e2i x JTC Career Discovery

Job Listing Booklet

Date:
31 October 2023
Tuesday

Time:
10.00am to 4.00pm

Venue:
Devan Nair Institute For Employment And Employability
Hall 1 (Level 1)
80 Jurong East Street 21
Singapore 609607
(Nearest MRT: Jurong East)

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.

NAME OF COMPANY PAGE

1. Alcon Singapore Manufacturing

Alcon is the global leader in eye care, dedicated to helping people see brilliantly. With an over 75-year heritage, we are the largest eye care device company in the world, with complementary businesses in Surgical and Vision Care. Being a truly global company, we work in 60 countries and serve patients in more than 140 countries. We have a long history of industry firsts, and each year we commit a substantial amount to Research and Development to meet customer needs and patient demands.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Chemical Production	• Minimum 2 years of experience in chemical production setting • Comfortable with some manual work (e.g., mixing of chemicals)	• Perform day to day batch preparation in Chemical Production Operations • Manage and maintain Chemical Production calibration, documentation, inventory (i.e., raw materials and consumables) and preventive maintenance. • Assume full responsibility in maintaining training on the required operational, quality compliance and safety Standard Operating Procedures (SOPs) • Participate and/or initiate projects that improve safety, quality, process efficiency and/or reduce operating cost. • Know, understand, and comply with Health, Safety and Environment (HSE) guidelines. Report any unsafe conditions, injuries, illnesses, and hazardous material releases Responsible for safe handling of chemicals and proper waste disposal. • Education: Minimum SPM/ O level (Technician)Experience: -Minimum 1 year work experience in GMP and high-volume manufacturing environment (Tech)-GDP and data recording (both electronic and manual)-5S and Kaizen Implementation-Basic troubleshooting and system maintenance	• 4-day work week • 12 hours rotating shift work. • 133 Tuas South Avenue 3
DSM Production – Senior Technicians / Technicians	• Professional Certificate / Nitec, Diploma, Advanced / Higher / Graduate Diploma • Experience in GMP controlled manufacturing/production environment is an advantage. • The job role requires long hours of standing and walking, provide machine coverage during breaks. • Proficient in English (read and write)	• Execute tasks strictly following cGMP, Quality, Safety and Work instruction requirements. • Meet daily production schedule and performance expectation. • Follow safety, quality requirements, and all applicable company policies always. • Ensure compliance to Data Integrity such that information is attributable, legible, contemporaneous, original, and accurate. • Ensure proper housekeeping and maintain cleanliness (6S) of the working area. • Carries out other related duties as assigned by the shift team Lead or shift superintendent. • Participated in Kaizen project for continuous improvement in manufacturing performance. • Perform process inspection under increased lighting and magnification. • Support maintenance activities and perform machine line clearance and simple machine set-up. • Responsible to ensure own's SOP training, re-certification and development plans are completed on time. • To operate manufacturing equipment to produce and/or package contact lenses such as autoclave to sterilize contact lenses.	• 4-day work week • 12 hours rotating day and overnight shift. • 133 Tuas South Avenue 3

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		• Ensure contact lenses are manufactured to the best quality level possible. • Perform activities in compliance with Good Manufacturing Practices in a controlled and regulated environment. • To ensure compliance to Data Integrity such that information is attributable, legible, contemporaneous, original, and accurate.	
Warehouse Assistant	• Forklift license • Knowledge in SAP would be highly advantageous	• Perform goods receipts (GR) physical and system transactions. • Raw material issuance to production (physical and system). • Perform monthly cycle count and yearly stock take. • Ensure inventory accuracy in the warehouse. • Ensure compliance to SOP, ISO, GMP/GDP, AFCM, FDA, MDSAP and HSE regulatory. • Perform finished goods posting in SAP. • Perform Palletizing of finished goods. • Load and unload pallet to/from racking.	• 5-day work week • 830am-530pm • 133 Tuas South Avenue 3

2. Baxter Healthcare

Baxter touches the lives of millions of people around the world every day. Our products and therapies can be found throughout hospitals and clinics – from the ER to the OR, from the pharmacy to the ICU – as well as advancing patients' care in their homes.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Assistant Supervisors	• Minimum Nitec in Mechanical Engineering with 1 year experience.	• Prepare, coordinate, and monitor work schedule to achieve shift production target. • Manage shift manpower deployment such as line balancing, leave management and overtime scheduling. • Conduct daily shift briefing to line operators on production matters. • Review shift labor efficiency and scrap data to drive improvement. • Conduct training to line operators on process SOP update. • Manage inventory on raw material, product WIP and daily scrap to ensure shift to shift inventory accuracy in system. • Review work order accuracy, amend work order information, perform work order closure in all manufacturing systems. • Troubleshoot and solve the manufacturing systems errors to minimize the impact to production. • Drive Kaizen submission to meet the department target. • Provide support for Safety, Quality, and regulatory audits.	• 4-day work week • 12-hour shift • 2 Woodlands Industrial Park D St 2
Lab Analyst (Chem)	• Minimum Nitec in Science with no experience required.	• You will be responsible for performing laboratory testing on raw materials as well as initial, in-process and final products for compliance with quality standards. • Other responsibilities include laboratory equipment maintenance, test procedure qualification, validation as well as involvement in improvement projects. • Responsible for compliance to EHS procedure and requirement.	• 4-day work week • 12-hour shift • 2 Woodlands Industrial Park D St 2
Lab Analyst (Micro)	• Minimum Nitec in Science with no experience required.	• You will be responsible for performing laboratory testing on raw materials as well as initial, in-process and final products for compliance with quality standards. • Other responsibilities include laboratory equipment maintenance, test procedure qualification, validation as well as involvement in improvement projects. • Responsible for compliance to EHS procedure and requirement.	• 4-day work week • 12-hour shift • 2 Woodlands Industrial Park D St 2

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Process Engineer	• Degree in Mechanical Engineering with 2 years' experience.	**Manage projects / Product Change and Enhancement** • Liaise with stake holders on requirements, technical specifications, deadlines, work schedules, feasibility, implementation, and validation. • Lead product design change project that affects product performance. • Lead change control process, specification change and validation activities. • **To improve the capability of the manufacturing processes with higher predictability and lower production cost.** • Identify productivity improvement opportunities, recommend changes to machine parts designs, conduct feasibility studies, and liaise with the stake holder on the implementation. • Effective use of Lean tools to improve overall machine performance (e.g., OEE). • Implement Energy / Water conservation projects. • Ensure the process is stable and capable of meeting all product requirements and ensure a safe working environment. • Ensure machine make parts are of acceptable quality, safe to operate and friendly to the environment. • Conduct validation studies and process investigations. • Support manufacturing and maintenance engineering. **Analyze machine and/ or process issues related to customer complaints and implement effective corrective and preventive action.** • May include leading a group of technicians to support manufacturing activities. Study parts life and establish PM schedule for TPM activities. **Label Copy Changes** • Evaluate project request from countries or regions with Plant operations, quality and planning to conduct feasibility studies to determine technical specifications, validation, deadlines, and implementation. • Work with supply chain and marketing on deadlines to implement changes and product transition to new changes.	• 5-day work week • Office hours • 2 Woodlands Industrial Park D St 2

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		• **<u>Draft label copy artworks and drawings in accordance with requirements and technical specifications.</u>** • Liaise with procurement / vendors on requirements and verifications of product samples. • Interact with Regulatory Affairs & Marketing on latest developments in regional requirement in respective countries and implementing those changes to meet requirements. • Responsible for compliance with EHS procedure and requirement. **<u>For Gamma operation only:</u>** • To be appointed as site Radiation Safety Officer (RSO) upon successful completion of the required training including enforcing radiation safety in the plant. • Supervise a group of Radiation Workers (Technician / GSP) to perform the Gamma Sterilization of products and sub-assemblies. • Liaise with customers (BD) on gamma irradiation services requirement.	
Production Specialist	• Secondary education with 2 years' experience	• Support Daily Production activities and manage average 2 to 3 machines group to meet desired output target and product quality. • Perform machine start-up, operate machine, output reporting, manage material top up, manage output packaging and data recording per SOPs. • Carry out basic machine troubleshooting, clear jammed sets and reset machine errors and basic machine maintenance work per written procedures. • Responsible for compliance with EHS procedures, GMP, 6s, and Hazards identification.	• 4-day work week • 12-hour shift • 2 Woodlands Industrial Park D St 2
Snr/Chemist	• Diploma in Science with 4 years' experience.	**<u>To assist the Manager in the developing and setting of Lab goals and strategic plans:</u>** • Communicate Management's plan and expectation of the lab to all lab personnel. • Assist the Manager in driving the lab goals set, through proper guidance and monitoring of all lab personnel performance in obtaining the lab goals.	• 4-day work week • 12-hour shift • 2 Woodlands Industrial Park D St 2

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<u>To ensure that the lab manpower is properly scheduled to maintain optimum efficiency in the lab:</u> • Liaise and review testing schedule with Chemist/ Microbiologist to ensure that the lab's operation is efficient. **<u>To drive and coordinate all projects in the lab:</u>** • Assign projects to subordinates, guide subordinates on the implementation of projects as well as to monitor the progress of the implementation. **<u>Ensure that all materials, products, critical systems are released according to specification and at the most efficient time possible:</u>** • Monitor the release times and the approval process for these tests and ensure that specifications are adhered to. **<u>Ensure that the lab Training/ certification program are properly managed and maintained:</u>** • Review the lab Training/ certification program and ensure that it meets the requirements for tests/ procedures performed in the lab. • To ensure that the subordinates are properly trained and certified prior to them carrying out the tests independently. • **<u>Ensure that all out-of-limit investigations are properly performed and efficiently disposition:</u>** • Evaluate and manage the closure of out-of-limit investigations and to provide guidance/ advice in situations where his/ her expertise is called for. **<u>Ensure that the lab's overhead spending is within budget:</u>** • Review and evaluate all purchase requisitions and to monitor consumption patterns to enable effective and efficient purchase of lab supplies. **<u>To initiate and coordinate projects in the lab for improvement:</u>** • To plan, execute and monitor projects that are being assigned to him/ her.	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		Ensure that all labs. initiated programs (e.g., file samples, chemical waste management, stability program etc.) are performed and goals met: • To monitor and assess the progress of these programs and to provide guidance for enhancement/ improvement of the program when necessary. **Ensure that the maintenance and calibration program for lab. instruments are in place:** • Assign ownership of lab instruments to lab personnel, ensure that they are trained to carry out the routine maintenance and calibration. • Liaise with the respective instrument vendors and assess if contract services are necessary and to advise his/ her supervisor accordingly. **Ensure that control charting/ parameter trends for all critical tests that have quality impact are maintained and monitored and ensure Six Sigma process Control:** • Follow up with subordinates monthly on the trending of critical test results and ensure that results are within control limits and to report to his/ her supervisor accordingly and UCL settings for Process Optimization. **Ensure that all relevant information concerning the performance of the lab from the Management are disseminated to the staff promptly:** • Coordinate, monitor and disseminate information/ feedback on the lab's performance to lab personnel on a regular basis. **Administer and evaluate subordinates' performance and appraisal:** • To administer, evaluate and counsel subordinates' performance and appraisal under his/ her charge. **Carry out any other functions/ assignment that are assigned to him/ her from time to time:** • To carry out any other functions/ assignments that are being assigned to him/ her in a professional manner.	

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		<u>Environmental, Health & Safety</u> • Comply with Company Environmental, Health & Safety Management Standards. • To comply with safety regulations to achieve zero lost time accident. • Responsible for compliance to EHS procedure and requirement.	
Technicians	• Minimum Nitec in Mechanical Engineering with 1 year experience.	• Supporting daily production activity to reach target production output and quality level. • Responsible for machine operation • Performing machine troubleshooting, maintenance, and repairs. • Following SOP while ensuring the highest-level quality of work • Any other ad-hoc duties as required	• 4-day work week • 12-hour shift • 2 Woodlands Industrial Park D St 2

3. Becton Dickinson

BD is a global medical technology company that is advancing the world of health by improving medical discovery, diagnostics, and the delivery of care. BD leads in patient and healthcare worker safety and the technologies that enable medical research and clinical laboratories. The company provides innovative solutions that help advance medical research and genomics, enhance the diagnosis of infectious disease and cancer, improve medication management, promote infection prevention, equip surgical and interventional procedures, and support the management of diabetes.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Production Technician	• Candidate must possess at least Secondary School/"O" Level/NITEC in any field. • Able to work in a manufacturing cleanroom or non-cleanroom environment. • Able to perform 12 hours shift work (7 am to 7.15 pm or 7 pm to 7.15 am) • Able to stand for long hours. • Able to perform loading and unloading of 10-20kg materials. • Required to perform the visual inspection using the scope	• Operate on machine/process units as assigned. • Perform troubleshooting for machine/equipment failures to meet production targets and quality standards and/or specifications. • Perform Preventive Maintenance (Cleaning, Service, Replace) • While operating on the machine to perform tasks, always check and record the machine or process parameters and take containment and corrective actions, if necessary, to ensure that the machine or process is under control. • Sampling inspection of parts as per the Quality plan to ensure that the products are within specifications. • If out of specification, handle the disposition of non-conforming products as and when required by the Quality plan. • Support Team Leader to execute changes and projects within the production area and ensure compliance with EHS requirements, quality, cost, and schedule. • Accuracy in the update of machine MES satellite e.g., corrects component lot numbers, accurate shift output, waste, and downtime. • Manage Material handling activities which include packing/unpacking, and loading/unloading.	• 4-day work week • 7am - 7pm, 7pm - 7am • 30 Tuas Ave 2
Production Technician - Packaging	• Nitec in Science or Engineering Disciplines. • Knowledge in SAP. • Experience in the laboratory or manufacturing operation within the Food/ Pharma / Chemicals / Biologics / Flavor / Beverage Industry. • LEAN/Six Sigma experience preferred	• Performs mechanical set-up and operates all the labeling and packaging machines as well as auxiliary equipment to produce Bactec products following approved procedures. • Monitors quality of products through inspections. • Prepares materials to be used in the labeling and packaging operations. • Utilizes production plans and SAP system to ensure that adequate levels of both direct and indirect raw materials are kept in the production area and notifies Manufacturing Engineer or designer of any actual or potential shortage. • Accurately records all data required by production documentation following QSR and ISO regulations.	• 4-day work week • 7am - 7pm • 30 Tuas Ave 2

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		• Follows good clean area practices and maintains labeling and packaging areas and equipment in good condition. • Interprets labeling and packaging instructions on Products Batch Records. • Plans and inspects own work to comply with departments' production schedules. • Applies common sense understanding to carry out instructions furnished in written or verbal forms. • Deals with routine situations with occasional variables that require interpretation. • Notifies Manufacturing Engineer or designer of any deviation from normal operation. • Assists in troubleshooting and in performing corrective action for equipment malfunction or breakdown. • Active participation in Lean Activities. • Completes batch control records and processes production orders in SAP. • Ensures that cleaning procedures and housekeeping are performed. • Needs to use judgment to make minor decisions to maximize the operations. • Safety and ISO14001 Environmental accountability. • Ensure a safe, healthy, and environmentally friendly workplace by observing the Company's rules and procedures. • Active involvement in prevention, elimination of potential safety hazards and participation in activities which promote recycling, replacement, and reduction of resource materials. **<u>Safety & health accountability:</u>** • Safety and health are important to BD, and we encourage the observance of all safety programs and training assigned to you. • Such programs are to be attended in a timely manner to ensure that work tasks carried out are in accordance with our safety guidelines and SOPs. **<u>Good Manufacturing Practice (GMP) accountability:</u>** • Observing GMP rules and procedures.	
Production Technician - Sensor	• Nitec in Science or Engineering Disciplines. • Knowledge in SAP. • Experience in the laboratory or manufacturing operation within the Food/ Pharma / Chemicals / Biologics /	• Following approved procedures and using calibrated laboratory equipment, weighs and verifies the ingredients to be used in the production of Bactec Sensor catalogs. • Prepares sensor solutions and sensor part A and B. • Accurately records all data required by production documentation following cGMPs and ISO regulations.	• 4-day work week • 7am - 7pm • 30 Tuas Ave 2

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	Flavor / Beverage Industry. • LEAN/Six Sigma experience preferred	• Follows good laboratory practices and maintains equipment in good condition, following cGMPs, ISO and safety rules. • Interprets weighing and formulation instructions on products Batch Records. • Calculates proportions of ingredients following approved procedures. • Plans own work to comply with departments' production schedules. • Applies common sense understanding to carry out instructions furnished in written or verbal forms. • Deals with routine problems involving concrete variables. • Active participation in Lean Activities. • Completes batch control records and processes production orders in SAP. • Ensures that cleaning procedures and housekeeping are performed. • Needs to use judgment to make minor decisions to maximize the operations. • Safety and ISO14001 Environmental accountability. • Ensure a safe, healthy, and environmentally friendly workplace by observing the Company's rules and procedures. • Active involvement in prevention, elimination of potential safety hazards and participation in activities which promote recycling, replacement, and reduction of resource materials. **Safety & health accountability:** • Safety and health are important to BD, and we encourage the observance of all safety programs and training assigned to you. • Such programs are to be attended in a timely manner to ensure that work tasks carried out are in accordance with our safety guidelines and SOPs. **Good Manufacturing Practice (GMP) accountability:** • Observing GMP rules and procedures.	
Technical Specialist	• Nitec, Higher Nitec or Diploma holders in Mechanical or Mechatronics Engineering with at least 2-5 years' relevant experience in the field. • This is a permanent full-time position, 12 hours night shift 7pm to 7am, shift pattern 3/4/4/3. • A good team player with ability to work cross culture	• Safety and ISO14001 Environmental accountability. • Ensure a safe, healthy, and environmentally friendly workplace by observing the Company's rules and procedures. • Active involvement in prevention, elimination of potential safety hazards and participation in activities which promote recycling, replacement, and reduction of resource materials.	• 4-day work week • 7am - 7pm, 7pm - 7am • 30 Tuas Ave 2

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		Safety & health accountability: • Safety and health are important to BD, and we encourage the observance of all safety programs and training assigned to you. • Such programs are to be attended in a timely manner to ensure that work tasks carried out are in accordance with our safety guidelines and SOPs. • Good Manufacturing Practice (GMP) accountability. • Observing GMP rules and procedures. • Apply SOP and/or SWI in daily operations. • Observe BD Code of Ethics • Reporting on all incidents / accidents, near misses, deviations from plan and when required, to take part in further investigations. **Operation Tasks** • Operate machines to meet production output, and other metrics like quality, waste, etc. • Perform Preventive Maintenance (Cleaning, Service, Replace) • Perform troubleshooting of machine and tools, equipment failures to meet production targets, safety, and quality standards and/or specifications. • Perform product/machine changeover on the line by tool/die change and machine set-up. • Initiate, Implement and follow-up on machine enhancement and project assignments. • Write Standard Work Instruction / Procedure for assigned operation / process. • Implement Corrective and Preventives Actions • Participate in training and coaching of Technicians and new hires on skills and knowledge on machine operations and adjustments. • Assist Engineers or Subject Matter Experts for any CI activities. **Supporting Tasks** • Contribute into departments activities that are needed to achieve goals set for the department e.g., Kaizen submission, team building, safety kaizen submission, 20Keys and others. • Participate in the discussion and review of team's performance in the daily shift changeover meeting. • Participate in continuous improvement initiative / activities. • Perform any other tasks as assigned.	

4. Edwards Lifesciences

Edwards Lifesciences is the global leader in patient-focused medical innovations for structural heart disease, as well as critical care and surgical monitoring. Driven by a passion to help patients, the company collaborates with the world's leading clinicians and researchers to address unmet healthcare needs, working to improve patient outcomes and enhance lives.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Associate Heart Valve Specialist (1st Shift)	• Secondary school education with previous sewing, GMP, Clean room medical device experience preferred. • No previous related experience required.	• Applies skill and dexterity in the sewing of tissue and non-tissue components used to produce medical devices, in keeping with regulatory and company guidelines. • In this role, you will be using tools such as needles, scissors, forceps, specialized tooling, microscope, magnifying lamp, MES) to perform assigned steps, in rotation, in the sewing assembly of stent/valves. • You will need to perform verifications, against specifications of completed steps, of stent and/or valve. • Review, follow and perform job functions in compliance with compliance with established work instructions and adherence with SOPs, including recording traceable information on device history records, which may include entry into JDE and any other systems (e.g., MES), as required. • You will be responsible for performing visual inspection under a microscope, and sequential review of colleagues' work. • Includes other incidental duties such as general work area housekeeping, general sanitization of work area with approved chemicals, material handling, printing.	• 5-day work week • 0630hrs - 1515hrs • 35 Changi North Crescent
Senior Coordinator, Documentation	• Knowledge of Microsoft office applications. • Flexibility to work overtime as required. • Ability to read, comprehend, and write English; good communication and interpersonal skills, required. • Must be able to work independently as well as in a team environment. • Experience with PDM (Product Documentation Management) or PLM (Product Lifecycle Management) preferred. • Adhere to all company rules and requirements (e.g., pandemic protocols, Environmental Health &	• Scan, verify and upload documents into archiving system, including WO (Work Orders), Protocol, Protocol/Report etc. • Review and archive Quality Records such as Qualification package, Preventive Maintenance forms, Training records, etc. • Verify changed document for completeness and accuracy and ensure change category and appropriate approval are chosen in the change control request system. • Clarify any discrepancies and seek closure with a cross-functional team. • Coordinate Annual/Ad-hoc External Archival Process, including indexing and packaging documents. • Provide administrative support for audit backroom activities and ensure	• 5-day work week • 0800 - 1700hrs • 35 Changi North Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	Safety rules) and take adequate control measures in preventing injuries to themselves and others as well as to the protection of environment and prevention of pollution under their span of influence/control.	timely response to documentation requests for auditors during external audits. • Maintain Site Master Signature Log, ensuring all new employees are added and all terminated employees are removed. • Process, update, and release changes in Document Control Module of JDE system. • Review, follow and perform job functions in compliance with established work instructions and adherence with SOPs, including recording traceable information on device history records. • Other incidental duties (e.g., administrative support including retrieval of documents, records destruction, tracking loan status/retention period, etc.)	
Technologist, Environment, Health & Safety	• Good communication skills. • Able to read and comprehend English. • Basic computer skills, including MS Office Suite. • Knowledge of and adherence to Edwards Environmental Health and Safety and Quality guidelines as they relate to department clean room medical device manufacturing. • Must be able to work with minimum supervision by following detailed manufacturing instructions. • Work in a Team environment. Moderate knowledge of EHS maintenance, testing, and other related duties to the handling of hazardous waste materials. • Ability to provide feedback in a professional, direct, and tactful manner. • Adhere to all company rules and requirements (e.g., pandemic protocols, Environmental Health & Safety rules) and take adequate control measures in preventing injuries to themselves and others as well as to the protection of environment and prevention of pollution under their span of influence/control.	• Conduct EH&S related awareness training to employees and contractors. • Monitor EH&S supplies inventory levels and generate requisitions for replenishment and provide receiving documentation to finance for payment to vendors. • Assist EH&S Engineers in EH&S related Inspections in the plant. • Review, follow and perform job functions in compliance with established work instructions and adherence with SOPs, including entering information into Velocity EHS or other EH&S databases. • Conduct Vision Testing and other EH&S related surveillance programs. • On time arrival to work, regular attendance without excessive absenteeism, and working a full 8 hour or longer work period. • Assist in incident investigation	• 5-day work week • 0800 - 1700hrs • 35 Changi North Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Technologist, Laboratory	• Ability to read, comprehend, and write English; good communication and interpersonal skills, required. • Knowledge of and adherence to Edwards Environmental Health and Safety and Quality guidelines as they relate to department clean room medical device manufacturing. • Must be able to work in a team environment and with minimum supervision. • Good Computer skills, required. • Adhere to all company rules and requirements (e.g., pandemic protocols, Environmental Health & Safety rules) and take adequate control measures in preventing injuries to themselves and others as well as to the protection of environment and prevention of pollution under their span of influence/control.	• Perform routine microbiology/chemistry testing services by using established procedures/protocols. • Support testing by following procedure in completing validation/revalidation activities (equipment and/or processes) for critical systems and sterilization equipment. • Perform preliminary investigation and write-up; deliberate with Microbiologist/Chemist in root cause investigations for product/sample failures and Out-of-Specifications (OOS). • Perform validation/re-validations for new/existing laboratory equipment according to established protocol. • Update operating procedures and/or validation protocols/reports. • Data entry and trending of routine microbial/chemistry testing for analysis by Microbiologist/Chemist. • Review, follow and perform job functions in compliance with established work instructions and adherence with SOPs, including recording traceable information on device history records.	• 5-day work week • 0800 - 1700hrs • 35 Changi North Crescent

5. Menicon Singapore

Menicon is a specialist manufacturer of contact lenses. Menicon Singapore is the global manufacturing site for high tech flat pack daily disposable lenses is the base for developing technologies and products with advanced, value-added features.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
C# .NET Software Engineer	• Degree in Computer Science, Computer Engineering, IT or equivalent. • Highly proficient and with solid experience in C#, .NET, • Familiar with Microsoft Visual Studio, Azure, Azure DevOps • Comfortable with working in an Agile development environment • Good team player and flexible to work in a multi-cultural team across different time zones. • Analytical and able to multi-task • Strong passion in software development stages & exploring new technologies.	• Develop and maintain web applications and services. • Involved in the whole software development life cycle for both the in-house applications and the global application projects. • Involved in user requirement study, application customization and user acceptance test for off-the-shelf software implementation. • Planning and close monitoring of project timelines. • Provide application support and diagnostics. • Research & explore new technologies. • Assist in /conduct training for co-workers and end users. • Drive enhancements for existing applications.	• 5-day work week • 8-hour shift • 8 International Business Park
Controls Engineer	• Degree in Engineering or other relevant disciplines • Minimum 5 years of working experience in equipment engineering and automation. • Good knowledge of PLC programming. • Knowledge of electrical engineering is an added advantage. • Strong project management skills • Strong problem-solving skills. • Proactive	• Responsible for the end-to-end project management of new equipment, which includes the planning of time, resources, and materials. • Responsible for providing electrical and software support to automated equipment, production, processes, and technical teams. • Responsible for liaising with and managing vendors. • Provide training and impart technical know-how to technical and operation team.	• 5-day work week • 8-hour shift • 8 International Business Park
Production Operator (Night Shift)	• 'O'Level/ SPM • Able to work in Cleanroom manufacturing environment. • Able to work independently and is a good team player	• Carry out all assigned production activities in accordance with written procedure and safety policies. • Support production activities including moving of raw material, loading of material onto machine, packaging operation and data recording. • Ensure that the safety of all activities complies with instructions and procedures. • Ensure that the production conforms to quality standards. • Ensure good housekeeping of work areas.	• 3.5-day work week • 12 hours night shift, 7.45pm - 7.55am • 8 International Business Park

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Sales Operation Executive (6-months contract)	• Experience in the optical industry is an advantage. • Experience in customer service and documentation. • Proficient in Excel and Word. • Focused on quality, accuracy, and consistency. • Good communication skills.	• Execute order processing and order fulfilment tasks. • Arrange delivery for orders. • Involved in stock-taking, and some administrative matters. • Respond promptly to customers' inquiries and resolve their complaints. • Update and maintain customers' records and contact database. • Gather customer feedback and identify risks with different approaches of business process change.	• 5-day work week • 8-hour shift • 8 International Business Park

6. PerkinElmer Singapore

We push the boundaries of science to help our customers measure, detect and report in ways that help make their products better. Our science has a clear purpose - to help our customers achieve theirs. PerkinElmer is beholden to a heritage that customers have trusted for generations. Expertise, energy, diligence, creativity, and true partnership. Actionable, data-driven insights and service that return productive time to scientists. It's all about technology and intangibles in equal measure to fulfil our customers' desire to work better, innovate better and create better.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Manufacturing Technician	• Nitec in Mechanical, Electronic Engineering or equivalent qualifications. • 3 years of relevant working experience. • High degree of technical competence and creativity and High level of discipline and integrity. • Possess a positive attitude and sense of urgency. • Meticulous, keen attention to details and organized.	• Meet production quantity targets as per daily production plan and process quality requirements as specified by the work instructions. • Assist the Manufacturing Supervisor or line 2IC to control one main production line/process which may include several sub-assembly processes. • Recommend and implement solutions to enhance productivity and product quality. • Assist to collect/compile quality data for filing/engineering study purpose. • Assist to control production materials and perform material cycle count. • Actively initiate/participate in workplace safety, 5S and environmentally friendly activities.	• 5-day work week • 8am to 515pm • 2 Tukang Innovation Grove
Manufacturing Technician (6 months / 1 year contract)	• Nitec in Mechanical, Electronic Engineering or equivalent qualifications. • 3 years of relevant working experience. • High degree of technical competence and creativity and high level of discipline and integrity. • Possess a positive attitude and sense of urgency. • Meticulous, keen attention to details and organized.	• Meet production quantity targets as per daily production plan and process quality requirements as specified by the work instructions. • Assist the Manufacturing Supervisor or line 2IC to control one main production line/process which may include several sub-assembly processes. • Recommend and implement solutions to enhance productivity and product quality. • Assist to collect/compile quality data for filing/engineering study purpose. • Assist to control production materials and perform material cycle count. • Actively initiate/participate in workplace safety, 5S and environmentally friendly activities.	• 5-day work week • 8am to 515pm • 2 Tukang Innovation Grove
Purchasing Specialist	• Minimum Diploma holder with specialization in Supply Chain, Logistics, or related discipline. Bachelor's Degree holder preferred. • Minimum 3 years of hands-on experience for diploma holders, and minimum 1 year for degree holders in a dynamic and fast-paced	• Reviews and analyzes purchase requisitions. • Coordinates purchasing activities with manufacturing, planning, and engineering departments to acquire inventory in a cost effective and timely manner. • Processes purchase requisitions, purchase change orders and requests for quotes to suppliers.	• 5-day work week • 8am to 5pm • 2 Tukang Innovation Grove

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
	MNC manufacturing environment. • Experience in ERP systems, preferably SAP.	• Responsible for procurement business system data input and integrity; creates and maintains bills of material and parts/commodities numbers in supply chain management or other enterprise-wide systems. • Participates in maximizing the procurement teams' changes, part parameters; quote table maintenance, supplier database information, error report analysis, and part number/supplier code information. • Performs cost analysis and volume planning for major commodities (e.g., materials, components, equipment, and services). • Monitors the cost, schedule, and scope of assigned subcontracts to negotiate highest quality at best value. • Develops new supply sources where vendors and suppliers are no longer competitive. • May recommend cost saving proposals including make-versus-buy analysis or alternative sourcing. • Interacts closely with suppliers and QA to resolve quality issues. • Works with management to address all aspects of commodity management, including procurement support, commodity business plans, market trends assessment, pricing, and product availability. • Requires domestic or global expertise of assigned commodities.	
Senior / Facilities Engineer	• Diploma / Degree in Mechanical / Electronic / Electrical Engineering or equivalent. • Minimum 5 years of relevant working experience in Facilities Systems. • Demonstrated ability to manage multiple and complex tasks in a fast paced and challenging environment.	• Facilities management for plant, office, and production equipment layouts, working toward economy of operation, maximum use of facilities and equipment, and compliance with laws and regulations. **<u>Responsibilities:</u>** • Provide facilities service to the manufacturing site and managing facility/machinery maintenance, facility projects and workplace safety coordination including BMS System, CCTV System, door access system, PA system, air-con, air compressor, in-house cleaning service and security service. • Work with Building Management / JTC on site common operation facilities such as utility supply, building maintenance, building cleaning service.	• 5-day work week • 8am to 5pm • 2 Tukang Innovation Grove

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
		• Assist manufacturing engineers in planning and execution of preventive maintenance program for production equipment and coordinate facility works during and after office hours. • Ensure good quality at the cost-efficiency for services provided by various contractors/vendors based on historical data and expertise of the contractors/vendors. • Manage chemical disposal by using approved chemical disposal company and report to NEA. • Manage general scrap through proper disposal by appointed vendor. • Act as one of the emergency contact persons for the site, together with Site Leader, Facilities Manager and EHS Engineer.	
Sourcing Specialist	• Bachelor's degree in engineering. • Minimum 3 - 5 years of hands-on procurement/sourcing experience in a manufacturing environment. • Good knowledge of business information systems and strong computer skills (Office 365 & SAP). • Strong analytical and problem-solving skills to support business strategies and decisions. • Ability to work in a complex and challenging environment consisting of multiple internal and external interfaces. • Effective negotiations, communication, and interpersonal skills.	• Manages multiple distribution functions including supply chain, logistics planning, distribution center operations, and traffic. • Ensures sourcing efforts meet business goals and objectives. • Works with functional leaders to perform analysis and identify areas for performance improvement. • Manages and supports implementation of strategic initiatives. • Manages activities related to global sourcing, supplier selection, product delivery specifications, and quality. • Develops and maintains working relationships with global supply chain partners. • Designs and implements business metrics to monitor, track, and report sourcing project progress.	• 5-day work week • 8am to 5pm • 2 Tukang Innovation Grove

7. Singapore PharmaTech

Singapore PharmaTech is a nutrition supplement manufacturing and packing company providing excellent OEM and ODM services for every brand owner. Besides, we also specialize in sourcing branded ingredients from global suppliers and working on distributorship with these partners.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
Pharmacist	• Bachelor's in pharmacy • State licensure as a pharmacist and additional certifications in pharmaceutical quality control or regulatory affairs (preferred). • Strong knowledge of pharmaceutical manufacturing processes, quality standards, and regulatory requirements. • Effective communication skills for collaborating with cross-functional teams and regulatory agencies.	• Perform quality control checks and inspections on raw materials, in-process products, and finished pharmaceutical products to ensure compliance with quality standards and regulations. • Collaborate with the quality assurance team to establish and maintain quality control procedures and documentation. • Ensure that all pharmaceutical products meet regulatory requirements and assist in preparing regulatory submissions as needed. • Assist in the development and optimization of manufacturing processes for pharmaceutical products. • Monitor and report adverse events related to company products, as required by regulatory authorities. • Work closely with cross-functional teams, including production, quality assurance, and regulatory affairs, to ensure seamless product development and manufacturing processes.	• 5-day work week • 40 hours per week • Blk 4, Ang Mo Kio Industrial Park 2

8. West Pharmaceutical Services

West is a leading global manufacturer in the design and production of technologically advanced, high-quality, integrated containment and delivery systems for injectable medicines. We are a trusted partner to the world's top pharmaceutical and biotechnology companies—working by their side to improve patient health.

Job Positions	Pre-requisites	Key Responsibilities	Working hours/ Location
AFC Technician	• Diploma in Robotics & Automation, Mechatronics, or other related engineering field) • Minimal 1 years of automation manufacturing experience with cGMP knowledge/awareness in pharmaceutical industry or other related industry, • Strong mechanical aptitude. (e.g., experience in autonomous maintenance, automation lines) • Ability to work in a team.	• Monitor, adjust and attend to several Auto Forming Cells (AFC) simultaneously. • Run basic lines of code on the control unit of the robot in case of an unexpected incident/shutdown of the cell or to teach a new robot position. • Identify quality issues and understand the basic troubleshooting procedure to correct each common defect and common alarms. • Work closely with maintenance and operations to ensure the continuous high-quality performance of the Auto Forming Cells. • Performs all daily, monthly, or yearly cleaning and upkeep of the AFC. • Any other duties assigned.	• 5-day work week • 8am-5pm • 15 Joo Koon Circle
Maintenance Technician	• Experience in hands on mechanical and electrical work • Confidence in performing technical work at height. • Understands operational work dynamics in a manufacturing setting.	• Hands on repair work for machinery, utilities, and facilities. • Attended troubleshooting and preventive maintenance work assigned by Supervisor. • Support in equipment installation and commissioning. • Support any relevant ad hoc duties.	• 5-day work week • 7am-7.15pm, 7pm-7.15am, 12 hours shift • 15 Joo Koon Circle
Production Supervisor	• 5 to 8 years in similar capacity	• Responsible for supervising night shift teams on daily production KPIs, ensuring safety compliance and continuous improvement projects.	• 4-day work week • 7pm to 715am, Pitman Shift (2-2-3) • 15 Joo Koon Circle