e2i Skills & Career Fair @ Frontier CC

[7 March 2024]

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

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#1 Amara Hotels & Resorts

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

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Sales Manager/Senior Sales Manager. (Events/Corporate)	• Working knowledge of MS office & hotel systems.	• maximize sales revenue for the meeting rooms, event space and room sales revenue for the resort.	• 5 day's work weeks • 8.30am to 6.15pm or • 9am to 6.45pm • 165 Tanjong Pagar Road Singapore 088539
Sales Executive (Events/Corporate/Weddings)	• Willing to work on weekends & public holidays	• Maximise sales revenue for corporate events, wedding events, solemnizations and anniversaries.	• 5 day's work weeks • 8.30am to 6.15pm or • 9am to 6.45pm • 165 Tanjong Pagar Road Singapore 088539
Purchasing Executive	• Diploma • Minimum 2 years of experience	• Source for the highest quality and lowest possible cost food and non-food purchases for the Hotel	• 5 day's work weeks • 8.30am to 6.15pm or • 9am to 6.45pm • 165 Tanjong Pagar Road Singapore 088539
Guest Service Manager	• Diploma • Minimum 3 years of experience in similar capacity	• Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests ensuring pleasant and enjoyable experiences	• 6 day's work weeks • Rotating Shifts • 165 Tanjong Pagar Road Singapore 088539
Assistant Restaurant Manager	• Diploma	• Ensure smooth daily operations in the restaurant & bar	• 6 day's work weeks • Rotating Shifts

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Good communications and interpersonal skills		• 165 Tanjong Pagar Road Singapore 088539
Guest Service Executive	• GCE 'N' Levels • Experience in customer service preferred	• Greet guests warmly and perform registration procedures.	• 6 day's work weeks • Rotating Shifts • 165 Tanjong Pagar Road Singapore 088539
Senior/Security Officer	• Security License • Minimum 1 year of experience	• Ensure security policies and procedures are carried out.	• 6 day's work weeks • Rotating Shifts • 165 Tanjong Pagar Road Singapore 088539
M&E Technician	• ITE • Skilled and knowledgeable in M&E maintenance and is able to troubleshooter	• Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard	• 6 day's work weeks • Rotating Shifts • 165 Tanjong Pagar Road Singapore 088539
Revenue Manager	• Minimum Diploma or bachelor's degree in Hotel Management or related field. • Proficiency in MS Office applications and Hotel systems (HMS). • Excellent interpersonal and analytical skills.	• Oversee revenue management and distribution strategy of the hotel and manage day-to-day yield operations. • Conduct daily pick up analysis, strategy adjustments and reporting. • Perform competitive benchmark studies and follow market trends. • Create and maintain 13-month rolling demand calendar. • Create and develop pricing strategies in conjunction with the individuality of each hotel. • Provide weekly dynamic forecast of expected results, variances, and budget comparisons. • Manage and oversee strategy for all 3rd party distribution, maintaining rate parity across all channels.	• 5 day's work weeks • 8.30am to 6.15pm or • 9am to 6.45pm • 1 Larkhill Road Singapore 099394

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Work in liaison with sales and reservations departments as a team. • Regularly check the input and the quality of data (segmentation, denials tracking) points. • Conduct monthly property performance review and develop strategic and tactical action plan. • Work to maximize room yield through inventory control.	
Accountant	• Higher Nitec • Proficiency in MS Excel & hotel system.	• Prepare full set of accounts such as Balance sheet, P&L, Audit schedule.	• 5 day's work weeks • 8.30am to 6.15pm or • 9am to 6.45pm • 1 Larkhill Road Singapore 099394
Duty Engineer	• Higher Nitec • Minimum a Higher NITEC in Mechanical or Electrical Engineering. • Able to work on shifts, weekends, and public holidays.	• Supervise and assign daily tasks to a team of technicians to carry out the daily operations. • Implement and follow-up on the preventive maintenance programs for Resort equipment and building	• 6 day's work weeks • Rotating Shifts • 1 Larkhill Road Singapore 099394
Assistant Housekeeper	• Secondary • Guest oriented and detailed focused. • Able to work on shifts, weekends, and public holidays.	• Supervise and assign daily tasks to a team of technicians to carry out the daily operations. • Implement and follow-up on the preventive maintenance programs for Resort equipment and building	• 6 day's work weeks • Rotating Shifts • 1 Larkhill Road Singapore 099394
Senior Security Officer	• Secondary • Experience as a security in hotel. • Able to work on shifts, weekends and public holidays.	• Ensure safety and security of hotel guests & staff. • Conduct regular patrolling & investigations.	• 6 day's work weeks • Rotating Shifts • 1 Larkhill Road Singapore 099394
Waitress	• Secondary • At least 1 Year(s) of working experience in the related field is	• Provide friendly, excellent and professional service to all guests.	• 6 day's work weeks • Rotating Shifts • 099403

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	required for this position. • Able to work on shifts, weekends and public holidays.	• Responsible for handling food and beverage orders and serving guests. • Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests. • Possess knowledge to upsell, well-versed in all aspects of the menu.	
Sales Manager	• Diploma • Working knowledge of MS office & hotel systems.	• Maximize sales revenue for the meeting rooms, event space and room sales revenue for the resort.	• 5 day's work weeks • 8.30am to 6.15pm or • 9am to 6.45pm • 1 Larkhill Road Singapore 099394
Financial Controller	• Bachelor's • Proficiency in MS Excel & hotel system.	• Manage a team of Finance staff to ensure smooth running of full spectrum of financial accounting, management reporting, tax compliance, cashflow management, annual budget.	• 5 day's work weeks • 8.30am to 6.15pm or • 9am to 6.45pm • 1 Larkhill Road Singapore 099394
Senior Accountant	• Bachelor's • Proficiency in MS Excel & hotel system.	• Prepare full set of accounts such as Balance sheet, P&L, Audit schedule.	• 5 day's work weeks • 8.30am to 6.15pm or • 9am to 6.45pm • 1 Larkhill Road Singapore 099394

#2 Bioskin Holdings

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Telemarketer	• Secondary	• Telemarketing • Assist in calling and follow up of daily new Leads (Warm Leads) • Assist on marketing tasks. • Assist on any ad-hoc tasks as required.	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		•	
Beauty Therapist	• Secondary • Those with beauty certificate (e.g. Cidesco, CIBTAC) and sales experience will be an • advantage	• Therapist • Customer service oriented • High level of initiative and passion to work in a fast-paced environment. • Well-groomed, self-motivated, and positive personality • A team player • Must be able to commit on retail hours.	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843
Scalp Therapist	• Secondary • Well groomed, cheerful personality • 5 days' work week	• Therapist • A team player with good communication and interpersonal skills	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843
Branch Manager	• Secondary • At least 2 years of experience in a Managerial / Supervisory level • Preferably in the Beauty & Wellness industry • Must be able to work on retail hours. • 5days work week	• Possess excellent management & leadership qualities. • A self-driven and highly motivated person with excellent sales skills • Good communication & interpersonal skills, with a confident disposure	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843
Beauty Sales Consultant	• Secondary • Those with beauty certificate (e.g. Cidesco, CIBTAC) and sales experience will be an advantage. • Customer service oriented, sales driven and target oriented person. • Must be able to work on retail hours	• High level of initiative and passion to work in a fast-paced environment. • Well-groomed, self-motivated, and positive personality • A team player	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843
Sales Manager	• Secondary • Those with beauty certificate (e.g. Cidesco, CIBTAC) and sales experience will be an advantage. • Customer service oriented, sales driven and target oriented person.	• High level of initiative and passion to work in a fast-paced environment. • Well-groomed, self-motivated, and positive personality • A team player	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Must be able to work on retail hours		
Tea Lady Cum Therapist	• Secondary • 11.30am to 5.30pm/12.30pm to 6.30pm/3.30pm to 9.30pm • 5- or 6-days work week	• Assisting role • Good working attitude	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843
Customer Service Consultant	• Secondary • Those with beauty certificate (e.g. Cidesco, CIBTAC) and sales experience will be an advantage. • Customer service oriented, sales driven and target oriented person. • Must be able to work on retail hours.	• Front Desk • High level of initiative and passion to work in a fast-paced environment. • Well-groomed, self-motivated, and positive personality • A team player	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843
Assistant Therapist	• Secondary • Full Time / Part Time / Flexible working hour • Only Local, PR and LTVP are welcome	• Therapist • Good working attitude	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843
Body Therapist	• Secondary • A team player with good communication and interpersonal skills • Well groomed, cheerful personality • 5 days work week.	• Therapist • Basic selling skills & ability to meet sales targets is an advantage. • Positive attitude & customer oriented with good hands-on working experience.	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843
Operations Manager	• Secondary • Responsible, Positive work attitude and with good Initiative • Prefer applicants with relevant experience in the Beauty Industry • Able to work retail hour.	• Manager • Experienced in Reception, Front Desk, Customer Service and Administrative duties. • Excellent customer service with good communication & Interpersonal skills.	• 5 day's work weeks • Retail hours • 176 Orchard Road Singapore 238843

3 DFI Retail Group

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Part Time Retail Assistant	• Able to commit min 35hours/week. • Physically fit	• Promote & provide excellent customer service at all times.	• 4 day's work weeks. • Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Improve sales & profitability through professional handling of promotional sales transactions. • Maintain and monitor optimum & accurate inventory level. • Ensure effective & efficient day-to-day work SOP of store. • Facilitate store operations in terms of housekeeping, merchandising, stock ordering, security & costs incurred to ensure assigned stores operate at efficient performance level. • Align with all set standards of operations. • Assist with cashiering and administrative duties. • Any other ad hoc duties as per assigned	• 21 Tampines North Drive 2 Singapore 528765
Full Time Retail Assistant / Supervisor	• Able to commit min 44/hrs. per week. • Physically fit	• Promote and provide excellent customer service at all times. • Maximize sales and profitability through professional handling of promotional sales transactions. • Maintain and monitor optimum and accurate inventory level. • Ensure effective and efficient day-to-day work SOP of store. • Any other ad hoc duties as per assigned.	• 5 day's work weeks. • Shift • 21 Tampines North Drive 2 Singapore 528765
Full Time Store Manager	• Passionate in the retail industry • Prior retail and store experience is an advantage. • Keen business acumen and results-driven • Adaptable in a fast-paced environment	• To achieve budget sales & profitability of store under her charge through optimum operational control & providing excellent customer services. • Sets Sales and profitability budget for assigned store and monitor the performance to achieve budget. • Ensure manpower needs of the stores and developmental needs of staff are met so that stores can operate efficiently. • Supervise and motivate staff to achieve targets. • Monitor store operations in terms of housekeeping. merchandising, stock ordering and management, security and costs incurred to ensure	• 5 day's work weeks. • Shift • 21 Tampines North Drive 2 Singapore 528765

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		assigned stores operate at optimate performance level. • Monitor daily sales trend of the store & formulate action plans to counter competition and threats.	
Sales Associate	• Ability to work 3 rotating shifts and 6 days' work week schedule. • Good communication skills and team player • Willing to learn. • Organized and pay attention to details. • Candidates without relevant experience are welcome to apply as training will be provided.	• Provide excellent customer service at all times. • Perform cashier duties and other payment services such as bill payment, cash withdrawal, etc. • Maximize sales and profitability of the store, upsell products. • Ensure store cleanliness with an organized appearance at all times. • Replenish and arrange products according to store planogram. • Any other duties as assigned	• 6 day's work weeks • Morning 7am to 3pm • Afternoon 3pm to 11pm • Night 11pm to 7am • 21 Tampines North Drive 2 Singapore 528765
Logistics Assistant	• Experienced in warehouse and logistics will be an advantage. • Familiar with warehouse management systems, such as Voice-Pick device • Acquired a forklift license will be an advantage. • Ability to work 5.5/ 6 days per week	• Perform warehousing and logistics functions such as receiving, putting away of goods, picking, and marshaling. • Perform housekeeping tasks. • Conduct physical counts to ensure the accuracy. • Practice safe work procedures and identify potential hazards. • Handle stocks & equipment with care. • Any ad-hoc duties as assigned	• 5.5 day's work weeks • 8am-6pm • 21 Tampines North Drive 2 Singapore 528765
Logistics Operations Executive (Warehouse)	• Minimum 1 to 2 years of relevant experience in managing and leading Operations team • Detail-oriented. • A pro-active team player with hands-on approach • Warehouse management experience in WMS environment • 3PL experience is an advantage	• Lead a team of supervisors and assistances/contractors in their daily work activities to ensure smooth delivery operations. • Achieve smooth execution for various functions such as, customer accounts handling with zero complaint, and operating warehouse operation at cost saving with maximum productivity and great efficiency. • Maintain inventory physical stock and keeping track of damaged goods at 100% accuracy and escalate unresolved discrepancies/ issues	• 5.5 day's work weeks • 8am-6pm • 21 Tampines North Drive 2 Singapore 528765

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		to immediate superior for further actions. • Practice and engage safe work procedures, identify potential hazards, and recommend improvements to standard procedures. • Take charge on monitoring and take disciplinary actions on subordinates with poor performance and attendance. • Support the Management with any special projects and/or ad-hoc duties assigned	
Department Manager	• Comfortable to work on a 6 days' week schedule with rotating shifts (including weekends and public holidays) • Willing to stand for long hours and enjoy interacting with customers Physical work required and able to carry 10-15 kg products Relevant experience in Retail/F&B industry will be an added advantage.	• Oversee sales and profitability of department to meet budget and stretch targets set by sharing goals with team members. • Empowered to manage inventory levels and stock holding days by observing good ordering practice for availability of products to optimize sales. • Plan and manage sales especially for promotional items. • Proper planning on weekly roster and SPLH in accordance to weekly requirements based on the promotional/seasonal calendar to optimize team member deployment and control salary costs. • Train and develop team members by providing On-The-Job training and involving them in special assignments and training programs. • Consistent maintain high standards in shelf ticketing, display, housekeeping, hygiene, stock rotation, replenishment, and service to provide customers with a conducive shopping environment. • Any other ad-hoc duties as per assigned.	• 6 day's work weeks • Shift • 21 Tampines North Drive 2 Singapore 528765
Team Leader	• Comfortable to work on a 6 days' week schedule with rotating	• Support onboarding and offboarding process and	• 5.5 day's work weeks • Shift

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	shifts (including weekends and public holidays) • Willing to stand for long hours and enjoy interacting with customers Physical work required and able to carry 10-15 kg products Relevant experience in Retail industry will be an added advantage.	HR/payroll issues for team members. • Assist in preparing and submitting reports and documents required by Store Manager • Maintain store cleanliness, manage office equipment upkeep and stationery orders. • Disburse petty cash payments based on approved requisitions from the Store Manager • Daily bank-in of cash, coins, cheques, and foreign currencies collected from store sales and payments. • Verify cash pick-up amounts and reconcile cash register takings with Daily Cash till Summary • Handle, record, manage, and report cash float and collections accurately for banking and Accounts Department • Handle customer inquiries, feedback, complaints, exchanges, and refunds. • Plan weekly roster based on guidelines to ensure maximum efficiency in operating Checkout and Self-Checkout counters. • Support stock replenishment, expiry and quality checks, stocktaking, and online order picking when needed. • Provide store supervisory support, including store opening & closing, ordering, promotion setup, temperature checks, reporting, and document signing, if necessary • Any other ad hoc duties as per assigned.	• 21 Tampines North Drive 2 Singapore 528765
Cashier - FT	• Good team player • Customer Service and process oriented • Committed and willing to learn. • Attentive to details • Possess basic mathematical skills.	• Provide a positive customer experience with friendly, and courteous service. Maintain high standard of hygiene of front and back of the house. Operate the Checkout and Self-Checkout counters. Perform opening and closing duties, including setting up the checkout counter and	• 6 day's work weeks • Shift • 21 Tampines North Drive 2 Singapore 528765

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Physical work require and able to carry loads up to 10kg. • Able to work on a rotating shift, including weekends & public holidays	process end of day settlements. Perform stock replenishment according to the company's SOP. Any other ad-hoc duties as per assigned freshness of products.	
Cashier - PT	• Good team player • Customer Service and process oriented • Committed and willing to learn. • Attentive to details • Possess basic mathematical skills. • Physical work require and able to carry loads up to 10kg. • Able to work on a rotating shift, including weekends & public holidays	• Provide a positive customer experience with friendly, and courteous service. Maintain high standard of hygiene of front and back of the house. Operate the Checkout and Self-Checkout counters. Perform opening and closing duties, including setting up the checkout counter and process end of day settlements. Perform stock replenishment according to the company's SOP. Any other ad-hoc duties as per assigned freshness of products.	• 4 day's work weeks. • Shift • 21 Tampines North Drive 2 Singapore 528765

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#5 Domino's Pizza Singapore

It is our commitment to be the best pizza joint in Singapore and offer great value for all pizza lovers from around the world. Domino's Pizza has won the hearts of many with a variety of great tasting signature pizzas delivered quickly to your door step while maintaining the freshness and its state of piping hotness, for a hearty meal with family and friends. Domino's Pizza has been established in Singapore since 2009. In a span of 14 years, we have opened over 43 outlets across the island.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Manager in Training	• Minimum Diploma in Hospitality or relevant training with relevant experience in Hospitality/ F&B industry, preferably with QSR or chain restaurants • Proven track records in restaurant operations, including team management, food preparation, inventory management, food hygiene and sanitation,	• Responsible for the store operations, including Profit & Loss Management, Manpower planning, inventory management, service delivery and store maintenance. • Recruit, hire, coach and develop team members into future leaders. • Manage store and team members (full time and part time) according to brand compliance in operations, food safety, product, and delivery requirements.	• 6 day's work weeks • 44 hours per week • 81 Ubi Ave 4#10-16 UB One Singapore 408830

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	workplace safety and security. • Strong leadership and coaching skills with good interpersonal/ communication skills		
Part Time Rider	• Must be able to work on shifts, weekends & public holiday. • Valid motorcycle license (class 2B), for Rider role • Able to work in fast-paced environment	• Use our motorcycles to deliver if you do not have one. • Ensure that customers receive their orders within 30 minutes or less from ordering. • Ensure and assist in the accurate packing of orders as per customers' orders. • Ride safely during the delivery of the order. • Prepare and deliver freshly made food items in accordance with the procedures and standards of the store	• 6 day's work weeks • 1030hrs to 1500hrs or 1800hrs to 2300hrs • 81 Ubi Ave 4#10-16 UB One Singapore 408830
Part Time Pizza Specialist	• Must be able to work on shifts, weekends & public holidays. • Able to work in fast-paced environment	• Preparation of food ingredients • Pizza making • Taking of orders and collect payment. • Washing, cleaning & sanitizing	• 6 day's work weeks • 1030hrs to 1500hrs or 1800hrs to 2300hrs • 81 Ubi Ave 4#10-16 UB One Singapore 408830
Part Time Dough Specialist	• Physically Fit • Able to work in fast-paced environment	• Daily pre-production run set up and preparation. • Clean Mixer • To assist in Pizza Making and handling food preparation during operations as per shift allocated and in charge of product quality. • To maintain store cleanliness and housekeeping • To report any issues pertaining to safety, quality, or hygiene to superior immediately upon discovery	• 6 day's work weeks • 0930hrs to 1300hrs • 81 Ubi Ave 4#10-16 UB One Singapore 408830

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#4 DONNA IBOUTIQUE

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Beautician (PT/FT)	• Applicants who possess relevant qualifications, employment background and skills are welcome to apply. • Applicants who do not possess any experience are also welcome to apply and be hired as Trainee Beauticians • Professional Certificate/Nitec/CIBTAC/ITEC in Beauty and Skincare • Minimum 1 year of working experience. • Immediately available is highly preferred	• Provide professional analysis, consultant and advice customer on suitable beauty products and treatment. • Perform facial treatment for customers. • Handle customer requests and enquiries. • Build and establish strong customer relationship	• 6 days per work weeks • Monday-Sunday 11am-9pm
Wellness Therapist	• Minimum 1-year relevant experience • Bilingual (Able to attend to concerns and requests from clients)	• Complete various technical operations of wellness therapy,(Cupping, Back Quasha, Porcelain Moi, Head Quasha, Moxi Light Therapy, Womb Care Therapy, Meridian Bojin Therapy, Indian. Slimming Therapy) • Responsible for introducing the functions, precautions, and other information of therapy. • Responsible for the maintenance of wellness therapy equipment • Observe the effects of wellness TCM therapy and the reflection of illness and make records in time. • Good service attitude, patient and responsible for patients.	• 6 days per work weeks • Monday-Sunday 11am-9pm
Eyebrow Therapist	• At least 2 years of relevant work experience • Customer service oriented • Able to communicate well with people. • Bilingual, able to speak in Mandarin to handle	• Perform eyebrow embroidery services to customers. • Attend to walk in customers. • Deliver excellent customer service. • Hit and exceed monthly sales target.	• 6 days per work weeks • Monday-Sunday 11am-9pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	queries and feedback. from Chinese speaking customers is preferred		
Customer Service Officer	• Secondary Level and above	• Handle all new and/or existing customers' appointment bookings. • Attend to walk-in customers at the outlet. • Assist all customers enquires via emails and callings, including cold calling. • Assist outlet manager on individual's commission calculation including data entry work. • Manage outlet POS System for all transactions. • Handle of monetary receipts and payment. • Any other ad-hoc duties as assigned.	• 5 days' work weeks • Monday-Sunday 11am-8pm
Admin Assistant	• Proven admin or assistant experience • Knowledge of office management systems and procedures • Attention to detail and problem-solving skills. • Excellent written and verbal communication skills • Proficient in MS Office • At least 2 years of experience in the field or in a related area • GCE A Levels or any Diploma • Language required in English and Mandarin	• Deliver excellent customer service and able to handle complain email. • General Administrative support to assist in handling phone calls and managing emails. • Providing support to outlet team • Verifying of documentation • Any other ad-hoc duties as assigned. • Reply to email, telephone, or face to face enquiries. • Organize and schedule meetings and appointments. • Maintain contact lists. • Produce and distribute correspondence memos, letters, faxes, and forms. • Provide information by answering questions and requests. • Take dictation & accurate minutes of meetings. • Research and create presentations. • Contribute to team effort by accomplishing related results as needed. • Write letters and emails on behalf of other office staff.	• 5 days' work weeks • Monday-Friday 9am-6pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Book conference calls, taxis, couriers, hotels etc. • Prepare and monitor invoices. • Submit and reconcile expense reports. • Carry out administrative duties e.g. filing, typing, copying, binding, scanning etc. • Develop and maintain computer and manual filing systems. • Handle sensitive information in a confidential manner. • Resolve administrative problems and implement improvements to make them more efficient. • Order & manage office supplies & equipment. • Attention to detail and problem-solving skills.	

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#6 Educare Human Capital

Educare Human Capital Pte Ltd (EHC) was set up in 2004, as a company of the Singapore Teachers' Union's Co-operative, to pilot the Teacher-Assistant Scheme. In August 2019, EHC became a member under the 1Summit Global Pte Ltd and the Ascendo Group, while remaining associated with Educare Co-operative. EHC specializes in recruitment, deployment, placement of employees, payroll process outsourcing, Human Resource Management Systems (HRMS) and HR advisory. We understand the significance of aligning the right people with the right roles to foster a harmonious and productive work environment. With our job deployment service, we increase employee's satisfaction, retention and overall job performance, leading to enhanced productivity & profitability in businesses. Beyond matching profiles, we do provide personalized career development plans and support for our employees, guiding them to grow as an individual and professionally. Our holistic approach fosters a culture of continuous learning and career growth, boosting employees's engagement and loyalty.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Speech Therapist	• Minimum 2 years of related experience in Preschool setting is advantageous	• Work with students on a one-to-one or group setting based on their levels of functioning. • Evaluate and document students' Speech Language	• Singapore 536985 • 5 days work weeks • 8 hours per day

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Minimum Diploma/ Degree in Speech Language Therapy or equivalent. • Registered with Singapore's Allied Health Professions Council • Keen interest in working with children with special needs • Ability to work both independently and within a multi-disciplinary team • Hardworking, meticulous and responsible	therapy needs and progress at regular intervals, monitor training programmes and review their effectiveness • Provide Speech Language therapy consultation, support, and update on the student's progress and status to relevant members of the rehabilitation team and caregivers • Be involved in discussions of student-related issues with caregivers • Evaluate of effectiveness/relevance of programme • Keep abreast of latest development in service delivery of Speech Langauge therapy-related areas to ensure that therapy programmes are kept updated	
Recruitment Executive (Sales)	• Minimally a Diploma Holder with strong command of English for writing proposals. • Possess stong interest in recruitment operations • Strong communication & interpersonal skills. • Customer service-oriented, target driven to meet KPIs. • Challenge-seeking individual. • Able to work in a dynamic and fast-paced environment. • Independent & proactive. • CEI certification is a plus	• Manage end-to-end recruitment processes from requisition management to onboarding. • Source and work closely with various partners for placement opportunities. • Constant follow up on leads to meet requisition plans. • Work closely with the recruitment team to identify suitable candidates to fill positions for our partners & clients • Identify business opportunities in government business portals and other resources and suggest proposals	• Singapore 536985 • 5 days work weeks • 8 hours per day
Psychologist	• MINIMUM Master's in Clinical Psychology or more than 3 years' experience in Applied Psychology (Masters). Fresh graduates of PhD/PsyD may apply.	• Provide psychological assessment for clients. • Provide individual, group and family therapy to clients, in particular, using Trauma Systems Therapy. (TST)	• Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Registered or eligible for registration with the Singapore Psychological Society as a Full Member/Registered Psychologist preferred • Experience in clinical experience is a MUST, preferbly experience working with traumatized youths • Must be passionate about seeing the clients and their families succeed • Must be able to think clinically, plan and execute individual clinical treatment plans for the residents and families • Must have a high tolerance for learning new things and working in a fast-paced environment. • Must be a team player, have integrity and able to work in a team; adaptable working in a residential setting • Skilled in working with abuse and emotional dysregulation • SRS registered psychologist • All of the clients are females in their youth, and the position of a psychologist necessitates a female candidate.	• Provide referral, follow-up and consultation with external agencies as appropriate. • Communicates with and counsel family members as appropriate. • Provide clinical updates to the interdisciplinary team to improve residential interventions • Recommend external therapies relevant to client's overall treatment plan • Provide case supervision and consultation to the Treatment Team. • Schedule and facilitate weekly case reviews with the Treatment Team • Ensure proper and timely completion of TST Fidelity Forms • Provide Introduction to TST training and ongoing boosters to staff. • Participate in the TGH-TST Community of Practice core team	
Administrative Assistant	• Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). • Strong organizational and multitasking abilities.	• Manage and maintain a clean and organized office environment. • Order and maintain office supplies, equipment, and furniture. • Coordinate office repairs and maintenance as needed.	• Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Excellent verbal and written communication skills. • Ability to work independently and collaboratively in a team.	• Data Entry & maintain record filings • Provide support in general administrative tasks	
Administrative Executive	• Proven experience as an administrative executive or similar role. • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). • Strong organizational and multitasking abilities. • Excellent verbal and written communication skills. • Ability to work independently and collaboratively in a team. • Discretion and confidentiality in handling sensitive information.	• Office Management which includes counter duties, handle mails, phone-calls etc. • Involve in providing assitance to the management which includes data presentation and updates. • Maintain records and fillings to ensure accuracy. • Handle communications on behalf of executives.	• Various locations
Social Worker	• Grad Diploma/ Degree in Social Work registered Social Worker preferred. • Minimum 1-3 years of related work experience. • Ability to work both independently and within a multi-disciplinary team. • Hardworking, meticulous, and responsible. • Relevant work experience in the special needs sector would be an advantage	• Perform all administrative duties pertaining to work such as report writing, minutes and correspondence. • Work closely with other professionals to achieve and maintain a high standard of social work services to students. • Serving clients with appropriate professional skill • Maintaining integrity and professionalism by upholding valves and ethics like client's confidentiality • Being respectful and sensitive to client's cultural background • Maintaining accurate data and sharing information to ensure accountability to clients; and • Developing own professional competency • Weekly tasks-	• 5 days work weeks • 8 hours per day • Various Locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Identifies, plans, initiates and monitors existing and new programs and activities so as to enhance the standard of social work services in the preschool. • Keeps updated records of students' case files and participates in case consultation. • Monthly task- • Ensure compliance of practices (SSR, QA, PES) aligns with NCSS/MSF requirements. • Ad-hoc tasks, Advises and conducts training sessions for teachers and assistant teachers, parents and volunteers from a social aspect. • Conduct mean testing, prepared social report including home visit. • Conduct enrollment and discharge interview. • Prepared student discharge plan referring to school with parent. • Organize Parent support group. • Volunteer management support. • Any other duties as assigned by management. • Renders professional social work services and advice to students and their families.	

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#7 FairPrice Group

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior HSE Specialist	• A recognized diploma course or bachelor's degree related to environmental and occupational health and safety. • Register as a Workplace Safety and Health Officer with Singapore's Ministry	• In-charge of HSE function of the entire plant, drive for continuous improvement by implementing up-to-date standards to comply to local legislation and other requirements. • To develop HSE KPI, creating analytical reports of safety data for operations and safety awareness programs to	• 5 days' work weeks • 8:15am - 5:35pm • 37 Joo Koon Circle Singapore 629062

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	of Manpower for at least 5 years. • At least 5 to 10 years of relevant experience in WSH for manufacturing/commercial/warehousing industry • Preferably with FSM certification • Possess a minimum Diploma in Environment, Health and Safety Management or related field. • Excellent people management skills and good interpersonal skills • Proven experience in Workplace Safety & Health Management	promote safety & health culture mindset. • Conduct investigations, risk assessment and safety audits, keeping on the lookout for any unsafe behavior or breaks in regulations and production equipment and processes to make sure they are safe. • Presenting safety principles to staff in meetings or lecture-type training sessions • Participating in continuing education to update knowledge of health and safety protocols and techniques. • Creating safety plans that include suggested improvements to existing infrastructure and business processes. • Sharing information, suggestions, and observations with project leadership to create consistency in safety standards throughout the production team and the entire company. • Meeting company health and safety goals and implement programs to comply to MOM, SCDF and NEA requirements. • Conduct incident/accident investigation process including root cause analysis and ensure corrective actions are completed. Finding the best way to prevent future accidents.	
Supervisor, Facilities	A minimum of 'O' Level and above is preferred. Candidates with qualifications below 'O' level should come with relevant working experience. Minimally 2 years of leading a team in any facilities settings. Relevant knowledge in logistics or warehousing	• To assist the Facilities Executive on matters relating to the security within the DC. • He/She shall lead a team of technicians, outsourced security officers and housekeepers to ensure the smooth operations of day-to-day building operations. • He/She shall provide solutions to preventive and corrective maintenance of building	• 5 days' work weeks • 7:30am - 5pm/ 12:30 - 10pm / 1:30 - 11pm • 37 Joo Koon Circle Singapore 629062

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	facilities will be advantageous. Must possess a valid PLRD security license. Preferably trained in CERT, First Aid and AED	facilities and fire protection facilities and equipment at all times. • He/She may be cross deployed to support other DCs/warehouses whenever needed. As a Supervisor, he/she shall always be on standby 24/7, ready to respond to crisis and emergency.	
Freight Associate	• Must pass Customs Competency Test for Declarant • Minimum of 2 years' experience in supervisory role or hands on operations experience • Diploma in logistics, engineering or business-related field is preferred. •	• To liaise with shipping lines, haulers, and suppliers • To be able to declare permits and handle shipping documentation. • Hands-on on operations experience in Shipping or Transport Logistics Company • Able to handle cross border trucking and documentation.	• 5 days' work weeks • 8.30am to 6pm Monday - Friday • 37 Joo Koon Circle Singapore 629062
Warehouse Assistant (FFDC Dispatch)	• Preferably with Forklift License • Preferably with Warehouse Experience • Computer literate • Able to work in Cold Room work environment (About 18 Deg)	• Perform Dispatch Operation, including route planning and stocks release to transporters. • Update Transport Management System (TMS) promptly and accurately. • Comply with all SOP and Audit requirements. • Execute daily work efficiently and achieve high productivity and accuracy. • Work closely with different stakeholders e.g. transporters, warehouse teams to ensure smooth operations.	• 6 days per work weeks • 7am to 3.05pm, Monday to Saturday • 7 Sunview Road Singapore 627618
Warehouse Assistant (Fruit)	• Computer and Tablet literacy • Prior experience in quality check / control of perishable food (e.g. fruits, vegetables etc.) in a warehouse or distribution center environment	• Perform physical receiving and QC checks. • Record and update receiving and QC information to WMS / QC module systems. • Conduct QC check in accordance to sample size and quality document. • Ensure QC items meet quality requirement as stated in the quality document.	• 6 days per work weeks • Any 6 days a week including weekends and public holidays, rotating shifts (7am-3:20pm or 2:20pm - 10:30pm)

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Able to work independently and in a team. • Can-do attitude and self-motivated individual who is passionate about QC. • Good communication skills • Prior hands-on experience in warehousing and/or QC related platforms/system modules • Proficient in MS Office • Proven ability to operate material handling equipment such as forklift and reach truck. • Forklift license is a plus. • Open to working in a cold room environment (2 - 8 degrees Celsius) and carry heavy load (20kg and below) if required. • Ability to work in a fast-paced and dynamic environment.	• Check of product quality and upload data into QC module or reports • Participate in quality improvement meetings/initiatives/ projects. • Reject failed QC items from suppliers / transfer failed QC items to non-conforming storage area. • Ensure non-conforming products are not delivered to the stores. • Ensure proper disposal of non-conforming products. • Provide support and guidance to new staffs on Fruits quality checks, enabling them to perform in their roles. • Able to process orders and other administrate matter. Such as stores feedback. • Using MHE to perform physical movement of pallets. • Any other jobs as assigned by Reporting Officer.	• 7 Sunview Road Singapore 627618
Cook	• Minimum 1 year working experience	• Conduct pre-cooking checks on raw materials.	• 5 days' work weeks. • 8am - 6pm / 10am - 8pm • Tekong Camp • Selarang Camp
Chef De Partie	• More than 2 years of cook experience and ability to manage team member	• All preparation and cooking based on daily production schedule. • Bulk cooking in central kitchen environment. • To ensure all packing room activities are as planned and follow. • To ensure quality of preparations, cooking and packing meet the standard and	• 6 days' work weeks. • 5am - 1pm • 10 Senoko Way, Singapore 758031

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		maintain proper consistency in food quality set by management. • To ensure required workplace safety, food handling and hygiene standards are followed. • To ensure all cook/operator in all production area work are efficiency and productivity. • Maintain a clean and organized production area. • Check that quantity and quality of finish goods are properly planned and done based on production schedule. • Check that quantity and quality of raw material ordered are received and stored in proper condition.	
Junior Sous Chef	• Minimum 2-3 years' experience in local foods	• Responsible & maintains day-to-day operations of housekeeping & highest food safety standard, cleanliness and hygiene.	• 5 days' work weeks. • 8am - 6pm / 10am - 8pm • Tekong Camp & • 10 Senoko Way, Singapore 758031
Kitchen Assistant - Chill Cook Freeze	• 1 year experience in Kitchen • Willing to learn. • Attained FHC	• Set up the food preparation area/sanitizing before operation. • Understand basic labelling sorting & packing. • Portioning/ ensemble of cooked/processed food • Assist preparation of cutting/washing/SOP	• 6 days' work weeks • (Mon - Sat) 12 - 8pm • 10 Senoko Way, Singapore 758031
Kitchen Assistant - Sauce & Paste	• 1 year experience in Kitchen • Willing to learn. • Attained FHC	• Set up the food preparation area/sanitizing before operation. • Understand basic labelling sorting & packing. • Portioning/ ensemble of cooked/processed food • Assist preparation of cutting/washing/SOP	• 6 days' work weeks • (Mon - Sat) 12 - 8pm • 10 Senoko Way, Singapore 758031
Kopitiam - Service Crew (Culinary)	• Able to stand long hours. • Able to work rotating shifts.	• Prepare basic, washing, peeling, chopping, and cutting raw items.	• 6 days' work weeks • 8 hours rotating shift. • Island Wide

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Rearrange walk chiller and freezer raw materials based on FIFO. • Conduct pre-cooking checks on raw materials. • Prepare raw materials for the next meal. • To ensure all raw materials are labeled and dated. • Make cordial drinks if required. • Provide quality service if serving is required. • Collect food samples. • Adhering to kitchen's food handling Standard Operating Procedure • Ensure the kitchen surrounding areas are cleaned properly. • Handles all equipment and utensils the proper way and clean as you go. • Track, record, and replenish inventory as needed. • Suggest improvement activities across workstations. • Other work scope as required by business needs.	
Kopitiam - Service Crew (FT/PT)	• Able to stand long hours. • Able to work rotating shifts	• Responsible for the preparation of food and drinks such as set meals, desserts, and cutting of fruits. • Deliver high standard of Customer Service during order taking, cashiering, food presenting etc. • Serve customers with smiles and well-prepared food. • Maintain the right stock levels before peak periods	• 6 days' work weeks • 8 hours rotating shift. • Island Wide
Heavenly Wang - Service Crew (FT/PT)	• Able to stand long hours. • Able to work rotating shifts.	• Responsible for the preparation of food and drinks such as set meals, desserts, and cutting of fruits. • Deliver high standard of Customer Service during order taking, cashiering, food presenting etc. • Serve customers with smiles and well-prepared food.	• 5 days' work weeks • 5 - 6 hours rotating shift • Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Maintain the right stock levels before peak periods	
Area Manager	• Relevant Diploma in Retail or Food & Beverage Management.	• Work closely with outlet key holders in relation to outlet operations.	• 5 days' work weeks • 9.5 hours • Island Wide
Outlet Manager	• Food Hygiene cert. • Processes excellent communication and interpersonal skills. • Resourceful and ability to work under pressure. • PC proficiency in MS Words and Excel.	• Manage and ensure smooth operation of food court. • Ability to lead and set directions as well as provide guidelines to the operation team according to company SOPs and operational workflows. • Provide development plans to team members in accordance to company's KPI. • Identify relevant courses for the team members. • Monitor the outlet's Profit and Loss and provide solutions to improve bottom line. • Propose activities according to market needs. • Provide yearly sales budget proposal for the outlet. • Maintain good working relationships with landlord, relevant authorities/ agencies, licensees, and sub-contractors. • Assist inspectors of relevant authorities/ agencies such as NEA, MUIS and Civil Defense during outlet inspection and follow-up actions. • Liaise with landlords on building matters, joint promotions, and events. • In-charge for lease renewal agreement, negotiate and follow-up on terms of lease with licensees. • Responsible in sourcing and recommending suitable food types to fill up vacant stall. • Conduct regular checks on food quality and provide feedback to licensees. • Ensure selling prices of stalls according to licensee agreements.	• 6 days' work weeks • 8 hours rotating shift. • Island Wide

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Assess and provide evaluation of subcontractors' performance. • Supervise and provide guidance to licensees and cleaning contractors to provide high quality of service and achieve housekeeping excellence. • To plan and carry out M&E works according to schedule.	
Outlet Executive	• Preferably someone with diploma in F&B, supply chain or related courses. • Is fluent in English and one other local language. • Basic computer literacy including MS Word and Excel. • Possess good knowledge of WSHA, HACCP &amp, MUIS regulations. • Hands-on with good problem-solving skills relating to food court operations and customer issues. • Ability to foster positive working relationships. • Preferably someone with at least 1-3 years in a supervisory role. • Experience working in F&B sector is a plus	• Direct and manage retail stalls according to company SOPs and regulatory requirements. • Mentor and supervise service staff on food handling, service conduct, and compliance to standards. • Required to prepare meals such as toast making, and hot foods based on the company's SOPs. • Preparation of hot and cold beverages from scratch and premix. • Advice on operational needs and service consistency • Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability. • Monitor sales and provide monthly sales reports with recommendations for business reviews with management. • Handle cashiering duties, customers' complaints and operational issues. • Other work scope as required by business needs.	• 6 days' work weeks • 8 hours rotating shift. • Island Wide

#8 Global EduHub

Global EduHub believes that children are our future. As a child grows up and enters the community and the world, they will start to shape it according to the values and knowledge that they have been taught when they were young. With the world becoming increasingly volatile, uncertain, complex, and ambiguous, every child needs to be ready for the future. At Global EduHub, we prepare children

for the future through our innovative curriculum, passionate educators and quality operations, in partnership with parents and the community.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Student Care Mentor	• In-house Training or Sponsored Certificate Training will be provided if without relevant experience. • At least 1 pass in GCE 'O'/'N' Level (any subject), 'A' Level, NITEC or Diploma	• Facilitate and execute daily activities in accordance to timetable. • Provide care and guidance to a group of students and supervise the completion of homework assignments from school or in house prepared materials. • Maintain classroom discipline and ensure safety and security protocols are met at all times	• 5 days' work weeks • 11am-7pm
KCARE Teacher / Programme Staff	• Possess Diploma in Early Childhood Care & Education – Teaching or Student Care Certificate or Student Care Early Years Certificate. • Training will be provided for staff without relevant certificate.	• Organize and execute education programs to encourage children's holistic development. • Manage care routines for children at K1 and K2 Level (5-6 years old) • Create a conducive environment for Kindergarten Children	• 5 days' work weeks • 44 hours per week
Student Care Teacher	• At least 'O', 'N', 'A' Level, NITEC or Diploma • Experience in teaching School, Enrichment Centre, or Private Tuition	• Teach primary school students (all levels) in English, Math, Science • Conduct in-house program and instill good habits and values. • Provide care and guidance to a group of students and supervise the completion of homework assignments from school or in house prepared materials	• 5 days' work weeks • 11am-7pm
Preschool Teacher (English / Chinese Language)	• Diploma or Certificate in Early Childhood Care & Education - Teaching (DECCE-T or CECCCE), Diploma in Child Psychology & Early Education • Ability to build good rapport with parents and various stakeholders. • Team player	• Execute & conduct age-appropriate curriculum according to the Company's curriculum framework. • Maintain quality classroom and learning environment that promotes learning in accordance to the curriculum framework • Forster a trusting and respectful relationship with children and parents by being a positive role model.	• 5.25 day's work weeks • 44 hours per week

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Execute daily routine according to time schedule. • Maintain minimum admin work for reference / record purpose	
Infant Educarer	• Certificate in Infant/Toddler Care and Development (CIT) / Higher Certificate in Infant Care (HCIC) / Advanced Certificate in Early Years (ACEY) • Candidates who have HCIC/ACEY are welcome to apply. • Ability to build good rapport with parents and various stakeholders. • Team player	• consistently maintaining regular observation and evaluation of child's development and progress • Ensure safety of each child through close supervision, whether in the classroom, play area, or any other areas in the school compound. • Conduct childcare / infant care routines in a manner that are prompt, hygienic and consistent with early years child development practices. These routines include diapering, feeding, bathing, hand washing, napping and transitioning between activities. • Maintain daily journal of milk feeds, solid feeds, diapering, etc. in accordance to relevance for each age group (Babies, Junior, and Senior Infants) • Plan and implement engaging learning experiences/exploration	• 5.25 day's work weeks • 44 hours per week
Cook	• BFHC preferred. If not, will provide course.	• Able to cook for children. • To keep the kitchen clean and ensure that food are kept in proper and hygienic conditions	• 5.25 day's work weeks • 44 hours per week
Cleaner	• No working experience required	• Provide cleaning services for the washroom, common areas, tables, chairs, cupboard etc. • Assist to prepare light snacks, fruits, drinks/beverages for meal break and tea	• 5 days per work weeks • 11am-6pm

#9 JurongHealth Campus

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Ward Service Associate	• Has a passion for healthcare.	• Provide excellent customer service to the patients.	• 5 days work weeks

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Min GCE N level or its equivalent • Experience in Food & Beverages will be an advantage. Candidates who do not have the relevant experience but have a passion for the healthcare industry are welcome to apply. • Possess excellent customer service with a can-do attitude. • Self-motivated, independent, proactive and ability to work cohesively with fellow team members as part of a team. • Basic computer literacy • Able to work from 10am – 7.30pm with rotational weekends, which includes one Saturday or Sunday a week to meet operational needs. • Able to work on public holidays	• Serving food and drinks to patients and clearing it once patients have finished their meals. • Checking food served against patient meal orders. • Assist in inventory management. • Maintain a high standard of cleanliness in and around workstation and strictly abide with health/sanitation regulations. • Assist nurses to meet patient's nutritional needs. • Maintains levels of confidentiality and discretion of the patients. • Any other ad-hoc duties as assigned by Manager	• 10am - 7.30pm • 1 Jurong East St 21 Singapore 609606
Kitchen Assistant	• Minimum Primary School qualification • Possess certification in Basic Food Hygiene	• Ensure that dishing activities are carried out in accordance to the standard operating procedures. • Ensure that all special requests are properly arranged and catered to meet patients' needs. • Adhere to food hygiene and HACCP standard	• 6 days per work weeks • 42 hours / week • 1 Jurong East St 21 Singapore 609606
Demi Chef De Partie / Cook	• Recognized Culinary Certificate will be an advantage. • At least 3 years' relevant experience in similar capacity in Food & Beverage. • Good team player, ability to work as a team. • Good interpersonal skills.	• Assist to manage all kitchen operations and processes according to the standard operating procedure. • Plan and manage all the food preparation in the kitchen for patients' meal and catering events • Assist in menu preparation and conduct quality checks • Ensure proper-Equipment operations and maintenance, Safety and sanitation in kitchen,	• 6 days per work weeks • 42 hours / week • 1 Jurong East St 21 Singapore 609606

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		ensure proper control of food costs, supplies and labor	
Service Associate, Bed Management Unit	• Minimum GCE N Levels with 1 year of working experience in customer service. • Excellent interpersonal and communication skills, able to work with all levels of staff	• To perform bed allocation on systems, complying to Key Performance Indicator (KPI) • Work closely with different departments and update the status of bed availability. • To monitor and manage bed allocation. • Attend to enquiries and follow up on bed requests. • To assist in the preparation of hospital bed census and reporting when required • Ad-hoc others admin duties in the department	• 5 days' work weeks • 42 hours / week • 1 Jurong East St 21 Singapore 609606

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#10 Katoen Natie Singapore

With a rich company history spanning over 150 years, the Katoen Natie Group brings innovation to the fore with a wide range of unique solutions for the chemical industry in a global network of 68 terminals, including our Singapore Jurong Logistics Terminal.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operation Assistant	• NITEC holders are welcome to apply. • Able to handle products of 25kgs. • Possess a valid forklift license. • To commit 12-hours rotating shift work • Perform work under hot and humid environment. • Working location is at Jurong Island (Company transportation is provided)	• Able to operate a forklift independently. • Assist in the warehouse and packaging operations. • Handling different products with different product characteristics • Observing safety and achieving productivity target • Ensures all orders are handled. promptly and accurately. • Managing data by using tablet	• 4 days per work weeks • 8am to 8pm • 8pm to 8am • 1 Banyan Place Jurong Island Singapore 627841
Forklift Driver	• NITEC holders are welcome to apply. • Able to handle products of 25kgs. • Possess a valid forklift license.	• Able to operate a forklift independently. • Assist in the warehouse and packaging operations. • Handling different products with different product characteristics	• 4 days per work weeks • 8am to 8pm • 8pm to 8am

	• To commit 12-hours rotating shift work • Perform work under hot and humid environment. • Working location is at Jurong Island (Company transportation is provided)	• Observing safety and achieving productivity target • Ensures all orders are handled. promptly and accurately. • Managing data by using tablet.	• 1 Banyan Place Jurong Island Singapore 627841
Towhead Driver	• NITEC holders are welcome to apply. • Able to perform under hot and humid environment. • Comfortable to climb up and down the vehicle several times during work	• Shifting products from location. • Handling packaging and warehouse operations	• 4 days per work weeks • 8am to 8pm • 8pm to 8am • 1 Banyan Place Jurong Island Singapore 627841
Technician/Senior Technician	• Possess Diploma, NITEC, NTC-2 or ITC Mechatronic Engineering is preferred. • General knowledge on ac drives and electrical motors, pneumatic cylinders, and roller/chain conveyors • Basic knowledge of PLC and electrical system • Must be prepared to work on a 12-hour rotating shift	• Carry out preventive maintenance and corrective repair works on packaging and conveying equipment. • Carry out and rectify facilities related matter. • Troubleshoot and rectify electrical, mechanical, pneumatic, and hydraulic system faults on equipment. • Attend to breakdown repair and recovery of operational equipment. • Reduce equipment downtime and enhance equipment performance through quality maintenance works. • Proper recording of works carried out on equipment	• 4 days per work weeks • 8am to 8pm • 8pm to 8am • 1 Banyan Place Jurong Island Singapore 627841
Operations Coordinator	• GCE 'O' level holder • Min 2 years' experience in inventory control • Effectively bilingual • Proficient in Microsoft Office, SAP, and WMS system • Good communication skills • Must be able to work on Sat, Sun, and Public Holiday, when required	• Inventory control and system. • Ensure stock accuracy and update into SAP system. • Keep track of inventory movement and allocation of bin space for storing goods • Perform quarterly stock take exercise. • Managing scrap products • Production write on for goods received. • Monitor and process inbound and outbound orders. • Prepare permits and TDB form, when required	• 5 days work weeks • 8am to 5.45 pm • 1 Banyan Place Jurong Island Singapore 627841

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#11 McDonald's Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service crew (PT)	• Primary	• Be part of a friendly service team, Greet and serve customers in a fast and friendly manner. • Learn about food preparation and customer service. • Ensure that the restaurant is clean.	• Part Time is base on Operation needs • 10 Kallang Avenue, 10 Apeira Tower 2, Singapore 339510
Service crew (FT)	• Primary	• Be part of a friendly service team, Greet and serve customers in a fast and friendly manner. • Learn about food preparation and customer service. • Ensure that the restaurant is clean	• 6 days per work weeks • base on Operation needs. • 10 Kallang Avenue, 10 Apeira Tower 2, Singapore 339510
Guest Experience Leader	• Have at least 1-2 years of relevant customer service experience • Are confident and friendly, with a strong desire to connect and serve guests in a personable way. • Are strong communicators who listen to guests' needs and concerns. • Act with initiative and are proactive in resolving customers' concerns. • Are open to working shift hours, weekends, and public holidays	• Serve as the Hospitality Expert/Lead in the restaurant. • Deliver exceptional in-store Feel Good experience at all times. • Implement and execute Service Centric and Family Marketing initiatives and programs. • Exceed guest expectations by creating Feel Good Moments and turning them to lasting memories	• 6 days per work weeks • Base on Operation needs. • 10 Kallang Avenue, 10 Apeira Tower 2, Singapore 339510
Management Trainee	• A Degree, Diploma, Higher Nitec or Nitec in any discipline • High energy and a strong passion for delighting customers. • Drive and resourcefulness to deliver results.	• Shape the future of McDonald's. • Master million-dollar budgeting, cost management, and inventory planning • Plan and execute sales building activities. • Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations	• 5 days' work weeks • Rotation Shift • 10 Kallang Avenue, 10 Apeira Tower 2, Singapore 339510

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Strong management skills with the ability to lead and motivate a team. • Able to work shifts, weekends, and public holidays (5-day work week)	• Supervise store operations, cash control, and shift management. • Manage a high-performance team and develop their talents. • Drive recruitment, training, and marketing campaigns	
Family Ambassador (PT)	• Primary	• Be part of a friendly service team, creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities.	• Base on Operation needs. • 10 Kallang Avenue, 10 Apeira Tower 2, Singapore 339510
Family Ambassador (FT)	• Primary	• Be part of a friendly service team, creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities	• 6 days per work week • Base on Operation needs. • 10 Kallang Avenue, 10 Apeira Tower 2, Singapore 339510

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#12 Maersk

LF Logistics is part of A.P. Moller – Maersk, an integrated container logistics company working to connect and simplify its customers' supply chains. As the logistics partner of choice for major local and multinational companies, LF Logistics offers a suite of integrated logistics and supply chain management services in the Fast Moving Consumer Goods, Food & Beverage, Footwear & Apparel and Retail sectors. Through its comprehensive distribution network in Asia, LF Logistics collaborates closely with over 400 brand owners and retailers to provide tailor-made warehousing and transport management solutions. Through its global freight forwarding presence, LF Logistics connects origins and destinations with flexibility, timeliness and responsiveness. Today, with the increasing importance of e-commerce and cross border trades, LF Logistics provides a total omnichannel-fulfilment solution and operates major regional hubs and consolidation centres to optimise inventory flow and ensure quick response.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Supervisor – Operations	• Degree/Diploma preferably in Logistics and Supply Chain Management and/or Industrial Engineering	• Responsible for daily warehouse and administration operations • Lead a team of warehouse operators and supervise all movements of cargo in/out of the warehouse.	• 5 days' work weeks • 8.30am - 6pm • 10 Bulim Ave Singapore 648165

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Minimum 2 years of relevant experience in warehouse and logistics • Strong supervisory and interpersonal skills • Self-motivated and results-oriented • Good knowledge of SAP or WMS system • Proficient in MS Office • Candidates with more years of experience can be considered for the Senior Supervisor role	• Oversee all aspects of inventory control efforts including daily cycle count Ensure export shipment and local orders, including documentation are delivered accurately and timely. • Liaise with customers for all documentation and other operational matters. • Monitor warehouse productivity, identify areas of improvement and drive cost control initiatives. • Maintain cleanliness and orderliness in the warehouse	
Warehouse Team Lead	• Knowledge and experience in Warehouse operations • Basic Supervisory skills • Knowledge of SAP system • Safety and Security awareness • Good knowledge on Controls.	• Assists the Warehouse Supervisor in the day-to-day operations of the Warehouse functions/services. • Supervises the Warehousemen, Material Handler, Material Handling Equipment Operator • Supports Warehousemen to perform Issuing/Receiving into SAP • Observes Warehouse personnel safety and safe operations. • Performs periodic checks on Warehouse security, safety, and housekeeping. • Complies with all control items, monitors and reports on deviations. • Provides training on SAP and guidance on Warehouse operations and safety to new personnel. • Liaises with Users to provide warehousing support. • Detailed Work Activities- • Ensures goods receipts are processed expeditiously to avoid delays to Users and holding up the processing of payment by AP to vendor. • Ensures items specified with PMI requirements by Users are inspected before issuing. • Ensures correct and accurate data entry into the system.	• 5 days' work weeks • 8.30am - 6pm • 10 Bulim Ave Singapore 648165

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Maintains high standard of documentation and filing system. • Processes receiving reports promptly and correctly for payment purposes. • Ensures Pick Lists and Return documents are properly and promptly processed, and items are correctly issued and returned. • Ensures timely delivery of goods to Users. • Ensures correct expiry dates are marked on chemicals/catalysts which need shelf-life monitoring. • Monitors free issues for replenishment & maintains good housekeeping in the main warehouse. • Reduces inventory discrepancies through close monitoring of transaction errors created by Users, especially during off-hours. • Required to perform Purchase requisition and service confirmation (entering service entry sheets, if needed. • (SES)) on behalf of Company for services performed by other 3rd party contractors. • Might require to support inventory reconciliation of reports provided by 3rd party offsite warehouse suppliers & support Warehouse supervisor in generating regular material management reports. • Other duties assigned by the Warehouse Supervisor	
Logistics Coordinator	• Diploma/Degree in Business Studies/Administration /Management, Logistics/Transportation or equivalent • At least 2 years of relevant working	• Liaise closely with customers and operations team on order fulfillment, inventory & shipment related activities. • Working closely with operations team to provide information/ feedback to customers on operational issues and	• 5 days' work weeks • 8.30am - 6pm • Singapore 637288

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	experience in the logistics industry • Computer proficiency (MS Office – Word, Excel and Outlook) & Warehouse Management System (WMS) • Good verbal and written communication skills, including ability to effectively communicate with internal and external customers. • Must be able to work as part of a team in a fast-paced and pressured environment. • Positive Attitude and Good Team Player	coordinate with customers to resolve all issues. • Generate KPIs and transactional reports to internal and external customers on a timely basis. • Verify vendor invoices and liaise with vendors for any discrepancies. • Monitor the usage of warehouse supplies and raise POs for replenishment. • Coordinate urgent order fulfillment with customer, operations, and transporter. • Ensure the accuracy and timely update of system transactions. • Perform other required duties or tasks when assigned. • Maintain compliance with all company policies and procedures	
Maintenance Technician / Engineer	• Diploma / ITE with Facility Management experience and M&E exposures. • Possessing with forklift license and Fire Safety relevant experience will be an added advantage. Proficiency in MS Office. • Knowledge in OSHA and ISO requirements. • Teamwork orientated, committed and ethical behavior personality.	• Performs scheduled and unscheduled service inspection, and preventive, and corrective maintenance on material handling equipment (MHE). • Perform M&E repair and maintenance associated with building services. • Carry out routine checks to ensure the smooth operation of facilities, equipment and maintenance. • Liaise and supervise the vendors/service providers on the repair or maintenance of facility-related issues. • Provide facilities support and services to other departments. • With hands-on experience required and willingness to work in an oil and grease working environment. • Assist Senior Engineer, Coordinate and facilitate external service providers and internal customers. • Complete all documentation for work performed, promptly.	• 5 days' work weeks • 8.30am - 6pm • 10 Bulim Ave Singapore 648165

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Warehouse Assistant	• Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time. • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude	• Perform pick and pack of goods. • Loading and unloading from container and loose shipment. • Segregation of stock base on item and put away. • Pick the order by using RDT scanner and scan pack through WMS system. • Report any product damages, take photos and document, move to designated stocking location. • To support general warehouse operations • Practice good handling and usage of all Material-handling equipment (MHE) for warehouse. • Any other ad-hoc duties as assigned by superior from time to time.	• 5 days' work weeks • 8.30am - 6pm • 10 Bulim Ave Singapore 648165
Cross Border Customer Services Coordinator	• Bachelor's degree in engineering, Logistics & Supply Chain, or equivalent • At least 1-2 years of experience in Freight Operations and Logistics/Transportation Business involving road transportation. • Work experience in cross-border trucking service is a plus. • Proficiency in written and spoken English and Mandarin (required for communication with Mandarin-speaking vendors/partners) • Self-starter with excellent communications and interpersonal skills with the ability to work with all levels internally, 3PLs, freight forwarders, suppliers and/or vendors.	• Facilitating and managing activities involving cross-border/domestic operations, including transit warehouse, international linehaul, customs clearance, and last mile delivery in Singapore, Malaysia, Thailand, Vietnam, and China. • Familiar with custom requirements, import and export procedures and documentations. • Sourcing for rates from truck supplier as per the sale/customer's enquiry • Handling all aspects of customer's requirements and problem solutions for their shipments • Monitor and update shipment status, delays, or changes in delivery schedules. • Managing cross-border trucking (CBT) billing and preparing reports for internal and external customers • Assisting in auditing service provider bills and working with finance on payment	• 5 days' work weeks • 8.30am - 6pm • 10 Bulim Ave Singapore 648165

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Detail-oriented, with strong organizational skills and a sense of job ownership. • Adaptable, proactive, and possess a positive attitude and work ethics. • Ability to be flexible with working hours to meet deadlines for tasks and projects	• Generating cross-border road freight (CBRF) reports • Performing any other duties assigned from time to time.	

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#13 MCI Career Services

MCI Career Services is a workforce solutions provider with the key aim of conducting value-based recruitment activities to our business partners in forms of regular and flexible staffing. We aim to deliver long-term sustainable results through our vast knowledge and experience of being within the industry for over a decade. Our main priority is our stakeholders; be it our partners, candidates, or employees, we are committed in making the future work for everybody.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Recruitment Specialist	• Diploma	• Perform leads generation and cold calling to acquire new clients. • Gather information to understand client companies and their industries in order to better cater to recruitment needs. • Actively source for suitable candidates through internal database, applications, referrals, networking, job portals and social media platforms. • Craft job advertisements effectively and appropriately to attract the right talent. • Screen and interview candidates through the telephone, face-to-face interviews to ascertain information on skills and experience while assessing suitability to the role. • Prepare candidates for interview and follow up closely at every stage of the selection and recruitment process.	• 5 days' work weeks • 44 hours per week • Jurong East

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Develop an understanding of each role and job requirements before presenting suitable candidates to clients. • Conduct reference checks; manage the interview process and salary negotiation between clients and candidates. • Establish and maintain strong and positive relationships with new and existing clients as well as candidates.	
Patient Service Associate	• Diploma • Stable career progressions • Comprehensive Remuneration Package • AWS + Performance bonuses + Yearly salary increment • Reputative Hospital	• Assisting with clinical duties. • Promoting positive mental / physical / nutritional health with patients. • Personal care including infection prevention and control, serving food, maintain personal hygiene, and overall reassurance, comfort, and safety. • Observing, monitoring, and recording patients' conditions by taking temperatures, pulse, respirations and weight and general nursing duties. • Communicate with patient's family	• 5 days' work weeks • 44 hours per week • Central
Logistics Assistant	• Secondary	• Receiving, unloading, counting, and stocking physical inventory • Pick and pack items according to the Order form. • Inspect items to ensure they're not damaged or faulty and adjust inventory. • Ship and fulfil customer orders in Inventory system, inputting appropriate tracking numbers and links. • Maintain safe and clean work environment by workstations neat and clean	• 5 days' work weeks • 44 hours per week • Location- 27 Greenwich Avenue • Transport pick up point-West side. Kovan, Paya Lebar – pick up is 730am
CNC Technician	• Secondary	• Inspection of testing • Interpret and review drawings. • Parts inspection • Ensure quality of the products meet company's quality standard. • Perform duties as assigned by Superior	• 5 days' work weeks • 44 hours per week • Joo Koon

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Aerospace Junior Technician	• Diploma	• Test, troubleshoot and repair instruments, components, and assemblies with tools such as circuit testers, oscilloscopes, or voltmeters. • Install, inspect, test, adjust, or repair avionics equipment like radar, radio, navigation, and missile control systems in aircraft. • Ensure proper functioning of electrical equipment or systems through testing and troubleshooting. • Complete all tasks within company and FAA quality standards and allotted time frame. • Promote safety by monitoring and adhering to safety manual guidelines, communicating with others, and coordinating repairs.	• 5 days' work weeks • 44 hours per week • Changi
Event Assistant	• Secondary	• Ensure checklist can be done accurately. • Ensure queues are in order. • Provide guidance and • relevant information to individuals • Attend to queries and manage individual when is necessary	• Flexi
Service Crew	• Primary	• Assist housekeeping before/ after outlet operations – swiping. • and moping floor • Maintain cleanliness of dining area only (no kitchen and washroom)	• Flexi

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#14 Paris Baguette Singapore

Born from a love of bread and a passion for quality, we are an international, company-owned and franchised fast-casual bakery-café founded in 1988, specializing in both French and Asian-inspired goods.

In addition to cakes, pastries, sandwiches, salads, and signature coffee & tea, we offer a unique bakery and café experience to thousands of customers daily. Currently, we have over 4,000 locations worldwide, satisfying cravings and taste buds of all ages and backgrounds. Today, we invite you to become part of our storied history. No pressure.

Apply to join a talented, diverse, collaborative, and highly competitive team—a collection of individuals united by a desire to have fun and with a passion to succeed. We work hard to bring world-class product and guest experience to our customers. And with your help, we'll continue with that mission!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew (FT/PT)	• Min. GCE "N"/ "O" Level, customer service certificate or any related fields. • No experience/ At least 1 year of experience working in customer service or relevant experience in F&B. • Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment.	• Welcome guests in a warm and friendly manner. • To provide excellent customer satisfaction through exceeding expectations of guests. • To provide excellent customer service to guests in a timely and friendly manner, ensuring diners a pleasant dining experience. • Upsell promotional items. • To perform quality checks in ensuring guests are enjoying their meals and take appropriate action to correct any problems (if any). • Perform day to day pre-opening and closing activities as per SOPs. • To adhere to service SOPs. • Ensure that food hygiene and safety standards are maintained and comply. • Maintain day to day outlet cleanliness. • Perform general housekeeping and equipment maintenance duties. • Report on time, in proper uniform and grooming standard. • Work together with other team members to provide good quality service. • Assist in dishwashing duties as and when required. • Execute any other duties as assigned.	• 6 days' work weeks • 44 hours per week • Various Locations
Senior Service Crew	• Min. GCE "N"/ "O" Level, customer service certificate or any related fields. • No experience/ At least 1 year of experience working in customer service or relevant experience in F&B.	• Welcome guests in a warm and friendly manner. • To provide excellent customer satisfaction through exceeding expectations of guests. • To provide excellent customer service to guests in a timely and friendly manner, ensuring diners a pleasant dining experience.	•

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment.	• Upsell promotional items. • To perform quality checks in ensuring guests are enjoying their meals and take appropriate action to correct any problems (if any). • Perform day to day pre-opening and closing activities as per SOPs. • To adhere to service SOPs. • Ensure that food hygiene and safety standards are maintained and comply. • Maintain day to day outlet cleanliness. • Perform general housekeeping and equipment maintenance duties. • Report on time, in proper uniform and grooming standard. • Work together with other team members to provide good quality service. • Assist in dishwashing duties as and when required. • Execute any other duties as assigned.	
Management Trainee (Operations)	• Possess effective management skills. • Possess capability to lead, motivate and manage subordinates. • Good command of spoken English. • Any additional language (e.g. Korean) would be an added advantage. • PC literate with knowledge in MS Office. • Min. Diploma in F&B management or any related fields. • At least 3 years of experience in management in Food and Service Operations.	• Recruit & select staff that meet set expectations and are suited to work in a customer-oriented environment. • Create good working environment and develop subordinates by identifying areas that needs training and action to support it. • Orientate and train employees to ensure that each individual has a complete understanding of the company's policies by using the operations training manual. • Manage an efficient team of service staff by taking an active interest in their welfare and development. • Ensure daily opening and closing duties in the outlet are properly executed. • Manage, direct and co-ordinate all operation-related activities in	• 6 days per work weeks • 44 hours per week • Various Locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		a proficient and pleasant method. • Maintain high level of customer service as per QSC standards. • Ensure overall store image is maintained and the brand is always well represented at all times. • Monitor opening and closing duties of the outlet. • Communicate daily and act as liaison between operations staff and management. • Ensure that POS system is operational and accurate at all times. • Provide co-ordination and services for both kitchen and service. • Report on time, in proper uniform and grooming. • Provide suggestions or develop new SOP to improve on operation. • Execute any other duties as requested by immediate superiors. • Achieve Business KPIs set by management. • Monitor food and stocks wastage in the outlet. • Managing daily sales transactions and cash float. • Monitor handling of vouchers, discount, cash, petty cash and tips in the outlet is adhere to company's cash handling policy and guidelines. • Verify & process daily and monthly payroll (Timesheet). • Ensure that all the supplies and stocks in the outlet are sufficient for the day-to-day operations. • Maintain an attractive and orderly appearance in the outlet. • Prepare the daily sales report. • Monitor proper ordering, receiving, storage procedures are being followed.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Motivate, guide and train the staff in upselling food and beverage items. • Attend to guest requests and attend to guest complaints as required. • Ensure that all staff are properly informed on the promotions and information.	
Assistant Store Manager	• Possess effective management skills. • Possess capability to lead, motivate and manage subordinates. • Good command of spoken English. • Any additional language (eg. Korean) would be an added advantage. • PC literate with knowledge in MS Office. • Min. Diploma in F&B management or any related fields. • At least 3 years of experience management in Food and Service Operations.	• Recruit & select staff that meet set expectations and are suited to work in a customer-oriented environment. • Create good working environment and develop subordinates by identifying areas that needs training and action to support it. • Orientate and train employees to ensure that each individual has a complete understanding of the company's policies by using the operations training manual. • Manage an efficient team of service staff by taking an active interest in their welfare and development. • Ensure daily opening and closing duties in the outlet are properly executed. • Manage, direct and co-ordinate all operation-related activities in a proficient and pleasant method. • Maintain high level of customer service as per QSC standards. • Ensure overall store image is maintained and the brand is always well represented at all times. • Monitor opening and closing duties of the outlet. • Communicate daily and act as liaison between operations staff and management. • Ensure that POS system is operational and accurate at all times.	• 6 days per work weeks • 44 hours per week • Various Locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Provide co-ordination and services for both kitchen and service. • Report on time, in proper uniform and grooming. • Provide suggestions or develop new SOP to improve on operation. • Execute any other duties as requested by immediate superiors. • Achieve Business KPIs set by management. • Monitor food and stocks wastage in the outlet. • Managing daily sales transactions and cash float. • Monitor handling of vouchers, discount, cash, petty cash and tips in the outlet is adhere to company's cash handling policy and guidelines. • Verify & process daily and monthly payroll (Timesheet). • Ensure that all the supplies and stocks in the outlet are sufficient for the day-to-day operations. • Maintain an attractive and orderly appearance in the outlet. • Prepare the daily sales report. • Monitor proper ordering, receiving, storage procedures are being followed. • Promotion Assistance • Motivate, guide and train the staff in upselling food and beverage items. • Attend to guest requests and attend to guest complaints as required. • Ensure that all staff are properly informed on the promotions and information.	
Store Manager	• Possess effective management skills. • Possess capability to lead, motivate and manage subordinates. • Good command of spoken English.	• Recruit & select staff that meet set expectations and are suited to work in a customer-oriented environment. • Create good working environment and develop subordinates by identifying	• 6 days per work weeks • 44 hours per week • Various Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Any additional language (e.g. Korean) would be an added advantage. • PC literate with knowledge in MS Office. • Min. Diploma in F&B management or any related fields. • At least 3 years of experience management in Food and Service Operations.	areas that needs training and action to support it. • Orientate and train employees to ensure that each individual has a complete understanding of the company's policies by using the operations training manual. • Manage an efficient team of service staff by taking an active interest in their welfare and development. • Ensure daily opening and closing duties in the outlet are properly executed. • Manage, direct and co-ordinate all operation-related activities in a proficient and pleasant method. • Maintain high level of customer service as per QSC standards. • Ensure overall store image is maintained and the brand is always well represented at all times. • Monitor opening and closing duties of the outlet. • Communicate daily and act as liaison between operations staff and management. • Ensure that POS system is operational and accurate at all times. • Provide co-ordination and services for both kitchen and service. • Report on time, in proper uniform and grooming. • Provide suggestions or develop new SOP to improve on operation. • Execute any other duties as requested by immediate superiors. • Achieve Business KPIs set by management. • Monitor food and stocks wastage in the outlet. • Managing of daily sales transactions and cash float.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Monitor handling of vouchers, discount, cash, petty cash and tips in the outlet is adhere to company's cash handling policy and guidelines. • Verify & process daily and monthly payroll (Timesheet). • Ensure that all the supplies and stocks in the outlet are sufficient for the day-to-day operations. • Maintain an attractive and orderly appearance in the outlet. • Prepare the daily sales report. • Monitor proper ordering, receiving, storage procedures are being followed. • Promotion Assistance • Motivate, guide, and train the staff in upselling food and beverage items. • Attend to guest requests and attend to guest complaints as required. • Ensure that all staff are properly informed on the promotions and information.	
Baker	• At least PSLE, technical certificate or any related fields • At least 1 year of experience working in kitchen as baker or/& • baking preparation.	• Prepare, bake, and present all baked items effectively and • efficiently, meeting the company operations manual and gold • standards. • Assist in the preparation, baking and presentation of all baked items. • Keep up to date with the current promotions and new items in • the menu. • Ensure that procedures for suppliers, equipment, and work areas. • are in compliance to the established standards. • Assist in keeping food wastage to minimum, through correct. • product measurement. • Maintain good knowledge on baking preparation through training.	• 6 days per work weeks • 44 hours per week • 16 Tai Seng Street, Singapore 534138

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• by immediate superior/ manual provided by the company. • Maintain the kitchen cleanliness. • Ensure that food hygiene and safety standards are maintained. • and comply. • To adhere to kitchen SOPs. • Report on time, in proper uniform and grooming standard. • Maintain good personal hygiene as well as high work and safety. • standards in the workplace. • Assist in dishwashing duties as and when required. • Execute any other duties as assigned.	
Management Trainee (Bread)	• Graduated from a recognized culinary institution, such as Culinary Institute of America, Le Cordon Bleu etc. is preferred. • At least 1 year of proven experience. • Exceptional proven ability of kitchen management • Able to work well under pressure in a fast-paced environment	• Bake artisan and decorative breads/ cakes. • Produces a wide range of breads, pastries, and other baked items. • Review and construct menus with new or existing culinary creations ensuring the variety and quality of the servings. • Keep up to date with the current promotions and new items in the menu. • Supervise the baking team in preparing baked items and adopting new baking techniques to add variety to the menu. • Guide and train employees on the use of the baking equipment and coordinate provision of appropriate training where needed. • Maximize the productivity of the kitchen staff. • Ensure that procedures for suppliers, equipment, work areas are in compliance to the established standards. • Ensure correctness of food quantities, keeping food wastage to minimum. • Ensure production targets of assigned section are met and	• 6 days per work weeks • 44 hours per week • 16 Tai Seng Street, Singapore 534138

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		food products meet required production standards. • Report and escalate repairs or preventive maintenance to equipment suppliers and vendors. • Monitor the set-up of workstations for cleanliness and safety compliance with local regulations and company requirements. • Maintain good knowledge on standard food preparation by immediate superior/ manual provided by the company. • Maintain the kitchen cleanliness (housekeeping). • Ensure that food hygiene and safety standards are maintained and comply. • To adhere to kitchen SOPs. • Report on time, in proper uniform and grooming standard. • Maintain good personal hygiene as well as high work and safety standards in the workplace. • Assist in dishwashing duties as and when required. • Execute any other duties as assigned.	
Management Trainee (Overnight Bread)	• Graduated from a recognized culinary institution, such as Culinary Institute of America, Le Cordon Bleu etc. is preferred. • At least 1 year of proven experience. • Exceptional proven ability of kitchen management • Able to work well under pressure in a fast-paced environment	• Bake artisan and decorative breads/ cakes. • Produces a wide range of breads, pastries, and other baked items. • Review and construct menus with new or existing culinary creations ensuring the variety and quality of the servings. • Keep up to date with the current promotions and new items in the menu. • Supervise the baking team in preparing baked items and adopting new baking techniques to add variety to the menu. • Guide and train employees on the use of the baking equipment and coordinate provision of appropriate training where needed.	• 6 days per work weeks • 44 hours per week • 16 Tai Seng Street, Singapore 534138

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Maximize the productivity of the kitchen staff. • Ensure that procedures for suppliers, equipment, work areas are in compliance to the established standards. • Ensure correctness of food quantities, keeping food wastage to minimum. • Ensure production targets of assigned section are met and food products meet required production standards. • Report and escalate repairs or preventive maintenance to equipment suppliers and vendors. • Monitor the set-up of workstations for cleanliness and safety compliance with local regulations and company requirements. • Maintain good knowledge on standard food preparation by immediate superior/ manual provided by the company. • Maintain the kitchen cleanliness (housekeeping). • Ensure that food hygiene and safety standards are maintained and comply. • To adhere to kitchen SOPs. • Report on time, in proper uniform and grooming standard. • Maintain good personal hygiene as well as high work and safety standards in the workplace. • Assist in dishwashing duties as and when required. • Execute any other duties as assigned.	
Technician	• 2 to 5 years of relevant working experience in facilities & building maintenance. • Basic know-hows for kitchen equipment is plus point. Training will be provided.	• Handling minor repairs, paint touch up and carpentry repair. • Proficiency in M&E, electrical/lighting and plumbing tasks • Identify and troubleshoot issues, implementing practical solutions.	• 6 days per work weeks • 44 hours per week • Various Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• ITE NITEC / Higher NITEC / GCE 'N' / 'O' Level / Diploma • Preferably with experience in the hospitality and F&B industry • A team player with the flexibility to work on weekends and public holidays. • Basic skill in using Microsoft and computer literacy. • Experience with hardware tools and electrical equipment. • Having knowledge of electrical, plumbing or HVAC systems. • Preferably with Class 3 Driving License for travelling to and forth various outlets in Singapore. • Willing to work 6 days' work week.	• Communicate maintenance status and issues effectively with supervisors and colleagues. • Undertaking ad-hoc duties as assigned • Coordinate with other departments for smooth operations. • Ensure adherence to building and fire safety regulations. • Follow established maintenance strategies and company policies to maintain a safe environment. •	

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#15 SPD

SPD is a local charity set up to help people with disabilities of all ages to maximise their potential and integrate them into mainstream society. Through over 20 programmes that encompass early intervention, therapy, vocational training, assistive technology, day care, as well as educational, employment and social service support, we serve people with physical, sensory and learning needs. Founded in 1964 by a group of Rotarian, we were known as Society for Aid to the Paralysed (SAP). In the earlier years, SAP provided employment opportunities at its sheltered workshop to people with disabilities who difficulties seeking open employment. We were renamed Society for the Physically Disabled (SPD) in May 1998 and subsequently to just SPD in July 2014 to better reflect the work that we do - serving people beyond physical disabilities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
EIPIC Teacher	• Minimum Diploma in Early Childhood/ Pre-School Teaching/ Early Years/ Special Education, with	• Assess the developmental needs of the children and plan Individual Educational Program (IEP) and Progress Report (PR) to	• 5 days' work weeks • 8am – 5.30pm • Various Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	relevant teaching experience. • Advanced Diploma in Early Childhood Intervention (Special Needs) will be preferred. • Good communication and interpersonal skills. • Experienced in working with young children using English as a medium of instruction.	address the needs of the children in the assigned classes. • Manage or chair case conference discussions with parents, caregivers, teachers, and therapists/ Allied Health Professionals (AHPs). • Plan, facilitate and evaluate quality intervention strategies, developmentally and culturally appropriate classroom activities, experiences, and environments for the children through the lessons. • Monitor, assess, record and report development and progress of the children. Reporting is necessary for home visits, Centre visit, discharge and Special Education (SPED) application. • Conduct individual and group activities (including field trips) for the children. • Conduct home visits and Centre visits along with other staff members of the professional team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/ sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes. • To monitor attendance of children and ensure proper health check and temperature taking of the children. • To work in close liaison with the staff members of the professional team that includes other teachers, teacher aides and therapists/ AHPs.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• To guide Assistant Teachers/ Teacher Aides in executing intervention and development strategies in collaboration with parents, caregivers, other teachers and therapists/ AHPs. • To guide parents and caregivers in executing intervention and development strategies for the children. • To maintain regular contact or communications with parents and caregivers through the various communication modalities such as the communication book, electronic systems or applications, telephone and emails. • To report any accident or injury, that may occur to a child, to the Reporting Manager, and to record it in the Incident/Accident Record Book. • To conduct sharing or training on topics related to teaching during in-house teacher training sessions, and topics relevant to caregivers during caregiver support program. • To be involved in networking with other community organizations. • To participate in events organized / supported by SPD or research projects as assigned. • As assigned from time to time by Assistant Director/ Director of Children Services Division and Chief Executive Officer of SPD.	
EIPIC Assistant Teacher	• Full GCE 'A' Level/ Polytechnic Diploma/ Certificate in Education (Special Education)/ Advanced Certificate in Early Childhood Care & Education/ At least 5 'O' Level incl. EL1 or Higher NITEC in Early Childhood • Good communication and interpersonal skills.	• Assist with developing the Individual Educational programmed (IEP) and Progress Report (PR) with functionally appropriate child developmental understanding to address the needs of the children in the assigned classes. • Work closely with the Trans-Disciplinary team of professionals to design, implement and conduct both individual and group	• 5 days' work weeks • 8am – 5.30pm • Various Locations •

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Good communication and interpersonal skills. • Ability to work as team player.	intervention plans (including fieldtrips) that actively engaging child in a naturalist environment under guidance. • Coordinate case conference discussions with parents, caregivers, teachers and Allied Health Professionals (AHPs). • Execute intervention and development strategies in collaboration with caregivers and the Trans-D team in the family centered approach. • Observe and document the development and progress of children using behavior descriptors (BDs). Reporting is necessary for home visit, Centre visit, discharge and Special Education (SPED) application. • Co-conduct Routine-Based Conversation during home visits and Centre visits with the Trans-D team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes. • To monitor attendance of children and ensure proper health check and temperature taking of the children and prompt recording in PSMS. • To maintain regular and consistent communication with parents and caregivers through the various communication and modalities such as Little Lives and any other electronic systems (i.e. MS Teams), communication book, telephone and emails.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• To report any accident or injury, that may occur to a child, to the Reporting Manager or Senior teacher, and to record in the Incident/Accident Record Book. • Ensures compliance of established policies and procedures set within the program. • Be responsible to and liaise with the Director, Manager and other senior staff in all matters pertaining to administration. • Engages in administrative duties relevant to departmental works. • Maintains inventory of the equipment and resource materials for the program. • As may be assigned from time to time by Director, Children Service Division and Chief Executive Officer, SPD	
Administrative Executive	• Degree/Diploma holder or relevant knowledge and at least 2 years' experience of administrative roles • Excellent interpersonal and communication skills • Strong analytical and problem-solving skills. • Diligent and organized with ability to multi-task while paying close attention to details and prioritizing to meet deadlines. • Sensitivity to confidential matters may be required.	• Assist the Centre Manager and other key staff in overseeing the administration and ensuring the smooth operation of Continuing Therapy programmed (CTP). • Manage the general administration of the programmed in the areas of database management and financial management. • Ensure timely and accurate reporting of all yearly reports and musters to internal and external stakeholders. • Respond through email/phone/meetings to the various stakeholders' queries regarding administrative processes. • Prepare or assist with the preparation of scheduled and/ad-hoc reports pertaining to the programmed. • Assist in the implementation of established operational policies and procedures within the programmed.	• 5 days' work weeks • 8am – 5.30pm • Various Locations •

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Assist in periodical revision of administrative processes (SOP) when necessary. • Assist in maintaining the documentation needed to support the CARF accreditation. • Assist the Centre Manager in maximizing the clients' schedule to ensure the efficient usage of the slots. • Assist to consolidate data and do simple reports on trends to support the Manager in the long-term planning of the programmed. • Provide guidance to the Administrative Assistant to ensure smooth running of operations in the programmed, if applicable. • To provide coverage for other Admin Executive / Assistant's duties as and when needed, so as to ensure the smooth running of all programmed in Children Services at all times. • Interact with caregivers face-to-face, on the phone, and through email on a regular basis and manage each case in the best interests of the program and the client. Ensure periodic updates of caregiver / client information in relevant databases. • Understand caregiver's needs, provide relevant information and address caregiver's queries in a professional and friendly manner. • Serve as the point of direct administrative contact and liaise with external institutions such KKH, NCSS, SSAs, when needed. • Participate in Quality Improvement (QI) projects and workgroups in the programmed, where needed. • Assist the Centre Manager in providing information (policies and procedures, etc.) to new	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		staff (interns, volunteers) in the programmed. • As may be assigned from time to time by Centre Manager, Assistant Director or Director, Children Services.	
Speech Therapist	• Masters or Degree in Speech Therapy or its equivalent (preferably recognized by the Allied Health Professional Council in Singapore) • Eligible for registration as Speech Therapist under the Allied Health Professions Act 2011 in Singapore. • Good communication and interpersonal skills. • Fluency in local languages will be an advantage. • At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists. • Experience in management and multi-agency collaboration will be an advantage.	• Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programs. • Conduct individual or group therapy to ensure client outcomes. • Participate in public education/outreach to build an inclusive society. • Keep abreast of the latest research and development in speech therapy and be involved in networking with hospitals and other community organizations. • Take on supervisory and administrative roles in addition to clinical work.	• 5 days' work weeks • 8am – 5.30pm • Various Locations
Occupational Therapist	• Masters or Degree in Occupational Therapy or its equivalent (preferably recognized by the Allied Health Professional Council in Singapore) • Eligible for registration as Occupational Therapist under the Allied Health Professions Act 2011 in Singapore. • Good communication and interpersonal skills.	• Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programs. • Conduct individual or group therapy to ensure client outcomes. • participate in public education/outreach to build an inclusive society. • Keep abreast of the latest research and development on occupational therapy and be involved in networking with hospitals and other community organizations.	• 5 days' work weeks • 8am – 5.30pm • Various Locations •

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• At least 5 years of relevant working experience, including one year of clinical supervision to practicing Occupational Therapist. • Experience in management and multi-agency collaboration will be an advantage.	• Take on supervisory and administrative roles in addition to clinical work.	
Physiotherapist	• Masters or Degree in Physiotherapy or its equivalent (preferably recognized by the Allied Health Professional Council in Singapore) • Eligible for registration as Physiotherapist under the Allied Health Professions Act 2011 in Singapore. • Good communication and interpersonal skills. • At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists. • Experience in management and multi-agency collaboration will be an advantage.	• Provide a wide range of services to our partners in the community sector. • Identifying the needs of individual clients so that appropriate rehabilitative treatment may be provided. • Work with clients on a one-to-one or group basis based on the level of function and severity of the disability of the clients. • Involved in conducting public education/outreach in certain programs. • Keep abreast of the latest research and development on physiotherapy and be involved in networking with hospitals and other community organizations. • Take on supervisory and administrative roles in addition to clinical work.	• 5 days' work weeks • 8am – 5.30pm • Various Locations •
Social Worker	• Degree or Postgraduate Diploma in Social Work or Counselling. • Relevant experience in the fields of Early Intervention/Special Education or social services is preferred. • Professionals that are accredited as a social worker/social service practitioner	• Establish rapport and build professional relationship with client and caregivers. • Conduct intake and needs assessment during first contact and screening to ascertain the level of complexity, key risks and protective factors of the case and prepare for necessary intervention that includes information and referral and basic counselling services to help clients and caregivers.	• 5 days' work weeks • 8am – 5.30pm • Various Locations •

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	(RSW/RSSP) with SASW are preferred. • Good communication and interpersonal skills. • Patient, positive and passionate about working with children with special needs and their families. • Works effectively both as an individual and as part of a trans-disciplinary team.	• Plan, organize and lead the caregiver's orientation programs for new enrolments in the program. • Conduct and administer appropriate financial assessment and assistance. • Provide appropriate intervention and supportive counselling to the families of children attending early intervention. • Participate actively in case discussions and case conferences within a trans-disciplinary setting. • Work close with other Early Intervention (EI) professionals to come up with a holistic family-centered intervention plan. • Conduct home and school visits with other early intervention professionals whenever necessary. • Prepare case history information, psychosocial assessment, social work intervention plans. • Plan, organize and lead transition planning briefings and actively follow up with parents and external stakeholders on application to SPED/mainstream schools or transition to the next stage of education. • Document and maintain case files and prepare reports according to the required documentation standard. • Conduct referral and closure of cases upon achieving sustainable service outcome for clients. • Plan, develop and conduct psycho-educational training and group work for children, caregivers and other EI professionals. • Plan and conduct caregiver and parent support group programs.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Plan and conduct orientation programs for new entrants and transition briefings for graduates. • Lead or participate in collaborations efforts with external stakeholders such as preschools, SPED, primary schools and community partners. • Participate in developmental programs and supervision for personal and professional growth & development in accordance with the National Social Work Competency Framework (NSWCF). • Network with other professionals in the EI and disability sector. • Maintain minimum requirements for accreditation and renewal membership with relevant professional associations.	

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#16 Thye Hua Kwan Moral Charities

At THKMC, we strongly believe that each of us is given that special gift to contribute to society. We welcome those who share this common desire to create a positive impact in our community.

As part of the THKMC family, we ensure a nurturing environment for all to learn and grow professionally; where efforts and contributions are recognised and appreciated.

Together, we support and guide one another, bringing out the best in each of us. We seek constructive engagement with our people through feedback and continuously strive for improvement. Our leaders lead by example and communicate openly.

Together, we progress as one, abiding by our motto - To serve mankind.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Driver	• GCE 'N'/'O' Level or Nitec/Higher Nitec	• Assist clients in boarding/alighting from the vehicle (bus) in line with clients' needs, operating wheelchair lift	• 6 days' work weeks

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Tech-Savvy (Computer/Tablet Literate) • Good interpersonal and communication skills • Vocational License	or other mobility devices where necessary. • Administer safety procedures for clients before and during transportation to ensure safe and secure bus environment. • Provide quality interaction/transport experiences to clients. • Escort clients to and from the vehicle, clients' doorsteps, and/or throughout clients' appointments depending on services requirements. • Provide escort and/or transport services for seniors from their residence, to hospitals for medical appointments (i.e. setting of payment, scheduling of future appointments, collection of medicine at pharmacy) • Promote safety and comfort for seniors by interacting with them while waiting for transport during appointments (i.e. handling wheelchair) • Provide social monitoring and follow escalation protocol. • Able to multi-task and is focused in coordinating the tasks on hand to ensure deliverables are met to client satisfaction.	• 6 days' work week (4 WD, 1 WE, 8-5pm) • Islandwide
Programme Executive	• Polytechnic Diploma in any Discipline • WSQ Diploma/ Advanced Diploma in Social Services	• Program Planning and Implementation • Develop and implement Outreach plan/follow-up visits to seniors in the identified blocks. • Develop and implement annual calendar plan of social and health activities for seniors. • Ensure that the programs and activities meet the performance indicators and operating guidelines issued by MOH, AIC, or MSF via their reporting systems, administration of the Client Satisfaction Questionnaire (CSQ), half-yearly report on the	• 5.5 days • Monday - Thursday - 830am to 6pm • Friday - 830am to 530pm • Alternate Saturdays - 830am to 1230pm (depending on the needs) work weeks. • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		programs and services, outcome management framework, etc. • Initiate and update annually case record files for every elderly household in the identified blocks and capture the social and health needs of the seniors. • Conduct needs assessment survey. • Establish and motivate seniors to run mutual help groups. • Ensure that the activities and programs of the SAC/AAC promotes a community climate of multi-racial tolerance, harmony, and co-operation among residents. • To conduct regular outreach to the seniors in identified HDB blocks/Private residences with the aim of registering all seniors within its service boundary and carry out regular visits to vulnerable and socially isolated seniors to monitor their well-being. • Network with other agencies to establish additional avenues of help for the welfare of the seniors. • Volunteer Development • Establish networks with local community-based services/resources, such as grassroots, social services, corporate organizations and schools, to engage volunteers to help run or assist in the programs, start income generating activities, conduct outreach efforts, etc. to match the needs of the seniors. • Recruit, interview and screen potential volunteers. • Provide and coordinate orientation of volunteers to their assigned role and the mission and objectives of the SAC/AAC.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Place volunteers to suitable positions and areas of need, such as administration of CSQ etc. • Supervise and support volunteers. • Establish a system of recognition for the volunteers. • Review and evaluate the volunteer program to ensure relevance and to meet future needs. • Serve as the key communication link between the SAC/AAC and its volunteers.	
Procurement Executive	• At least 2 years of relevant experience. • A team player with good interpersonal and organization skills • Outstanding verbal, written, and interpersonal communication skills. • Ability to multi-tasks under tight time frames with minimum supervision • Strong attention to detail and can work efficiently and accurately.	• Facilitate quotations and maintain vendor relationships, ensuring seamless contract start-ups and renewals. • Negotiate favorable terms and conditions with suppliers, securing beneficial agreements for the company. • Handle central procurement requests for essential items like corporate apparel, name cards, stamps, and letterheads. • Engage with both new and existing vendors, facilitating smooth purchase procedures. • Oversee office supply requisitions, including consumables, stationery, furniture, and printed materials. • Assist in procuring IT hardware and software for divisional needs. • Monitor and track expenditures related to procurement activities, ensuring financial compliance and resource optimization. • Coordinate with relevant centrist determine inventory needs. • Participate in cost-benefit analyses procurement decisions. • Any other duties assigned by Management."	• 5 days' work weeks • Monday to Thursday 830am to 6pm • Friday - 830am to 530pm • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Early Intervention Teacher	• Degree or • Diploma in Early Childhood Teaching/ Early Intervention/ Special Education • 1 to 3 years' experience working with families and children	• Class Engagement- • Plan, prepare and carry out an effective routine-based intervention program for the class to meet every child's IEP. • Work towards functional outcomes of the child through child engagement, embedding of naturalistic strategies, differentiation of prompts, behavioral intervention techniques • Carry out recommended therapeutic strategies as part of the transdisciplinary team. • Prepare age-appropriate teaching resources based on children's interest. • Maintain a respectful learning environment for the children with the practice of positive discipline by treating all children with dignity and respect and allow for individual differences. • Be familiar with and adhere to the program policies, health and safety regulations and emergency procedures and be ready to implement these if necessary. • Working in Teams- • Supervise and be responsible for Assistant Teachers and Teacher Aides under their respective grouping. • Mentor Assistant Teachers and Teacher Aides in the areas of classroom management, basic teaching strategies, and behavioral intervention techniques. • Meeting with Assistant Teachers and Teacher Aides regularly for allocation of roles in the classroom, brainstorming, planning and preparation of activities and resources. • Conduct annual performance appraisals for their Teacher Aides	• 5 days' work weeks • Monday - Friday: 8am - 5pm / 9am - 6pm • 716 Woodlands Dr 70 Singapore 730716 • 606 Chua Chu Kang St 62 Singapore 680606 • 314 Ang Mo Kio Ave 3 Singapore 560314 • 97 Lorong 3 Toa Payoh Singapore 310097

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Participate actively in cluster discussions. • Be involved in at least two event planning. • Buddy new teachers • Conduct sharing sessions to share the knowledge acquired during external trainings. • Management of Processes- • Maintain timely submission and updates of all required teaching–related documentation • Conduct both home and school visits based on needs. • Conduct parents-teachers' meetings, pre-cases and case conferences.	
Teacher Aide	• GCE N / O / A Level / NITEC / Higher NITEC in non-related discipline • Experience working with young children preferred, fresh graduates are welcome to apply. • Patience, and passionate to work with children. • Good communication skills, team player and pro-active.	• Assist Lead Teacher in classroom and engagement of children. • Conduct small group activities when required e.g. routines such as Circle Time • Assist Lead Teacher in carrying out therapeutic interventions as instructed. • Ensure that students are well supervised during contact time in the Centre. • Brainstorm and plan activities to support students' learning. • Preparing teaching resources • Support students' toileting needs. • Receive and discharge the students before and after classes. • Take class attendance and compute attendance summary. • Conduct health and temperature checks. • Maintain a clean, tidy, safe and conducive learning environment. • Maintain good communication with parents. • Assist in filing of documents. • Attend transdisciplinary team meetings, workshops, in-service training and sharing sessions. • Any other duties as assigned.	• 5 days' work weeks • Monday - Friday: 8am - 5pm / 9am - 6pm • 716 Woodlands Dr 70 Singapore 730716 • 606 Chua Chu Kang St 62 Singapore 680606 • 314 Ang Mo Kio Ave 3 Singapore 560314 • 97 Lorong 3 Toa Payoh Singapore 310097 • 654B Jurong West St 61 Singapore 642654 • 424 Tampines St 41 Singapore 520424

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Teacher	• Non-related Diploma in any discipline • Mature, independent, creative, flexible thinking and able to motivate children. • Good people skills • Able to work independently. • Has strong understanding of diverse cultures and races. • Has patience, love, passion & commitment in the education of & nurturing young children and empowering families. • Valid First Aid Certificate • Keen to develop professionally	• Assist Lead Teachers to- • Co-teach an effective education program for the class to meet every child's IEP. • Brainstorm and plan activities to support students learning. • Prepare teaching resources. • Ensure students are well supervised during contact time in the center /classroom. • Manage students' behavior. • Carry out recommended therapeutic interventions. • Receive and discharge the students before and after class. • Maintain a clean, tidy, safe and conducive learning environment e.g. tidying up the classroom after class. • Supervise the Teacher Aides under their charge. • Attend workshops and in-service training. • Maintain good communication with parents and make each parent feel at ease with/ at the program	• 5 days' work weeks • Monday - Friday: 8am - 5pm / 9am - 6pm • 716 Woodlands Dr 70 Singapore 730716 • 606 Chua Chu Kang St 62 Singapore 680606 • 314 Ang Mo Kio Ave 3 Singapore 560314 • 97 Lorong 3 Toa Payoh Singapore 310097 • 654B Jurong West St 61 Singapore 642654
Physiotherapist	• Bachelor / master's degree in occupational/Speech and Language/Physiotherapy • Possess good communication, interpersonal skills, positive attitude, team player, hard-working and proactive. • High Proficiency in English Language. • Strong desire to maintain high professional standards for quality service and professionalism. • For senior positions, at least 4 years of active professional practice experience.	• THK Therapy Service Division (TS) provides occupational, physiotherapy and speech language therapy services to THKMC programs and other community organizations. TS adopts a holistic client and family-centered care approach by working with transdisciplinary or multidisciplinary professional teams, families, and other community partners. Through individual and group therapy sessions, TS addresses the various needs of clients ranging from pediatric to geriatric. • Our Senior/ Physiotherapist (SPT) is directly involved in the provision of therapy services related to mobility, function and independence for the pediatric and/or adult population.	• 5 days' work weeks • Monday - Friday: 8.30am - 6pm • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Fresh graduates with the relevant qualifications are welcome to apply.	• All our therapists are responsible for the assessment, intervention provision, and management of caseload given.	
Occupational Therapist	• Bachelor's degree in occupational therapy recognized by Allied Health Professions Council (AHPC) Singapore or have passed the Qualifying Examinations recognized by AHPC. • Possess good communication skills, interpersonal skills, positive attitude, team player, hard-working and proactive. • Strong desire to maintain high professional standards for quality service and professionalism. • Full Registration Therapist looking for part time working arrangement are also welcome to apply.	• THK Therapy Service Division • THK Therapy Service Division (TS) provides occupational therapy, physiotherapy, and speech language therapy services to THKMC programs and other community organizations. TS adopts a holistic client and family-centered care approach by working with transdisciplinary or multidisciplinary professional teams, families, and other community partners. Through individual and group therapy sessions, TS addresses the various needs of clients ranging from pediatric to geriatric. • The Senior Occupational Therapist / Occupational Therapist is directly involved in the provision of therapy services related to developing and maintaining one's capacity throughout life, to perform tasks and roles essential to productive living including self-care, daily living, leisure, and work for children and/or adults. The Senior Occupational Therapist / Occupational Therapists is responsible for the assessment, intervention provision, and management of caseload given. We are currently looking for Occupational Therapist in both pediatric and adult settings to serve our clients at places such as- • Early Intervention Program for Infants and Children • Development Support Learning Support Program • SPED School • Day Rehabilitation Centre • Disability Services	• 5 days' work weeks • Monday - Friday: 8.30am - 6pm • Islandwide

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Speech and Language Therapist	• Bachelor's degree in Speech and Language Therapy recognized by Allied Health Professions Council (AHPC) Singapore or have passed the Qualifying Examinations recognized by AHPC. • Possess good communication, interpersonal skills, positive attitude, team player, hard-working and proactive. • High Proficiency in English Language • 3 or more years in active clinical /professional practice experience • Strong desire to maintain high professional standards for quality service and professionalism	• THK Therapy Service Division (TS) provides occupational, physiotherapy and speech language therapy services to THKMC programs and other community organizations. TS adopts a holistic client and family-centered care approach by working with transdisciplinary or multidisciplinary professional teams, families, and other community partners. Through individual and group therapy sessions, TS addresses the various needs of clients ranging from pediatric to geriatric • Our Senior/Speech Language Therapist is directly involved in the provision of therapy services related to speech, language, swallowing/feeding, fluency and voice for the pediatric and/or adult populations. • All our therapists are responsible for the assessment, intervention provision, and management of caseload given.	• 5 days' work weeks • Monday - Friday: 8.30am - 6pm • Islandwide
Social Worker	• Degree in Social Work	• Assessing the need for care and protection of individuals or families, ensuring that individuals or families receive the necessary support and protection, assisting in the implementation of policies that aim to safeguard the vulnerable and uplift communities.	• 5 days' work weeks • Monday - Friday: 8.30am - 6pm • Islandwide
Counsellor	• Master's in counselling	• Provide support to clients experiencing emotional difficulties by helping them identify and work through their issues through means of facilitation, in order to enable clients to reach their own resolutions and develop strategies to address and remedy their issues.	• 5 days' work weeks • Monday - Friday: 8.30am - 6pm • Islandwide
Behavioral Interventionist	• Diploma • Comfortable with shift work	• As a Behavior Interventionist, you will assist and execute behavior intervention plans for the residents. You are one of the	• 5 days' work weeks • Monday - Friday: 8.30am - 6pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Work location available-Chai Chee	first responders to residents with intellectual and/or other disabilities who exhibit challenging behaviors or experience emotional meltdowns. This role requires good communications skills and teamwork. You will work as part of a multi-disciplinary team in developing and carrying out Individual Care Plans (ICPs) of residents. • Responsibilities- • Provide behavioral knowledge services to residential homes and day activity centers. • Develop and review Standard Operating Procedures (SOP) of client care and management. • Conduct research. • Observe behavioral issues. • Create and execute behavior improvement plans. • Monitor residents' progress. • Keep statistical records. • Skills & Competencies- • Behavioral assessment, formulation, and intervention • Stakeholder management • Trends evaluation and application • Communication • Interpersonal Skills • Sense Making • Service Orientation	• 2 Chai Chee Lane Singapore 469030
Assistant/Senior Social Worker	• Bachelors' • At least two years' experience working in the social service sector, preferably with clients with disability, neurocognitive and/or mental health issues (For Assistant Senior Social Worker) • At least two years' supervisory experience in the social service sector (For Senior Social Worker)	• Clinical Aspects • Provide social work services, including casework management, groupwork, counselling, home/site visits, and conduct assessment interviews on clients and their family members. • Develop, implement and review individualized care plans with the multi-disciplinary team. • Conduct comprehensive assessments of client care and financial needs and submit NMTS and MFEC applications as required.	• 5 days' work weeks • Monday - Friday: 8.30am – 5.30pm • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Good teamwork and interpersonal skills with the ability to work in a multidisciplinary team and a high level of integrity	• Manage emergency response and crisis management with regards to clients' behavior management with the multi-disciplinary team • Work with the team to manage crisis placements by Child Protective Services or Adult Protective Services • Provide caregiver support and organize relevant caregiver engagement sessions. Build good rapport with relevant stakeholders and external agencies to mobilize resources to meet the client's needs • Manage complex cases such as clients with a history of trauma or abuse. • Oversee the development, implementation, and review of individualized care plans with the multi-disciplinary team. • Provide supervision, guidance and coaching to supervisees Meet with supervisees on a regular basis and participates in supervision and performance evaluation. • Process and Resources Aspects- • Maintain accurate and timely updates of case recordings, client profiles and other related case work management processes. • Adhere to the standard operating procedures and casework practices. • Maintain and compile statistics for reporting, funding, or audit purposes. • Ensure the smooth running of all related processes for casework management. • Enforce and maintain consistent processes and practices for social work team. • Develop, review and implement new improved processes and systems for the social work team.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Ensure the timely submission of statistical reports by the Home to Government agencies for management reporting, funding or audit purposes. • Ensure the timely submission of monthly case notes, timely development and review of individualized care plans, timely application and renewal of NMTS, and MFEC.	
Art Therapist	• Registration with relevant professional body or the Art Therapy Association • Able to work well with other professionals as part of a multi-disciplinary team. • Good interpersonal and communication skills • Teamwork and passion to serve the intellectual disabilities.	• As an Art Therapist, you will be a part of a multi-disciplinary team in the rehabilitation and habilitation of residents and clients with intellectual disabilities and co-morbidities. You seek to establish a connection with residents/clients in the pursuit of therapeutic goals based on the resident/client's behavioral profile. The aim is to help residents express emotion and express thoughts using arts as a medium. You work with residents and clients either in groups or on a one-to-one basis. • Assess the resident/client's needs and strengths. • Assessing the behaviors of the resident/client • Plan, conduct, review and assess therapy sessions to monitor effectiveness and to aid the planning of subsequent sessions. • Provide quality and professional art therapy services through individual and group art therapy sessions. • Set relevant and appropriate goals for clients (where applicable) • Work independently with good interpersonal and communication skills. • Encourage residents/clients to take part in the session. • Encourage residents/clients to use a range of accessible art	• 5 days' work weeks • Monday - Friday: 8.30am – 5.30pm • 7 Sembawang Walk Singapore 756977

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		materials and their own creativity to express themselves. • Help residents/clients to explore the world of art through different art mediums. • Support residents/clients' creative development and facilitate positive changes in their behavior and well-being. • Help residents/clients to develop an increased self-awareness. • Write and maintain case notes and reports. • Maintain art therapy space and materials.	
Operations Executive	• Comfortable working with adults with multiple disabilities • Comfortable with shift work.	• As an Operations Executive, you are required to ensure the welfare, safety and care of our maintenance of the building and equipment, inventory of all equipment and furniture of the Homes and handling complaints from clients. • Carry out routine surveillance check. • Supervision of resident meals • Facilitate volunteers and family visitations. • Enforce Safe Management Measures • Checking and reviewing of CCTV • De-escalate residents' conflicts and aggression. • Receiving of donations in kind • Procurement of supplies • Inventory & Asset list tagging. • Contract and Vendor Management • Risk Management- • Emergency Planning for the Home • Business Continuity Planning for the Home • BizSafe training for staff • Briefing and training for staff • SOP writing. • Fire safety equipment checking. • Implementing Technology	• 5 days' work weeks • Monday - Friday: 8.30am – 5.30pm • Islandwide
Programme Executive	• Relevant experience in the fields of Special	• The Program Executive is responsible for the designing,	• 5 days' work weeks

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Education, Counselling or Care services with exposure to persons with ASD is an added advantage. • Passion to help and nurture clients with special needs as well as to maximize their talents and potential. • Able to work independently as well as a team player. • Self-motivated and keen to develop professionally. • Desire to learn about the culture of ASD and patience to guide persons with ASD.	implementing, and ensuring smooth execution of programs and activities appropriate to engage varying groups of clients. The Program Executive is the liaison with stakeholders including caregivers, volunteers, and service providers. • Understand the physical and psycho-social needs of each client with autism spectrum disorder (ASD) and Intellectual Disability (ID). • Plan and evaluate both long- and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy. • Maintain and develop a proper system of administration of client's Individual Care plan (ICP), attendance, training program records and other administrative records. • Prepare and submit ICPs, Progress Reports, Lesson Plans and Incident Reports to the Centre Managers. • Maintain client records with proper filing of client's medical issues, incidents and development. • Maintain confidentiality of clients and residents' personal data as according to the Personal Data Protection Act (PDPA). • Report any suspect abuse to Centre Manager. • Arrange a classroom environment in accordance to program goals and philosophy. • Ensure the safety and security of the clients. • Maintain a safe and healthy environment by ensuring hygiene and cleanliness of the Centre and clients.	• Monday - Friday: 8.30am – 5.30pm • Islandwide
Assistant Superintendent	• Good understanding of the vision and daily	• Residents' and clients' management, including	• 5 days' work weeks

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	operations are essential skills for this position. • Strong interpersonal skills, to develop positive relationships with the employees, residents and caregivers. • Experienced people manager, skilled in coaching and leading a diverse team. • Demonstrate creativity in problem definitions, trends and solutions. • Proven ability to develop and review relevant policies and procedures.	admission, intake and discharge, assessment and evaluation, program review and incident reporting. • People management • Facility and environmental management. • The position of the Assistant Superintendent is a managerial and leadership role. The core role and responsibilities of the Assistant Superintendent include the following- • People Management • Assist to oversee and ensure continuity and sustainability of services through recruiting, selecting, orienting, training, assigning, scheduling, coaching, counselling, and disciplining employees. • Communicate job expectations and redesign to meet changing needs of clients and residents. • Assist to oversee development and management of professional and administrative staff. • Select and use advanced analytics, problem solving and communication skills to work with the different levels of staff members. • Employ management skills that facilitate collaborative relationships within the operations and other disciplines within the division. • Negotiate and resolve conflict. • Support the planning, monitoring, appraising, and reviewing of workload and staff performance and • Enforce policies and procedures in accordance to SOP and/ or HR policy management Objectives. • Contribute knowledge and information and make recommendations to strategic plans and timely reviewing of milestones.	• Monday - Friday: 8.30am – 5.30pm • Islandwide

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Support the liaising with MSF, MOH, BOV and other agencies to enhance THKMC's professionalism and reputation • Support the implementation of production, productivity, quality and service standards; • Assist in the completion of audits and licensing requirements; • Resolve day to day problems; • Assist in the review and recommendation to implement policies, processes and procedures for Homes in a residential setting and community-based programs to ensure operational continuity and sustainability; and • Support in establishing strong relationships with volunteers and community partners. • Well-being of residents, clients and caregivers • Effective Facility Management- • Assist to oversee the running, maintenance and upgrading of physical facilities and amenities. • Assist to oversee the development and recommend improvements to Management Committee (MC) and to work closely with THKMC HQ on upgrading of facilities and programs. • Assist to oversee the running of kitchen in compliance with NEA's guidelines on food safety and hygiene, meal delivery and hospital escort services to meet the needs of the clients and • Assist to oversee the cleanliness and hygiene standards within all facilities in accordance with NEA's guidelines. • Effective Client's Management- • Meet the needs of the residents / clients and caregivers, regularly participate in the multidisciplinary discussions and Individual Care / Training Plans,	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		at least 30% of residents / clients. • Direct engagement with residents / clients and caregivers to ensure satisfaction of our services. • Assist to review, enhance, develop and implement policies for the resolution of residents / clients, and caregivers' issues and problems and Assistant Superintendent assists to oversee the operations of residential care facility under the Adults Disability Division. The areas in which the Assistant Superintendent is involved include the supervision of • Ensure compliance in managing stakeholders' requirements and licensing requirements to meet acceptable standards and achieve set objectives.	
IT Project Coordinator	• Proven experience in IT support, project management, or a similar role. • Strong communication and interpersonal skills. • Ability to understand and translate business needs into technical requirements. • Problem-solving and troubleshooting skills. • Organizational and multitasking abilities.	• The IT Project Coordinator plays a crucial role in facilitating effective communication between the IT department and various business units within the organization. This position is responsible for understanding the technology needs of different departments, conveying those needs to the IT department, and assisting in the resolution of IT-related issues. The IT Project Coordinator acts as a bridge to ensure seamless collaboration and integration of IT services across the organization. • Communication Facilitation- • Facilitate communication between the IT department and other business units. • Serve as a point of contact for IT-related queries and concerns from different departments. • Organize regular meetings or forums to enhance cross-departmental communication. • Needs Assessment-	• 5 days' work weeks • Monday - Friday: 8.30am – 5.30pm • Islandwide

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Collaborate with business units to understand their specific technology needs and requirements. • Translate business requirements into clear and actionable items for the IT department. • Work with IT teams to ensure a thorough understanding of business processes and objectives. • Issue Resolution- • Assist in the resolution of IT service issues encountered by other departments. • Collaborate with IT support teams to address and troubleshoot problems promptly. • Provide timely updates to relevant stakeholders during issue resolution processes. • Relationship Building- • Establish and maintain positive relationships with key stakeholders in different business units. • Act as a liaison to build trust and understanding between IT and non-IT departments. • Gather feedback from business units to identify areas for improvement and optimization. • Documentation- • Maintain documentation related to communication protocols, business requirements, and issue resolution processes. • Ensure that relevant information is documented and accessible to both IT and business teams.	
Staff Nurse	• Preferably candidate with at least 6 years of working experience. • Comfortable working with children and adults with multiple disabilities • Able to perform rotating shift.	• Give nursing care, including medication, treatment and dealing with emergencies as well as supervision of the personal hygiene of the residents. • Teach, guide, and discipline the resident. • Ensure the general cleanliness of the premises.	• 5 days' work weeks • Monday - Friday: 8.30am – 5.30pm • Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Work location- Chai Chee / Sembawang/ Eunos	• Ensure that the treatment room, sickbay, time out room and nurse's station are kept clean and tidy. • Managing and planning roster for staff. • Screen, treat and provide nursing care to sick residents. • Attend/carry out routine procedures for all new admissions and residents returned from absconding. • Refer sick residents for medical examination by the doctor. • Arrange the appointment cards and transport of residents attending appointments at hospitals and polyclinics. • Follow-up on residents who have been referred to hospitals. • Update the residents' medical cards daily e.g. diagnosis, treatment, transfer, appointments and discharges from hospitals. • Serve medication to residents and supervise residents at mealtimes. • Give first-aid treatment for emergency cases. • Refer ill residents to hospital in the absence of the doctor. • Supervise and mentor new Staff Nurses, Senior Enrolled Nurses and Enrolled Nurses • Supervise the needs of residents who are attending morning school or going to work. • Carry out necessary. investigation arising from any incident that had taken place in the Home and update the Superintendent and Manager • Order and maintain supplies and equipment. • Perform any other duties as may be assigned by the Superintendent from time to time.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Program Assistant	• Experience in training and working with people with special needs will be an advantage. • Good communication and interpersonal skills • Motivated and good team player committed to the nurturing of adults with autism.	• Document and maintain records of clients' learning and development. • Identify new teaching and learning approaches based on observations. • Implement appropriate teaching and caregiving methods based on emerging sector trends, technologies, and tools. • Implement classroom management strategies • Implement developmentally appropriate teaching, learning and caregiving activities aligned to the relevant program frameworks. • Attend to clients' needs in their activities of daily living. • Identify areas for improvements for routine caregiving. • Perform basic and planned care interventions. • Coordinate activities with families and community stakeholders. • Engage with caregivers to facilitate the continuity of care and learning between home and Centre. • Foster relationships with families to facilitate the continuity of care and learning between home and Centre. • Implement Centre, caregiver and community initiatives and programs. • Co-develop appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools. • Enhance the learning environment with developmentally appropriate learning materials and resources. • Identify areas of improvements for caregiver and community initiatives and programs	• 5 days' work weeks • Monday - Friday: 8.30am – 5.30pm • Islandwide

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Participate in professional development and service quality improvement activities. • Participate in quality improvement audits and activities. • Maintain inventories and equipment for center's programs. • Apply the health, safety and hygiene practices in accordance with standards and procedures. • Comply with infection prevention and control practices in performing client care activities. • Maintain cleanliness and safety of classrooms and common Centre facilities. • Demonstrate behaviors that is aligned with the Organization's vision, mission and values. • Identify areas for personal development to improve work performance.	
Assistant Manager/ Manager (Finance)		• Perform full spectrum of accounting functions. • Work with Divisional Director and Finance at Headquarters to ensure compliance with accounting standards and financial policies. • Prepare monthly and quarterly reporting to Finance Committee and finance analysis. • Set up and maintain Microsoft Business Central 365 system for division. • Perform internal audit in line with policies e.g. fee collection, cash on hand etc. • Liaise with internal and external auditors. • Support internal departments on finance processes e.g. teaching, therapy, social work. • Review Purchase Requisitions and generate Payment Vouchers, Receipt Vouchers and Journal Vouchers • Manage cash flow.	• 5 days' work weeks • Monday - Friday: 8.30am – 5.30pm • 20 Jalan Eunos Singapore 419494

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Manage donor funds. • Other duties as assigned.	
Admin Assistant	• Nitec	• Provides administrative support to the social work and psychological teams. • Provides administrative support and applying for means-test, financial assistance, MFEC and CHAS, NRIC change of address, GST vouchers and other government payouts, and coordinate communications with caregivers related to such matters. • Provides administrative support for booking and managing of visits, outings, and home leave for residents. • Coordinates messages (verbal and text) among school/student care/work and care staff • Attends routine enquiries from visitors and caregivers. • Manages urgent transport requests e.g. when resident is sick and requiring urgent transport back to the Home. • Maintains residents' records and case files. • Manages residents' device usage system. • Assist to track submissions of residents' CAF-Rs assessments and ICPs.	• 5 days' work weeks • Monday - Friday: 8.30am – 5.30pm • Islandwide

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#17 (Backend Referral) FirstCom Academy

FirstCom Academy is an approved training provider, offering short and effective WSQ courses with a proven track record in enabling individuals and SME businesses after course completion.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Development Executive	• Diploma / Degree or equivalent practical experience. • At least 2 years of experience in sales or client engagement.	• Be responsible for direct sales to professionals and corporate customers. • Identify, build and manage sales pipeline and business relationships.	• 5 days' work week • 9am—6pm • 158 Kallang Way Singapore 349245

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Hunter mentality and a "no fear" approach to prospecting clients. • Passion in promoting lifelong learning and employability. • Ability to communicate efficiently and possess strong presentation skills. • A strong work ethic, positive attitude, and genuine desire to learn. • Highly disciplined and good time management. • Able to converse in Mandarin in order to liaise and communicate effectively with Mandarin. • speaking clients	• Drive the entire sales cycle – from leads generation, initial customer engagement, qualifying, • consultation to closure. • Participate in prospecting activities to build a strong pipeline for the company. • Consult with prospects and pursue sales opportunities to close the deals effectively. • Engage professionals to advance opportunities by sharing on the benefits of our curriculum. • and understanding their learning aspirations. • Engage corporate customers to advance opportunities by carrying out activities such as • using relevant marketing tools and platforms such as Google Analytics to understand clients. • digital marketing performance and propose training solutions for business digital marketing. • transformation.	
Student Services Executive	• Able to commit on weekend classes (5 days work week) • Candidate must possess at least "O" Level or equivalent. • Minimum 1 year of relevant experience in an Administrative or Customer • Service role. • Good follow up and coordination skills • Proficient with Microsoft Office	• Liaise with learners, trainers and related departments & organization's to • ensure programs run smoothly. • Provide support for learners and companies through telephone, emails and • walk-ins • Ensure smooth daily operational activities. • Assist in classroom facilitation. • Preparation of course materials • Administrative work (Attendance, Evaluation, Document Filing, etc.) • Monitor and schedule all trainings to ensure compliance. • Assist in the company's continuous improvements and training related areas	• 5 days' work week • 8.30am-6pm • 158 Kallang Way Singapore 349245

#18 e2i services

Services provided	Details
1-to-1 Career Coaching	Our career coaches can offer you invaluable assistance such as: • Uncovering your career interests and goals • Assessing your current employability gaps • Expanding your job search resources and knowledge of the job market • Recommending relevant workshops to boost your skills and employability • Providing personalised job matching services • Offering support and building your confidence to advance in your career journey
1-to-1 Resume consultation	Our career coaches can offer you invaluable assistance such as: • Customizing your resume by highlighting your Unique Selling Points (USPs) targeted at the role that you wish to apply for • Learning howleverage on our resume builder platform to customize your resume

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Concerned about your Job Security in this period?

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

Meet an e2i Career Coach

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

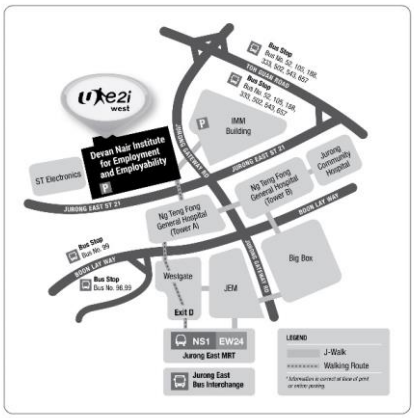
https://e2i.com.sg/app

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

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



NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**
  (e.g. Analysts, Engineers, Executives, Technicians, etc)
  https://bit.ly/jsc-ja-pmet

- Subscribe to **Non-PMET Jobs-Alert**
  (e.g. Temporary, part-time jobs, operators, packer roles)
  https://bit.ly/jsc-ja-nonpmet

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