

e2i Skills & Career Fair @ West Mall

27 March 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

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#1 Enterprise Promotion Centres

Enterprise Promotion Centres (EPC), established in 1989, is a company with over three decades of experience in workforce development and transformation. EPC has built a reputation for values-driven partnerships that integrate governance, compliance, and national outreach. Its distinctive approach emphasizes dignity, person–job fit, and sustainable employment pathways, making it a trusted partner for employers, mature workers, and institutions across diverse sectors.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
MFC Assistant Manager 	<p>Educational Qualifications</p> <ul style="list-style-type: none"> • Possess Degree in any discipline from an accredited institution <p>Relevant Experience</p> <ul style="list-style-type: none"> • 3-4 years of relevant experience. • Prior experience in events or programmes design, planning and implementation will be an advantage • Working knowledge of social service practices will be an advantage <p>Competencies</p> <ul style="list-style-type: none"> • People-oriented, good interpersonal and relation building skills • Excellent communication and written skills for report and proposal writing • Analytical ability & problem-solving skills • Strong team lead 	<p><u>JOB SUMMARY</u></p> <ul style="list-style-type: none"> • The Assistant Manager plays a key role in supporting the development, implementation, and evaluation of programmes to meet community needs and align with organisational goals. • He/she manages multiple centres and takes on managerial responsibilities such as providing guidance on professional development and supporting the recruitment of employees and volunteers. • He/she reviews multiple funding options and contributes to setting the overall budget. • The Assistant Programme Manager supports the development of strategies for buddying, befriending, and information and referral initiatives. • Finally, he/she assists in organising community partnership events, facilitating stakeholder site visits, while overseeing logistics and driving programme improvements. <p><u>JOB RESPONSIBILITIES</u> Programme Development and Evaluation</p>	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am – 6pm • Employment Type: Full Time • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Develop and curate thematic programmes by closely collaborating with partners and identifying emerging trends • Mobilise community stakeholders and resources for programmes • Review and recommend improvements to organisational policies and processes that impact programmes • Pilot and refine service and programme parameters to ensure successful implementation - drive promotional strategies, address barriers, allocate resources <p>Programme Implementation</p> <ul style="list-style-type: none"> • Provide strategic oversight of programme implementation, ensuring adherence to programme plans and alignment with organisational objectives <p>Buddying and Befriending</p> <ul style="list-style-type: none"> • Implement and evaluate strategies for buddying and befriending programmes to enhance social support for community members (e.g. evaluating the effectiveness of these initiatives to ensure they meet the needs of individuals and foster meaningful connections within the community) <p>Information and Referral</p> <ul style="list-style-type: none"> • Develop & Implement Greenlanes: Collaborate with healthcare providers and community partners to design and implement "green lanes" — care pathways that allow 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>for faster, more efficient access to services, particularly for patients with complex or urgent care needs</p> <p>Volunteer Management</p> <ul style="list-style-type: none"> • Develop and implement a comprehensive volunteer strategy to attract and retain volunteers that align with the organisation's mission and goals <p>Community Partnership</p> <ul style="list-style-type: none"> • Organise and attend community partnership events/roadshows • Coordinate with agencies, funders/sponsors, and other stakeholders in the social service sector to establish partnerships and determine programme requirements for community development and reintegration • Organise and attend external stakeholder engagements and external networking events • Develop and implement a strategic framework for building and sustaining community partnerships <p>Fund Management and Reporting</p> <ul style="list-style-type: none"> • Identify and actively pursue funding opportunities from diverse sources including government grants, corporate sponsorships, foundations, and private donors for senior-focused programs. • Vet reports for Montfort Care's leadership and funders (e.g., KPI status reports, annual reports) • Set and monitor overall cluster budget <p>Leadership and Management</p>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide support and guidance to staff in terms of workload and administrative issues • Lead the resolution of complex operational challenges within the team or department • Support employee professional development (i.e., 1:1 career development conversations) • Evaluate team achievements and ensure work plans are aligned with the organisation's strategic goals · Lead the recruitment and selection process to attract and retain high-quality talent <p>Ad-hoc Duties</p> <ul style="list-style-type: none"> • Provide any other support as assigned/required. 	
<p>MFC Programme Executive </p>	<p>Educational Qualifications</p> <ul style="list-style-type: none"> • Possess Degree in any discipline from an accredited institution <p>Relevant Experience</p> <ul style="list-style-type: none"> • Prior experience in events or programmes design, planning and implementation will be an advantage • Working knowledge of social service practices will be an advantage • Fresh graduates are welcome to apply <p>Competencies</p> <ul style="list-style-type: none"> • People-oriented, good interpersonal and relationship-building skills • Ability to multi-task and work in a fast-paced and dynamic environment 	<p><u>JOB SUMMARY</u></p> <ul style="list-style-type: none"> • The PROGRAMME EXECUTIVE is responsible for developing, implementing, and evaluating programmes for seniors. • He/she enhances program quality, drives participation through executing promotional strategies, and guiding junior staff while resolving operational issues. • He/she also supports managerial activities, particularly in the planning and implementation of community partnerships and the consolidation of progress reports. • He/she works closely with external stakeholders to develop engaging programmes as well as coordinates relevant trainings. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am – 6pm • Employment Type: Full Time • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Enjoy engagement with the seniors • Physically fit and willing to travel for regular home visits • Proficient in Microsoft Office and comfortable with various IT platforms • Excellent verbal and written communication skills. Able to speak dialects is an added advantage • Committed and can-do attitude • Team Player 	<ul style="list-style-type: none"> • Overall, the Programme Executive plays an active role in implementing work plans and coordinating them with external stakeholders. <p><u>RESPONSIBILITIES / MAJOR ACTIVITIES:</u></p> <p>Programme Development and Evaluation</p> <ul style="list-style-type: none"> • Brainstorm and evaluate the feasibility of programmes and activities for seniors • Develop and implement promotional strategies to drive participation • Document and maintain client records about programmes attended, observations and feedback from clients, caregivers and social service professionals • Review and recommend improvements to programmes, considering upcoming trends to drive participation <p>Programme Implementation</p> <ul style="list-style-type: none"> • Implement programmes independently • Oversee preparation of logistics for programmes • Liaise with vendors on the programme requirements <p>Buddying and Befriending</p> <ul style="list-style-type: none"> • Conduct door knocking activities to reach out to seniors who may require Montfort Care's services Conduct regular home visit and calls to seniors, rendering additional services (e.g., medical escort, programme registration, etc.) as required 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Perform basic assessments, collect data and consolidate reports/log sheets Information and Referral • Assist seniors with Information & Referral enquiries, including programme registration • Manage escalated/ complex Information & Referral cases Volunteer Management • Recruit volunteers to support programmes • Train and provide guidance to volunteers • Coordinate with volunteers to implement volunteer-driven engagement activities • Reach out to passive volunteers Community Partnership • Support the planning of community partnership events and roadshows, ensuring active participation and engagement • Organise and facilitate site visits for stakeholders, funders, and partners to showcase community programmes and initiatives Fund Management and Reporting • Assist in the preparation of accurate information for Montfort Care leadership and funder reports (e.g., KPI status reports, annual reports) • Track programme expenditure and timeline, ensuring budget and timeline are adhered to Leadership and Management • Provide support and guidance to Programme Associate in 	

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		terms of workload and administrative issues Ad-hoc Duties <ul style="list-style-type: none"> • Provide any other support as assigned/required 	
MFC Senior Executive 	Educational Qualifications <ul style="list-style-type: none"> • Possess Degree in any discipline from an accredited institution Relevant Experience <ul style="list-style-type: none"> • 2-3 years of relevant experience. Prior experience in events or programmes design, planning and implementation will be an advantage • Working knowledge of social service practices will be an advantage Competencies <ul style="list-style-type: none"> • People-oriented, good interpersonal and relation building skills • Excellent communication and written skills for report and proposal writing • Analytical ability & problem-solving skills to analyze information quickly and • Accurately and make recommendations • Committed and can-do attitude • Team Player 	<u>JOB SUMMARY</u> <ul style="list-style-type: none"> • The Senior Executive takes the lead in the development, implementation, and evaluation of thematic programmes aimed at enhancing community support for seniors. • He/she is responsible for the smooth running of day-to-day centre operations and develops promotional strategies to drive participation while managing the workload of team members in their centre. • He/she engages and collaborates with external stakeholders such as vendors and partners to develop engaging programmes for seniors as well as coordinate trainings relevant to the thematic centre. • Overall, the Senior Programme Executive provides leadership and supports the professional development to their team, while ensuring centre operations are in-line with strategic organisation goals. <u>JOB RESPONSIBILITIES</u> Programme Development and Evaluation <ul style="list-style-type: none"> • Develop the overall centre Programme Plan by closely collaborating with partners and identifying emerging trends 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am – 6pm • Employment Type: Full Time • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Support the mobilisation of community stakeholders and resources for programmes • Evaluate the feasibility of programmes and activities for seniors • Develop and implement promotional strategies to drive participation • Oversee the documentation and maintenance of client records • Review and recommend improvements to programmes and their effectiveness <p>Programme Implementation</p> <ul style="list-style-type: none"> • Oversee overall programme implementation and ensure programme plans are being followed and according to centre direction <p>Buddying and Befriending</p> <ul style="list-style-type: none"> • Oversee door knocking activities to reach out to seniors who may require Montfort Care's services • Oversee regular home visits and calls to seniors, rendering additional services (e.g., medical escort, programme registration, etc.) as required • Oversee the execution of basic assessments, data collection, and the compilation of reports and log sheets • Support the implementation and evaluation strategies for buddying and befriending programmes to enhance social support for community members (e.g. evaluating the effectiveness of these initiatives to ensure they meet the needs of individuals 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>and foster meaningful connections within the community)</p> <p>Information and Referral</p> <ul style="list-style-type: none"> Oversee the mobilisation of community stakeholders and resources for escalated/ complex Information & Referral cases <p>Volunteer Management</p> <ul style="list-style-type: none"> Support the collation and shortlisting of volunteer applications Assist in the development and implementation of a comprehensive volunteer strategy to attract and retain volunteers <p>Community Partnership</p> <ul style="list-style-type: none"> Support the planning of community partnership events and roadshows, ensuring active participation and engagement Assist in coordinating with agencies, funders, sponsors, and other stakeholders in the social service sector to establish partnerships and define programme requirements for community development and reintegration Assist in organising stakeholder engagements and actively participate in external networking events Organise and facilitate site visits for stakeholders, funders, and partners to showcase community programmes and initiatives <p>Fund Management and Reporting</p> <ul style="list-style-type: none"> Prepare accurate information for Montfort Care leadership 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>and funder reports (e.g., KPI status reports, annual reports)</p> <ul style="list-style-type: none"> Oversee programme expenditure and timeline, ensuring budget and timeline are adhered to Source for additional funding for the programmes <p>Leadership and Management</p> <ul style="list-style-type: none"> Provide support and guidance to programme team in terms of workload and administrative issues Oversee the daily operation of the centre Proactively identify and address operational challenges within the team, escalating to Cluster Lead where necessary <p>Ad-hoc Duties</p> <ul style="list-style-type: none"> Provide any other support as assigned/required 	
<p>MFC Social Worker (Mental Health) </p>	<p>EDUCATIONAL QUALIFICATIONS:</p> <ul style="list-style-type: none"> Possess Degree in Social Work or Degree with a Graduate Diploma in Social Work from an accredited institution <p>RELEVANT EXPERIENCE:</p> <ul style="list-style-type: none"> Accredited as Registered Social Worker with Singapore Association of Social Workers would be an advantage Prior experience as a social worker would be an advantage <p>COMPETENCIES:</p> <ul style="list-style-type: none"> People-oriented and have good interpersonal skills 	<p><u>JOB SUMMARY</u></p> <ul style="list-style-type: none"> The Social Worker (Mental Health) is responsible for facilitating change and improving lives for individuals, families, and communities facing transitional challenges through the provision of casework and counselling. <p><u>RESPONSIBILITIES / MAJOR ACTIVITIES:</u></p> <ul style="list-style-type: none"> Conduct casework management, including gathering information, conducting psycho-social assessment, identifying common needs and goals for intervention Provide case work and counselling to people with mental health conditions, dementia and their caregivers 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am – 6pm Employment Type: Full Time Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent oral and written communications skills • Analytical ability & problem-solving skills • Committed and can-do attitude • Effective report writing skills • Team Player 	<ul style="list-style-type: none"> • Plan, organise and implement community outreach activities, programmes and group work • Perform evaluation and prepare reports for administrative investigation and intervention programmes • Provide information and referral services to link clients to appropriate social services • Participate in research 	
<p>MFC Volunteer Manager </p>	<p>Educational Qualifications</p> <ul style="list-style-type: none"> • Possess Diploma/ Degree in any discipline from an accredited institution <p>Relevant Experience</p> <ul style="list-style-type: none"> • At least 5-8 years of experience in people management, stakeholder management, strategic work, resource management and/or project management • Individuals looking for a career switch are encouraged to apply • Experience in volunteering in social service sector or volunteer management is preferred <p>Competencies</p> <ul style="list-style-type: none"> • Strong leadership, analytical, problem solving and planning skills • Good interpersonal and people management skills to work with people from diverse backgrounds (i.e. volunteers and colleagues) 	<p><u>JOB SUMMARY</u></p> <ul style="list-style-type: none"> • The VOLUNTEER MANAGER plays a critical role in enhancing the Social Service Agency’s volunteer-readiness to retain and attract committed volunteers. Volunteers contribute to community development by committing time and effort. With strategic management and mobilisation of volunteer resources, volunteers can augment the work of SSA staff, thus enhancing service delivery and achieving the mission of the SSA. <p><u>RESPONSIBILITIES / MAJOR ACTIVITIES:</u></p> <ul style="list-style-type: none"> • Develop the volunteer strategy in line with the Social Service Agency’s vision and mission • Project the Social Service Agency’s requirements for volunteers and develop the volunteer recruitment and retention strategy • Evaluate, enhance and implement volunteer management policies and processes (e.g. volunteer training, development, recognition, engagement) 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am – 6pm • Employment Type: Full Time • Location: NA

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good collaborative and stakeholder management skills to work across disciplines and sectors (i.e. SSAs, community stakeholders, corporate partners, government agencies) • Ability to manage a team or work independently 	<ul style="list-style-type: none"> • Develop risk mitigation measures and a volunteer continuity plan as part of the Social Service Agency’s business continuity plan • Implement IT systems or solutions for volunteer data analysis and impact management • Develop a volunteer friendly culture within the Social Service Agency by engaging, supporting and training staff whom volunteers will be working with • Source, develop and sustain collaborations with other Social Service Agency, community stakeholders, corporate partners and government agencies • Identify emerging approaches in volunteer management and evaluate volunteerism trends and impact which will value add to the volunteer engagement strategies and approaches 	

#2 Innoadz

INNOADZ PTE. LTD. is a Singapore-based marketing service provider specializing in offline customer acquisition and event-based brand promotion. We offer end-to-end solutions that include event planning and execution, venue coordination, sales staffing, logistics management, and on-site engagement support — tailored especially for brands in finance, retail, and lifestyle sectors.

Since our founding, INNOADZ has worked with several leading platforms to expand their presence in the Singapore market, driving measurable growth through high-conversion offline strategies. We focus on results-oriented execution, leveraging local consumer behavior insights to deliver impactful outreach — whether via trade shows, pop-up campaigns, or targeted CBD activations.

We believe that offline engagement remains a powerful channel to build trust and drive meaningful conversions. Backed by an experienced team and a strong operational framework, INNOADZ helps partners connect with real customers — in a fast, flexible, and compliant way.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Fintech Sales Executive 	<ul style="list-style-type: none"> Engage customers at events, roadshows, or promotional venues Introduce product features, promotions, and basic usage information Understand customer needs and provide suitable explanations Support sales targets and contribute to team performance Maintain professional brand representation and service standards Provide basic reporting and feedback after events 	<ul style="list-style-type: none"> We are looking for a motivated and customer-oriented Sales Executive to support our sales and marketing activities through offline events, roadshows, and promotional campaigns. This role focuses on engaging customers, introducing financial products or applications, and supporting business growth through effective on-site sales execution. The ideal candidate enjoys interacting with people, is performance-driven, and is keen to develop a career in sales within a dynamic and fast-paced environment. 	<ul style="list-style-type: none"> Working Hours: 5 days / week Employment Type: Full Time Job Type: Permanent Location: 8 Burn Road, Singapore 369977
HR Assistant (PT) 	<ul style="list-style-type: none"> Post and manage job advertisements on recruitment platforms Coordinate interview schedules and assist with onboarding processes 	<ul style="list-style-type: none"> We are looking for a Part-time HR Assistant to support our company's recruitment activities, payroll processing for part-time staff, and HR-related document management. 	<ul style="list-style-type: none"> Working Hours: 5 days / week Employment Type: Part-Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prepare and process payroll for part-time staff • Organise, maintain, and update HR records and documentation • Support basic HR administrative tasks as required 	<ul style="list-style-type: none"> • This role is suitable for someone who is organised, detail-oriented, and able to handle HR support tasks independently. • The position follows a hybrid work arrangement. Initial training and onboarding will be conducted on-site, and once the candidate is familiar with the workflow, partial work-from-home arrangements may be considered. 	<ul style="list-style-type: none"> • Job Type: Contract • Location: 8 Burn Road, Singapore 369977

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#3 KFC

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Manager	<ul style="list-style-type: none"> • A passionate leader who loves chicken and thrives in fast-paced environments. • A multitasking pro with strong teamwork and problem-solving skills. • Prior experience in fast food or similar settings is a plus 	<ul style="list-style-type: none"> • Support the Restaurant General Manager in daily operations. • Lead and motivate your team to deliver top-notch customer service, cleanliness, and speed. • Manage shifts efficiently, ensuring smooth and timely operations. • Uphold health, safety, and food quality standards while maintaining a positive vibe. • Train and develop team members for growth and future leadership roles. • Assist in budget management and cost control. • Handle physical tasks like lifting items (up to 20kg) when needed. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, Shift hours • Employment Type: Full Time • Location: 61 Tai Seng Avenue, Singapore 534167
Team Member	<ul style="list-style-type: none"> • A good team player with a positive work attitude • Able to perform multi-task work • Those with no experience but have a passion for food preparation may also apply 	<ul style="list-style-type: none"> • Greet customers, record orders, and serve food and beverages with a positive and friendly attitude • Input orders into a point-of-sale system • Relay customers' orders to other kitchen staff • Package foods in bags and boxes along with kitchen staff • Clean assigned work areas, dining tables, or serving counters • Replenish and stock service stations and tables • Follow all relevant food health, workplace safety and food waste management requirements • Assist team members working in the kitchen area as and when required 	<ul style="list-style-type: none"> • Working Hours: 6 day / week, Shift hours • Employment Type: Full Time • Location: 61 Tai Seng Avenue, Singapore 534167

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none">• Required to be a buddy for new staff till they get settled in their area of work• Set tables or prepare food trays for new customers	

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#4 Luminary Service

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Cleaning Supervisor	<ul style="list-style-type: none"> • Minimum 3 years of experience in a supervisory role within the cleaning or housekeeping industry • Strong leadership and communication skills, with the ability to manage diverse teams • Proficiency in English; knowledge of other languages commonly spoken in Singapore is an advantage • Familiarity with cleaning techniques, equipment, and health and safety regulations 	<ul style="list-style-type: none"> • Supervise and coordinate cleaning staff, assigning tasks and creating work schedules • Conduct regular inspections to ensure adherence to cleanliness standards and safety protocols • Manage inventory of cleaning supplies and equipment, placing orders as needed • Train new team members and provide ongoing guidance to improve efficiency and quality of work 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 9 hrs / day • Employment Type: Full Time • Location: 3 Kaki Bukit Crescent, Singapore 416237
Cleaner	<ul style="list-style-type: none"> • Prior experience in professional cleaning, preferably in residential or hospitality settings • Physical stamina to perform cleaning tasks throughout the day • Ability to follow instructions and work independently with minimal supervision • Basic English communication skills to interact with residents and supervisors • Willingness to work flexible hours, including weekends and public holidays as needed 	<ul style="list-style-type: none"> • Perform comprehensive cleaning of common areas, including lobbies, lifts, corridors, and recreational facilities • Conduct regular deep cleaning, ensuring all surfaces are spotless and sanitized • Operate cleaning equipment and use appropriate cleaning agents safely and effectively • Report maintenance issues and safety hazards to the property management team promptly 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 9 hrs / day • Employment Type: Full Time • Location: 3 Kaki Bukit Crescent, Singapore 416237
F&B Service Crew (PT)	<ul style="list-style-type: none"> • Previous experience in food service or hospitality preferred • Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> • Set up banquet rooms, including tables, chairs, linens, and place settings • Serve food and beverages to guests in a timely and professional manner 	<ul style="list-style-type: none"> • Working Hours: 2 days / week 6 hrs / day • Employment Type: Part-Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to work in a fast-paced environment and multitask effectively • Flexibility to work evenings, weekends, and holidays as needed 	<ul style="list-style-type: none"> • Maintain cleanliness and organization of the banquet area • Assist with post-event cleanup and breakdown of equipment 	<ul style="list-style-type: none"> • Location: 3 Kaki Bukit Crescent, Singapore 416237
<p>Operation Executive </p>	<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite (Word, Excel) • Strong written and verbal communication abilities • Organized, able to multitask and willing to learn • Ability to work effectively in a team-oriented environment • Able to work flexible hours • Able to travel around to the required venues from time to time 	<ul style="list-style-type: none"> • Coordinate the sourcing, selection, and deployment of staff to clients, ensuring compliance with service agreements • Manage daily scheduling, attendance tracking, and shift coverage • Supervise and support deployed staff, ensuring performance and conduct meet client expectations • Maintain up-to-date records of manpower deployment, client feedback, and incident reports • Address client concerns promptly to resolve any operational issues and ensure high levels of service satisfaction • Establish and proactively communicate with clients to align staffing solutions with operational needs • Perform any other related duties as assigned accordingly 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 9 hrs / day • Employment Type: Full Time • Location: 3 Kaki Bukit Crescent, Singapore 416237
<p>Recruitment Executive </p>	<ul style="list-style-type: none"> • Preferably to have minimum 2 years of experience in HR roles, in corporate sales or business development sectors • Strong knowledge of Singapore employment laws, TAFEP guidelines and any relevant information in recruitment 	<ul style="list-style-type: none"> • Manage full-cycle recruitment process, including job postings, candidate screening, and interview coordination • Assist in developing and implementing HR policies and procedures aligned with company goals and TAFEP guidelines • Coordinate employee onboarding, training, and development programmes 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9 hrs / day • Employment Type: Full Time • Location: 3 Kaki Bukit Crescent, Singapore 416237

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, with the ability to work effectively in a multicultural environment • Proficiency in HRIS and MS Office applications 	<ul style="list-style-type: none"> • Support performance management processes and maintain accurate employee records 	

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#5 Ng Teng Fong General Hospital

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Basic Care Assistant	<ul style="list-style-type: none"> No prior patient care experience is required Minimum qualifications: PSLE or WPLN Good communication and interpersonal skills On-the-job training will be provided Able to work 3 rotating shifts, including weekends and public holidays 	<ul style="list-style-type: none"> Attend to hygiene needs of patients who require assistance or are bedbound Oral feed patients who require assistance with oral feeding Assist with lifting, moving and transporting of patients Ensure patients' safety and facilitate social-emotional support through suitable activities Maintain a clean, well-organised and pleasant environment for all patients Comply with infection control practices when attending to patients Performs other duties assigned by nurse manager 	<ul style="list-style-type: none"> Working Hours: 5 day / week 3 Rotating Shifts Employment Type: Full Time Job Type: Permanent Location: 1 Jurong East Street 21, Singapore 609606
Care Support Associate	<ul style="list-style-type: none"> Minimum GCE 'N' Level or equivalent or WSQ Higher Certificate in Healthcare Support (Nursing) Service-oriented, pleasant and possess good communication skills Able to work 3 rotating shifts, including weekends and public holidays 	<ul style="list-style-type: none"> Attend to hygiene needs of patients who require assistance or are bedbound Oral feed patients who require assistance with oral feeding Monitor patients' vital signs Collect body fluid samples for investigations from stable patients Perform Oro-pharyngeal suctioning Perform 12-lead ECG Perform capillary blood glucose monitoring Assist nurses in resuscitative situations Deliver care to patients with tubes, catheters and restraints Comply with infection control practices when attending to patients 	<ul style="list-style-type: none"> Working Hours: 5 day / week 3 Rotating Shifts Employment Type: Full Time Job Type: Permanent Location: 1 Jurong East Street 21, Singapore 609606

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Transport discharged patients on wheelchair to the taxi stand or to designated transport as assigned • Fetch 'stable' ambulant patients or patients on wheelchair to other departments or for tests and investigations • Maintain tidiness of ward, drug fridge, clean utility, disposal room, equipment and trolleys at all times or assigned 	
F&B Assistant	<ul style="list-style-type: none"> • Minimum Diploma in culinary skills or equivalent • Possess certification in Basic Food Hygiene • Good knowledge in Electronic Meal Ordering System 	<ul style="list-style-type: none"> • To oversee Dishing and Assembly Operations • 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 MUIS standard 	<ul style="list-style-type: none"> • Working Hours: 5 day / week <u>Earliest start time of shift:</u> 5am <u>End Time of Latest Shift:</u> 9pm <u>Off days:</u> Rotating, No fixed day. Need to work on Weekend and PH • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East Street 21, Singapore 609606
Kitchen Assistant	<ul style="list-style-type: none"> • Minimum Primary School qualification • Possess certification in Basic Food Hygiene 	<ul style="list-style-type: none"> • Ensure that dishing activities are carried out in accordance to the standard operating procedures 	<ul style="list-style-type: none"> • Working Hours: 6 day / week, 42 hrs / week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work in cold room environment • Good knowledge in food production and preparation 	<ul style="list-style-type: none"> • Ensure that all special requests are properly arranged and catered to meet patients' needs • Adhere to food hygiene and HACCP standard 	<p><u>Earliest start time of shift:</u> 5.30am</p> <p><u>End Time of Latest Shift:</u> 7pm</p> <p>5.30am - 1.30pm 7.30am - 3.30pm 11am - 7pm</p> <p><u>Off days:</u> Rotating, No fixed day. Work on Weekend and PH</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East Street 21, Singapore 609606
<p>Patient Service Associate (Emergency Department)</p>	<ul style="list-style-type: none"> • Minimum GCE N Levels with 1 year of working experience in customer service • Excellent interpersonal and communication skills, able to work with all levels and staff • Strong passion to serve patients • Willing to work morning, afternoon and overnight shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> • Register patients via phone and upfront enquiries • Collect payment/deposits and provide Financial Counselling for admissions and discharges • Liaise closely with Bed Management Unit for acquisition of beds for Emergency Medicine Department's (EMD) patients • Sort documents in preparation for dispatch to Medical Records Office (MRO) • Extend excellent customer service to patients and their relatives • Replenish inventory when stock is low 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 40 hrs / week <p>3 Shifts 8am – 4.15pm/ 1pm – 9.15pm/ 9pm – 8.15am</p> <p>2 AM; 1PM; 1 rest day; 1 PM: 2 nights shifts</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Patient Service Associate (Inpatient Operations - Ward)</p>	<ul style="list-style-type: none"> • 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 • Strong passion to serve patients • Willing to work 2 rotating shifts (9am to 6pm / 11am to 8pm), including weekends and public holidays with 2 days off per week 	<ul style="list-style-type: none"> • Assist in the collection of payment for discharging patients • Conduct financial counselling for inpatient stay/charges • Perform discharging procedures for patients • Obtain follow up appointment for Inpatient patients • Help in additional responsibilities as assigned by supervisors 	<ul style="list-style-type: none"> • Location: 1 Jurong East Street 21, Singapore 609606 • Working Hours: 5 day / week, 40 hrs / week 2 shifts 9am to 6pm / 11am to 8pm 1 Weekday Off and 1 Weekend Off. Weekends and PH: 9am to 6pm • Employment Type: Full Time • Job Type: Contract • Location: 1 Jurong East Street 21, Singapore 609606
<p>Patient Service Associate (Specialist Outpatient Clinics)</p>	<ul style="list-style-type: none"> • Minimum GCE O Level • Preferably 1-year experience in customer-related / front desk service • Entry level candidates are welcome to apply • Working knowledge on computers • Good interpersonal and communication skills, able to work with all levels of staff • Strong organizational skills 	<ul style="list-style-type: none"> • Register patients for visits to Specialist Outpatient Clinic • Schedule appointments and assist patients to coordinate multiple appointments • Perform billing processes, including payment collection, manage cash float and encourage patients to sign up for cashless payment • Provide financial counselling, explain charges and assist patients with various finance schemes available 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 42 hrs / week Staggered clinic hours. <u>Earliest start time</u> 7.30am <u>Latest end time</u> 7.30pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong passion to serve patients 	<ul style="list-style-type: none"> Assist doctor during consultation i.e. chaperone, translation, et cetera Prepare patients for physical examination and take patient's height and weight Support doctors in teleconsultation i.e. equipment set up, coordinate with patients, etc. 	<ul style="list-style-type: none"> 1 or 2 half Saturdays per month Employment Type: Full Time Job Type: Contract Location: 1 Jurong East Street 21, Singapore 609606
Security Officer	<ul style="list-style-type: none"> Minimum GCE 'N' Level with at least 3 years' relevant experience Willing to work on 2 and 3 rotating shifts including weekends and public holidays Possess valid security license registered with Police Licensing & Regulatory Department (PLRD) 	<ul style="list-style-type: none"> Check on all security-related equipment before and after shift, and during regular patrol and assist to incident location immediately and render assistance to staff Investigate any case brought to attention and interview relevant parties and alert any fire safety hazards and flag up any hazards immediately Facilitate with mortuary transfer procedures within the hospital Ad-hoc duties assigned by the Reporting Officer 	<ul style="list-style-type: none"> Working Hours: 5 day / week 12 hours shift, including weekends and PH. 8am to 8pm, 8pm to 8am 2 days work, 2 days off Employment Type: Full Time Job Type: Contract Location: 1 Jurong East Street 21, Singapore 609606
Ward Service Associate	<ul style="list-style-type: none"> Has a passion for healthcare Min GCE N level or its equivalent Experience in Food & Beverages will be an advantage. Candidates who do not have the relevant experience but 	<ul style="list-style-type: none"> Provide excellent customer service to the patients Serving of food and drinks to patients and clearing it once patients have finished their meals Checking food served against patient meal orders 	<ul style="list-style-type: none"> Working Hours: 5 day / week <u>Staggered working hours:</u> 7am - 4:30pm 10:30am - 8pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>have a passion for the healthcare industry are welcome to apply</p> <ul style="list-style-type: none"> • 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 on staggered working hours with rotational weekends, which includes one Saturday or Sunday a week to meet operational needs from 7am – 4.30pm from 10:30am – 8.00pm • Able to work on public holidays 	<ul style="list-style-type: none"> • Assist in inventory management • Maintain a high standard of cleanliness in and around workstations 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 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Contract • Location: 1 Jurong East Street 21, Singapore 609606

#6 PSA

PSA Singapore is one of the flagship terminals of PSA International, a leading port group with a global network encompassing 179 locations in 45 countries.

In Singapore, PSA operates the world's largest transshipment hub.

With connections to 600 ports globally, shippers have access to daily sailings to every major port in the world.

Beyond port operations, PSA Singapore is expanding its portfolio to offer shippers and cargo owners innovative supply chain solutions to facilitate global trade by enhancing the physical, financial and regulatory flow of cargo.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Executive (Chemcare) 	<ul style="list-style-type: none"> • Diploma Holder • Has relevant experience in Operations, Planning, Customer Service and Security Services • Possess strong interpersonal and communication skills • Ability to multi-task • Willing to work on a 5.5 days' work week 	<ul style="list-style-type: none"> • Supervise and lead a team of DG inspectors/ DG Warehouse supervisors on container operations/ cargo operations • Supervise all storage activities and safe movements of containers/ cargoes • Conduct daily inspection at DG storage areas and follow up with internal and external stakeholders on exceptions • Enforce and upkeep safety SOPs on the ground and report and rectify unsafe working conditions/ procedures and safety infringements • Liaise with customers via email & telephone for all documentation and administration matters and follow up closely on operation issues, discrepancies and damages • Prepare instructions for billing and purchase orders • Prepare regular statistics and reports for internal and external stakeholders • Responsible for the inspection and routine maintenance of 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week Monday to Friday 8.30 am to 6.00 pm Saturday 8.30 am to 1.30 pm • Employment Type: Full Time • Location: Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		associated machines and equipment	
Assistant Executive (Customer Service) 	<ul style="list-style-type: none"> • Diploma in any discipline • Prior experience in logistics or freight forwarding preferred • Strong communication and problem-solving skills • Familiarity with logistics documentation • Ability to work in a fast-paced, detail-orientated environment • Proficient in MS Office applications • Willing to work on a 5.5 days' work schedule 	<ul style="list-style-type: none"> • Be part of a team that serves as the primary point of contact for customers, providing real-time updates, resolving job/shipment issues, and coordinating internal operations and external stakeholders to deliver high service levels and achieving customer success. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week Monday to Friday 8.30 am to 6.00 pm Saturday 8.30 am to 1.30 pm • Employment Type: Full Time • Location: Singapore
Assistant Operations Executive 	<ul style="list-style-type: none"> • Local polytechnic diploma or GCE A levels with 2 H1 and 2 H2 credits. • Willing to perform shift duties. 	<ul style="list-style-type: none"> • Master the fundamentals of vessel operations and resource planning. • Oversee port operations within and throughout PSA Terminals. 	<ul style="list-style-type: none"> • Working Hours: 12 hours rotating shift 7.30am - 7.30pm 7.30pm - 7.30am • Employment Type: Full Time • Location: Singapore
Container Equipment Specialist (Yard Crane)	<ul style="list-style-type: none"> • Able to work at heights and on rotating shifts 	<ul style="list-style-type: none"> • Operate 7-storey high cranes in the container yards, loading and unloading containers onto and from container trucks. 	<ul style="list-style-type: none"> • Working Hours: 12 hours rotating shift 7.30am - 7.30pm 7.30pm - 7.30am • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Location: Singapore
Container Handling Specialist (Prime Mover Driver)	<ul style="list-style-type: none"> • Preferably with a Class 3 driving license; additional training will be provided for those without a Class 3 license • Willing to work on rotating shifts 	<ul style="list-style-type: none"> • Drive specialized vehicles to truck containers within and between PSA terminals efficiently 	<ul style="list-style-type: none"> • Working Hours: 12 hours rotating shift 7.30am - 7.30pm 7.30pm - 7.30am • Employment Type: Full Time • Location: Singapore
Electrical Engineer (Digital Systems) 	<ul style="list-style-type: none"> • Degree in Electrical or Electronics Engineering • Experience in automated reefer monitoring systems and embedded systems will be an added advantage 	<ul style="list-style-type: none"> • Lead a team of technical staff in the development, operation and maintenance of digital systems and communications services to ensure the delivery of quality solutions and reliable support for terminal operations. • These include systems for Security, Surveillance, Gate, Wireless Voice Comms and IoT. • Involved in project consultancy for A&A projects and installation of new digital systems. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week Monday to Thursday 8 am to 5.30 pm Friday 8 am to 5 pm • Employment Type: Full Time • Location: Singapore
Emergency Response Specialist	<ul style="list-style-type: none"> • Possess NITEC qualifications (N level with relevant experience will also be considered) • Must have relevant experience in SCDF (NS Included) • Able to work on rotating shifts 	<ul style="list-style-type: none"> • Respond to emergency calls, perform firefighting duties, rescue and provide emergency first aid. 	<ul style="list-style-type: none"> • Working Hours: 2 day / week Rotating Shift 8am - 6pm 6pm - 8am • Employment Type: Full Time • Location: Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Equipment Engineer </p>	<ul style="list-style-type: none"> • Engineering degree. • Passion for technology • Willing to work outdoors & at heights 	<ul style="list-style-type: none"> • Troubleshoot, repair, maintain & modify automotive, hydraulic, mechanical & electrical systems used in container handling. • Participate in equipment modification projects to improve equipment reliability, maintainability and sustainability. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week Monday to Thursday 8 am to 5.30 pm Friday 8 am to 5 pm • Employment Type: Full Time • Location: Singapore
<p>Operations Executive </p>	<ul style="list-style-type: none"> • Degree in any discipline. • Strong leadership, communication and interpersonal skills. • Results oriented personality who thrives working in a dynamic environment. 	<ul style="list-style-type: none"> • As an operations executive at control centre, you will lead a team of control center supervisors and responsible for the planning of manpower resources and sophisticated equipment, to ensure the quick turnaround of our vessels and prompt connectivity of our customers' containers. • Execute and monitor container handling operations to ensure PSA delivers seamless service to our customers round the clock. • As an operation executive at planning, you will lead a team of ship planners, collaborating with both internal and external stakeholders to meet shift-to-shift ship planning requirements, ultimately ensuring customer satisfaction. • Spearhead container ship planning to achieve optimal cargo distribution for vessel stability, facilitating swift vessel turnaround and 	<ul style="list-style-type: none"> • Working Hours: 12 hours rotating shift 7.30am - 7.30pm 7.30pm - 7.30am • Employment Type: Full Time • Location: Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		seamless connectivity in PSA SG.	
Operations Supervisor (Chemcare)	<ul style="list-style-type: none"> Higher NITEC/ NITEC in any discipline Willing to work 5.5 days' work week Possess Class 3 or Class 3A license 	<ul style="list-style-type: none"> Conduct thorough inspections of warehouses and yards in PSA terminals to ensure compliance with Dangerous Goods regulations which involves preparing of detailed inspection reports documenting findings and following up on the inspection results. Perform cargo tally, daily inventory checks of cargo for container operations, and maintain equipment inventory. Provide assistance to transporters in utilizing self-service kiosks at the warehouse, ensuring smooth operations. Involved in arranging billing for ad hoc services and verifying cargo delivery and receipting processes to ensure adherence to established procedures. 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week Monday to Friday 8.30 am to 6.00 pm Saturday 8.30 am to 1 pm Employment Type: Full Time Location: Singapore
Operations Supervisor (Gate Operations)	<ul style="list-style-type: none"> At least 3 'O' level credits, NITEC, ITC or equivalent Able to work on rotating shifts 	<ul style="list-style-type: none"> In charge of the over-the-counter customer services and phone enquiries at the Haulier & Chemcare Service Centre. Manage the ship chandler and perform survey on damage containers reported by haulier operators. Supervise the CCTV checks on containers entering the area. 	<ul style="list-style-type: none"> Working Hours: 12 hours rotating shift 7.30am - 7.30pm 7.30pm - 7.30am Employment Type: Full Time Location: Singapore
Operations Supervisor (Yard Planning)	<ul style="list-style-type: none"> Higher NITEC/ NITEC in any discipline Able to work on rotating shifts 	<ul style="list-style-type: none"> Allocating space for local exporting containers at the terminal, and shifting of the containers across various terminals, consolidating them 	<ul style="list-style-type: none"> Working Hours: 12 hours rotating shift

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		at the loading terminal where the loading vessel will berth at. <ul style="list-style-type: none"> • Planning and prearranging the lying containers at the yard to ensure smooth loading operations. • Involved in empty container management where you will pick and nominate empty containers to fulfil orders by the liners. 	7.30am - 7.30pm 7.30pm - 7.30am <ul style="list-style-type: none"> • Employment Type: Full Time • Location: Singapore
Senior Civil Engineer (Planning & Design) 	Requirements: <ul style="list-style-type: none"> • Degree in Civil Engineering or Environmental Engineering • Competent in AutoCAD 2D/3Dm and Revit • Knowledge of e-BIM submission system Preferably with: <ul style="list-style-type: none"> • at least 5 years of working experience with BIM related to infra works and sub-utilities like drainage/sewerage • knowledge of planning, Singapore Green Mark and Corenet eSubmission • System structural design experience • experience in geotechnical design and interpretation of a Geotechnical Investigation Report 	<ul style="list-style-type: none"> • You will be part of a dynamic team to formulate a master plan of Port Terminal civil projects. • Your main responsibilities include planning, designing, implementing and managing projects in port infrastructure and buildings. Job scope includes: <ul style="list-style-type: none"> • working with the team to prepare BIM/CAD drawings for calling of tender/ construction • managing BIM documentation filing system • preparing e-submissions to authorities • liaising with relevant authorities, agencies and internal stakeholders from project conceptualisation to completion • designing green buildings with consideration for climate and ecology • driving in-house implementation of BIM/IDD digital solutions • lead and develop a team of BIM drafters 	<ul style="list-style-type: none"> • Working Hours: 5 day / week Monday to Thursday 8 am to 5.30 pm Friday 8 am to 5 pm <ul style="list-style-type: none"> • Employment Type: Full Time • Location: Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Service Engineer (Digital Systems) </p>	<ul style="list-style-type: none"> • Diploma in Electronics, Electrical or Mechatronics Engineering • Experience in maintenance methodology, network and security systems will be an advantage • Comfortable with working outdoors and at height. 	<ul style="list-style-type: none"> • Work with engineers and lead a team of technical specialists to maintain electronics and communications systems. • These include CCTV, Card Access, Trunk Radio and UPS. • You will also provide technical support and consultancy services on these systems. • In addition, you will be involved in projects and tenders for procurement of related systems and equipment. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week Monday to Thursday 8 am to 5.30 pm Friday 8 am to 5 pm • Employment Type: Full Time • Location: Singapore
<p>Service Engineer (Infrastructure Management) </p>	<ul style="list-style-type: none"> • Diploma in Civil Engineering, Construction Engineering, Building or Facility Management or related fields 	<ul style="list-style-type: none"> • Assist the Civil Engineers/ Managers in the maintenance of civil and marine infrastructures in PSA such as roads, container stacking yards and wharves. <p><u>Major responsibilities include:</u></p> <ul style="list-style-type: none"> • Plan, prepare, monitor and update infrastructure maintenance programmes and project schedules • Coordinate and manage contractors on maintenance/project works • Prepare annual budget and expenditure for maintenance/project works • Draft contract specifications for calling of quotation/ tender for maintenance/ project works • Liaise with government agencies on civil and marine related issues. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week Monday to Thursday 8 am to 5.30 pm Friday 8 am to 5 pm • Employment Type: Full Time • Location: Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Service Engineer (Integrated Facilities Management) </p>	<ul style="list-style-type: none"> Diploma in Civil Engineering, Construction Engineering, Building or Facility Management 	<ul style="list-style-type: none"> In the team to maintain and manage the facilities within PSA owned and leased buildings, offices and workshops. <p><u>Major responsibilities include:</u></p> <ul style="list-style-type: none"> Plan, prepare, monitor and update building facilities operation and maintenance program and project schedules Prepare annual budget and expenditure for facilities management and maintenance/project works Draft contract specifications for calling of quotation/ tender for facilities management, maintenance/ project works Coordinate and manage contractors on facilities management, maintenance/ project works at offices and buildings Liaise with government agencies on building related issues. 	<ul style="list-style-type: none"> Working Hours: 5 day / week Monday to Thursday 8 am to 5.30 pm Friday 8 am to 5 pm Employment Type: Full Time Location: Singapore
<p>Systems Analyst </p>	<ul style="list-style-type: none"> Degree in Computing, Computer Science, Computer Engineering, Information Systems or equivalent Proficient in programming (C, C++, JAVA) and relational databases and related scripting (Oracle, SQL) Be prepared to work in a team providing 24x7 system support <p>The following will be highly valued:</p> <ul style="list-style-type: none"> Hands on experience in frameworks like 	<ul style="list-style-type: none"> Create and manage products and solutions that support our business users, customers and solve complex challenges. Work with users, vendors and project managers to understand processes, pain points and create technical specifications. Will be responsible for designing, developing and maintaining software applications using various technologies like Java, C, C++ 	<ul style="list-style-type: none"> Working Hours: 5 day / week Monday to Thursday 8.30 am to 6.00 pm Friday 8.30 am to 5.30 pm Employment Type: Full Time Location: Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Angular, Spring Boot; Cloud Foundry or similar cloud technology.</p> <ul style="list-style-type: none"> • Proficiency in Agile Methodologies, such as Extreme Programming (XP) and Scrum • Knowledge of software best practices, like Test-Driven Development (TDD) and Continuous Integration (CI) 		
<p>Systems Engineer </p>	<ul style="list-style-type: none"> • Degree / Diploma in Computing, Computer Science, Computer Engineering, Information Systems or equivalent • Deep passion for working with different types of technologies • Growth mindset to challenge traditional norms and drive changes in work processes with a focus on automation and delivering solutions as a Service • High desire to learn new tools that will be needed to interact with our software products • Willingness to script to automate and embrace Infrastructure as Code practices • Be prepared to work in team providing 24x7 system support <p>Candidates with a keen interest in one or more of the following technology areas will be highly valued:</p>	<ul style="list-style-type: none"> • Deliver and support highly available IT services comprising of infrastructure, Middleware and Web technologies 	<ul style="list-style-type: none"> • Working Hours: 5 day / week Monday to Thursday 8.30 am to 6.00 pm Friday 8.30 am to 5.30 pm • Employment Type: Full Time • Location: Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Private and Hybrid Cloud Operating Systems Infrastructure as Code Middleware and Web Technologies 		
Technical Specialist (Electrical Network) 	<ul style="list-style-type: none"> Higher NITEC in Electrical Engineering, NITEC in Electrical Technology (Power & Control) or any engineering discipline Willing to work outdoors, at heights and on weekends 	<ul style="list-style-type: none"> Responsible for PSA's electrical distribution networks which include High-Tension switchgears, transformers and electrical substations. Main duties include assisting the LEW and engineers in performing preventive and corrective maintenance of electrical systems; supervising new electrical installations and SCADA system testing/ commissioning; troubleshooting network fault and performing power supply restoration work. 	<ul style="list-style-type: none"> Working Hours: 5 day / week 8 am to 5 pm Employment Type: Full Time Location: Singapore
Technical Specialist (Equipment Engineering) 	<ul style="list-style-type: none"> NITEC / Higher NITEC in an engineering discipline Willing to work outdoors, at heights and on weekends 	<ul style="list-style-type: none"> Troubleshoot, repair, maintain and modify automotive, hydraulic, mechanical and electrical systems used in container terminal operations. May also participate in equipment modification projects to improve equipment reliability, safety and maintainability 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week 8am to 5pm Employment Type: Full Time Location: Singapore
Warehouse Assistant	<ul style="list-style-type: none"> NITEC / GCE 'O' Level qualifications with at least 2 years' relevant experience in warehousing or logistics operations Valid forklift license and/or operate reach truck experience Experience operating in confined or high-traffic areas 	<ul style="list-style-type: none"> Support end-to-end daily operations within the warehouse and across the logistics workflow including unpacking, picking, re-packing, labelling, cargo handling, and delivery of cargo to customers. Work closely with the warehouse supervisor, haulier drivers, and other team 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week Monday to Friday 8.30 am to 5.00 pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to handle the loading and unloading of heavy cargo • Good communication skills and basic proficiency in English • Able to work independently and as part of a team • Detail-oriented with strong multitasking ability • Possession of a Class 3 driving license will be an added advantage 	<p>members to ensure safe and efficient operations.</p>	<p>Saturday 8.30 am to 1 pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: Singapore
<p>Workplace Safety & Health Officer </p>	<ul style="list-style-type: none"> • Degree, preferably in Engineering or Environmental, Health and Safety • Keen interest or knowledge in data analytics • Preferably with experience in occupational safety, health and environmental fields, OSH/ ISO documentation, and knowledge of related government regulations • Candidates who are MOM Registered WSH Officers or with experience/certification in Industrial Hygiene will have added advantage. 	<p>Main responsibilities in the department include:</p> <ul style="list-style-type: none"> • Driving Workplace Safety & Health initiatives • conducting Workplace Safety & Health audit and training • Keeping abreast of best Workplace Safety & Health standards and promoting good practices at work • Performing the statutory roles of a Registered Workplace Safety & Health Officer (RSO) • Ensuring corporate compliance with Workplace Safety & Health regulations and statutory requirements. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week <p>Monday to Thursday 8 am to 5.30 pm</p> <p>Friday 8 am to 5 pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: Singapore

#7 SEG

Founded in 1996, Sushi Express has become the leading conveyor belt sushi brand with over 500 outlets worldwide, including Singapore. We're driven by a mission to deliver high-quality, authentic sushi to the masses while upholding our commitment to excellence, innovation, and teamwork. At Sushi Express, we embrace diversity and work together to overcome challenges, creating unforgettable dining experiences. Join us and be part of our journey as we strive to become the world's No.1 sushi brand!

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Outlet Manager 	<ul style="list-style-type: none"> • Diploma holder and/or minimum 3–5 years of experience in F&B/Retail operations. • At least 2 years of supervisory experience. • Proficient in MS Office and POS software. • Well-groomed with strong interpersonal and communication skills. • Strong leadership and people management skills with proven track record. • Must be able to work on rotating shifts, weekends, and Public Holidays 	<ul style="list-style-type: none"> • Assist the Outlet Manager in daily outlet operations, including effective scheduling, employee communications, regular coaching, and ensuring workplace happiness. • Ensure compliance with the highest safety and hygiene standards. • Create a positive and rewarding customer experience. • Lead and motivate team members to achieve sales targets and customer satisfaction. • Assist in outlet recruitment, time management, payroll facilitation, and training needs. • Execute outlet marketing programs. • Plan, manage, review, and analyze outlet sales and profitability; work with Outlet Manager and/or Area Manager to implement new sales strategies. • Other duties as assigned 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week • Employment Type: Full Time • Location: 20 Bendemeer Road, Singapore 339914
Kitchen Staff (PT)	<ul style="list-style-type: none"> • Good communication and interpersonal skills, positive attitude, proactive and have great enthusiasm to learn. • Must be comfortable with repetitive work 	<ul style="list-style-type: none"> • Assist in food preparation in accordance with the Company's SOP. • Receive training and work across all kitchen stations, including gunkan, side dishes, kaburi & grilled items. 	<ul style="list-style-type: none"> • Working Hours: 2 days / week • Employment Type: Part-Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>activities, operating machinery and physically demanding work conditions (i.e. long-standing hours.</p> <ul style="list-style-type: none"> • Must be able to work on rotating shifts, weekends and Public Holidays. • Preferably with valid food hygiene cert. • Candidates without working experience are welcome to apply as training will be provided 	<ul style="list-style-type: none"> • Adhere to food handling hygiene standards, including performing dishwashing duties. 	<ul style="list-style-type: none"> • Location: 20 Bendemeer Road, Singapore 339914
<p>Outlet Staff</p>	<ul style="list-style-type: none"> • Good communication and interpersonal skills, positive attitude, pro-active and have great enthusiasm to learn. • Must be comfortable with repetitive work activities, operating machinery and physically demanding work conditions (i.e. long-standing hours) • Must be able to work on rotating shifts, weekends and Public Holidays. • Preferably with valid food hygiene cert. • Candidates without working experience are welcome to apply as training will be provided 	<p>Kitchen Operations:</p> <ul style="list-style-type: none"> • Assist in food preparation in accordance with the Company's SOP. • Receive training and work across all kitchen stations, including gunkan, side dishes, kaburi & grilled items. • Adhere to food handling hygiene standards, including performing dishwashing duties. <p>Service Operations:</p> <ul style="list-style-type: none"> • Ensure a seamless dining experience by following the 5 Steps of Customer Service: <ol style="list-style-type: none"> 1. Greetings/Hosting: Welcome guests warmly and assist with seating. 2. Pre-Dining Introduction: Provide an overview of the menu and special offerings. 3. Table Management: Ensure guests' needs are met throughout their meal. 4. Billing Settlement: Handle cashiering duties efficiently and accurately. 5. Table Setting and Clearing: Set up and clear tables promptly and professionally. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week • Employment Type: Full Time • Location: 20 Bendemeer Road, Singapore 339914

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Closing and Cleaning Duties:</p> <ul style="list-style-type: none"> • Perform closing tasks: dishwashing, cleaning of service stations, and maintaining a clean & tidy dining floor. • Participate in cleaning of service/dining areas during non-peak hours and scheduled monthly outlet cleaning sessions. • Other duties as assigned by Manager. 	
<p>Supervisor </p>	<ul style="list-style-type: none"> • Possess at least GCE N Level and or/ minimum 2 years of experience in F&B/Retail operations. • At least 1 year of supervisory experience. • Good in MS Office and POS software. • Well-groomed with strong interpersonal and communication skills. • Must be able to work on rotating shifts, weekends and Public Holidays 	<ul style="list-style-type: none"> • Assist Assistant Outlet and/or Outlet Manager in daily outlet operations which include effective scheduling, employee communications, regular coaching and ensuring workplace happiness. • Ensure the highest safety and hygiene standards compliance with regulations. • Create a positive and rewarding customer experience. • Explain menu items to customers and make suggestions when necessary. • Ensure and monitor all cashiering and cash management procedures are in compliance with accounting and auditing standards. • Assist in outlet recruitment, employees time management, facilitating payroll issues, training needs. • Ensuring opening and closing duties are properly carried out according to company's policies. • Ensuring outlet area (kitchen, service and outer area) is properly cleaned on a regular 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week • Employment Type: Full Time • Location: 20 Bendemeer Road, Singapore 339914

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		schedule and all sanitary standards are met. <ul style="list-style-type: none"> Any other duties as assigned by Outlet Manager 	

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#8 Sushi Tei

Sushi Tei – where expert culinary skills and an innate appreciation of nature come together to inspire and enhance the Japanese dining experience. Since our debut in 1994, we have forged an identity of our own by combining the intricacies of sashimi with teppanyaki to offer the height of Japanese cuisine to the masses. Sushi Tei is no ordinary dining restaurant. We believe in providing an alluring ambience that sets us apart from a regular diner. Illustrating the emerging influence Asia has on modern Japanese cuisine, our menu features a fusion of traditional Japanese dishes with modern innovative trends.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Leading Cook	<ul style="list-style-type: none"> • Training will be provided • Applicants with prior relevant experience will be advantageous. • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in a short notice 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. • Ensure that all workstations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. • Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week • Employment Type: Full Time • Job Type: Permanent • Location: 120 Lower Delta Road (S)169208
Cook (PT)	<ul style="list-style-type: none"> • No experience required as training will be provided. 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance • Ensure that all work stations are clean, tidy and ready for 	<ul style="list-style-type: none"> • Working Hours: 6 day / week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to start work in a short notice 	<p>the start and end of the business day.</p> <ul style="list-style-type: none"> • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. • Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. 	<ul style="list-style-type: none"> • Employment Type: Part-Time • Job Type: Temporary • Location: 120 Lower Delta Road (S)169208
<p>Leading Cook</p>	<ul style="list-style-type: none"> • Training will be provided • Applicants with prior relevant experience will be advantageous. • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in a short notice 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. • Ensure that all workstations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week • Employment Type: Full Time • Job Type: Permanent • Location: 120 Lower Delta Road (S)169208

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. Perform stock count for monthly closing inventory. 	
<p>Marketing Executive (1 year contract) </p>	<ul style="list-style-type: none"> No experience required as training will be provided. 	<p>Membership Marketing (Main Portfolio):</p> <ul style="list-style-type: none"> Plan and implement membership campaigns, promotions, and referral programs. Manage membership communications across email, digital platforms, and social media. Monitor and track membership data, including points accumulation and redemptions, ensuring accuracy and timely updates. Collaborate with internal teams to ensure membership benefits and experiences are clearly communicated. Provide regular reports on membership growth, churn, engagement, and redemption activities 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week Employment Type: Part-Time Job Type: Temporary Location: 120 Lower Delta Road (S)169208
<p>Restaurant Supervisor</p>	<ul style="list-style-type: none"> Applicants with prior relevant experience will be advantageous Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to work in fast-paced F&B environment with minimal supervision. 	<ul style="list-style-type: none"> Greet and lead arriving guests to assigned table in a friendly manner, make them feel welcome and at ease. Present Ordering iPad /Menu to the customers. Attend to guest’s request, be helpful and answer politely. Recommend signature and popular dishes to customers. Check food before presenting it to guests and ensure all 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week Employment Type: Full Time Job Type: Permanent Location: 120 Lower

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to start work in a short notice 	<ul style="list-style-type: none"> • items ordered are served accordingly. • Seek customers' permission prior to clearing of the empty dishes. • Follow service procedures and familiarize yourself with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly. • Take incoming calls and provide information regarding respective restaurants. • Relay customer feedback or comments to the duty manager in charge. • Manage daily cashiering duty to ensure all transactions are accurate & done efficiently. • Ensure complete table set up according to service SOP. • To perform other duties as assigned by superior. 	<p>Delta Road (S)169208</p>
<p>Senior Cook</p>	<ul style="list-style-type: none"> • Training will be provided • Applicants with prior relevant experience will be advantageous. • Able to perform shifts and work on weekends and Public Holidays. • Great customer service skills with a pleasant smile. • Able to work in fast-paced F&B environment with minimal supervision. • Able to start work in a short notice 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. • Ensure that all work stations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. 	<ul style="list-style-type: none"> • Working Hours: 6 day / week • Employment Type: Full Time • Job Type: Permanent • Location: 120 Lower Delta Road (S)169208

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. Perform stock count for monthly closing inventory. 	
Service Crew (Waiter / Waitress)	<ul style="list-style-type: none"> Applicants with prior relevant experience will be advantageous. Able to perform shifts and work on weekends and Public Holidays Great customer service skills with a pleasant smile. Able to work in fast-paced F&B environment with minimal supervision. Able to start work in a short notice 	<ul style="list-style-type: none"> Responsible for providing courteous and efficient food & beverage services to the guests. To present menu, take orders, suggest and recommend appropriately. Attend and respond to guests' needs promptly and professionally. Setting up table arrangement and ensure cleanliness in the restaurant. To perform other duties as assigned by superior. 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week Employment Type: Full Time Job Type: Permanent Location: 120 Lower Delta Road (S)169208
Waiter / Waitress (PT)	<ul style="list-style-type: none"> No experience required as training will be provided. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to start work in a short notice 	<ul style="list-style-type: none"> Responsible for providing courteous and efficient food & beverage services to the guests. To present menu, take orders, suggest and recommend appropriately. Attend and respond to guests' needs promptly and professionally. Setting up table arrangement and ensure cleanliness in the restaurant. To perform other duties as assigned by superior 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week Employment Type: Part-Time Job Type: Temporary Location: 120 Lower Delta Road (S)169208

#9 Touch Community Services

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Executive (6 Months) 	<ul style="list-style-type: none"> • Min Degree in Accounting. • More than 5 years of working experience in Finance. • Knowledge in word, excel, and PowerPoint. • Able to work independently and under pressure in a fast-paced environment. 	<p><u>Principal Responsibilities and Duties:</u></p> <ul style="list-style-type: none"> • Provide business partnering to services • Processing of payments to vendors and staff claims for the services. • Processing of receipts for the services. • Processing of donations • Ensure timely monthly & year-end closings for management & other users to make well-informed decisions. • Prepare monthly variance analysis reports of service income and expenditure, and advise service units on key findings on major variances in their reports. • Monitor and maintain schedules of Balance Sheet items on a monthly basis. • Perform monthly bank reconciliation. • Prepare journal and ledger entries to reconcile discrepancies. • Prepare year-end audit schedules. • Provide assistance to services in budgeting and forecasting. • Perform fixed asset control on a timely basis. • Provide support to services in monitoring funds, budgeting, and reviewing expenditures to ensure cost management. • Assist services in funding reporting and liaise with auditors on the audit of project income and expenditure. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hours / week • Employment Type: Full Time • Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform GST quarterly submission. <p>Receipts - Donations</p> <ul style="list-style-type: none"> Processing of donations Manage reconciliation and adjustments of Tax-Deductible Receipts. Conduct donors' NRIC verification and submit relevant information to IRAS. Collaboration with Partnership for a good Donor's experience <p>Digital Transformation</p> <ul style="list-style-type: none"> Enhancing and streamlining the receipts process Any other duties assigned by the supervisor 	
<p>Cluster Manager (Active Ageing)</p> 	<ul style="list-style-type: none"> Degree in Business/ Healthcare/ Commcare, or related field 5-8 years' relevant experience, including 5 years in a leadership role Strong in strategic planning, operations management, and service innovation Excellent skills in stakeholder engagement, partnership building, and fundraising Proven people management, coaching, and quality/risk management abilities Experience in the social service/ healthcare/ community care sector, with familiarity in national ageing strategies and community-based care models 	<p>Principle Duties & Responsibilities:</p> <p>Sub regional Strategic and Operational Oversight</p> <ul style="list-style-type: none"> Develops and formulates long-term strategies, in alignment with organisational direction and national & sectoral priorities. <p>Programme/ Service Innovation & Integration</p> <ul style="list-style-type: none"> Oversight Operations Manager in operationalising strategic initiatives across assigned AACs. <p>Partnership and Stakeholder Engagement</p> <ul style="list-style-type: none"> Build and maintain strong relationships with regional stakeholders including community partners, government agencies (e.g. AIC, MOH), regional partners and grassroots leaders. Represent the organisation in regional-level meetings, working groups, and collaboration platforms. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hours / week Employment Type: Full Time Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Devise financial planning for the cluster, secures external grants including corporate sponsorships and philanthropy to achieve long-term sustainability. <p>People Management</p> <ul style="list-style-type: none"> Strengthen the leadership capabilities and competencies of Operations Managers through regular check-ins, performance reviews, and centre visits that provide support and gather feedback. Enable Operations Managers to effectively coach and guide Centre Leads. <p>Risk and Quality Management</p> <ul style="list-style-type: none"> Guides Operations Managers in identifying, and mitigating risks by ensuring SOP compliance, reviewing incidents, and fostering a culture of safety and accountability across centres. Drive quality improvement initiatives and ensure service safety, consistency, and excellence. 	
<p>Community Staff Nurse </p>	<ul style="list-style-type: none"> Degree in Nursing Registered Nurse in Singapore Minimum 8 years' experience of clinical nursing in community Basic Cardiac Life Support certification Specialist Diploma in Gerontology / Palliative Nursing within 3 years as Senior Staff Nurse 	<p><u>Principal Responsibilities and Duties:</u></p> <ul style="list-style-type: none"> Conduct home visits for assigned clients to assess and develop nursing intervention and care plan for clients. Perform nursing procedures in home environment with resources that are available and implement where necessary with safety. Provide patient education for improved health outcome. Liaise with internal and external healthcare partners for efficient and effective care plan for common clients. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hours / week Employment Type: Full Time Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide caregivers training. • Carry out care and plan discharge process on admission of clients. • Participate in case conferences with restructured hospital community teams to facilitate care of client and to support caregivers. <p>Other Responsibilities:</p> <ul style="list-style-type: none"> • Screen home medical and nursing referrals from external agencies. • Participate in new initiatives / projects as assigned. • Knowledge sharing on care for common clients with complex medical/ social/ mental issues. • Complete initial assessment for Home Personal Care (HPC) clients with HPC supervisor. 	
<p>Executive - Community Engagement & Activation (TOUCH Young Arrows) - 2 Years Contract </p>	<ul style="list-style-type: none"> • Degree holder in any discipline • 2-3 years of related work experience • Holds project management, stakeholder engagement and communications experience • Team player with strong interpersonal skills • Strong organizational skills and a self-starter who contributes independently • High integrity and a positive role model to volunteers • Compassion for vulnerable children and families 	<p>Principle Duties & Responsibilities:</p> <p>1. Community Engagement (with Activation Focus)</p> <ul style="list-style-type: none"> • Oversee and ensure quality implementation of programme across TYA clubs. • These include age-appropriate enrichment, corporate-partnered initiatives, family-themed experiences or camp experiences. • Formulating purposeful and effective programme design. • Publicise and achieve strong participation and engagement in these initiatives. • Select and liaise with quality vendors and partners to fulfil programme outcomes. • Support parental communications to ensure a seamless experience, and 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, Tue to Sat, 9am to 6pm • Employment Type: Full Time • Location: Toa Payoh / Various location around Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Carries a professional image, with care to detail • Excellent facilitation, and verbal and written communication skills • Adept at Microsoft Office 	<p>engage internal and external stakeholders (such as volunteers, staff functions and corporate and community partners) for smooth communications.</p> <ul style="list-style-type: none"> • Manage timelines and budgets well and complete related administration, finance and documentation needs. • Evaluate programme effectiveness and generate post review reports. • Foster long-term relationships and advocacy to strengthen social capital and facilitate social transformation. <p>2. Communications</p> <ul style="list-style-type: none"> • Document with photos and videos • Curate social media content. • Curate stories of beneficiaries and volunteers. 	
<p>Executive – Programme (Active Aging Centre) </p>	<ul style="list-style-type: none"> • Diploma in any discipline, preferably with 2 - 3 years of relevant experience in eldercare or healthcare sector. • Strong interpersonal and communication skills, the ability to work independently and as part of a team. • Good organizational and time management skills. • A passion for working with seniors and a commitment to promoting active ageing. 	<p><u>Principle Duties & Responsibilities:</u> Programme Planning & Development</p> <ul style="list-style-type: none"> • Lead the end-to-end planning, development, and coordination of programmes across wellness domains for seniors. • Provide recommendations and inputs for decision-making on programme matters to ensure alignment with organisational goals and meet the needs of the community. • Ensure programmes run smoothly through effective resource planning, scheduling, and monitoring. • Establish systems and processes that enhance 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hours / week • Employment Type: Full Time • Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>efficiency, consistency, and quality in programme execution.</p> <ul style="list-style-type: none"> Track participation, outcomes, and feedback to assess programme impact. <p>Stakeholder & Volunteer Management</p> <ul style="list-style-type: none"> Recruit, train, and manage volunteers to support programme delivery. Develop and oversee volunteer engagement strategies, ensuring meaningful involvement, capacity-building, and recognition of volunteers. Work closely with internal teams, community partners, and stakeholders to co-develop initiatives and strengthen service integration. Represent the centre in community networks and joint projects to expand reach and impact. <p>Operations & Administration</p> <ul style="list-style-type: none"> Establish and maintain efficient systems for programme recording, volunteer management, and reporting of programme activities. Monitor service delivery standards, ensuring compliance with organisational SOPs and funder requirements. Contribute to data collection and outcome measurement to evaluate impact and support decision-making. <p>People Management Support</p> <ul style="list-style-type: none"> Lead AAC officers and volunteers. Provides support, 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		motivates staff and volunteers, ensures well-being of team members at the ground level.	
Executive - Programme (Enabling Services Hub - Jurong) 	<ul style="list-style-type: none"> • Degree holder • At least 2 - 5 years or more of related experience • Prior experience in programme management or working with PwDs will be an added advantage • Excellent verbal and written communication, problem solving and administration skills • Excellent programme planning and facilitation skills. • Adept at Microsoft Office 	<p><u>Principle Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> • Plan, publicise, conduct and/or deliver on sit and community programmes for Persons with Disabilities (PwDs), such as bite sized courses, social inclusion activities with the local community. • Plan and deliver support and services for caregivers of PwDs such as respite services and caregivers support groups. • Perform needs assessment to ascertain service needs, interests and gaps of PwDs and caregivers • Manage the well-being and safety of the PwDs during the programme. • Implementation and evaluation of ESH programmes and social inclusion events with community partners. • Work closely with stakeholders e.g. grassroot partners, SSA, CDC to look into collaboration of programme. • Work with volunteers' team to publicise volunteers' opportunity for supporting PwDs in programme. • Ensure smooth daily operation (including programmes) of centre, including maintenance of premises to ensure client safety and cleanliness. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, Mon-Fri (Weekend as and when needed) • Employment Type: Full Time • Location: Jurong

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Collaborate with staff under TSNG or other services on special projects on an ad-hoc basis. 	
<p>Executive - Volunteer Management (Enabling Services Hub - Jurong) </p>	<ul style="list-style-type: none"> Degree holder At least 2 - 5 years of experience in project, stakeholder and budget management. Excellent written, communication and presentation skills. Excellent negotiation and people management skills. Analytical and organised, able to translate concepts into actionable goals. Prior experience in volunteer management will be an added advantage. Flexibility to work evenings and weekends as needed, and willingness to travel locally for meetings, events and volunteer outreach activities. Crisis management and service recovery skills. Adept at Microsoft Office 	<p><u>Principle Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> Organise volunteer outreach, recruitment, training, management and appreciation. Assess and monitor volunteers' readiness and suitability to match and befriend Persons with Disabilities (PwDs). Develop a sustainable ESH volunteer management framework which adheres to SG Enable and TOUCH Volunteer Management protocols. Network, advocate and promote awareness of volunteering opportunities to support ESH initiatives / programmes at different platforms. Engage stakeholders, build partnerships and grow projects for volunteers to serve PwDs under ESH. Drive collaborative initiatives across all internal and external stakeholders to upskills and retain volunteers. Volunteers' coordination on new plans and sharing of best practices. Ensure proper and accurate update of volunteer database. Manage and review volunteers' documentation process, recording, reports and survey. Establish vision and alignment among volunteer teams. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, Mon-Fri (Weekend as and when needed) Employment Type: Full Time Location: Jurong

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Work with staff under within and outside of TSNG on special project. 	
<p>Executive - Volunteer Management (Home Help - AMK) </p>	<ul style="list-style-type: none"> Degree holder or above At least 3 years of experience in project, stakeholder and budget management Excellent written, communication and presentation skills Excellent negotiation and people management skills Analytical and organised, able to translate concepts into actionable goals Prior experience in volunteer management will be an added advantage Crisis management and service recovery skills Proficient in Microsoft applications 	<p><u>Principal Responsibilities and Duties:</u></p> <ul style="list-style-type: none"> Support stakeholder engagement, partnership-building, and project development to create meaningful volunteer opportunities that benefit communities. Assist in educating TOUCH Volunteer Coordinators on the corporate vision, fostering volunteer engagement for long-term sustainability. Cultivate the adoption of a centralized digital system for recruiting, engaging, and managing volunteers. Facilitate cross departmental collaboration to enhance volunteer sharing and retention across the organization. Assist in planning and executing volunteer appreciation initiatives. Support the enhancement of volunteer training, using survey data to identify upskilling opportunities. Co-manage and maintain the volunteer database to ensure accurate records and reporting. Assist in organizing service-specific Volunteer Coordinator meetings to communicate new initiatives and share best practices. Provide support for special projects as required by the team or organization. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hours / week Employment Type: Full Time Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Conduct volunteer risk assessment annually with various services Collate, analyse, and submit reports as needed. 	
<p>Executive (Fitness & Wellness) </p>	<ul style="list-style-type: none"> Degree in physical education or related field At least 3 years of experience in designing and delivering fitness programme Ability to engage with clients effectively and motivate clients in making improvements to their physical well-being Experienced with working with the elderly and demonstrate understanding of precautions needed when training a client. 	<p><u>Principle Duties & Responsibilities:</u></p> <p>Program Design</p> <ul style="list-style-type: none"> Lead the end-to-end planning, development, coordination, facilitation, and evaluation of fitness and wellness programmes for clients. Develop fitness & wellness group classes catering from basic to advanced levels to enhance or maintain clients' mobility, strength, balance, and self-confidence. <p>One-to-one Coaching</p> <ul style="list-style-type: none"> Conduct screenings and assessments to determine clients' suitability for exercise programmes. Provide tailored functional gym training and recommendations aligned with wellness goals jointly set with clients. <p>Gym Maintenance & Safety</p> <ul style="list-style-type: none"> Ensure exercise classes are delivered in a safe, positive, and motivating environment as per safety guidelines. Ensure timely maintenance of gym equipment in accordance with manufacturers' guidelines. <p>Stakeholder Management</p> <ul style="list-style-type: none"> Collaborate closely with the AAC team and fitness contractor to co develop wellness initiatives. <p>Client Service Delivery</p> <ul style="list-style-type: none"> Build and sustain positive client relationships, ensuring 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hours / week Employment Type: Full Time Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		consistent and satisfactory service experiences. Operations & Administration <ul style="list-style-type: none"> Track & report participation and program outcomes Orientation, Coordination & Scheduling in Gym related matters Monitor service delivery standards to ensure compliance with organisational SOPs. 	
Executive (Independent Living Studio) 	<ul style="list-style-type: none"> At least Diploma holder, preferably with relevant experience in Administration, Customer Service, or related field Prior experience in programme coordination, customer service, operations, or stakeholder management preferred Proficient in Microsoft Office and administrative systems. Good interpersonal and communication skills Good organizational and problem-solving skills with attention to details Proactive, resourceful and organised Ability to work both independently and in a team environment 	<u>Principle Duties & Responsibilities:</u> A. Coordinate and Support Stakeholders Engagement <ul style="list-style-type: none"> Coordinate, support, and liaise with community partners on the use of venue and collaboration. Build and maintain good relationships with stakeholders to ensure alignment and sustainability of initiatives. Coordinate and plan outreach and engagement events with community partners and agencies. Plan and manages publicity efforts for programmes in alignment to organisations' guidelines. B. Operations Support <ul style="list-style-type: none"> Monitor and oversee daily operations of programmes, ensuring smooth service delivery. Provide customer service support to clients, caregivers, and stakeholders. Ensure compliance with safety, privacy, and ethical standards across all training activities. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, Mon - Fri Employment Type: Full Time Location: Enabling Village

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Support in logistics, scheduling, and resource planning for programmes and events. • Support facilities management to ensure a safe, functional, and well-maintained environment. <p>C. Administration and Financial Support</p> <ul style="list-style-type: none"> • Oversee billing processes, ensuring accuracy and timeliness of invoicing. • Assist in budget monitoring, expense tracking, and financial reporting where required. • Maintain proper documentation, records, and administrative systems to support programme functions. Respond to general email enquiries related to programme matters. <p>D. Other Responsibilities</p> <ul style="list-style-type: none"> • Assist and support in training programmes for adults with disabilities. • Prepares the necessary resources material to be provided to clients and caregivers. 	
<p>Executive (Partnership) </p>	<ul style="list-style-type: none"> • Diploma or Degree in Marketing, Business or a related field. • 3 – 5 years' experience in fundraising/ sales & marketing. • Experience in organising events and campaign management is an added advantage. • Excellent presentation, interpersonal and writing skills. 	<p><u>Principal Duties & Responsibilities:</u></p> <p>1. Strategic Planning and Execution</p> <ul style="list-style-type: none"> • Develop and implement effective fundraising strategies to meet organisational goals. • Identify and prioritise opportunities for corporate partnerships and sponsorships. <p>2. Donor and Partner Engagement</p>	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hours / week • Employment Type: Full Time • Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work independently and as a team player who can perform effectively in a fast-paced environment 	<ul style="list-style-type: none"> • Build and maintain strong relationships with corporate donors and sponsors. • Research and approach potential corporate partners to expand the donor base. • Ensure timely communication and acknowledgement to maintain donor satisfaction and loyalty. <p>3. Fundraising Campaigns and Events</p> <ul style="list-style-type: none"> • Plan, organise, and execute fundraising campaigns and events. • Coordinate logistics and ensure the seamless execution of events to maximise revenue and impact. <p>4. Performance Monitoring and Reporting</p> <ul style="list-style-type: none"> • Track fundraising performance against set targets and goals. • Prepare detailed reports on campaign outcomes, donor contributions, and partnership engagement. <p>5. Collaboration and Coordination</p> <ul style="list-style-type: none"> • Work closely with the communications team to create compelling marketing and promotional materials. • Collaborate with internal departments to align fundraising initiatives with the organisation’s overall mission and strategy. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Family Life Educator / Coach / Trainer (TOUCH Parenting & Marriage Support) </p>	<ul style="list-style-type: none"> • Degree in Counselling, Psychology, Social Work, Sociology or related fields. • Proficient in English. • Some experience in facilitating talks, workshops, or small group sessions. • Some experience in coaching or counselling <p><u>(Bonus skills)</u></p> <ul style="list-style-type: none"> • Familiar with Triple P, Signposts or Purposeful Play. • Accredited in PE, MPP, PREP, PEMEP or similar programmes. • Confident in using digital tools for online training. • Willing to grow through curriculum development and ongoing learning. • Proficient in additional languages such as Mandarin, Malay or Tamil. 	<p><u>Principle Duties & Responsibilities:</u></p> <ul style="list-style-type: none"> • Conduct engaging Family Life Education programmes such as talks, workshops and coaching. • Collaborate with the team to develop and adapt curriculum. • Partner with stakeholders to address their specific needs. • Support and expand outreach efforts in the community. • Carry out other responsibilities as assigned by supervisor. <ul style="list-style-type: none"> • *Ongoing training and supervision provided for marriage and parenting programmes 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, Mon-Fri • *Occasional weeknights/ weekends for programme delivery (Time-off will be provided) • Employment Type: Full Time • Location: Toa Payoh / Jalan Besar region
<p>Learning Practitioner (TOUCH Young Arrows) - 2 to 3 Years Contract </p>	<ul style="list-style-type: none"> • Preferably a degree in education or related field, with experience in teaching and learning support for primary school age children. • At least 3 - 5 years of related work experience in education, with experience in supporting children with additional learning needs. • Knowledge of instructional design, child development 	<p><u>Principle Duties & Responsibilities:</u></p> <p>1. Instructional Support for Children</p> <ul style="list-style-type: none"> • Developing targeted strategies to support children in overcoming specific learning challenges and social-emotional/ behavioural challenges. • Providing tailored instructional guidance to support children's progress and learning outcomes. <p>2. Support and Coaching for Volunteers</p>	<ul style="list-style-type: none"> • Working Hours: 5 day / week, Tue to Sat, 9am to 6pm • Employment Type: Full Time • Location: Toa Payoh / Various location around Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>theories, and learning frameworks is a plus Experience with EdTech and digital learning tools (optional but desirable).</p> <ul style="list-style-type: none"> • Comfortable working with children and volunteers • Strong interpersonal and communication skills, with ability to work effectively with diverse stakeholders. • Self-motivated, organized, and able to work independently with minimal supervision. • Excellent problem-solving and analytical skills. • Proficiency in Microsoft Office 	<ul style="list-style-type: none"> • Conducting pre-briefing sessions with volunteers before each session to review plans, discuss challenges, and set expectations. • Providing just-in-time coaching and clarification to volunteers during sessions. • Conducting debriefing sessions with volunteers after each session to review progress, discuss challenges, and identify areas for improvement. • Offering feedback and support to help volunteers carry out their roles effectively. • Ensuring volunteers are equipped to implement programme components, such as screening-informed coaching and learning norms. <p>3. Programme Implementation and Quality Assurance</p> <ul style="list-style-type: none"> • Monitoring programme fidelity, including adherence to Individualized Learning Plans (ILPs) and session structure. • Ensuring consistency in programme delivery across sessions. • Troubleshooting challenges that arise during implementation (e.g. EdTech setup, child engagement) <p>4. Others</p> <ul style="list-style-type: none"> • Support general administration and coordination, pertaining to data reporting, training, etc 	
<p>Officer - Care & Support (Active Ageing Centre)</p>	<ul style="list-style-type: none"> • Diploma in any discipline, preferably with 1 - 2 years of relevant experience in 	<p><u>Principal Responsibilities and Duties:</u> Outreach & Engagement</p>	<ul style="list-style-type: none"> • Working Hours: 5 day / week,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>eldercare or healthcare sector.</p> <ul style="list-style-type: none"> • Preferably with experience working with elderly clients in a community setting, especially in healthcare or social service sectors • A passion for working with seniors and a commitment to promoting active ageing 	<ul style="list-style-type: none"> • Support the Executive in carrying out outreach efforts to engage seniors in the community, including home visits, neighbourhood walkabouts, and community events. • Assist in identifying and connecting with socially isolated seniors, sharing information about available programmes and services. • Help track outreach activities, participation, and feedback to evaluate engagement outcomes. <p>Care & Support Services</p> <ul style="list-style-type: none"> • Assist in conducting basic needs assessments and follow-ups with seniors under guidance from the Executive. • Provide seniors and caregivers with general information on community resources and assist with referrals when necessary. • Support in maintaining records and monitoring progress of seniors' participation and well-being. <p>Volunteers Management</p> <ul style="list-style-type: none"> • Assist in coordinating volunteers' schedules and logistics for programmes and befriending activities. • Support the Executive in volunteer engagement and appreciation efforts. • Help monitor attendance and feedback from volunteers and seniors to ensure continuity of support. <p>Operations & Administration</p> <ul style="list-style-type: none"> • Support daily operations of the centre, including programme setup, 	<p>44 hours / week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		registration, and coordination of logistics. <ul style="list-style-type: none"> Assist with data entry, documentation, and preparation of reports for outreach and care activities. Help ensure operational processes comply with organisational SOPs and service standards. Team Support <ul style="list-style-type: none"> Work closely with the Executive and team members to ensure smooth implementation of programmes and services. Assist in mentoring and guiding volunteers on ground operations. Contribute to a positive and supportive work environment that upholds the organisation’s mission and values. 	
Officer - Service Support	<ul style="list-style-type: none"> Diploma in finance, Business Admin, or related subjects. Proficiency in English and Chinese or dialects preferred. Proficient in MS Excel. Understand of programs and services offered under Elderly Group. Knowledge of financial schemes, grants, and subsidies available to the elderly in Singapore. 	<u>Principal Responsibilities and Duties:</u> Administrative Support for Centre <ul style="list-style-type: none"> Provide frontline customer service support via the phone and assist walk-in clients. Collaborate with Service Support team to manage referrals from AIC in a timely manner. Monitor inventory control to ensure adequate supply of stock/consumables Oversee the maintenance and upkeep of the Centre, including equipment. Raise payment vouchers for Centre-related matters and locums 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hours / week Employment Type: Full Time Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Schedule appointments with locum doctors and clients for home visits Handle other Centre-related administrative tasks as required <p>Debts Management</p> <ul style="list-style-type: none"> Manage debt collection, recommending payment modes and necessary actions. Achieve fees collection KPIs and submit monthly summary reports to HOD Support social worker(s) by providing financial and social background information for beneficiaries with payment difficulties. <p>Billing Support</p> <ul style="list-style-type: none"> Verify records of services delivered, check charges, and ensure accurate bill processing. <p>Claims Management</p> <ul style="list-style-type: none"> Ensure timely and accurate submission of claims – Medisave/ Medifund/ Senior Mobility Fund-Consumables, Devices/MOH ILTC claims and other government schemes. <p>Other Duties</p> <ul style="list-style-type: none"> Handle any other Service Support Operational duties as assigned. 	
<p>Preschool Educator (HATCH by TOUCH Preschools) </p>	<ul style="list-style-type: none"> Diploma in Early Childhood Care & Education – Teaching (DECCE-T) or equivalent recognised by ECDA. ECDA L2 Certification. Minimum of 2-3 years of relevant experience in a preschool or early childhood setting preferred. 	<p><u>Main Responsibilities</u></p> <p>1. Curriculum Planning and Implementation</p> <ul style="list-style-type: none"> Design and implement daily lessons that promote children’s development across domains, in alignment with the centre’s guided inquiry curriculum and national framework. Use intentional teaching strategies to extend children’s 	<ul style="list-style-type: none"> Working Hours: 5 day / week, Mon - Fri Employment Type: Full Time Location: West / North

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Valid Child First Aid certification. • Proficient in English (oral and written). Knowledge of an additional mother tongue is an advantage. • Plan and implement meaningful learning experiences. • Build trusting relationships with children and foster positive social interactions. • Collaborate with families to support children’s development. • Demonstrates reflective practice, professionalism and commitment to lifelong learning. • Passionate about nurturing young children. • Reflective, adaptable and open to feedback. • Strong communication and interpersonal skills. • Able to work well independently and as part of a team. 	<p>thinking, creativity, and social-emotional growth.</p> <ul style="list-style-type: none"> • Implement differentiated instruction strategies based on children's individual needs, interests, and developmental progress. <p>2. Learning Environment and Classroom Management</p> <ul style="list-style-type: none"> • Create a safe, engaging, inclusive, and stimulating classroom environment that promotes exploration, independence, and learning through play. • Establish and maintain clear routines and transition that reinforce positive behaviour expectations. • Ensure the cleanliness, safety, and organization of learning spaces and materials. <p>3. Child Observation, Documentation and Assessment</p> <ul style="list-style-type: none"> • Observe and assess children’s learning and development using appropriate observation and assessment tools and methods. • Maintain up-to-date records, including portfolios and progress reports, and use documentation to plan and review curriculum planning. • Share meaningful feedback with families and relevant stakeholders. <p>4. Family and Community Engagement</p> <ul style="list-style-type: none"> • Build respectful and collaborative relationships with families to support children’s learning and development. • Communicate regularly with families on children’s 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>progress, behaviours, and centre updates.</p> <ul style="list-style-type: none"> Engage families and community partners in centre events, projects, or learning experiences when appropriate. <p>5. Teamwork and Professional Development</p> <ul style="list-style-type: none"> Participate in staff meetings, training and professional development as required by centre. Work collaboratively with colleagues to plan and reflect on teaching practices and support the centre's vision and goals. Be a reflective practitioner and demonstrate a willingness to improve and grow at the professional level. 	
<p>Senior Care Associate</p>	<ul style="list-style-type: none"> Secondary education with elderly care experience. Physically fit, patient, safety-conscious, Mandarin/ dialect communication skills, independent and team-oriented. 	<ul style="list-style-type: none"> Provides Home Personal Care to frail elderly to support ageing-in-place, including housekeeping, personal hygiene, errand assistance, basic medical support (medication monitoring, simple wound care, BP/BSL), and therapy exercises under nurse/therapist guidance. Updates client records and supports Meals-on-Wheels/ medical escort. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hours / week Employment Type: Full Time Location: 3615 Jalan Bukit Merah, Singapore 159461
<p>Senior Counsellor /Counsellor (Community Intervention) </p>	<ul style="list-style-type: none"> Minimum Masters in any recognized counselling discipline 1-2 years of working experience in relevant field is preferred Preferably a registered practitioner with the Singapore Association for Counselling 	<p><u>Principle Duties & Responsibilities:</u></p> <p>Case Management and Intervention</p> <ul style="list-style-type: none"> Casework management and make referrals to link clients and families to relevant resources so that they can receive relevant support. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hours / week Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Basic knowledge in theories, counselling and therapy modalities • Case conceptualisation skills • Knowledge in parenting-related topics/modules • Program delivery and presentation skills • Facilitation skills in groups settings • Research, planning and organizational skills • Relate to and engage youths, children and families • Case conceptualization skills • Interest and passion in working with children, youths and families • Teamwork: build constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect • Self-driven and keen interest in learning and to try new responsibilities and tasks • Attuned to the interest of clients and social cause 	<ul style="list-style-type: none"> • Conduct counselling and therapy with clients and families according to the program/intervention specifics and/or client’s goals. • Work with parents and provide psychoeducation on parenting handles and emotional support in parenting stress. • Advocate for clients’ needs and resources, to contribute in efforts to enhance their well-being at the societal level/ macro level. • Operate helplines to provide brief support and counselling to callers who are facing distress and/ or seeking support. <p>Professional Development and Leadership</p> <ul style="list-style-type: none"> • Build competencies of self as a worker through reflexive practice, supervision and trainings to benefit the clients served. • Contribute to the knowledge of the team through presentation sharing. <p>Program Development, Implementation and Evaluation</p> <ul style="list-style-type: none"> • Research and innovate intervention programs that suit the needs of the community. • Plan intervention lesson plans and prepare materials and logistics required for intervention programs. • Work with relevant staff for intervention evaluation and review to improve on effectiveness. <p>Other Responsibilities</p>	<ul style="list-style-type: none"> • Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Advocacy: Promote an awareness of existing TOUCH’s services at events, network with other agencies. • Any other ad hoc assignments (if any). 	
<p>Senior Executive (Senior Sales & Partnerships, JOURNEY) </p>	<ul style="list-style-type: none"> • Bachelor’s degree in Business, Marketing, Sales, or related discipline. • Minimum 3 years of relevant experience in corporate sales, account management, brand partnerships, or business development, with a proven track record. • Strong communication and presentation skills, with the ability to influence and engage stakeholders., • Proficient in MS Office tools (Word, Excel, PowerPoint) and basic design tools such as Adobe Photoshop or Canva. • Ability to communicate professionally in both spoken and written Mandarin for coordination with overseas vendors (e.g., through WeChat). • Experience in retail development, licensing, or lifestyle brands will be an advantage. • Additional certifications or training in digital literacy, mental health, or related fields. 	<p><u>Principal Duties & Responsibilities:</u></p> <p>Corporate Sales & Business Development</p> <ul style="list-style-type: none"> • Secure new corporate accounts and partnerships to meet sales targets and grow JOURNEY’s market presence in the corporate sectors. • Develop and implement sales strategies that drive consistent revenue streams. • Establish and maintain strong client relationships to ensure long-term business engagement. <p>Brand & IP Collaboration</p> <ul style="list-style-type: none"> • Identify and negotiate collaboration opportunities with local and international brands and IP partners. • Lead collaboration projects from concept development to delivery, ensuring clear timelines, aligned expectations, and quality outcomes. • Work closely with brand partners, internal teams, and external stakeholders to ensure smooth project execution. <p>Project & Production Management</p> <ul style="list-style-type: none"> • Manage custom product requests from quotation to production and final delivery, ensuring accuracy and timeliness. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hours / week • Employment Type: Full Time • Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Liaise with production vendors and suppliers to ensure cost-efficiency and quality standards. 	
<p>Senior Executive (Volunteer Management) </p>	<ul style="list-style-type: none"> • Degree holder (or above) • At least 3 years of experience in: project management, stakeholder management and budget management. • Prior experience in volunteer management (preferred but not mandatory) 	<p><u>Principal Responsibilities and Duties:</u></p> <ul style="list-style-type: none"> • Support stakeholder engagement, partnership-building, and project development to create meaningful volunteer opportunities that benefit communities. • Assist in educating TOUCH Volunteer Coordinators on the corporate vision, fostering volunteer engagement for long-term sustainability. • Cultivate the adoption of a centralized digital system for recruiting, engaging, and managing volunteers. • Facilitate cross departmental collaboration to enhance volunteer sharing and retention across the organization. • Assist in planning and executing volunteer appreciation initiatives. • Support the enhancement of volunteer training, using survey data to identify upskilling opportunities. • Co-manage and maintain the volunteer database to ensure accurate records and reporting. • Assist in organizing service-specific Volunteer Coordinator meetings to communicate new initiatives and share best practices. • Provide support for special projects as required by the team or organization. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hours / week • Employment Type: Full Time • Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Conduct volunteer risk assessment annually with various services Collate, analyse, and submit reports as needed. 	
Senior Psychologist / Psychologist 	<ul style="list-style-type: none"> Degree holder with 5+ years mental health experience (or 2 years post-Master). Strong communication, interpersonal, leadership, and independent working skills. Team player, adaptable, and able to multitask in fast-paced environments. 	<ul style="list-style-type: none"> Allied Health Professional responsible for mental health assessments, psychotherapy, counselling, case management, psychoeducation, caregiver support, and community follow-up for clients with mental health issues/ dementia. Plans and reviews programmes, maintains accurate records, supports service development, and participates in stakeholder meetings. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hours / week Employment Type: Full Time Location: 3615 Jalan Bukit Merah, Singapore 159461
Social Worker 	<ul style="list-style-type: none"> Degree/ Dip in Social Work, Registered Social Worker (SASW), 2–5 years relevant experience. Strong planning, teamwork, MS Office skills, and passion for special needs community. 	<ul style="list-style-type: none"> Social Worker under Enabling Services Hub (Special Needs Group) providing casework, assessment, intervention, care coordination, and service referral for Persons with Disabilities (PwDs) and caregivers. Conducts outreach, programme support, caregiver engagement, and community advocacy. Maintains reports, case notes, and documentation. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hours / week Employment Type: Full Time Location: 3615 Jalan Bukit Merah, Singapore 159461
Social Worker (Enabling Services Hub - Jurong) 	<ul style="list-style-type: none"> Degree holder or Graduate Diploma in Social Work Registered Social Worker under Singapore Association of Social Work Preferably with 2-5 years of social work experience in working 	<p><u>Principal Responsibilities and Duties:</u> Case Work / Information and Referral</p> <ul style="list-style-type: none"> Conduct assessment and/ or intervention of clients and caregivers Support the referral of services for Persons with 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hours / week Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>with people with special needs/ disabilities.</p> <ul style="list-style-type: none"> MS Excel, MS Doc. <p>Intermediate skill in MS presentation</p>	<p>Disabilities (PwDs) and/ or caregivers</p> <ul style="list-style-type: none"> Provide service/ care coordination of PwDs and caregivers from information gathering, intake assessment and case coordination with other stakeholders/ agencies when required Casework management for ESH clients who need support such as social-emotional support, long term care planning etc. Handle enquiries pertaining to services and to assess potential clients for intake to ESH or other services under TOUCH Special Needs Group <p>Community Outreach and Programme Support</p> <ul style="list-style-type: none"> Assess and recommend programme offered by ESH to PwDs and caregivers. Conduct feedback and evaluation for PwDs and caregivers attending ESH services. Outreach to community partners to advocate for Persons with disability and recruitment of potential ESH clients. Outreach to PwDs and caregivers in the community through various means such as door-to-door or roadshows etc. Build and maintain strong relationships with families and caregivers and organize and conduct caregivers' support activities under Special Needs Caregivers' Support Group. 	<ul style="list-style-type: none"> Location: 3615 Jalan Bukit Merah, Singapore 159461

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Support and/or observe client’s participation and/ or behaviors in programme under ESH Work with staff from another service under Special Needs Group or with other services outside Special Needs Group on special project on ad-hoc basis. <p>Administrative Duties</p> <ul style="list-style-type: none"> Produce & maintains reports for documentation and submission to funders. Produce & maintain proper social report and case notes recording under case management. Draft articles on clients for newsletters or publicity when needed. Be part of the team in implementing strategies to create awareness and publicity of the Special Needs Group. 	
<p>Youth Worker (TOUCH Youth Enablement @ ITE Colleges) - 2 Years Contract </p>	<ul style="list-style-type: none"> Degree in any discipline Minimum of 2 years of relevant experience in youth work, counselling, psychology or social work with some background in programme design and programme delivery. Experience working with youths, especially those with special needs, is an advantage. Strong ability to demonstrate empathy and care for others, communicate effectively to build a strong rapport. 	<p><u>Main Responsibilities</u></p> <p>1. Youth Engagement</p> <ul style="list-style-type: none"> Support and manage centre operations and activities that will appeal to and enhance participation of youths. Implement outreach efforts to promote availability and utilization of services. Develop positive and trustworthy relationships with the youths. <p>2. Programme Development, Management and Implementation</p> <ul style="list-style-type: none"> Develop, design, lead and conduct programmes in Institutes of Higher Learning (IHLs) and/or school programmes using evidence- 	<ul style="list-style-type: none"> Working Hours: 5 day / week, Mon – Fri *Expected to work some Saturdays should programme fall on weekends Employment Type: Full Time Location: ITE Colleges

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to collaborate effectively with team members, sharing information and contributing to collective goals. • Demonstrates good organisational and administrative abilities. • Demonstrates resourcefulness and proactive approach to problem-solving. • Flexible and adaptable to varying situations. • Exhibits personal effectiveness, independence and good time management skills • Proficient in participating actively in group discussions and contributing to effective programme outcomes. 	<p>informed frameworks and content that promote holistic youth development.</p> <ul style="list-style-type: none"> • Deliver programmes independently and motivate youths in the programme. • Assist in the evaluation and measurement of programme effectiveness and impact and identify areas of improvement. • Conduct ongoing evaluation to assess and enhance programme effectiveness. • Provide cross-service training and facilitator support whenever necessary <p>3. Youth Mentoring</p> <ul style="list-style-type: none"> • Identification of developmental needs, mentoring goals of youth. • Use of appropriate mentoring and counselling approaches (in adherence to the Code of Professional Ethics) to guide and support youths, including those with special needs. • Equip youths with social-emotional competencies and work readiness skills (e.g., resume writing, interview skills, stress management) to thrive in their internship. • Work closely with social work team to provide integrative social work support to youths. <p>4. Volunteer Management / Community and Industry Partnerships</p> <ul style="list-style-type: none"> • Collaborate with community partners in schools, social service agencies and caregivers to assess the needs of youths and provide a strong social safety net. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Manage and build relationship with stakeholders such as industry partners, employers and schools to achieve holistic support for the youths. • Recruit, train, deploy and manage volunteers for programmes effectively matching roles with programme objectives, providing feedback for improvements, and ensuring alignment with programme goals. 	
<p>Youth Worker (Youth Community Outreach & Mentoring) - 2 Years Contract </p>	<ul style="list-style-type: none"> • Degree in any discipline • 2-3 years of related work experience in Youth Work • Team player with strong interpersonal skills • Strong organizational skills and a self-starter who contributes independently • High integrity and a positive role model to volunteers • Compassion for vulnerable children and families • Carries a professional image, with care to detail • Excellent facilitation, and verbal and written communication skills • Adept at Microsoft Office 	<p><u>Main Responsibilities</u></p> <p>1. Community Engagement</p> <ul style="list-style-type: none"> • Oversee and ensure quality implementation of programme across YouthPhoria clubs. • Conduct outreach and onboard vulnerable youth clients, ensuring regular programme participation • Design, plan, and oversee youth mentoring programmes aligned with organisational goals and emerging youth needs, ensuring relevance and impact through evidence-based practices. • Facilitate engaging workshops, group activities, and events that foster youth development in areas such as leadership, confidence and life skills. • Conduct regular programme evaluations and feedback sessions with stakeholders to assess impact and guide continuous improvement. • Collaborate with internal departments to align mentoring efforts with wider 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, Tues - Sat • Employment Type: Full Time • Location: Mostly in the East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>community outreach and organisational initiatives.</p> <ul style="list-style-type: none"> • Advocate for youth issues within the community by representing the organisation in relevant forums, networks, and coalitions. • Keep updated on current research, trends, and best practices in the youth development and mentoring sectors to enhance programme effectiveness. • Onboard and engage new volunteers, and mentor volunteer leaders / supervisors to achieve regular volunteer support and a safe, conducive learning environment for clients at each club. • Ensuring timely support of youths and family needs as they arise, directing them to resources or referring them to social workers. • Engage internal and external stakeholders to advocate for vulnerable youth’s needs & aspirations. • Foster long-term relationships to strengthen social capital and facilitate social transformation. • Develop professional practice in community work. <p>2. Project Management</p> <ul style="list-style-type: none"> • Oversee ad-hoc/ year-round special projects or events from ideation to completion, by coordinating people, processes and resources to meet goals on time and within budget • Establish vision and alignment among volunteer teams and 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		stakeholders to implement well 3. Others <ul style="list-style-type: none"> • Curate social media content • Curate stories of beneficiaries and volunteers • Support social workers in crises or case follow-up where needed. • Upkeep general administration and coordination, pertaining to database management, claims and outings etc. 	

#10 Tower Transit Singapore

Tower Transit Singapore (TTS) is a public bus operator and the first to usher in Singapore government's bus contracting model in 2015. Today, it operates 60 public bus services and over 700 buses on behalf of Singapore's Land Transport Authority. TTS manages 7 bus interchanges and employs about 1,700 employees across two bus depots. TTS's vision is to be the most respected public transport operator in Singapore. It is part of the Kelsian Group, Australia's largest integrated land and marine, tourism and public transport service provider with operations in Singapore, the UK, the USA and across Australia.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Bus Captain	<ul style="list-style-type: none"> Valid Certificate 4/4A driving licence or Valid Certificate 3 driving licence for SG/SGPR only Valid Omnibus/Bus Driver's Vocational License (Company sponsor for suitable candidate without ODVL) Secondary 2 education/ WPL Level 3, or an equivalent High standard of safe driving skills and behaviour Demonstrated record of exceptional customer service, exhibiting compassion and empathy for people with disabilities Detailed knowledge of the "HOT" process and other security procedures and protocols Professionally presented. 	<p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> Safe operation of the bus Drive to the public timetable, not running early or late, unless driving conditions and safety considerations impact journey times Communicate with the Operations Control Centre for instructions when there is a potential timing impact to journey times Ensure the bus destination is correct for the journey being undertaken Comply with bus ticketing procedures and ensure the correct operation of the bus Ensure proper payment of bus fares Provide a high standard of customer service at all times, positively influencing the customer experience Assist passengers with information regarding journey options or factors that may influence their journey Act in a friendly and professional manner to customers, other employees and members of the public Be on the alert for anti-social behaviour or activities that may pose a risk to the security 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Employment Type: Full Time Location: 21 Bulim Drive, Singapore 648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>and safety of customers, employees and members of the public</p> <ul style="list-style-type: none"> • Ensure adherence to company safety policies and procedures at all times, whilst in service and moving within the bus depot and interchanges. This includes (but is not limited to) observing speed limits, wearing a high visibility safety vest and completing a pre-service vehicle check before taking a bus into service • Ensure health, safety, security, welfare, environmental and fire safety arrangements policies and procedures are strictly adhered to • Report all accidents and incidents using the Company’s reporting procedures • Comply with the rules governing driving hours and rest periods for bus captains and advise operations supervisors of any potential conflict with abiding by the respective legislation and EBA obligations. 	
<p>CFMS/ Service Controller</p>	<ul style="list-style-type: none"> • This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. • Commercial awareness and an understanding of the LTA contract regime • Good geographical knowledge of the Singapore area 	<p>SUMMARY:</p> <ul style="list-style-type: none"> • Responsible for ensuring the safe, punctual and cost-effective delivery of services by managing the flow of bus captains and vehicles along the route. • Liaising with Bus Captains, Interchange Supervisors, Depot Supervisors and maintenance personnel to resolve issues and restore service levels. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Location: 21 Bulim Drive, Singapore 648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent communications skills, both verbal and written. • Ability to effectively communicate over the phone and two-way radio to a culturally diverse workforce and community • Computer literate and the ability to be trained in a GPS real-time vehicle management environment such as the LTA CFMS system, and • Personal performance will be assessed including overall compliance with Excess Wait Time key performance indicators, efficient use of bus captains in managing issues with the services, on-time performance results, first and last bus key performance indicators and the instance of mileage not operated through missed, or curtailed trips. 	<ul style="list-style-type: none"> • To ensure that the highest levels of service are provided to ensure a customer centric approach is taken when dealing with service irregularities. <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> • Monitoring and controlling services to ensure punctuality, or service headways are maintained • Communicate with bus captains and Interchange Supervisors to enable them to effectively deliver a reliable and safe service to the customer • Communicating in a polite, professional and courteous manner at all times to employees and external parties • Manage on-road issues that potentially impact on service delivery • Maintain a close working relationship with response agencies such as fire and police • Responsible for reporting on punctuality concerns in relation to service issues • Continually liaise with supervisors, particularly the Interchange Supervisors and Depot Supervisors to ensure that services operate in accordance with timetabled instructions • Ensuring that the first and last services on all routes run to the scheduled timetable • Deal with Major Incidents and Security Issues in accordance 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		with the respective procedures <ul style="list-style-type: none"> Responsible for building a strong working relationship with the maintenance team to ensure effective change overs in relation to vehicle breakdowns Undertake any additional duties as requested by the CFMS Manager, and Undertake any training and development activities as requested by the CFMS Manager. 	
Interchange Supervisor	<ul style="list-style-type: none"> This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. Commercial awareness and an understanding of the LTA contract regime Good geographical knowledge of the Singapore area It is essential that you are PC literate and able to use Word, Excel and email, it would be desirable to have experience of the Grampian GUI allocation system. Must have a working knowledge of Part IV of the Employment Act. Attention to detail is imperative. It is essential that you are able to forward plan to ensure operational cover is achieved. 	SUMMARY: Responsible for ensuring a safe, punctual, reliable and cost-effective delivery of services by: <ul style="list-style-type: none"> managing the allocations of duty cards and information to Drivers to ensure they leave the interchange on time to commence in service managing the flow of drivers and vehicles along Tower Transit Operated routes through liaison with CFMS Controllers on duty identifying and communicating issues with schedules, allocations, specific drivers, and/or vehicles ensuring the safe movement of vehicles and pedestrians within the interchange whilst at all times having regard for the company safety policies forward planning on-the-day service requirements through to end-of-day. undertaking a variety of Administration duties in line with the business requirements. 	<ul style="list-style-type: none"> Working Hours: 5 days / week Employment Type: Full Time Location: 21 Bulim Drive, Singapore 648170

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent communications skills, both verbal and written. • Driver communication and liaison is imperative to ensure success in this role and you must demonstrate that you can efficiently liaise with Drivers in a polite and professional manner. • Organisation skills are essential for you to be able to succeed in this role • Your measures for performance will include Driver efficiencies and costs as well as punctuality, lost mileage and uniform standards and other Driver related performance measures. 	<p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> • Responsible for overseeing all driver reporting and daily driver contact at the interchange. • Responsible for ensuring on the day cover is in place ensuring any absences/vacant duties are fully covered. • Responsible for ensuring that drivers absences are accurately recorded and notify the Staff Managers of any staff who have not reported absent and have failed to report for duty. • Responsible for the prompt allocation of duty (including cards and vehicles) to ensure that drivers are ready to leave on time, record any issues of lateness and reasons for delay in service and if any mileage is subsequently lost. • Responsible for ensuring the interchange is a safe environment at all times and that vehicles maintain the standards expected of the LTA. • Responsible for liaising with CFMS Controllers to ensure that services are effective and efficient. • Responsible for communicating with customers and offering help, advice and guidance as applicable. • Responsible for responding to any customer enquiries which may include complaints, take responsibility for dealing with and resolving the complaint. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Responsible for logging any lost property and for dealing with any customer enquiries relating to lost property. If possible, identify and contact owners of any lost property. If necessary, take control of any emergency situations that may arise within the interchange, particularly if you are the site responsible person. Responsible for ensuring a full and effective handover and coordination across shifts. Responsible for assisting Managers in tracing Drivers in relation to any incidents that occur and ensuring where necessary a timely request for CCTV footage. To undertake any additional reasonable duties at the request of your Line Manager. To undertake any training and development activities at the request of your Line Manager. 	
<p>Service Ambassador</p>	<ul style="list-style-type: none"> Be able to demonstrate a good track record of customer service, demonstrate compassion and empathy for people with disabilities. Excellent communication skills and the ability to effectively communicate with visitors and employees whose first language is not English. Be well presented and be seen as an ambassador for the Company. 	<p>SUMMARY:</p> <ul style="list-style-type: none"> Facilitate crowd control and service operations. Engage in customer interaction, provide a high standard of customer service at all times. Assist Bus Captains with boarding of passengers at bus stops and bus interchanges. Assist with management of vehicular and passenger traffic flows at bus stops, within bus interchanges and other locations as required. <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p>	<ul style="list-style-type: none"> Working Hours: 5 days / week Employment Type: Full Time Location: 21 Bulim Drive, Singapore 648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Trained in conflict resolution. 	<ul style="list-style-type: none"> • Ensure that Company policies and procedures are strictly followed. • Provide a high standard of customer service at all times. • Communicate with customers and offer help, advice and guidance as applicable. • Respond to any customer enquiries which may include complaints, take responsibility for dealing with and resolving the complaint. • Act in a friendly and professional manner to employees, customers and members of the public. • Provide management of passenger flows at bus stops and within bus interchanges including crowd control where necessary. • Assist Bus Captains with boarding of passengers including facilitation of rear door boarding. • Provide directions to passengers and assist with resource deployment during provision of Bus Bridging. • Undertake any additional reasonable duties at the request of your IS. 	
<p>Store Officer</p>	<ul style="list-style-type: none"> • Flexibility of working hours is essential as shift and weekend work may be a feature of this role. • Computer literate with a broad knowledge of a range of software products. • An engineering awareness and familiarity with vehicle component parts. 	<p>SUMMARY: To assist and support the Store supervisor:</p> <ul style="list-style-type: none"> • In providing a comprehensive stores service to the depot including ordering, progress chasing, stock monitoring and control, issues. • In maintaining the computerised inventory system. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Location: 21 Bulim Drive, Singapore 648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Stock management experience ideally within a similar business. • Experience of using and administration of computerised inventory systems. • To hold and retain a valid forklift operator licence. 	<ul style="list-style-type: none"> • In processing the documentation for warranty items. • In sourcing of materials from alternative suppliers to maximise engineering productivity and minimise stock holding levels and therefore costs. • In controlling the distribution of the stock. • In ensuring that all items are properly authorised. • In carrying out relevant audits, in line with Company policy. • Control and monitor all wet stocks. • Fill in for Stores Supervisor in their absence. 	
<p>Vehicle Technician </p>	<ul style="list-style-type: none"> • Flexibility of working hours is essential as shift and weekend are a feature of this role. • Hold the relevant trades certificates for the functions undertaken within the position. Minimally possess a NITEC in Automotive Technology, Mechatronics or equivalent. • An engineering awareness and familiarity with vehicle component parts • Experience using computer-based inventory systems • Hold and retain a valid forklift operator licence • Possess a valid Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months 	<p>SUMMARY:</p> <ul style="list-style-type: none"> • Work within a team of skilled technicians to provide serviceable vehicles to ensure that service delivery standards are met, whilst maintaining vehicles to the service standards required to comply with the Company’s policies and procedures; as well as legislative and LTA contractual obligations. <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> • Responsible for maximising personal performance by working efficiently and effectively which should achieve a minimum of four vehicle inspections in a working day – allowing approximately two hours for each inspection • Ensure a ‘right first time’ approach to maintenance, 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week • Employment Type: Full Time • Location: 21 Bulim Drive, Singapore 648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>of commencing employment in the position</p>	<p>remaining flexible and adaptable to the changing maintenance demands</p> <ul style="list-style-type: none"> • Deliver a high standard of vehicle repairs in accordance with the approved service regimes and work instructions • Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors ensuring that the required work is undertaken within the specified timelines • Diagnosing any possible faults with the vehicles and determining the best and most effective solutions for repair and maintenance • Remain up to date with the changing technologies of the fleet and attend the relevant courses when necessary • Proactively contribute to the team performance to ensure that vehicles are maintained to highest standards • Respond to Operations Control requests to attend to on-road repairs • Undertake first-line maintenance of the CFMS and BTS equipment in accordance with the relevant maintenance schedule • Responsible for correctly booking out any parts required to carry out maintenance • Ensure that parts are used in a cost-effective manner and identify any areas of concern to the Engineering Supervisor • Communicate effectively with the Operations Supervisors, Bus Captains and the 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Engineering Team to deliver a reliable maintenance service</p> <ul style="list-style-type: none"> • Adhere to the Company Health and Safety procedures in relation to working in the Engineering department • Ensure that the correct PPE is worn at all times and that safety equipment is used when working with machinery • Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices. • Undertake any additional reasonable duties as requested by the Engineering Supervisor and Workshop Planning Manager. • Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager. • Maintain good housekeeping, safety and security of workshop and work areas. • Ensure compliance with all workshop procedures, safe work practices and work instructions. • Mentor and supervise assigned staff under your charge. • Ensure Zero Industrial accidents and compliance to all statutory and or government regulations. 	

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