Good team player and effective communication skills. • Proficient Microsoft Office Application. 	<ul style="list-style-type: none"> • To supervise and coordinate facilities maintenance activities for preventive and corrective maintenance works. To manage the team of technicians and technical officers for smooth M&E work operations. • Liaise, supervise and coordinate with sub-contractors and vendors on projects, maintenance, repair, shut down and overhaul works. • Ensure maintenance or repair works are carried out timely and effectively. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm


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Job Positions	Job Requirements	Job Description	Working Hours / Location
		<ul style="list-style-type: none"> • To conduct regular inspections of the building premises, systems and any equipment. Assist in preparing and submission of costing and quotations if required. • To attend and respond to users' requests and feedback on any fault issues and following up with resolution with the team. • Perform routine inspection on electrical facilities and services. • Attending work orders maintenance of the properties and maintains a proper maintenance checklist. • To assist the safety team with risk assessments in accordance to Workplace Safety and Health policies and practices. 	
<p>Senior Facility Manager </p>	<ul style="list-style-type: none"> • Minimum 10 years' experience in facilities management • Strong technical knowledge of M&E facilities maintenance / building systems, • maintenance procedures and regulatory requirements • Degree qualification in facilities management, engineering, building or any relevance 	<ul style="list-style-type: none"> • Manage the daily operations and maintenance of assigned properties, ensuring all facilities and M&E systems and equipment are functioning effectively. • Oversee and manage the team of Engineers, Technical officers, specialists sub-contractors) in all the disciplines within the contractual work scope 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm


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Job Positions	Job Requirements	Job Description	Working Hours / Location
		for smooth operations maintenance. <ul style="list-style-type: none"> • Oversee both Hard and Soft maintenance Facilities Services, ensure technical • maintenance and operational support services to maintain building functionality and • service quality. • Responsible for planning and implementing preventive maintenance program for all • services and ensure proper contracts administration and management. Involve with • M&E services maintenance and oversee soft services contractors. • Ensure operational issues and emergencies are attended promptly and rectified with • minimal inconvenience and disruption. • Monitor and track all maintenance works and their progress status. Monitoring of KPIs to • ensure compliance with performance framework. • Ensure compliance with safety and environmental regulations. 	

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Job Positions	Job Requirements	Job Description	Working Hours / Location
		<ul style="list-style-type: none"> Any other ad-hoc assignments assigned by the Management. 	
<p>Senior Fire Safety Manager </p>	<ul style="list-style-type: none"> Diploma/Degree in any Engineering discipline/Building/Safety & Health/Environment related or any equivalent. Registered Senior Fire Safety Manager. At least 3 years of Fire Safety Manager. Certified Fire Safety Manager and 3 years of working experience as appointed FSM. Good knowledge in emergency preparedness, mitigation and response Good team player and good in communication skills. Candidate need to possess Senior Fire Safety Manager certificate. 	<ul style="list-style-type: none"> Responsible for Fire Safety for the building premises. Plan, coordinate and oversee activities related to fire-safety, emergency response, first-aid and business continuity. To provide fire safety report, incident reports for fire incidents or related emergencies for the buildings. Reviewing, monitoring, and putting in place measures to reduce any risky fire hazards for the premises. Prepare and submit reports to the Client / Authority on fire or other related matters when requested. To observe and to comply with the prevailing and regulations relating to Fire Safety Act. Together with the client, to conduct fire safety training for staffs To carry out regular building inspection, to ensure any non-compliance of fire safety are addressed and rectified. Investigate, analyse, report and suggest appropriate prevention measures 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 9.00am to 6.00pm

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Job Positions	Job Requirements	Job Description	Working Hours / Location
		<p>in the event of incidents/accidents occurred on site.</p> <ul style="list-style-type: none"> • Prepare and conduct routine inspections at the various premises at client site in compliance to WSH/EHS related acts. • Conduct safety-related training and briefing for client, sub-contractors and staffs. • Audit equipment, machineries and assets regularly to ensure that they are in good working condition and equipped with safety protection. • Assess and analyze potential risks and make recommendations when new/second-hand equipment and machineries are purchased for use. • Ensure that risk assessments for all work activities are conducted and briefed and to propose recommendation and review them when necessary. • Advising the Facilities Management Team on Fire safety related matters. • Assist in any other Senior Fire Safety Manager job duties as per assigned. 	
Senior Quantity Surveyor (Civil & Structural) 	<ul style="list-style-type: none"> • Degree in Building Construction or 	<ul style="list-style-type: none"> • Source and procure sub-contractors and 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days

Job Positions	Job Requirements	Job Description	Working Hours / Location
	<p>Quantity Surveying or equivalent</p> <ul style="list-style-type: none"> • Minimum 7 years working experience in either a construction firm or a quantity surveying firm with good knowledge in procurement, quantity surveying and SOP Act. • Good understanding of LTA MRT Works and Design and Build Projects. • A team player with good interpersonal and communication skills, able to interact with people from all levels • Possess good negotiation and coordination skills • Possess high level of integrity, pleasant personality, initiative and proactive, meticulous and analytical coupled with excellent problem-solving skills. • Hands-on, good at multitasking, able to meet tight deadlines and work independently with minimum supervision. • To be stationed at site office. 	<p>suppliers and collate prices for comparison.</p> <ul style="list-style-type: none"> • Review and understand all specification and drawings. • Preparation of cost loading. • Meeting and negotiation with upstream and downstream with regard to quantities/unit rates/schedule of rates, payment claim, specification/drawings , scope of works/responsibility matrix, variations, as necessary. • Prepare upstream payment claims and downstream payment responses • Correspondence with upstream and downstream pertaining to contractual and cost related issues • Sub-contract award and documentation • Filing of variations / evaluate & monitor project variations • Perform value engineering and cost control in tandem the with design development • Undertake other ad-hoc duties and assignments, as and when necessary 	<ul style="list-style-type: none"> • Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm


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Job Positions	Job Requirements	Job Description	Working Hours / Location
<p>Technical Executive (2 years contract)</p> 	<ul style="list-style-type: none"> • Diploma/Degree in Mechanical or Electrical Engineering • At least 2 years of relevant facilities/engineering experience preferred. • Experience with server hardware, operating systems (Linux/Windows), and network cabling. • Good technical knowledge of building systems (M&E), strong technical knowledge in UPS systems. • Ability to quickly identify and resolve technical issues. Coordinating with vendors, clients, and internal teams to resolve issues. Able to manage vendors and technicians independently. • Strong sense of responsibility and reliability (good attendance record). • Positive attitude and team player. Able to work across two assigned locations 	<ul style="list-style-type: none"> • Support daily facilities and building technical operations across 2 assigned sites. • Coordinate and manage vendors for preventive and corrective maintenance. • Installing hardware, troubleshooting technical issues, ensuring 24/7 uptime, managing cabling, and adhering to strict safety/security protocols. • Monitoring system performance (Including temperature, power, network connectivity) to prevent downtime and responding to alerts. • Ensuring uptime of Uninterruptible • Power Supplies (UPS), cooling systems, and environmental monitoring systems. • Maintaining accurate inventory records of hardware, spare parts, and decommissioned equipment. • Monitor service performance and compliance standards. • Prepare basic reports and documentation. • Support site audits and operational requirements 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm
<p>Technical Manager (3 years contract)</p> 	<ul style="list-style-type: none"> • Diploma or Degree in Engineering (Mechanical / 	<ul style="list-style-type: none"> • Oversee daily technical and facilities operations. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days


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Job Positions	Job Requirements	Job Description	Working Hours / Location
	<p>Electrical / Building Services or related).</p> <ul style="list-style-type: none"> • Able to server hardware, operating systems (Linux/Windows), and network cabling. 3-5 years experience in data center operations, facilities management, electrical, UPS or ACMV systems. • Experience working in data center environments or critical facilities is plus. • Good communication skills and Problem solving ability. • Able to manage vendors and resolve issues independently. Leadership skills with experience supervising technicians. • Good attitude, responsible, and service-oriented. 	<ul style="list-style-type: none"> • Maintaining, monitoring, and repairing critical infrastructure, including servers, networking equipment, electrical equipment and facility systems (power/cooling). Installing hardware, troubleshooting technical issues, ensuring 24/7 uptime, managing cabling, and adhering to strict safety/security protocols. • Monitoring system performance (temperature, power, network connectivity) to prevent downtime and responding to alerts. • Ensuring uptime of Uninterruptible Power Supplies (UPS), cooling systems, and environmental monitoring systems. • Provide technical guidance and training to team members. • Manage preventive and corrective maintenance programs, managing physical access to the facility and ensuring compliance with operational standards (e.g., SOPs, MOPs). • Coordinate with vendors and contractors for maintenance and technical support. 	<ul style="list-style-type: none"> • Working Hour: <ul style="list-style-type: none"> - 9.00am to 6.00pm

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Job Positions	Job Requirements	Job Description	Working Hours / Location
		<ul style="list-style-type: none"> • Prepare and present technical reports to management. • Support regional collaboration, including occasional engagement with external stakeholders. 	
<p>Technician </p>	<ul style="list-style-type: none"> • At least 1 year of relevant experience in building maintenance / facilities / M&E • Hands-on experience in ACMV / Electrical / Fire Protection systems • Nitec / Higher Nitec or equivalent technical qualification preferred • Able to perform basic troubleshooting and repair works independently • Comfortable with site-based, hands-on work environment • Responsible attitude and willing to learn 	<ul style="list-style-type: none"> • Perform daily inspection and routine maintenance of building systems including: ACMV (air-conditioning & ventilation systems); Electrical systems (lighting, power supply); Fire protection systems (fire alarm, sprinkler, smoke detectors) • Carry out preventive maintenance (PPM) based on scheduled maintenance plans • Attend to corrective maintenance (breakdown calls) and perform basic troubleshooting • Conduct minor repair works, including: Replacing lightings / basic electrical components; Cleaning or servicing aircon filters / FCU units; Checking alarm panels and system status • Assist Engineer or Senior Technician in major repair works and vendor coordination and on-site supervision • Perform routine site inspection / walk- 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 / 5.5 Days

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Job Positions	Job Requirements	Job Description	Working Hours / Location
		through to ensure all systems are functioning properly <ul style="list-style-type: none"> • Ensure all works are carried out in compliance with workplace safety standards • Maintain proper documentation, such as service reports; Maintenance checklists and fault records 	
Technician (ACMV – Roving) 	<ul style="list-style-type: none"> • At least 1-2 years ACMV experience • Must possess Singapore Class 3 driving license • Comfortable with roving role (multiple locations) • Able to work independently 	<ul style="list-style-type: none"> • Perform maintenance and servicing of ACMV systems across multiple banking sites • Conduct routine inspections and troubleshooting • Carry out preventive maintenance (PPM) • Respond to service requests and attend to breakdowns • Ensure all sites are maintained in good working condition 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days
Workplace Ambassador	<ul style="list-style-type: none"> • 2-years’ experience in Hospitality and/or Tourism sector or related professional area (Preferably experience in airlines and hotel industry). • Prior experience to manage meeting room services is an advantage. • Diploma from an accredited institute. • Proficiency with Microsoft Word, Excel and PowerPoint. Good command of verbal and written 	<ul style="list-style-type: none"> • <u>Site Operations</u> • Conduct daily checks of Front-of-House areas (Working Café, meeting rooms, phone booths) to ensure spaces are clean, organized, and ready for use. Maintain digital notice boards and support workplace communications. Assist with meeting room bookings and promote efficient space utilization. Support workplace operations and special 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8.00am to 5.00pm

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Job Positions	Job Requirements	Job Description	Working Hours / Location
	<p>English. Proactive mindset and ability to manage C-suite and VVIP personnel's.</p> <ul style="list-style-type: none"> • Ability to meet tight schedules and deliver high quality of work. • High level of communication and interpersonal skills. • Good Grooming throughout the day to ensure professionalism. 	<p>requests, including F&B arrangements for leadership and VIP guests.</p> <ul style="list-style-type: none"> • <u>Customer Experience</u> • Deliver excellent customer service and respond to inquiries, requests, and feedback. • Create a welcoming and positive workplace environment. • Host VIP and VVIP guests with high hospitality standards. • Visitor & Concierge Services • Manage visitor registration and ensure compliance with Visitor Management Systems. Coordinate transportation requests, welcome packs, and F&B for meetings. • <u>Mail & Logistics</u> • Receive, sort, and distribute incoming mail and parcels. Arrange courier services and manage outgoing deliveries. • <u>Event Support</u> • Assist in planning and coordinating workplace events. Manage event registrations and ensure spaces are restored after events. • <u>Additional Duties</u> • Support workplace initiatives and tasks assigned by the Community Lead. 	

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