

e2i Youth Skills & Career Fair @ *SCAPE

6 & 7 October 2025

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

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#1 Active Global Respite Care

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Centre Executive	<ul style="list-style-type: none"> • Diploma or Degree in any field is welcome. • 5-days work week. Rotational weekends (Sat & Sun) required. • Preferably minimum 1 year in operational role. • Preferable experience working with MOH or other relevant stakeholders in the healthcare industry in general. • Applicants with operational backgrounds in other industries such as hospitality are welcome to apply. • Experience working with elderly in the community would be good to have. • Hands-on and enjoys community setting. • Able to work independently with little supervision. • Proficient in Microsoft Office and comfortable with IT. • Able to speak local languages and dialect (preferable). 	<ul style="list-style-type: none"> • Report directly to the Centre Management. • Assist the centre management with running the operations of the centre. • Actively drive sales volume through quick follow-ups with potential clients. • Provide accurate information to clients on policies, procedures and service. • Strong case resolution skills to resolve client feedback and complaints on promised actions and that client needs are addressed in a timely and appropriate manner. • Ensuring that the logistics and operational capability of the centre runs smoothly. • Ensuring timely and appropriate administration and documentation according to required law, processes and regulations. • Represent the centre in the absence of any management. • Communicate clearly and appropriately with clients & business partners, always speaking with the understanding of tone and choice of words. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: General Shift Timings: <ul style="list-style-type: none"> ○ 7am - 4.30pm ○ 9am - 6.30pm ○ 10.30am - 10pm • Employment Type: Full-Time • Job Type: Full-Time • Location: 272031

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Healthcare Assistant - Home Care	<ul style="list-style-type: none"> A relevant WSQ certificate in Healthcare Support /Therapy service and at least 1 year of relevant experience will be advantageous Ability to understand and speak English, Mandarin and local dialects will be advantageous A good team player with a pleasant disposition. 	<ul style="list-style-type: none"> To deliver home based personal care for referred elderly patients Assist client with the activities of daily living (ADL) and instrumental activities of daily living (iADLs) Passion to work with the elderly, willingness to learn, and an open attitude to eldercare. While our service is island-wide, you will eventually be able to focus geographically on the area that is most convenient to you Report and update client's condition to supervisor timely 	<ul style="list-style-type: none"> Number Of Working Days: 5.5 Working Days Working Hours: 9am - 6.30pm Employment Type: Full-Time Job Type: Full-Time Location: 51 Goldhill Plaza, Singapore 308900
Healthcare Assistant - Senior Care Centre	<ul style="list-style-type: none"> A relevant WSQ certificate in Healthcare Support /Therapy service and at least 1 year of relevant experience will be advantageous Ability to understand and speak English, Mandarin and local dialects will be advantageous A good team player with a pleasant and healthy disposition. 	<ul style="list-style-type: none"> To engage and assist elderly clients in the Centre and assist in daily Centre programmes and activities Attend to client's personal care needs including personal hygiene and assist in positioning, transfers and ambulating of clients Adheres to the centre's operational protocol at all times Upholds the high standards in the care for clients set by the Centre Manager and Rehab Manager To assist in incidental housekeeping duties such as cleaning and mopping up spillage, discharge and breakages. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am to 6.30pm Employment Type: Full-Time Job Type: Full-Time Location: 51 Goldhill Plaza, Singapore 308900
Home Care Executive	<ul style="list-style-type: none"> At least 1 year of experience in an operational capacity in customer service and administrative roles preferable Diploma or Degree in any field. Takes initiative and able to be flexible 	<ul style="list-style-type: none"> Answer client inquiries on all Home Care services provided by the organization. Provide accurate information to clients on policies, procedures and service. Following up promptly and communicating to all parties the statuses of work-in- 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am - 6.30pm Employment Type: Full-Time Job Type: Full-Time Location:

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>while adhering to SOPs at the same time and must be ready to answer urgent client queries at any time.</p> <ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite applications with good command of English (Written & verbal). • Experience in healthcare would be advantageous • 5-days work week including rotational Saturdays. • Singaporean & PR only. 	<p>progress in a timely and accurate manner.</p> <ul style="list-style-type: none"> • Schedule staff and clients for the respective services. • Ensure prompt and accurate documentation for all applications and processes from start to finish including filings. • Strong case resolution skills to resolve client feedback and complaints on promised actions and that client needs are addressed in a timely and appropriate manner, including prompt issuing of invoices and accuracy in collection of payables and organization requirements and SOPs are adhered to. • Participate and represent on behalf of the company's services with confidence and communicate clearly and appropriately with clients, business partners, always speaking with the understanding of tone and choice of words. • Any other duties assigned. 	<p>51 Goldhill Plaza, Singapore 308900</p>
Staff Nurse @ Home Care	<ul style="list-style-type: none"> • Must be a Registered Nurse with Singapore Nursing Board with a clean disciplinary record (nurses on conditional license may not apply for this role) • Proficiency in Microsoft Office and comfortable with IT would be ideal • Occasional shift work (to support palliative patients) will be required when necessary 	<ul style="list-style-type: none"> • Part of the team to serve a pilot home palliative project with hands-on bedside care • Take up respite assignments when required • Assist the home care team on other home nursing cases • Advise care staff as needed if they face medical issues or medical emergencies with clients for home care services or when required • Work alongside external community partners and colleagues in managing client care needs 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 9am - 6.30pm • Employment Type: Full-Time • Job Type: Full-Time • Location: 51 Goldhill Plaza, Singapore 308900

#2 AlwaysHired

AlwaysHired is a dynamic recruitment and outsourcing agency specializing in connecting top talent with leading employers across various industries. We provide tailored staffing solutions for both temporary and permanent roles, ensuring the right fit every time. With a focus on efficiency, people-first service, and technology-driven processes, AlwaysHired supports businesses in scaling their workforce seamlessly. Our commitment to quality and speed makes us a trusted partner for companies and job seekers alike.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Aerospace Technician	<ul style="list-style-type: none"> Nitec in any engineering field 	<ul style="list-style-type: none"> Assemble aerospace components such as engines, wings, landing gear, and control systems. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Employment Type: Full-Time Job Type: Full-Time Location: 079903
Business Development Executive	<ul style="list-style-type: none"> Diploma in any field 	<ul style="list-style-type: none"> Identify potential clients through research, networking, cold calling, emailing, and attending industry events. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Employment Type: Full-Time Job Type: Full-Time Location: 079903
Recruitment Consultant	<ul style="list-style-type: none"> Diploma in any field 	<ul style="list-style-type: none"> Identify and engage with potential client companies & understand clients' hiring needs and business goals Build long-term relationships to ensure repeat business 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Employment Type: Full-Time Job Type: Full-Time Location: 079903
Talent Acquisition Executive	<ul style="list-style-type: none"> Diploma in any field 	<ul style="list-style-type: none"> Forecast talent gaps and plan recruitment strategies accordingly. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Employment Type: Full-Time Job Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none">• Location: 079903
Warehouse Assistant	<ul style="list-style-type: none">• NA	<ul style="list-style-type: none">• Handle picking, packing and sorting scope	<ul style="list-style-type: none">• Number Of Working Days: 5 Working Days• Employment Type: Full-Time• Job Type: Full-Time• Location: 079903

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#3 ASE Singapore

The ASE Group is the world's largest provider of independent semiconductor manufacturing services in assembly, test, materials and design manufacturing. As a global leader geared towards meeting the industry's ever growing needs for faster, smaller and higher performance chips, the Group develops and offers a wide portfolio of technology and solutions including IC test program design, front-end engineering test, wafer probe, wafer bump, substrate design and supply, wafer level package, flip chip, system-in-package, final test and electronic manufacturing services through Universal Scientific Industrial Co., Ltd. and its subsidiaries, members of the ASE Group.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Associate Engineer - Facilities	<ul style="list-style-type: none"> NITEC / Diploma in Electrical / Mechanical / Building Facilities / CEE or equivalent with 1 year relevant experience Working knowledge in cleanroom environment is preferred Able to commit to rotating 12hr day / night shift Entry level candidates are welcome 	<ul style="list-style-type: none"> Conduct routine monitoring and spot checks of all the building facilities such as: central chiller system, cooling towers, pumps, AHU, compressors, BMS, plumbing and electrical system Attend to all facility works and M&E installations as well as to coordinate with contractors on repair works Provide support to production and assist in machine installations: power hookup, CDA, vacuum and process cooling water, exhaust pipe and other setup in the production floor Perform inhouse servicing of cooling towers, AHU, FCU, FFU, filter cleaning and replacement, strainers and other HVAC equipment 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours: 8AM - 8PM / 8PM - 8AM Employment Type: Full-Time Job Type: Permanent Location: 738074
Associate Engineer - Test Equipment	<ul style="list-style-type: none"> Diploma / Degree in mechanical/electronics /electrical, or any Engineering field or equivalent Strong understanding of manufacturing and quality processes and experience with handler systems and integration processes are advantages Analytical and problem solver with good communication skills Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> Manage new handler buyoff lifecycle including documentation, system updates, procedure standardization, matrix maintenance & change control. Assess and improve handler capabilities to meet production and customer needs, including capability studies and new handler evaluations provide daily progress updates. Ensure handler compatibility with design rules through implementation and collaboration with engineering and NPI teams to minimize constraints. 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours: 8AM - 8PM / 8PM - 8AM Employment Type: Full-Time Job Type: Permanent Location: 738074

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Identify and resolve handle related issues and contribute to process improvements. 	
Associate Engineer - Test Equipment (NPI)	<ul style="list-style-type: none"> Holds a Diploma or Degree in mechanical/electronics /electrical or any Engineering field Preferably 2 years of experience Basic knowledge of Microsoft office Observant, teamplayer, able to work under minimal guidance Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> Responsible for leading smooth production transfers by collaborating effectively with both internal and external stakeholders Establish and maintain a robust communication system to manage the dynamic priorities inherent in New Product Introduction (NPI) processes Manage consignment hardware setup, resolve test setup challenges, and oversee tooling and spare parts procurement, including acting as a liaison with suppliers Ensure supplier compliance with quality standards via product assessments Develop and maintain documentation for design rules, improvements, and related hardware and software Collaborate with the engineering and preventive maintenance team for continuous process improvement 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours: 8AM - 8PM / 8PM - 8AM Employment Type: Full-Time Job Type: Permanent Location: 738074
Associate Engineer - Test Equipment (PM)	<ul style="list-style-type: none"> Diploma / Degree in mechanical/electronics /electrical, or any Engineering field Preferably minimum 2 years of working experience Observant, team player, able to work under minimal supervison Basic knowledge of Microsoft office Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> Perform internal/external calibrations, generate verification criteria Coordinate with planners for efficient handler swaps/releases, Track post release handler performance and maintain detailed records Develop and refine PM/calibration checklists to minimize machine failures Manage daily inventory handovers and maintain optimal spare stock levels Partner with Engineering and NPI teams on workflow and improvement projects Integrate improvement projects during scheduled PM/calibration 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours: 8AM - 8PM / 8PM - 8AM Employment Type: Full-Time Job Type: Permanent Location: 738074

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Establish a system for efficient handler release to support 12 by 7 operations <ul style="list-style-type: none"> Attend production meetings, troubleshoot machine issues, and develop/distribute "onepoint lessons" for line maintenance 	
Associate Engineer - Test Equipment (WLCSP)	<ul style="list-style-type: none"> Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical / Mechatronics Engineering or equivalent. Tape and Reel experience in wafer level and knowledge on vision system is preferred. Possess strong analysis and good teamwork. Able to commit to either 12hr permanent day / night shift. 	<ul style="list-style-type: none"> Responsible for daily operational equipment issues and strategize recovery actions to support production requirement. Perform equipment buyoff and qualification for machine installation, modification, upgrade and maintenance. Involve in WLCSP process (Taping & Detaping, Wafer Mount, Backgrinding, Laser Grooving, Laser Mark, Dicing, AOI, Die Sort etc) Monitoring and analysis of equipment performance and reliability. 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours: 8AM - 8PM / 8PM - 8AM Employment Type: Full-Time Job Type: Permanent Location: 738074
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, probers, 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 12hr permanent day / night shift 	<ul style="list-style-type: none"> Responsible for troubleshooting, calibration, repair and maintenance of assigned Testers and Handlers / Probers 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 house keeping 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours: 8AM - 8PM / 8PM - 8AM Employment Type: Full-Time Job Type: Permanent Location: 738074
Associate Engineer - Test/Product	<ul style="list-style-type: none"> Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical/ Mechatronics 	<ul style="list-style-type: none"> Provide timely reports on lot performance to internal teams and external customers. 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours:

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Engineering or equivalent with 1 year experience.</p> <ul style="list-style-type: none"> • Entry level candidates welcome to apply. • Possess strong technical analysis and excellent teamwork. • Able to commit to 12hr rotating shift. 	<ul style="list-style-type: none"> • Perform basic troubleshooting and provide reports of low yield or failure rates. • Disposition of engineering lots in manufacturing line. • Support engineering team for various engineering activities such as test program checkout, hardware buyoff, and machine qualification. • Participate in daily operations meetings and follow up on production issues. • Responsible for daily housekeeping and any other responsibilities as assigned. 	<p>8AM - 8PM / 8PM - 8AM</p> <ul style="list-style-type: none"> • Employment Type: Full-Time • Job Type: Permanent • Location: 738074
Engineer - Test Equipment (Backend)	<ul style="list-style-type: none"> • Degree in Mechanical / Electrical Engineering • Preferably with minimum 1 year relevant experience in semiconductor industry • Knowledge of basic equipment troubleshooting • Good communications and analytical problem solving skills • Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> • Responsible for providing production and engineering support to all backend equipment related activities • Set up conversions of backend equipment for production utilization • Perform timely setup, repairs and maintenance of backend equipment such as laser mark, vision scanner and Tape & Reel platform • Troubleshoot equipment related issues and minimize equipment downtime • Perform routine equipment preventive maintenance / calibration on timely basis • Assist in implementing equipment improvement projects 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Working Hours: 8AM - 5:15PM • Employment Type: Full-Time • Job Type: Permanent • Location: 738074
Engineer - Test/Product	<ul style="list-style-type: none"> • Degree in any engineering field • Good communication and interpersonal skills • Possess good project management, analytical and problem solving skills • Ability and passion to work in and foster a teamwork environment • Positive attitude with good communication and interpersonal skills 	<ul style="list-style-type: none"> • Responsible for new product offloads and qualification to meet customers' requirements • Work closely with customers to analyze and improve product yield and performance, and optimize the testing process • Implement and maintain test programs/hardware to support product sort and final test operations • Prepare engineering reports and conduct regular technical reviews with customers 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Working Hours: 8AM - 5:15PM • Employment Type: Full-Time • Job Type: Permanent • Location: 738074

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> Development and transfer of test solutions for both Wafer Sort and Final Test to production sites Define, document and specify test process / procedures for new products 	
ESD Specialist	<ul style="list-style-type: none"> GCE O'Level, or Technical School / ITE certification in an Engineering discipline Ability to follow instructions and work together effectively within a team Prior experience within the semiconductor industry will be considered an advantage 	<ul style="list-style-type: none"> Perform ESD Compliance Verification measurements and effectively troubleshoot any issues found Conduct routine ESD quality checks on production lines to maintain stringent ESD standards Promptly report any ESD related problems encountered in the production 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours: 8AM - 8PM / 8PM - 8AM Employment Type: Full-Time Job Type: Permanent Location: 738074
Logistics Assistant	<ul style="list-style-type: none"> Min GCE "N" / "O" levels or certificates in related field with 2 years of relevant working experience Ability to handle pallet jack equipment Basic knowledge in Microsoft Word, Excel & Outlook Understanding of Import permit, Commercial Invoices and packing list Knowledge of IOR requirement is an advantage Able to commit to 12hr night Shift 	<ul style="list-style-type: none"> Receiving of incoming shipment and checking of goods received against documents and condition of goods Perform breakbulk and data entry, stock take and Inventory count Load and unload materials and finished products Comply with safety regulations and security measures for warehouse store Sort and place items on predetermined trolleys 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours: 8PM - 8AM Employment Type: Full-Time Job Type: Permanent Location: 738074
Operators	<ul style="list-style-type: none"> Understand and able to speak basic English. Basic Computer Knowledge. Electronics Manufacturing experience an advantage. Able to commit to 12hr day/night shift 	<ul style="list-style-type: none"> Operate machine to meet expected output and quality standard. Ensure good housekeeping in the production floor. 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours: 8AM - 8PM / 8PM - 8AM Employment Type: Full-Time Job Type: Permanent Location:

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			738074
NPI Engineer - Test Process (WLCSP)	<ul style="list-style-type: none"> • Diploma / Degree in any Engineering Discipline • Working experience in semiconductor assembly manufacturing or process engineering and preassembly processes (Backgrind, Laser Marking, Laser Groove, Wafer Dicing) is an advantage. • Knowledge in SPC, DOE, FMEA, OCAP, Control Plan, WI and Process Specification • Clear and effective communication with customers, suppliers and cross department • Able to multitask and support adhoc projects in process and equipment related activities • Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> • Responsible for setup and optimization of new device qualification, engineering lot processing, process data gathering and reporting. • Monitor and improve device yield performance and process SPC charts. • Investigate and troubleshoot production downtime and quality issues to provide lot disposition on outlier lots. • Perform engineering report and documentation such as 8D, DMAIC, FMEA, CP, Process Specification, Work Instructions, etc. • Implement continuous improvement program (CIP) to support yield and cost improvement, including developing systems for workflow management • Facilitate training of manufacturing personnel on operating procedures and process specification. • Work closely with interdepartment to improve process and equipment performance and capability. • Coordinate and communicate with customers for any process engineering related matters. • Setup systems and NPI requirements, handles qualifications and engineering activities. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Working Hours: 8AM –5.15PM • Employment Type: Full-Time • Job Type: Permanent • Location: 738074
Senior Engineer - Facilities	<ul style="list-style-type: none"> • Bachelor Degree / Diploma in engineering related discipline • At least 5 years relevant experience, preferably in a cleanroom environment • Having AutoCad drafting skills will be an advantage. 	<ul style="list-style-type: none"> • Responsible for the operations and general maintenance of the plant, machinery, and associated building facilities • Ensure that the facilities' systems and processes function efficiently and meet the organization's needs. Works includes a range of engineering disciplines such as mechanical, electrical, plumbing, HVAC, and energy management 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Working Hours: 8AM –5.15PM • Employment Type: Full-Time • Job Type: Permanent • Location: 738074

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Troubleshoot equipment / facility breakdown and carry out basic repairs • Supervise and coordinate with vendors and service providers on activities regarding daily routine facilities, maintenance work and execution of engineering projects within the facility • Attend to any facility works and M&E installations, as well as development of project plans • Provide technical guidance and mentorship to team members 	
Senior Engineer - Test Product	<ul style="list-style-type: none"> • Degree in any engineering field • Good communication and interpersonal skills • At least 5 years relevant experience, preferably in a cleanroom environment • Possess good project management, analytical and problem solving skills • Ability and passion to work in and foster a teamwork environment • Positive attitude with good communication and interpersonal skills 	<ul style="list-style-type: none"> • Lead and mentor a team of Test/Product Engineers in delivering technical solutions for yield improvement, device offload, and test program development/validation. • Oversee setup/hardware correlation and qualification activities. • Drive technical solutions for wafer sort and final test processes. • Spearhead system algorithm optimization and advanced analytics implementation. • Manage cross functional project timelines with customers and internal stakeholders. • Chair Test/Product Engineering meetings and represent the team in customer discussions. • Lead continuous improvement initiatives for quality and productivity in Test Operations/QA. • Perform additional leadership duties as assigned. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Working Hours: 8AM –5.15PM • Employment Type: Full-Time • Job Type: Permanent • Location: 738074
Technician	<ul style="list-style-type: none"> • Understand and able to speak basic English. • Basic Computer Knowledge. • Electronics Manufacturing experience an advantage. 	<ul style="list-style-type: none"> • Responsible for troubleshooting, calibration, repair and maintenance of assigned platforms and equipment • Tracking, monitoring and reporting of daily equipment downtime 	<ul style="list-style-type: none"> • Weekly Commitment: 3.5 days • Working Hours: 8AM - 8PM / 8PM - 8AM • Employment Type: Full-Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Able to commit to 12hr day/night shift 		<ul style="list-style-type: none"> Job Type: Permanent Location: 738074
Technical Specialist	<ul style="list-style-type: none"> Understand and able to speak basic English. Basic Computer Knowledge. Electronics Manufacturing experience an advantage. Able to commit to 12hr day/night shift 	<ul style="list-style-type: none"> Perform basic troubleshooting Operate machine to meet output Ensure good housekeeping in the production floor. 	<ul style="list-style-type: none"> Weekly Commitment: 3.5 days Working Hours: 8AM - 8PM / 8PM - 8AM Employment Type: Full-Time Job Type: Permanent Location: 738074

#4 C&W Services

C&W Services Singapore is the facilities and engineering arm of Cushman & Wakefield, offering facilities management, engineering solutions, energy management strategies as well as innovative facilities management technology to a diverse portfolio of clients such as building owners, occupiers, government bodies and corporate real estate companies. C&W Services is also the first Facilities Management firm in Singapore to earn the WELL v2 certification at the Gold level and has been celebrated as a Great Place to Work.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Property Executive (Township - East)	<ul style="list-style-type: none"> • Min Diploma with 3 years relevant experience • Bachelor's degree with relevant internship experience • Good communication skills, both written and spoken • Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> • The Property Executive of the team's main duty is to ensure the team's service deliveries meet service standards as stipulated in the Performance Management Framework. • Acting as the Team Leader, the PE will assist Property Managers to review and ensure that the team members comply with the above KPIs. • He or she should also analyze IEMS cases and take preventive actions to resolve common feedback issues, including liaising with term contractors, planning preventive maintenance schedules, etc. • He or she will coordinate seepage and roof leakage cases, including inspection and follow up rectification, advance planning to resolve recurrent cases etc. • He or she should also be involved in MSO joint agency solutioning team to resolve site issues. 2 • He or she should also be the buddy of new PO and to guide the teams on technical aspects. • Besides service delivery, he or she will assist Property Managers to conduct ad hoc inspections, MP walks, verification of work orders etc. • Any other duties as and when assigned. • Take accountability and ownership of Workplace Safety & Health (WSH) standards and 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 days • Employment Type: Full-Time • Job Type: Contract • Location: 440050, 550266, 760290

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		outcomes in building up a Safety Culture.	
Property Executive (Township - North)	<ul style="list-style-type: none"> • Min Diploma with 3 years relevant experience • Bachelor's degree with relevant internship experience • Good communication skills, both written and spoken • Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> • The Property Executive of the team's main duty is to ensure the team's service deliveries meet service standards as stipulated in the Performance Management Framework. • Acting as the Team Leader, the PE will assist Property Managers to review and ensure that the team members comply with the above KPIs. • He or she should also analyze IEMS cases and take preventive actions to resolve common feedback issues, including liaising with term contractors, planning preventive maintenance schedules, etc. • He or she will coordinate seepage and roof leakage cases, including inspection and follow up rectification, advance planning to resolve recurrent cases etc. • He or she should also be involved in MSO joint agency solutioning team to resolve site issues. 2 • He or she should also be the buddy of new PO and to guide the teams on technical aspects. • Besides service delivery, he or she will assist Property Managers to conduct ad hoc inspections, MP walks, verification of work orders etc. • Any other duties as and when assigned. • Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. 	<ul style="list-style-type: none"> • Weekly Commitment: 5.5 days • Employment Type: Full-Time • Job Type: Contract • Location: 760290

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Property Officer (Township - East)	<ul style="list-style-type: none"> • Min Higher / Nitec with internship experience in property/estate/facilities management or building/facilities maintenance • Good communication skills, both written and spoken • Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> • Coordinate with contractors to maintain the common areas such as cleaning, conservancy, landscaping and horticultural work, as well as improvement and cyclical projects at public housing flats in designated Town Councils • Conduct inspections on the ground and to follow up with the contractors on the rectification of the defects. • Follow up with issuance of works orders to contractors and to check on rectification of works and process payments • Engage and manage with residents' feedback and to perform call back service when the defects are rectified within the timeline • Discuss and follow up on maintenance issues with grassroots leaders • Assist grassroot leaders to organize grassroot activities, if required • Perform arrears visitations • Attend MP's house visits, grassroots and upgrading meetings after office hours • Attend to urgent cases referred by Managers, grassroots leaders and EMSU • Do cross audit of estate inspections, arrears visitations and special duties when assigned • Assist the Property Managers to lead the guide the Property Officers team (Senior) • Perform any related duties as required and directed. • Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Employment Type: Full-Time • Job Type: Contract • Location: 440050, 550266, 760290

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Property Officer (Township - North)	<ul style="list-style-type: none"> • Min Higher / Nitec with internship experience in property/estate/facilities management or building/facilities maintenance • Good communication skills, both written and spoken • Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> • Coordinate with contractors to maintain the common areas such as cleaning, conservancy, landscaping and horticultural work, as well as improvement and cyclical projects at public housing flats in designated Town Councils • Conduct inspections on the ground and to follow up with the contractors on the rectification of the defects. • Follow up with issuance of works orders to contractors and to check on rectification of works and process payments • Engage and manage with residents' feedback and to perform call back service when the defects are rectified within the timeline • Discuss and follow up on maintenance issues with grassroots leaders • Assist grassroot leaders to organize grassroot activities, if required • Perform arrears visitations • Attend MP's house visits, grassroots and upgrading meetings after office hours • Attend to urgent cases referred by Managers, grassroots leaders and EMSU • Do cross audit of estate inspections, arrears visitations and special duties when assigned • Assist the Property Managers to lead the guide the Property Officers team (Senior) • Perform any related duties as required and directed. • Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Employment Type: Full-Time • Job Type: Contract • Location: 760290

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Property Officer (Venue Management)	<ul style="list-style-type: none"> • Diploma with 1 year's relevant working experiences • Candidates from Facilities Management / Construction Background are advantageous. 	<ul style="list-style-type: none"> • To monitor the maintenance plans/schedules for soft FM services for cleaning, waste management and façade cleaning. • To monitor the performance of services vendors, subcontractors etc for delivery of soft FM services and adjust maintenance plans when necessary • To prepare and submit timely inspection reports, particularly for Event Spaces, and propose inventory of spares. • To conduct monthly Equipment checks with Venue Operation. • To conduct daily venue inspections and coordinate reactive cleaning or repair work with cleaning or technical team. • To carry out annual SFPM and coordinate with Hard FM colleagues on any Building & Fabric related issues/works. • To prepare all administrative matters for the handing over and taking over of event spaces. • To prepare all Event related administration – Variable cost, event billing etc • To provide, supervise Facility Attendants (FA) on sitewide barricades deployment, set up and teardown for event or/and maintenance work as well as FOP changeover between training. • To supervise FAs on routine preventive and corrective maintenance on sitewide barricades. • To keep track of all service reports by maintaining a hard copy filing system as well as digitalising to keep the soft copy on Share point • To administrate all finance related matters such as Purchase Request, Service Order. 	<ul style="list-style-type: none"> • Weekly Commitment: 5 days • Employment Type: Full-Time • Job Type: Permanent • Location: 397629

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To monitor TAM case(s) are attended and completed promptly within the contractual timing. Execute, supervise and manage venue Ad hoc project works ensuring quality and safety at work and completion in timely manner. To prepare and submit incident report within 12 hours from incident. 	
Technical Officer (Low Rise)	<ul style="list-style-type: none"> Diploma with 1 year's relevant working experiences Candidates from Facilities Management / Construction Background are advantageous. 	<p>Operation Role</p> <ul style="list-style-type: none"> Manage day to day operation, daily data log in, and attend daily operation toolbox meeting; On duty to standby for response to emergency fault calls after officer hour; Liaise with site users and to prepare and submit work proposal for job requests received; Prepare costing, condition assessment, and proposal for Corrective Maintenance works before required Timeframe in contract; Execute Adhoc works including construction projects which involves building A&A works, Structural Repairs, renovation projects, M&E equipment installation projects, etc., and submit Certification Of Completion before Purchase Order need by date; Supervise sub-contractors' work, checks and certify Maintenance Works service reports; Participate in site maintenance programs such as Management By Walking Around (MBWA) with users; Safety inspection; 6"S", etc.; <p>Maintenance Role</p> <ul style="list-style-type: none"> Attend daily operation toolbox meeting, and participate in site maintenance programs such as 	<ul style="list-style-type: none"> Weekly Commitment: 5 days Employment Type: Full-Time Job Type: Permanent Location: 397629

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>MBWA with users; Safety inspection; 6"S", etc.</p> <ul style="list-style-type: none"> • Coordinate with Service Partners (SP) and Inspection team to plan Annual & Monthly Schedule (including scheduled inspections) according to Quality Control Procedures and submit for approval; • Responsible for inventory record, drawings, documentations, Defect Liability Period registers, and legal registry; • Compile and maintain service reports, Licenses/Certificates on site; • Prepare and submit Certificate of Completion for Maintenance Works and Services monthly, and prepare monthly claims. • Follow up with Contractor SP to carry out corrective maintenance and to rectify defects reported by Quality Control/Quality Assurance auditor/Users; • Perform additional role such as Safety Lead and/or FSM Inspection. 	

#5 Enterprise Promotion Centres (epc)

Enterprise Promotion Centres (epc) is a Singapore-based organization focused on helping businesses grow and transform for the future economy. Our mission goes “beyond profit” — we aim to create income with impact by supporting enterprises and workers through various services.

What EPC Offers:

- Workforce Transformation: Helping companies and employees adapt to changing industry needs.
- Support for Mature Workers: Employment and employability programs tailored for older professionals.
- Event & Association Management: Organizing and managing events and associations for industry partners.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Account & Admin Executive	<ul style="list-style-type: none"> • Degree/Diploma in Accounting, Finance, Business Administration, or related field • Minimum of 2 years of experience in accounting or administrative roles • Proficiency in accounting software (e.g., ABBS, QuickBooks, Xero) and Microsoft Office applications • Strong understanding of accounting principles and practices • Excellent organizational and time management skills • Ability to work independently and as part of a team • Strong attention to detail and accuracy • Excellent communication and interpersonal skills • Ability to handle confidential 	<p>The Account & Admin Executive will be responsible for managing both financial and administrative tasks to ensure the efficient operation of the company. This role requires a detail-oriented individual with strong organizational skills, a solid understanding of accounting principles, and the ability to handle multiple responsibilities simultaneously.</p> <p>Key Responsibilities:</p> <p>Accounting:</p> <ul style="list-style-type: none"> • Maintain accurate financial records including invoices, receipts, payments, and other financial documents • Ensure timely preparation of full sets of accounts, including Profit & Loss statements, Balance Sheets, and supporting schedules • Process accounts receivable and payables, including billing, collecting payments, and processing invoices from suppliers • Assist with GST filing and ensure compliance with tax regulations • Support in managing project accounting, including tracking billing, revenue, and costs related to specific projects 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 9am-6pm • Employment Type: Full-Time • Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>information with discretion</p> <ul style="list-style-type: none"> A good team player, possess good initiative and hands-on attitude 	<p>Administration:</p> <ul style="list-style-type: none"> Provide general administrative support to ensure the smooth operation of the office Manage office supplies inventory, order replenishments, and ensure adequate stock levels Coordinate office facilities maintenance, repairs, and cleaning Assist with human resources tasks such as maintaining personnel records and assisting with payroll processing Handle correspondence, phone calls, and other communication as necessary. Undertake other ad-hoc duties as assigned <p>Liaison and Coordination:</p> <ul style="list-style-type: none"> Liaise with external auditors to facilitate audits and ensure compliance with accounting standards Collaborate with team members and departments to support cross-functional initiatives Communicate effectively with clients, suppliers, and other external parties as needed 	
MFC Assistant Manager	<p>Educational Qualifications</p> <ul style="list-style-type: none"> Possess Degree in any discipline from an accredited institution <p>Relevant Experience</p> <ul style="list-style-type: none"> 3-4 years of relevant experience. Prior experience in events or programmes 	<p>The Assistant Manager plays a key role in supporting the development, implementation, and evaluation of programmes to meet community needs and align with organisational goals. He/she manages multiple centres and takes on managerial responsibilities such as providing guidance on professional development and supporting the recruitment of employees and volunteers. He/she reviews multiple funding options and contributes to setting the overall budget. The</p>	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am-6pm Employment Type: Full-Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>design, planning and implementation will be an advantage</p> <ul style="list-style-type: none"> Working knowledge of social service practices will be an advantage <p>Competencies</p> <ul style="list-style-type: none"> People-oriented, good interpersonal and relation building skills Excellent communication and written skills for report and proposal writing Analytical ability & problem-solving skills Strong team lead 	<p>Assistant Programme Manager supports the development of strategies for buddying, befriending, and information and referral initiatives. Finally, he/she assists in organising community partnership events, facilitating stakeholder site visits, while overseeing logistics and driving programme improvements.</p> <p>JOB RESPONSIBILITIES:</p> <p>Programme Development and Evaluation</p> <ul style="list-style-type: none"> Develop and curate thematic programmes by closely collaborating with partners and identifying emerging trends Mobilise community stakeholders and resources for programmes Review and recommend improvements to organisational policies and processes that impact programmes Pilot and refine service and programme parameters to ensure successful implementation - drive promotional strategies, address barriers, allocate resources <p>Programme Implementation</p> <ul style="list-style-type: none"> Provide strategic oversight of programme implementation, ensuring adherence to programme plans and alignment with organisational objectives <p>Buddying and Befriending</p> <ul style="list-style-type: none"> Implement and evaluate strategies for buddying and befriending programmes to enhance social support for community members (e.g. evaluating the effectiveness of these initiatives to ensure they meet the needs of individuals and foster 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>meaningful connections within the community)</p> <p>Information and Referral</p> <ul style="list-style-type: none"> Develop & Implement Greenlanes: Collaborate with healthcare providers and community partners to design and implement "green lanes" — care pathways that allow for faster, more efficient access to services, particularly for patients with complex or urgent care needs <p>Volunteer Management</p> <ul style="list-style-type: none"> Develop and implement a comprehensive volunteer strategy to attract and retain volunteers that aligns with the organisation's mission and goals <p>Community Partnership</p> <ul style="list-style-type: none"> Organise and attend community partnership events/roadshows Coordinate with agencies, funders/sponsors, and other stakeholders in the social service sector to establish partnerships and determine programme requirements for community development and reintegration Organise and attend external stakeholder engagements and external networking events Develop and implement a strategic framework for building and sustaining community partnerships <p>Fund Management and Reporting</p> <ul style="list-style-type: none"> Identify and actively pursue funding opportunities from diverse sources including government grants, corporate sponsorships, foundations, and private 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>donors for senior-focused programs.</p> <ul style="list-style-type: none"> • Vet reports for Montfort Care's leadership and funders (e.g., KPI status reports, annual reports) • Set and monitor overall cluster budget <p>Leadership and Management</p> <ul style="list-style-type: none"> • Provide support and guidance to staff in terms of workload and administrative issues • Lead the resolution of complex operational challenges within the team or department • Support employee professional development (i.e., 1:1 career development conversations) • Evaluate team achievements and ensure work plans are aligned with the organisation's strategic goals · Lead the recruitment and selection process to attract and retain high-quality talent <p>Ad-hoc Duties</p> <ul style="list-style-type: none"> • Provide any other support as assigned/required. 	
MFC Associate	<p>Educational Qualification</p> <ul style="list-style-type: none"> • Diploma in Business Administration, Social Work, or a related field <p>Relevant Experience</p> <ul style="list-style-type: none"> • At least 2 years of relevant experience in administrative roles, preferably in a social service or healthcare setting <p>Competencies</p>	<p>The Associate provides administrative and operational support to the Mental Health programmes and services while ensuring smooth coordination between teams, clients, and stakeholders. This role also includes, but not limiting, to the monitoring of staff movements in the area of hiring, training and transfer within the organisation. He/She supports the senior admin executive/senior staff in generating reports for senior management, funders and the respective Cluster Teams, as required. The incumbent supports the senior staff in overseeing key performance targets, processes, and</p>	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 9am-6pm • Employment Type: Full-Time • Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good organizational and time-management skills • Detail-oriented with a focus on accuracy in documentation and reporting • Good written and verbal communication skills • Proficiency in Microsoft Office (Word, Excel, PowerPoint) and database systems • Familiarity with data entry, report writing, and basic analysis is an advantage <p>Personal Characteristics and Traits</p> <ul style="list-style-type: none"> • People-oriented, good interpersonal and relation building skills • Attention to detail and committed to confidentiality 	<p>the efficient operation of the mental health programmes.</p> <p>The Associate also provides facilities management support, which includes office maintenance issues, managing of contracts and financial claims for the teams.</p> <p>JOB RESPONSIBILITIES: Administrative and Operational Support</p> <ul style="list-style-type: none"> • Manage daily administrative operations, including scheduling, correspondence, and documentation • Coordinate office and programme logistics, facilities management, contracts and financial claims, ensuring alignment with organizational goals and policies • Maintain accurate records for clients, stakeholders, and staff, ensuring compliance with confidentiality and data protection policies <p>Reporting and Data Management:</p> <ul style="list-style-type: none"> • Support senior staff in generating monthly and quarterly reports for funders, the C-suite, and other key stakeholders, providing insights into programme performance and outcomes <p>Support senior staff to prepare and present data summaries and analysis to inform strategic decision-making</p> <p>Compliance</p> <ul style="list-style-type: none"> • Ensure all administrative processes comply with Montfort Care's policies and industry standards • Assist in regular reviews or audits of documentation 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and administrative workflows</p> <p>Data Entry and Analysis:</p> <ul style="list-style-type: none"> Input and organize programme data into relevant systems for tracking and reporting Assist with data collection and pre-processing, support Senior Programme Executive/ Assistant Manager to analysis and identify trends or insights that can inform team decisions Create charts or visualizations to support presentations or reports <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> Support in the development of Mental Health's service planning document and manual including set up requirements (infrastructure, manpower, training, recruitment) and processes (outreach, screening, mental health information, service linkage & follow-up) Support performance evaluation across programmes to ensure alignment with divisions and organisational goals 	
MFC Senior Executive	<p>Educational Qualifications</p> <ul style="list-style-type: none"> Possess Degree in any discipline from an accredited institution <p>Relevant Experience</p> <ul style="list-style-type: none"> 2-3 years of relevant experience Prior experience in events or programmes design, planning and 	The Senior Executive takes the lead in the development, implementation, and evaluation of thematic programmes aimed at enhancing community support for seniors. He/she is responsible for the smooth running of day-to-day centre operations and develops promotional strategies to drive participation while managing the workload of team members in their centre. He/she engages and collaborates with external stakeholders such as vendors and partners to develop engaging	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am-6pm Employment Type: Full-Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>implementation will be an advantage</p> <ul style="list-style-type: none"> Working knowledge of social service practices will be an advantage <p>Competencies</p> <ul style="list-style-type: none"> People-oriented, good interpersonal and relation building skills Excellent communication and written skills for report and proposal writing Analytical ability & problem-solving skills to analyze information quickly and Accurately and make recommendations Committed and can-do attitude Team Player 	<p>programmes for seniors as well as coordinate trainings relevant to the thematic centre. Overall, the Senior Programme Executive provides leadership and supports the professional development to their team, while ensuring centre operations are in-line with strategic organisation goals.</p> <p>JOB RESPONSIBILITIES: Programme Development and Evaluation</p> <ul style="list-style-type: none"> Develop the overall centre Programme Plan by closely collaborating with partners and identifying emerging trends Support the mobilisation of community stakeholders and resources for programmes Evaluate the feasibility of programmes and activities for seniors Develop and implement promotional strategies to drive participation Oversee the documentation and maintenance of client records Review and recommend improvements to programmes and their effectiveness <p>Programme Implementation</p> <ul style="list-style-type: none"> Oversee overall programme implementation and ensure programme plans are being followed and according to centre direction <p>Buddying and Befriending</p> <ul style="list-style-type: none"> Oversee door knocking activities to reach out to seniors who may require Montfort Care's services Oversee regular home visits and calls to seniors, rendering additional services (e.g., medical 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>escort, programme registration, etc.) as required</p> <ul style="list-style-type: none"> • Oversee the execution of basic assessments, data collection, and the compilation of reports and log sheets • Support the implementation and evaluation strategies for buddying and befriending programmes to enhance social support for community members (e.g. evaluating the effectiveness of these initiatives to ensure they meet the needs of individuals and foster meaningful connections within the community) <p>Information and Referral</p> <ul style="list-style-type: none"> • Oversee the mobilisation of community stakeholders and resources for escalated/ complex Information & Referral cases <p>Volunteer Management</p> <ul style="list-style-type: none"> • Support the collation and shortlisting of volunteer applications • Assist in the development and implementation of a comprehensive volunteer strategy to attract and retain volunteers <p>Community Partnership</p> <ul style="list-style-type: none"> • Support the planning of community partnership events and roadshows, ensuring active participation and engagement • Assist in coordinating with agencies, funders, sponsors, and other stakeholders in the social service sector to establish partnerships and define programme requirements for 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>community development and reintegration</p> <ul style="list-style-type: none"> • Assist in organising stakeholder engagements and actively participate in external networking events • Organise and facilitate site visits for stakeholders, funders, and partners to showcase community programmes and initiatives <p>Fund Management and Reporting</p> <ul style="list-style-type: none"> • Prepare accurate information for Montfort Care leadership and funder reports (e.g., KPI status reports, annual reports) • Oversee programme expenditure and timeline, ensuring budget and timeline are adhered to • Source for additional funding for the programmes <p>Leadership and Management</p> <ul style="list-style-type: none"> • Provide support and guidance to programme team in terms of workload and administrative issues • Oversee the daily operation of the centre • Proactively identify and address operational challenges within the team, escalating to Cluster Lead where necessary <p>Ad-hoc Duties</p> <ul style="list-style-type: none"> • Provide any other support as assigned/required 	
MFC Social Work Associate/ Executive	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Entry Level (Social Work Associate) - At least a Diploma from an accredited institution • Executive (Social Work Executive) - 	<p>KEY ROLE DESCRIPTION:</p> <ul style="list-style-type: none"> • The Social Work Associate (SWA) works in varied practice contexts where he/she offers support in welfare, case co-ordination and renders supportive counselling to the community. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 9am-6pm • Employment Type: Full-Time • Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Bachelor's Degree or equivalent</p> <ul style="list-style-type: none"> Prior experience working with vulnerable populations, such as children, youth, or families an advantage <p>SKILLS:</p> <ul style="list-style-type: none"> Strong communication and interpersonal skills. Ability to work with diverse populations and cultures. Empathy, compassion, and a strong commitment to social work values <p>PERSONAL CHARACTERISTICS & TRAITS:</p> <ul style="list-style-type: none"> Meticulous and have the ability to multi-task Proficient in Microsoft Office Good verbal and written communication skills Committed and Can-Do Attitude Team Player <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> Compassionate and Empathetic: Ability to provide emotional support and guidance to clients. Strong Problem-Solving Skills: Ability to think critically and 	<ul style="list-style-type: none"> SWA works with Social Workers to ensure clients are well-served and programmes are executed, and objectives are met. <p>RESPONSIBILITIES / MAJOR ACTIVITIES:</p> <ul style="list-style-type: none"> Assist in coordinating casework, groupwork and community development activities and programmes, supporting community events and performing administrative functions Support the planning and implementation of programmes at the centre Assist in providing interventions and evaluations for programmes conducted Support community outreach activities and group work 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	develop creative solutions. <ul style="list-style-type: none"> Adaptable and Flexible: Ability to adapt to changing client needs and priorities 		
MFC Social Work Associate	<ul style="list-style-type: none"> Diploma in Business Administration or Social Work Other disciplines can be considered <p>RELEVANT EXPERIENCE:</p> <ul style="list-style-type: none"> Experience in related field of work would be an advantage Fresh graduates are welcome to apply <p>PERSONAL CHARACTERISTICS & TRAITS:</p> <ul style="list-style-type: none"> Possess good interpersonal and communication skills Proficient in Microsoft Office applications such as Word and Excel Demonstrate ability to be empathetic Good communication and social skills to work with different people Pleasant personality Team player, yet independent to carry out most functions 	<p>The Social Work Associate (SWA) works in varied practice contexts where he/she offers support in welfare, case co-ordination and renders supportive counselling to the community. SWA works with Social Workers to ensure clients are well-served and programmes are executed, and objectives are met.</p> <p>RESPONSIBILITIES / MAJOR ACTIVITIES:</p> <ul style="list-style-type: none"> Assist in coordinating casework, groupwork and community development activities and programmes, supporting community events and performing administrative functions Support the planning and implementation of programmes at the centre Assist in providing interventions and evaluations for programmes conducted Support community outreach activities and group work 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am-6pm Employment Type: Full-Time Job Type: Permanent
MFC Social Worker (Mental Health)	<p>EDUCATIONAL QUALIFICATIONS:</p>	<p>The Social Worker (Mental Health) is responsible for facilitating change and improving lives for individuals,</p>	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Possess Degree in Social Work or Degree with a Graduate Diploma in Social Work from an accredited institution <p>RELEVANT EXPERIENCE:</p> <ul style="list-style-type: none"> Accredited as Registered Social Worker with Singapore Association of Social Workers would be an advantage Prior experience as a social worker would be an advantage <p>COMPETENCIES:</p> <ul style="list-style-type: none"> People-oriented and have good interpersonal skills Excellent oral and written communications skills Analytical ability & problem-solving skills Committed and can-do attitude Effective report writing skills Team Player 	<p>families, community facing transitional challenges through the provision of casework and counselling.</p> <p>RESPONSIBILITIES / MAJOR ACTIVITIES:</p> <ul style="list-style-type: none"> Conduct casework management, including gathering information, conducting psycho-social assessment, identifying common needs and goals for intervention Provide case work and counselling to persons with mental health conditions, dementia and their caregivers Plan, organise and implement community outreach activities, programmes and group work Perform evaluation and prepare reports for administrative investigation and intervention programmes Provide information and referral services to link clients to appropriate social services Participate in research 	<ul style="list-style-type: none"> Working Hours: 9am-6pm Employment Type: Full-Time Job Type: Permanent
THKH Medical Social Worker	<ul style="list-style-type: none"> Casework [Knowledge and ability to assess psychosocial needs and provide intervention for individuals] Knowledge and ability to engage, assess, provide intervention and evaluate practice. 	<p>To provide counselling and psychosocial support for patients and families through case management, in- depth assessment of family dynamics, linking up with various social service agencies to facilitate care and discharge planning.</p> <p>To contribute to the community via supporting colleagues in needs assessment, program development, implementation and/or evaluation of programs.</p>	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am-6pm Employment Type: Full-Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Knowledge and ability to assess patients' level of functioning. Ability to assess patients' needs for social functioning. Ability to assess system intervention for patients. Ability to draw and apply relevant theories in direct case work for appropriate care plans. Ability to demonstrate reflective / reflexive practice. Theoretical knowledge in psychopathology, loss, grief and bereavement, individual and family life cycle, family system, biopsychosocial-spiritual framework, mental health and wellbeing etc. Case management of illnesses. Knowledge of medical conditions, terminologies, trajectory and impact of illnesses on individuals, families and social system. Assessment of risks and management of crisis/emergency cases. Behavioural health counselling aligned with patient care plan. 	<p>Medical Social Worker Unit: Care & Counselling</p> <p>Key Responsibilities Areas</p> <p>Casework</p> <ul style="list-style-type: none"> Engagement and assessment <ol style="list-style-type: none"> Engage patient and significant others in a therapeutic manner to understand their needs, by establishing rapport and build professional relationship. Identify and clarify key issues to the problem situation and engage patients, families, multidisciplinary team and relevant stakeholders to gather holistic and relevant information. Manage and overcome reluctance and resistance to change. Apply theoretical and professional knowledge to formulate biopsychosocial and spiritual assessment. Use different modes of engagement for the purposes of assessment, intervention and monitoring. Goal setting and intervention plan <ol style="list-style-type: none"> Conceptualise and identify appropriate approaches to develop care plan for patients. Help patients to develop and choose strategies and formulate viable plans. Apply appropriate assistance schemes. Provide illness-related psychoeducation and counselling. Represent case in case conference. Represent team in inter-department or inter-agencies workgroups to discuss common and/or complex cases and formulate professionally endorsed treatment intervention plans. Collaborate and negotiate with stakeholders to mobilise community resources. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Knowledge of the following:</p> <ul style="list-style-type: none"> • Culturally sensitive practices. • Healthcare system, health and social assistance schemes. • Management of end-of-life care, palliative care, advance care planning, and caregiver support programmes and services, and its application • Roles and function of multi-disciplinary team, and ability to work collaboratively in patient care to achieve positive outcome. • Ability to conduct psychoeducation for patients and families. • Ability to provide counselling for adjustment to illness. • Ability to write social reports that have biopsychosocial insights that contribute to holistic patient care; being cognizant of medico-legal implications. • Ability to do history taking, contribute to diagnosis, support medical team in breaking bad news and follow-up, guide caregivers to talk 	<p>viii. Adhere to protocols in accordance with clinical practice guidelines and integrated care pathways.</p> <ul style="list-style-type: none"> • Case review and documentation <p>i. Implement and follow-up on care plans and interventions to determine the suitability of care plans in addressing patient's needs, and modify them where necessary.</p> <p>ii. Provide documentation and timely updates of psychosocial assessments and intervention in the medical records to be used by the multi-disciplinary profession.</p> <p>iii. Provide social reports with proper consent to relevant stakeholders to ensure continuity of care.</p> <p>Group Work / Community Work</p> <ul style="list-style-type: none"> • Plan, implement, monitor, evaluate and modify therapeutic group work to address issues of target groups. • Co-facilitate support and psychoeducational support groups for patients and/or caregivers within organisation. • Conduct environmental scanning and assess community needs. <p>Professional Development and Education</p> <ul style="list-style-type: none"> • Engage in learning opportunities to develop skills and capabilities. • Attend professional development courses to acquire professional knowledge and skills. <p>Programme Development and Implementation</p> <ul style="list-style-type: none"> • Assist in development of programmes through data collection and basic analysis. • Assist in the implementation of programmes. • Participate in in-house programme/project work to 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>to medical providers, and represent patient in communicating interests to teams and external agencies.</p> <p>Group work / Community work [Knowledge and ability to assess group processes and specialised intervention strategies to bring about successful therapeutic outcomes. / Knowledge and ability to identify issues and mobilise community resources (e.g. volunteer management, funding, donors, community resources) to address community issues.]</p> <ul style="list-style-type: none"> • Knowledge of underlying theories that inform group work practice. • Knowledge and ability in the formation of groups. • Knowledge of basic facilitation skills and ability to co-facilitate with senior or experienced workers. • Ability to conduct support groups. • Ability to articulate outcomes and social work interventions to deliver, monitor and evaluate group work. • Ability to conduct needs assessment and environmental scanning for users at the community level. 	<p>improve the quality of care and services to patients.</p> <p>Research</p> <ul style="list-style-type: none"> • Keep abreast of current research and trends. • Assist in data collection and support action research activities. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Research and Programme Evaluation [Knowledge and ability to use applied research, theoretical framework and client profiling techniques to evaluate current or develop new programmes.]</p> <ul style="list-style-type: none"> • Knowledge of research protocols for supervision and collaboration. • Ability to identify available social programmes and social gaps, and conduct relevant analyses based on domain knowledge. <p>Ethics, Values and Legislation [Knowledge and ability to apply social work ethics and values, legislation and international conventions to practice.]</p> <p>Knowledge of the following:</p> <ul style="list-style-type: none"> • Professional values and ethics, and its applications. • Legislations relevant to social work and its applications. • Ethics governing medical practices. • Maintenance of Parents Act. • Women's Charter • Mental Health • Destitute Persons Act • Mental Capacity Act • Infectious Disease Act • Ability to apply policies, legislations and conventions to Direct Practice. • Ability to understand and apply ethical 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>decision-making processes/model in social work.</p> <p>System Linkage, Analysis and Development [Knowledge and ability to apply strategies and instrumentation to advocate for beneficiaries.]</p> <ul style="list-style-type: none"> • Knowledge of systems and availability of resources with a view to represent patients' needs. • Knowledge and ability to empower patients to access needed resources. • Knowledge and ability to apply social justice frameworks in the client system. <p>Environmental Systems and Social Policies Knowledge of the following:</p> <ul style="list-style-type: none"> • Local community, context, political and larger system that impact patients/families and community. • Interpret relevant policies/schemes that impact patients, and its applications. • Healthcare service and delivery model. • Enabling Masterplan pertaining to health and social care. • Local housing policies. • Healthcare financing policies and CPF policies. <p>Who You'll Work With: Multidisciplinary team – Doctors, Nurses, Allied Health Professionals</p>		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Community Partners</p> <ul style="list-style-type: none"> Degree in Social Work / Graduate Diploma in Social Work / Masters in Social Work Strong interpersonal, communication and writing skills with emotional maturity. Empathetic, organized, and comfortable working in emotionally sensitive environments Proficient in MS office. Preferably Registered Social Worker with Singapore Association of Social Workers. Good and effective team player. <p>Growth Opportunities</p> <ul style="list-style-type: none"> Exposure to multidisciplinary care teams. Supervision and mentorship from Senior Medical Social Workers. Pathways to further training for skills development and specialisation, such as counselling, other modalities / theoretical framework of intervention. <p>Comprehensive Skill Set for Medical Social Worker: Medical Social Workers play a pivotal role in bridging healthcare and social support systems to ensure holistic care for patients and their families. Their effectiveness depends on a diverse and well-integrated skill set that spans emotional intelligence, technical</p>		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>proficiency, and ethical knowledge. Below is a breakdown of the essential skill categories and their significance:</p> <p>1. Soft Skills Soft skills are crucial for building trust and fostering meaningful relationships with patients from diverse backgrounds. These include: Empathy, active listening, and compassion Emotional intelligence and resilience Communication and interpersonal skills Cultural sensitivity Team collaboration Language proficiency Adaptability Patience These skills enable Medical Social Workers to effectively support patients and families, enhancing engagement and care outcomes across varied populations.</p> <p>2. Hard Skills Hard skills ensure operational efficiency and accurate documentation, which are vital in healthcare settings. Key competencies include: Documentation and case note writing Discharge planning Administrative and referral coordination Data entry and form handling Digital literacy Good organisational skills These skills help maintain accurate records, facilitate smooth transitions, and</p>		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>ensure appropriate linkage to services and resources.</p> <p>3. Transferable Skills Transferable skills allow Medical Social Workers to adapt and function effectively across departments and complex cases. Important skills in this category are: Time management Conflict resolution Problem solving and resourcefulness Resource mobilisation These abilities support multitasking and navigating the challenges of interdisciplinary collaboration.</p> <p>4. Knowledge-Based Skills A strong foundation in ethical and psychosocial knowledge empowers Medical Social Workers to make informed decisions and uphold professional standards. These include: Basic understanding of social work ethics and principles Understanding of psychosocial care and support Basic mental health and eldercare knowledge Familiarity with healthcare and social service systems Awareness of patient confidentiality and data protection standards Familiarity and knowledge with discharge planning workflows Case management and discharge planning Casework intervention Counselling skills Financial assessment and assistance</p>		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Crisis intervention</p> <p>5. Personal Attributes Compassionate and patient-centred Resilient in emotionally demanding situations Growth-oriented and reflective Committed to dignity and inclusion These skills ensure ethical practice and informed care coordination within healthcare environments.</p>		
THKH Social Work Assistant	<p>Qualifications:</p> <ul style="list-style-type: none"> Diploma in Social Work, Psychology, Health Services Management, Gerontology, or related field WSQ Diploma in Social Services Strong interpersonal, communication and writing skills. Empathetic, organized, and comfortable working in emotionally sensitive environments. Proficient in MS office. <p>Growth Opportunities</p> <ul style="list-style-type: none"> Exposure to multidisciplinary care teams Supervision and mentorship from experienced Medical Social Workers Pathways to further training or progression into 	<p>To support Care & Counselling Unit in their areas of responsibilities such as case management, administrative duties and support groups.</p> <p>Unit: Care & Counselling</p> <p>Key Responsibilities: Case Management Support</p> <ul style="list-style-type: none"> Assist medial social workers in coordinating straightforward care plans and follow- ups. Gathering relevant psychosocial information. Understanding and explaining long term care schemes available to patients and caregivers. Conducting home visits when necessary. Liaise with patients, families, and community partners to facilitate referrals and services. <p>Administrative Duties</p> <ul style="list-style-type: none"> Manage and ensure proper documentation of case notes and other related documents. Reception duties and attend to walk-ins and appointments. Prepare materials for programmes and activities. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am-6pm Employment Type: Full-Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Medical Social Work roles</p> <p>Comprehensive Skill Set for Social Work Assistant</p> <ul style="list-style-type: none"> Social Work Assistants play a crucial role in supporting patients and families through emotionally challenging times. Their effectiveness depends on a diverse set of skills that span interpersonal, technical, and ethical domains. Below is a detailed overview of the essential skill categories and their significance: <p>Soft Skills</p> <ul style="list-style-type: none"> Soft skills are vital for building trust and fostering meaningful connections with patients and their families. These include: Empathy and active listening Emotional intelligence Communication and rapport-building Cultural sensitivity These skills enable meaningful engagement during vulnerable moments, helping patients feel understood and supported. 	<ul style="list-style-type: none"> Maintain confidentiality and compliance with hospital protocols. <p>Support Group Facilitation</p> <ul style="list-style-type: none"> Assist in preparation of sessions. Help set up venues, prepare resources, and provide logistical support. <p>Who You'll Work With:</p> <p>Medical Social Workers Multidisciplinary team – Doctors, Nurses, Allied Health Professionals Community Partners</p>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Hard Skills</p> <ul style="list-style-type: none"> • Hard skills ensure that Social Work Assistants can manage administrative tasks efficiently and maintain accurate records. Key competencies include: • Documentation and case note writing • Administrative coordination • Basic data entry and form handling • Support group logistics • These skills contribute to operational efficiency and the smooth delivery of care services. <p>Transferable Skills</p> <ul style="list-style-type: none"> • Transferable skills allow Social Work Assistants to adapt across various settings, including healthcare, social services, and community work. Important skills in this category are: • Time management • Conflict resolution • Team collaboration • Customer service mindset • These abilities enhance flexibility and effectiveness in multidisciplinary environments. <p>Knowledge-Based Skills</p>		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • A solid foundation in relevant knowledge areas supports informed and ethical decision-making. These include: • Basic understanding of psychosocial care • Familiarity with healthcare or social service systems • Awareness of patient confidentiality and ethics • Knowledge of referral pathways and community resources • These skills ensure appropriate care coordination and uphold professional standards. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Personal qualities shape how Social Work Assistants approach their work and interact with others. Key attributes include: • Compassionate and patient-centred • Resilient in emotionally demanding situations • Growth-oriented and reflective • Committed to dignity and inclusion • These traits align with THK Hospital's values and its 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	culture of holistic healing.		
THKH Social Work Associate	<ul style="list-style-type: none"> Degree in Psychology, Counselling, Gerontology or related field. Strong interpersonal, communication and writing skills with emotional maturity. Empathetic, organized, and comfortable working in emotionally sensitive environments. Proficient in MS office. <p>Growth Opportunities</p> <ul style="list-style-type: none"> Exposure to multidisciplinary care teams. Supervision and mentorship from experienced Medical Social Workers. Pathways to further training or progression into Medical Social Work roles. <p>Comprehensive Skill Set for Social Work Associate:</p> <ul style="list-style-type: none"> A Social Work Associate plays a vital role in supporting patients and families within healthcare and community settings. To perform effectively, they must possess a well-rounded skill 	<p>Role Purpose:</p> <ul style="list-style-type: none"> To provide counselling and psychosocial support for patients and families through case management, in-depth assessment of family dynamics, linking up with various social service agencies to facilitate care and discharge planning. <p>Key Responsibilities:</p> <ol style="list-style-type: none"> Case Management Support <ul style="list-style-type: none"> Assist in conducting psychosocial assessments under supervision. Provide basic counselling and emotional support. Monitor patient progress and document case notes Administrative Duties <ul style="list-style-type: none"> Assist medical social workers in coordinating straightforward care plans and follow-ups. Gathering relevant psychosocial information. Support discharge planning by coordinating with multidisciplinary team and relevant stakeholders. Conducting home visits when necessary. Programme Development 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am-6pm Employment Type: Full-Time Job Type: Permanent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>set that spans interpersonal abilities, technical competencies, and personal qualities.</p> <p>The following outlines the key categories of skills essential for success in this role:</p> <p>1. Soft Skills</p> <ul style="list-style-type: none"> Soft skills are foundational for building trust and fostering meaningful relationships with patients and their families. <p>These include:</p> <ul style="list-style-type: none"> Empathy, active listening, and compassion Emotional intelligence and resilience Communication and rapport-building Cultural sensitivity Team collaboration Basic counselling skills Language proficiency <p>These skills are crucial for providing effective support in diverse environments and ensuring that patients feel heard and understood.</p> <p>2. Hard Skills</p> <ul style="list-style-type: none"> Hard skills are technical abilities that ensure operational efficiency and accurate documentation. 	<ul style="list-style-type: none"> Conducting of needs assessment for new programmes Implementation of programmes Collating feedback and outcomes. Evaluation of results from feedback. <p>Who You'll Work With:</p> <ul style="list-style-type: none"> Medical Social Workers Multidisciplinary team – Doctors, Nurses, Allied Health Professionals Community Partners 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Key competencies include:</p> <ul style="list-style-type: none"> • Documentation and case note writing • Administrative and referral coordination • Data entry and form handling • Digital literacy • These skills help maintain accurate records, facilitate smooth transitions, and ensure appropriate linkage to services. <p>3. Transferable Skills</p> <ul style="list-style-type: none"> • Transferable skills enable Social Work Associates to adapt and thrive in dynamic settings <p>Important skills in this category are:</p> <ul style="list-style-type: none"> • Time management • Conflict resolution • Problem solving • Customer service mindset • These abilities support multitasking, navigating complex cases, and collaborating across departments. <p>4. Knowledge-Based Skills</p> <ul style="list-style-type: none"> • A strong foundation in relevant knowledge areas empowers Social Work Associates to make informed and ethical decisions. 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>These include:</p> <ul style="list-style-type: none"> • Basic understanding of social work ethics and principles • Understanding of psychosocial care • Basic mental health and eldercare knowledge • Familiarity with healthcare and social service systems • Awareness of patient confidentiality and data protection standards • Familiarity with discharge planning workflows • Such knowledge ensures that care is delivered responsibly and in alignment with professional standards. <p>5. Personal Attributes</p> <ul style="list-style-type: none"> • Personal qualities shape how Social Work Associates engage with their work and the people they serve. <p>Key attributes include:</p> <ul style="list-style-type: none"> • Compassionate and patient-centred • Resilient in emotionally demanding situations • Growth-oriented and reflective • Commitment to diversity and inclusion 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">These traits align with hospital values and foster long-term engagement and professional development.		

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#6 Far East Hospitality

Far East Hospitality is an international hospitality owner and operator with a diverse portfolio of ten unique and complementary brands of hotels, serviced residences and apartment hotels, including Oasia, Quincy, Rendezvous, Village, Far East Collection, A by Adina, Adina Hotels, Vibe Hotels, Travelodge Hotels and Collection by TFE Hotels.

Far East Hospitality owns more than ten hospitality assets and operates a combined portfolio of over 16,500 rooms under its management across close to 100 hotels and serviced residences in ten countries - Australia, Austria, Denmark, Germany, Hungary, Japan, Malaysia, New Zealand, Singapore and Switzerland, with more in its development pipeline.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant / Sales Manager	<ul style="list-style-type: none"> • Diploma in Sales and Marketing • At least 1 year of relevant experience • Excellent communication, interpersonal, networking and organisational skills • Strong negotiation and presentation skills • Able to work well under pressure in a fast paced environment 	<ul style="list-style-type: none"> • Exemplify professionalism through proper grooming, conduct, and effective presentation of hotel product and services. • Engage in day-to-day sales activities, including telemarketing, sales calls, hotel visits, virtual presentations, and entertainment. • Demonstrate proficiency in the sales process, building rapport, asking open questions, following up, managing expectations, addressing conflicts, overcoming objections, closing deals and obtaining post-feedback. • Identify and pursue new sales leads and prospects to grow account/ client base. • Nurture and strengthen relationships with existing clients to foster loyalty. • Promptly handle leads, inquiries and provide suitable solutions to clients. • Utilize various company systems and sales tools diligently including property management systems, customer relationship management systems, and booker loyalty. • Collaborate with the Operations team to ensure exceptional guest experiences. • Collaborate with Revenue Management team to optimize hotel / serviced residence rates. • Attend client events and provide assistance as needed. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 40 hours • Employment Type: Full-Time • Job Type: Permanent • Location: 059817

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure timely responses and communication with clients. • Gather and provide publicly available market information to stay informed. • Regularly update superiors and the team on activities and market information. • Achieve monthly sales targets to meet overall cluster budget. • Promote and enroll clients in the booker loyalty program. • Regularly review the account portfolio, analyzing the performance of each account, and presenting action plans to management. • Adhere to statutory regulations and internal guidelines/ SOPs. • Follow up with clients whose payments are outstanding and long overdue. • Participate in adhoc or promotional client and hotel/ serviced residence activities. • Assume any other assigned duties by superiors diligently and professionally. 	
Duty Manager / Senior Duty Manager	<ul style="list-style-type: none"> • Minimum a Diploma holder with at least 5 years' experience in a similar capacity. • Demonstrate strong business acumen, effective leadership skills, and a proven track record of driving results with teams. 	<ul style="list-style-type: none"> • Responsible for ensuring the proper, efficient, and profitable functioning of the Hotel. • Supervise sections in the Front Office, including reception, cashier, telephone, reservation, and baggage services. • Monitor staff members' conduct and job performance and to project a positive corporate image to guests. • Provide prompt, courteous, and efficient service to guests and handle guest complaints with tact and diplomacy. • Assist in guest check-ins and check-outs. • Assist in inspecting rooms assigned to VIPs before their arrival, escort VIPs to their rooms and ensure complimentary amenities are provided. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 40 hours • Employment Type: Full-Time • Job Type: Permanent • Location: 059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Inform relevant departments about VIPs' arrival. • Check the Logbook for messages and follow up actions at the beginning of each shift. • Issue keys to authorized personnel only and initiate correspondence regarding enquiries, reservations, and complaints. • Monitor housekeeping discrepancy reports and take corrective actions when necessary. • Handle security-related matters, such as directing guests reporting incidents or theft and addressing guest conduct issues with the Security Department. • Maintain the cash float amount according to expected occupancy. • Authorize rate and room changes, paid outs, cash advances, and acceptance of cheques following procedures and credit policies. • Take charge of training all reception staff members, include planning, organizing and conducting on-the-job training. • Conduct spot checks on outlets in the absence of the Outlet Manager. • Monitor room inventory closely to maximize room utilization and generate higher revenue. • Collaborate with Sales to optimize revenue and occupancy from group allotments. • Take on the responsibility of evacuating staff members and guests during a fire in the absence of the Safety & Fire Manager. • Attend CERT training as required by law and regulations. 	
Guest Service Officer (Islandwide)	<ul style="list-style-type: none"> • O-Level or equivalent. • Willing to perform rotating shifts. 	<ul style="list-style-type: none"> • Work closely with the Residence Manager and provide courteous services to guests. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Positive attitude with outgoing personality and good communication skills. Experience in hospitality and knowledge of HMS will be advantageous. 	<ul style="list-style-type: none"> Respond efficiently and tactfully to guests' complaints, requests and inquiries. Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. Handle cashiering functions and adhere to the residence's Standard Policies & Procedures. Maintain good guest relations with in-house guests at all times. Project a courteous and hospitable attitude. Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary. Write glitch reports when required. Ensure guest room security, emergency, and fire procedures are followed. Encourage the use of Safe Deposit boxes (EI-Safe) and adhere to policies & procedures for their use. Be familiar with SR facilities, functions, major city attractions and events. Provide guests with accurate information as requested. Maintain a professional and courteous working relationship with all hotel personnel, ensuring effective communication. Maintain a well-groomed appearance and a tidy work area. Keep personal grooming at the highest standard. 	<ul style="list-style-type: none"> Working Hours: 44 hours Employment Type: Full-Time Job Type: Permanent Location: 059817
Reservation Sales Executive	<ul style="list-style-type: none"> Minimum Diploma in any field. 	<ul style="list-style-type: none"> Handle reservations received via all channels timely and accurately according to SOPs. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours:

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Knowledge in Property Management System will be an advantage. Proficient in MS Office, email system, reservations system will be an advantage. Display high level of customer service. Possess strong communication and administration skills. Able to adapt in a fast-paced environment. Able to work independently as well as a team. Able to work shifts, including weekends and public holidays (off-in-lieu if work on Public Holidays). 	<ul style="list-style-type: none"> Liaise with bookers and hotels/sales to ensure smooth pre-arrival experience. Maintain up-to-date information of all promotions and hotels information. Maximize opportunities through upselling techniques. Ensure proper filing and recording of all correspondences. Compliance with department's related policies and procedures. Supports management as and when required. 	44 hours <ul style="list-style-type: none"> Employment Type: Full-Time Job Type: Permanent Location: 737715
Senior/Guest Service Assistant (Islandwide)	<ul style="list-style-type: none"> Minimum completion of PSLE or its equivalent. Willing to work rotating shifts. Positive attitude with an outgoing personality and good communication skills. Preferred experience in the hospitality industry, along with familiarity of the Opera system. 	<ul style="list-style-type: none"> Work closely with the Assistant Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries. Collaborate closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure. Establish contacts with house guests/ long-staying guests and offer assistance when needed. Conduct courtesy calls to guests. Stay well-versed and updated on all tourist-related information. Maintain and manage stock of promotional materials for daily operations. Undertake any other duties assigned by superiors diligently and professionally. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Job Type: Permanent Location: 059817
Senior/Guest Service Executive (Islandwide)	<ul style="list-style-type: none"> Minimum Diploma in Hospitality Able to perform rotating shifts. Positive attitude and outgoing personality 	<ul style="list-style-type: none"> Work closely with the Assistant Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 44 hours






Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>and good public relations skills.</p> <ul style="list-style-type: none"> • Previous experience in hospitality and Opera knowledge will be advantageous. 	<ul style="list-style-type: none"> • Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. • Ensure all telephone calls are promptly handled within three rings. • Handle cashiering functions and adhere to the residence's Standard Policies & Procedure. • Maintain good guest relations with in-house guests at all times, projecting a courteous and hospitable attitude. • Be familiar with all room types and rates in the hotel, as well as their availability status and upsell whenever possible. • Take ownership of problems and promptly handle guest complaints according to established procedures. • Report to the supervisor for further follow-up when necessary and submit glitch reports as necessary. • Ensure guest room security, emergency, and fire procedures are followed, and encourage the use of Safe Deposit boxes (El-Safe) while adhering to related policies & procedures. • Acquire knowledge of hotel facilities, functions, major city attractions, and events to provide accurate information to guests upon request. • Maintain a professional, courteous working relationship, and ensure effective communication with all hotel personnel. • Maintain a well-groomed appearance and a tidy work area, upholding the highest standard of personal grooming. 	<ul style="list-style-type: none"> • Employment Type: Full-Time • Job Type: Permanent • Location: 059817




#7 OOm

Founded in 2006, OOm is a leading digital marketing agency helping businesses conquer the online landscape with SEO, SEM, Social Media, Content Creation, and Web Design. As a Premier Google Partner and Meta Business Partner, we're ranked among the top 3% of Google Partners in Singapore – giving our clients direct access to expertise and strategies powered by the world's biggest platforms. With a data-driven, transparent approach, we've expanded across the Philippines, China, and Hong Kong, empowering brands to grow with confidence. At OOm, it's not just marketing. It's about building sustainable growth and real results.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Manager	<ul style="list-style-type: none"> Degree in any field and Fresh graduate Welcome Excellent negotiation and communication skills, both written and verbal Proficient in CRM software and MS Office Suite 	<ul style="list-style-type: none"> Drive New Business Growth – Proactively identify and engage potential clients through strategic prospecting, networking, and outreach. Build Lasting Relationships – Establish and nurture strong partnerships with key stakeholders, ensuring long-term success and trust. Consult & Provide Tailored Solutions – Understand client challenges and present customized digital solutions that align with their business goals. Collaborate for Success – Work closely with internal teams to ensure seamless execution and exceptional service delivery. Present & Influence – Deliver persuasive presentations, proposals, and pitches that captivate potential clients and drive conversions. Negotiate & Close Deals – Structure and secure agreements that are both beneficial for clients and aligned with company objectives. Stay Ahead of Trends – Keep up with industry developments and market insights to provide valuable recommendations and a competitive edge. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am-6pm Employment Type: Full-Time Job Type: Permanent Location: 239693
Corporate Sales Executive	<ul style="list-style-type: none"> A proven track record in B2B sales is preferred — however, relevant industry experience is not required as comprehensive training will be provided. 	<ul style="list-style-type: none"> Conduct cold calls and prospecting to identify new potential customers and businesses that may be interested in our digital tech courses. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am-6pm Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong negotiation and communication skills, both written and verbal Proficiency in CRM software and MS Office Suite. 	<ul style="list-style-type: none"> Develop and maintain strong relationships with key accounts and stakeholders. Understand client needs and propose tailored solutions to meet their business objectives. Collaborate with internal teams to ensure smooth delivery and execution of services. Prepare and deliver compelling presentations and proposals to potential clients. Negotiate contracts and agreements with clients, ensuring terms are favourable and aligned with company objectives. Stay updated on industry trends and the competitive landscape to provide strategic insights and recommendations. 	<ul style="list-style-type: none"> Job Type: Permanent Location: 239693
Junior SEO Content Writer	<ul style="list-style-type: none"> SEO Knowledge: Solid understanding of on-page SEO, keyword research, and optimization best practices. Writing Skills: Excellent writing, editing, and research abilities with strong attention to detail and a flair for storytelling. Portfolio: A portfolio or writing samples demonstrating strong SEO content and creative execution. Tools: Familiarity with tools like Google Analytics, SEMrush, Ahrefs, or Surfer SEO is a bonus. Fresh graduates with strong writing skills and a willingness to learn are also encouraged to apply. 	<p> SEO Strategy</p> <ul style="list-style-type: none"> Develop and implement effective SEO strategies to boost organic search rankings and drive qualified traffic. <p> Keyword Research</p> <ul style="list-style-type: none"> Conduct in-depth keyword research to identify high-value terms and ensure content is optimized for both users and search engines. <p> Content Creation</p> <ul style="list-style-type: none"> Write clear, engaging, and original content for websites, blogs, product descriptions, landing pages, and other digital assets. <p> On-Page Optimization</p> <ul style="list-style-type: none"> Optimize content elements such as metadata, headings, internal linking, and keyword placement to enhance visibility and performance. <p> Collaboration</p> <ul style="list-style-type: none"> Work closely with Account Management and Design teams 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am-6pm Employment Type: Full-Time Job Type: Permanent Location: 239693

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>to maintain consistent messaging, tone, and branding across all content.</p> <p> Industry Awareness</p> <ul style="list-style-type: none"> Stay updated on the latest SEO trends, algorithm changes, and industry best practices to ensure content remains competitive. <p> Content Audits & Updates</p> <ul style="list-style-type: none"> Conduct regular content audits, refresh outdated material, and propose new content ideas based on performance insights. <p> Editing & Quality Control</p> <ul style="list-style-type: none"> Proofread and edit content to ensure high standards of grammar, clarity, consistency, and brand voice. 	
Junior SEO Specialist	<ul style="list-style-type: none"> A Bachelor's Degree in Marketing, Communications, or a related field. Strong technical proficiency in tools like Google Analytics, Google Search Console, and third-party SEO tools (SEMrush, Ahrefs, Moz, etc.). Passionate about SEO, with a strong desire to stay up-to-date with the latest trends and innovations in the field. 	<ul style="list-style-type: none"> Develop and Execute SEO Strategies: Focus on improving organic search rankings, driving website traffic, and enhancing the overall digital presence of our brands. Keyword Research: Identify high-value opportunities and optimize content for maximum visibility and relevance. On-Page Optimization: Optimize website content, meta tags, headers, and on-page elements to boost search engine visibility and user experience. Website Management: Enhance website structure, including URL structures, internal linking, and metadata to align with SEO best practices. Strategic Planning: Create SEO architecture plans aimed at improving website speed, Core Web Vitals, and search engine rankings. Problem Solving: Troubleshoot and address SEO issues using tools like Google Search Console to ensure continuous improvement. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: 9am-6pm Employment Type: Full-Time Job Type: Permanent Location: 239693

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Data-Driven Reporting: Regularly track and analyze performance using Google Analytics, SEMrush, and other SEO tools to refine strategies and report on progress. 	
Operations Coordinator (Roadshow Events)	<ul style="list-style-type: none"> • Proven experience in event planning and execution is desirable but not mandatory. • Excellent communication and interpersonal skills, with the ability to collaborate effectively across internal teams and external partners • Proficiency in event management tools and software, including inventory and project management systems • Strong working knowledge of Microsoft Office tools, particularly Excel and PowerPoint • Exceptional organizational skills, with the ability to manage and prioritize multiple projects simultaneously • Ability to perform well under pressure and adapt to shifting priorities in a fast-paced environment • Willingness and flexibility to work evenings and weekends based on event schedules 	<ul style="list-style-type: none"> • Build and maintain strong relationships with key stakeholders, including business partners, agents, and location management teams • Coordinate with partners to secure sufficient and suitable locations to support sales team deployment • Manage administrative requirements, including the application and organization of relevant documents such as permits, invoices, and agreements • Plan and coordinate logistics to ensure efficient event setup and teardown • Oversee the delivery of event items and promptly address any on-site issues or disruptions • Ensure smooth execution of event operations on the actual day, including coordination with all involved teams 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 9am-6pm • Employment Type: Full-Time • Job Type: Permanent • Location: 239693
Project Executive	<ul style="list-style-type: none"> • Strong grasp of CMS platforms (e.g., WooCommerce, Shopify, Wix) • Solid understanding of digital marketing principles (SEO, SEM, email marketing) 	<ul style="list-style-type: none"> • Lead end-to-end delivery of digital projects, ensuring alignment with client goals, budgets, and timelines • Collaborate with internal teams (designers, developers, strategists) to define project 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 9am-6pm • Employment Type: Full-Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Excellent communication and leadership skills Comfortable juggling multiple projects in a fast-moving environment Strategic thinker with a strong eye for detail and a passion for delivering user-focused solutions Familiarity with project management tools like Asana, Jira, or Trello Bonus: PMP or equivalent project management certification 	<p>scope, deliverables, and success metrics</p> <ul style="list-style-type: none"> Monitor project progress and proactively solve roadblocks using Agile principles Communicate clearly with stakeholders through regular status updates and milestone reports Stay ahead of digital trends to make informed decisions and elevate project outcomes Inspire and guide your team to meet deadlines without compromising quality 	<ul style="list-style-type: none"> Job Type: Permanent Location: 239693

#8 Munchi Pancakes

Ah Lock & Co celebrates Singapore's culinary traditions by reinventing beloved comfort food with a contemporary touch. At its heart is the signature ALC Rice Bowl, offering hearty Hakka-inspired rice bowls that bring homely flavors to life with quality ingredients and thoughtful craftsmanship.

Under the same umbrella is Munchi Pancakes, which began as a humble coffee shop stall in Yishun in 2016, specializing in nostalgic Min Jiang Kueh (peanut and coconut pancakes). Today, it has blossomed into a creative hub for pancake lovers, offering over 20 innovative flavors that blend heritage recipes with modern twists—from classic fillings to bold new creations.

Together, these dual concepts honor tradition while embracing innovation, delivering authentic tastes reimagined for today's diners.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operations Management Trainee	<ul style="list-style-type: none"> The ideal Operations Management Trainee embodies a winning attitude—proactive, resilient, and eager to grow within the role. Strong communication skills are essential, with basic English proficiency required (and support provided for improvement). Adaptability is key, as the role may require working on weekends and public holidays. A problem-solving mindset is also crucial, with the ability to think on your feet and take initiative when challenges arise. These qualities, combined with operational and leadership responsibilities, make this role both dynamic and growth-oriented. 	<ul style="list-style-type: none"> The Operations Management Trainee plays a vital role in ensuring the smooth and efficient functioning of daily operations. Key responsibilities include process optimisation by streamlining workflows to enhance efficiency and quality, and fostering team collaboration by working closely with staff to ensure seamless service delivery and effective problem-solving. The role also involves upholding high standards in customer service and hygiene, ensuring food safety and customer satisfaction are consistently met and analysing operational performance data to identify areas for improvement. Additionally, the Assistant Operations Manager is expected to engage in leadership development, learning to lead, motivate, and drive team performance to support the overall success of the organisation. 	<ul style="list-style-type: none"> Number Of Working Days: 6 Working Days Working Hours: 44 hours Employment Type: Full-Time Job Type: Permanent Location: 367998

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Crew	<ul style="list-style-type: none"> • Food Hygiene Certificate Level 1 • Willingness to learn about local cuisines and methods of preparation • Strong interest in innovating new ways of preparing food and recipes • Able to communicate in English • Willingness to work weekends and holidays • Willingness to work overtime if required 	<ul style="list-style-type: none"> • Serve customers with a friendly attitude and assist with orders. • Prepare and assemble pancakes per company standards. • Ensure outlet cleanliness and follow food safety regulations. • Handle cashiering and manage inventory. • Support team operations and attend training. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Job Type: Permanent • Location: 367998

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#9 The American Club

Founded in 1948 by the American Association of Singapore, The American Club is a private members' club located in Orchard. Our members enjoy a peaceful retreat from city life, while staying in the heart of Singapore. Connect with a diverse community of locals and expatriates. Experience a wide range of amenities, including Dining, Fitness, Wellness, Business Services, and Youth activities. The Club hosts signature events spanning arts, culture, travel, and gastronomy. With personalized service, The American Club is your home away from home—a place for family, relaxation, and connection.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Chef De Partie	<ul style="list-style-type: none"> • Able to work on Weekdays, Weekends, Public Holidays and shift hours according to the operation • Must be comfortable to work on weekends & public holidays and rotating shift • Minimum of 3-5 years in F&B Culinary experience • Good Team Player with strong culinary skill set • Candidate possess a Basic Food Hygiene Certificate will be an added advantage 	<ul style="list-style-type: none"> • Assist in managing the activities of assigned outlet kitchen / section • Assist in maintaining food quality and presentation • Follow through on proper maintenance and sanitation of kitchen equipment and facilities • Suggests and assists with menu and recipe upgrading, development, and implementation • Conducts training for junior staff on Basics & food handling techniques 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 229573
Fitness & Leisure Associate / Executive	<ul style="list-style-type: none"> • NITEC / Diploma in sports management or equivalent • Basic knowledge in CPR/ First Aid • Basic Exercise Knowledge • Minimum 1-3 years' experience as a sports counter / supervisor or equivalent • Must have some interest in fitness & sports related field • Able to provide good customer service experience • Some knowledge in organizing/ planning events/ activities • Efficient in MS Office 	<ul style="list-style-type: none"> • Attend to all Members enquiries over the counter & on the phone i.e. gym, group fitness, tennis, squash & adult recreation etc. • Enforcing all Club & department by-law and ensure safety of the workplace i.e. no mobile phone usage while on machines, towel use in the gym area & proper attire for both gym & squash court etc. • Month end billing for all fitness & recreation classes and ensure all activities are accounted for. • Updating & changing of the music played in the gym weekly on a bi-monthly basis • Ensure the basic cleanliness & housekeeping at the sports counter area • Work closely with the Sports & Recreation Manager on the financial target and activities. Regular follow-up with Sports & 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 229573

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Recreation Manager in updating of the operation and team performance.</p> <ul style="list-style-type: none"> • Support in the Gym administration i.e. marketing collateral for events, new personal training, classes' attendance, tournaments sign-ups and members correspondences. • All other duties as per directed by Sports & Recreation Manager 	
Member Engagement Associate / Executive (Concierge /Front Office)	<ul style="list-style-type: none"> • Able to work on Weekdays, Weekends, Public Holidays and shift hours according to the operation • Work experience in customer service industry, e.g. hotel, clubs, retail, etc. • Good interpersonal skills and ability to interact confidently with people of all levels. • Ability to write and speak in English language. • Good in administration, Microsoft Office, and computers • Ability to handle challenging customers • Comfortable to work on weekends and public holidays 	<p>Call Centre</p> <ul style="list-style-type: none"> • Attend to all member queries, concerns, feedbacks and requests via phone and email • Services includes: issuance of introduction letters, bill inquiries, car registration, driver and helper application, event registration and dining reservations • Generate reports as specified by the Member Services Senior Manager <p>Concierge Desk</p> <ul style="list-style-type: none"> • Welcome members and guests warmly and ensure deliverance of service language (body and verbal language) • Attend to all member queries, concerns, feedback and requests via phone, emails and face to face • Execute all the opening and closing procedures, desk duties and side duties • Services includes: bill payment and inquiry, handling of cash float, selling of stamps, lost and found, member endorsement, car registrations, helper and driver applications, member advertisements, issuance of special passes, reservation and registration of events and dining, etc. • Coordinate emergencies and incidents calmly and performing the required tasks such as: PA announcement, printing of roll 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 229573

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>call report and calling of ambulance/police</p> <ul style="list-style-type: none"> Function as part of the operations staff to provide counter and administrative coverage for the daily operation <p>Lobby Entrance</p> <ul style="list-style-type: none"> Welcoming and managing the incoming crowd, overseeing guest management, and ensuring accurate registration Ensure that lobby area is kept tidy and clean Must have thorough knowledge of all security and emergency procedures <p>Thinkspace & Business Centre:</p> <ul style="list-style-type: none"> Assist in meeting room bookings and arrange other requirements such as Food & Beverages and Audio/Video setup. Prepare the meeting rooms and set-up according to the standard layout and Member's request. Ensure that all the equipment and tools are sufficient and in good working condition Offer technical assistance to the Members in terms of projector presentation, logging in on computers, printing, encoding of cards, etc. Ensure that the business center computers and other equipment are neatly arranged and in good working condition. Assist Members with their inquiries over the desk and generate daily and monthly reports required by the outlet manager. <p>Library:</p> <ul style="list-style-type: none"> Duties include cataloguing, book wrapping and shelving of books. Assist Members with their book loans and other matters. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Charging of overdue books and sending reminders. Generate daily and monthly reports. Additional Duties (Executive) Support the managers in the execution and handling of tasks and side duties effectively Support incoming associates and ensure that SOPs are adhered To manage the team and operation in the absence of the executives and managers 	
Playgroup Specialist / Early Childhood Specialist (Youth & Family)	<ul style="list-style-type: none"> WSQ Higher Certificate in Infant Care/WSQ Advanced Certificate in Early Years / Certificate in Early Childhood Care and Education / Diploma in Early Childhood Care and Education or similar At least 1 to 2 years' experience in a role involving interaction and engagement with children age below 4 years old Good communication and interpersonal skills in handling children and tweens A team player with good leadership skills May be required to administer budget planning Basic Computer Knowledge in Microsoft Word and Excel Must be comfortable and able to lift heavy objects for events setup and participation with kids Ability to multi-task Comfortable to work on weekends and public holidays 	<ul style="list-style-type: none"> Able to interact and engage with children age range primarily below 4 years old, and ensure they are safe at all times Planning and execute party events, enrichment class and other outdoor activities as and when required. Plan and conduct appropriate enrichment programs or classes for children Administrate a budgeting plan on planned programs as and when required Coordinate with vendors to execute planned programs Collaborate with various departments on registrations and marketing of the activities for participation rate Prompt and professional handling of enquiries and vendor management Perform ad hoc tasks and side duties assigned 	<ul style="list-style-type: none"> Number Of Working Days: 5 days Working Hours: 44 hours Employment Type: Full-Time Location: 229573

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Associate/ Executive	<ul style="list-style-type: none"> • Able to work on Weekdays, Weekends, Public Holidays and shift hours according to the operation • Must be comfortable to work on weekends & public holidays and rotating shift • At least 1 to 2 years of working experience, preferably in the Security Industry • Ability to work in a fast-paced and high-pressure environment • Good team player with strong service skill set 	<ul style="list-style-type: none"> • Provide outstanding customer service, assistance and providing appropriate product/service recommendations to members • Maintain a tidy and visually appealing retail space • Monitoring product replenishment, stock management and inventory control • Processing sales transactions efficiently and accurately • Collaborating with the retail team to implement merchandising and promotional initiatives • Resolve any issues in a timely and professional manner • Assist in laundry counter operations, including checking of laundry items for stains and ensuring the count of items tallies with the receipt • Ensure proper handling and tagging of laundry items for accurate processing and collection • Address member inquiries related to laundry services and provide assistance where needed • Follow up with the laundry partner on any discrepancies or issues to ensure prompt resolution • Analyzing sales performance within the department and optimizing sales opportunities • Perform basic administrative duties as assigned 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 229573
Spa Coordinator (Receptionist / Front Desk)	<ul style="list-style-type: none"> • Able to work on Weekdays, Weekends, Public Holidays and shift hours according to the operation • Minimum 2 years in the spa or service industry • Administration experience with 	<ul style="list-style-type: none"> • Deliver consistent outstanding concierge duties • Able to conduct pre-consultations and recommend treatments based on the Member's needs and concerns. • Update member profiles to ensure personalized service and maximize sales. 	<ul style="list-style-type: none"> • Number Of Working Days: 5 days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 229573

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>proficiency in Microsoft Office programs</p> <ul style="list-style-type: none"> • Strong interpersonal and communication skills • Skilled at multitasking with a keen eye for detail • Comfortable working in a fast-paced environment • Available to work on weekends and public holidays 	<ul style="list-style-type: none"> • Strong knowledge of products and treatments to drive retail sales. • Stay updated with training and share best practices with new team members. • Manage inventory, conduct stock checks, and ensure product compliance. • Build rapport with members, address needs, and respond promptly to inquiries. • Maintain spa, reception, and retail areas to company standards. • Handle laundry, replenish restroom amenities, and report missing items. • Collaborate with facilities on maintenance issues and assist with linen inventory. • Report safety concerns. • Comply to company policies and maintain professional appearance 	

#10 Trampoline

Trampoline is a Singapore-based non-profit organization focused on promoting independent and dignified living for individuals with special needs. We offer skills training, guided coaching, and career development programs to help individuals with special needs develop work habits, identify their strengths, and explore job opportunities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Job Coach	<ul style="list-style-type: none"> Diploma, Degree in special education, social work, counselling, psychology, and community care or related. Passion in social services, education, health services or related areas is preferred. Patient, observant, flexible and resilient. 	<ul style="list-style-type: none"> Develop and implement individualized behavioral intervention plans to support trainees with special needs, ensuring consistent monitoring and updates based on their progress. Provide on-site job support, guiding trainees in meeting work expectations while equipping employers, supervisors, and co-workers with strategies to foster an inclusive and supportive environment. Act as a key liaison between trainees, caregivers, and workplace stakeholders to resolve issues, support home-based interventions, and ensure successful transition and long-term retention. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: For full time: 8am 5pm Employment Type: Full-Time / Part-Time Location: 79 Ayer Rajah Crescent, Singapore 139955
Partnership Specialist	<ul style="list-style-type: none"> Bachelor's degree in Business, Marketing, HR or related fields Strong desire to use and impart professional skills to help people with special needs 	<ul style="list-style-type: none"> Identify and engage potential inclusive employers across diverse industries by researching hiring trends and initiating partnerships that promote workplace inclusion for tertiary-educated adults with special needs. Cultivate and strengthen relationships with new and existing partners, supporting their commitment to inclusive hiring through tailored outreach, collaboration, and shared objectives. Advocate for inclusive employment practices by understanding employer needs, aligning them with candidate strengths, and facilitating meaningful opportunities for sustainable, high-skilled placements. 	<ul style="list-style-type: none"> Number Of Working Days: 5 Working Days Working Hours: For full time: 8am 5pm Employment Type: Full-Time / Part-Time Location: 79 Ayer Rajah Crescent, Singapore 139955

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e2i services

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

Meet an e2i Career Coach

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

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



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

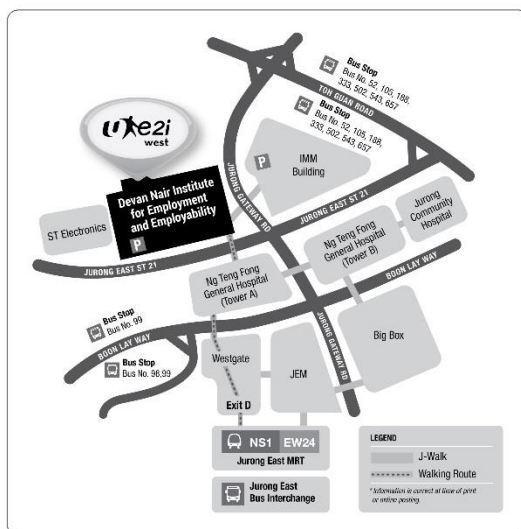


e2i west

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



Find us at these other locations.



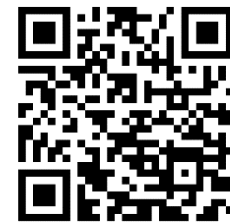
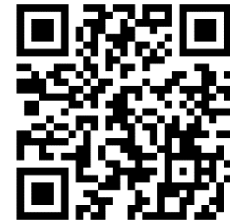
<https://e2i.sg/locjw2?r=qr>

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

NTUC Job Security Council's Telegram Channels

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