

# e2i x CapitaLand Career Fair

## 16<sup>th</sup> November 2023

### 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](http://www.e2i.com.sg)

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## #1 CHARLES & KEITH GROUP

Established in 1996, CHARLES & KEITH is a Singaporean fashion label that creates collections – shoes, bags, eyewear, accessories and costume jewellery – that enhance life and work. From a single footwear shop in the suburbs to an international network offering memorable retail experiences both in physical stores and online, CHARLES & KEITH's humble beginnings are a testament to its challenger spirit, which has put Singapore on the map as a place of originality and creativity.

CHARLES & KEITH celebrates the joy of fashion and embraces its natural duality: Asian & Global. Night & Day. Work & Play.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Customer Service Executive</b>	<ul style="list-style-type: none"> <li>• GCE 'N'/'O' Level / NITEC</li> <li>• Strong interest in fashion-styling</li> <li>• Develop and maintain good relationships with customers</li> <li>• Interested in Sales and enjoys meeting people</li> <li>• Available to work retail hours 5 days a week including weekends &amp; public holidays</li> <li>• Expected to retrieve items from stockroom/shelves</li> <li>• Prior retail experience not essential</li> </ul>	<ul style="list-style-type: none"> <li>• Passionate in delivering customer service, product knowledge and expertise to customers in retail stores</li> <li>• Promote products and handle customer enquiries</li> <li>• Achieve personal and shop sales target</li> <li>• Retrieve stocks for customers from stockroom/high shelves</li> <li>• Maintain cleanliness of retail floor</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• 534101</li> </ul>
<b>Client Communications Associate</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma, preferably with at least 1 year of experience in Service Industry</li> <li>• Good interpersonal and communication skills</li> <li>• Proficient with Microsoft Office suite and Email</li> <li>• Knowledge of Salesforce is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Set SOP for Client Success (e.g.: service recovery, guidelines for handling customers from different feedback channels, SLA to customer feedback, preparation of FAQ, etc.)</li> <li>• Reply all customer enquiries and feedback within stipulated timelines via various channels</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• 534101</li> </ul>

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	<p>Client Success oriented and committed to handling customer grievance</p> <ul style="list-style-type: none"> <li>• Proficiency in both written and spoken English, and at least one other language</li> <li>• Ability to speak mandarin to liaise with Chinese speaking customers</li> <li>• Applicants with experience with global returns and exchange procedures will be highly considered</li> <li>• Fun, vibrant &amp; outgoing personality with great personal style</li> </ul> <p>Able to work shift hours, weekends, and public holidays***</p>	<p>(e.g.: calls, email, live chat etc)</p> <p>Assist customers or operations team to source / locate products</p> <p>Maximize cross sales opportunities in all correspondence by suggesting related products to original inquiries</p> <ul style="list-style-type: none"> <li>• Prepare client success reports</li> </ul> <p>Constantly drive improvement in processes and client success levels to deliver KPIs</p> <ul style="list-style-type: none"> <li>• Require to work in shifts and on weekends and public holidays</li> <li>• Assist ECommerce team in administrative duties</li> <li>• Prepare weekly/monthly reports on live chat performance, number of compliments, complaints, feedbacks and enquires accordingly to the sources</li> <li>• Management of the membership and customer feedback database, i.e. data entry of membership details and feedback forms</li> </ul> <p>Other ad-hoc administrative duties</p>	
<p><b>Logistics Assistant</b></p>	<ul style="list-style-type: none"> <li>• Minimum GCE 'N' or equivalent</li> </ul> <p>Physically fit and able to lift weight up to 15kgs</p> <ul style="list-style-type: none"> <li>• Possess strong organisation skill and initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Receive incoming goods</li> <li>• Perform bar code inspection by scanning for the incoming goods so as to ensure that goods received are in the right quantity</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• 534101</li> </ul>

	<ul style="list-style-type: none"> <li>• Must have the ability to work both independently and as part of a larger team</li> <li>Committed, driven, responsible and able to multi-task</li> </ul>	according to the packing list as well as the right bar-coding	
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## #2 Guess? Singapore

Since 1981, GUESS has been a global leader in contemporary apparel and accessories, renowned for its trendsetting designs and quality craftsmanship. Step into a world of timeless denim, stylish apparel, and sophisticated accessories that define your unique style. From classic denim jeans to chic handbags, GUESS offers a wide range of fashion-forward options for both men, women, and kids. Explore the latest collections and elevate your wardrobe with GUESS, as we continue to set the standard for modern, confident, and glamorous fashion.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Sales Associate</b>	<ul style="list-style-type: none"> <li>• customer experience, cooperation &amp; dependability, right attitude and culture fit to the company</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for sales generation, delivering a positive customer experience, and a variety of operational duties as assigned by the store management team (housekeeping duties, visual presentation standard etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• 44.0 hours per week</li> <li>• 238164</li> </ul>
<b>Senior Sales Associate</b>	<ul style="list-style-type: none"> <li>• customer experience, cooperation &amp; dependability, right attitude and culture fit to the company</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for sales generation, delivering a positive customer experience, and a variety of operational duties as assigned by the store management team (housekeeping duties, visual presentation standard etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• 44.0 hours per week</li> <li>• 238164</li> </ul>
<b>Store Manager</b>	<ul style="list-style-type: none"> <li>• commercial management, VM, customer relations management, process management, people management, right attitude and culture fit to the company</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible in general operation, merchandising, people management, budget control, compliance, store image, sales and stock control for all retail stores</li> </ul>	<ul style="list-style-type: none"> <li>• 44.0 hours per week</li> <li>• 238164</li> </ul>

### #3 Iron Chef F&B

Established in 2012, COLLIN'S® embodies Chef Collin Ho's passion and humble mission to provide premium Western cuisine at pocket-friendly prices for the masses. Winning the hearts of many since, COLLIN'S® now serves tens of thousands of diners from all walks of life.

Boasting a diverse range of cuisines available at pocket-friendly price, Food Loft® was established in 2001. Food Loft® outlets offer a comfortable and affordable dining experience – offering delectable fares at both suburbs and industrial areas. Food Loft® embodies the culinary spirit of Singapore Heritage Food Culture with carefully curated tenants and offerings as our exciting expansion plans seek to spread our local cuisines locally and beyond.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Team Lead</b>	<ul style="list-style-type: none"> <li>2-3 years of relevant experience in F&amp;B, including experience in a supervisor or leadership role</li> </ul>	<ul style="list-style-type: none"> <li>Team leader will be responsible for coordinating daily restaurant operations, ensuring exceptional customer experience. You will oversee the service crew, maintain quality standards, optimize work flow efficiency and address customer feedback. You will be collaborating with assistant restaurant manager, support their initiatives, monitor inventory and ensure strict adherence to health and safety protocols</li> </ul>	<ul style="list-style-type: none"> <li>44 Hours / Week</li> <li>Various Locations</li> </ul>
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>Willing to commit on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>The Service Crew is responsible for presenting menus to patrons, takes orders and answers questions on meal items. Makes recommendations and serves food/beverages to customers and to prepares the bill that itemizes total meal costs and sales taxes.</li> </ul>	<ul style="list-style-type: none"> <li>44 Hours / Week</li> <li>Various Locations</li> </ul>

		To performs cashiering duties and also required to serve the food.	
<b>Assistant Restaurant Manager</b>	<ul style="list-style-type: none"> <li>• Diploma in Hospitality Management, Business Administration, or related field preferred.</li> <li>• At least 3-5 years of experience in the F&amp;B industry, including experience in a supervisory or leadership role.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the Restaurant FOH and BOH in the absent of Restaurant Manager</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours / Week</li> <li>• Various Locations</li> </ul>
<b>Dishwasher</b>	<ul style="list-style-type: none"> <li>• Willing to commit on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible of washing of glassware, cutlery, dishes, clean dish storage. To ensure sufficient usage for the restaurant.</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours / Week</li> <li>• Various Locations</li> </ul>
<b>Assistant Cook</b>	<ul style="list-style-type: none"> <li>• Certificate or Diploma in Culinary Arts or a related field.</li> <li>• Previous experience in a similar role within a professional kitchen.</li> <li>• Good cooking skills, with the ability to prepare and cook food to the required standard.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Kitchen staff to do basic food preparation. Ensure the Kitchen section have everything they need and be responsible for cleaning the kitchen</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours / Week</li> <li>• Various Locations</li> </ul>
<b>Chef</b>	<ul style="list-style-type: none"> <li>• Diploma or degree in Culinary Arts or related field.</li> <li>• 2-3 years of experience in a similar role within a professional kitchen.</li> </ul>	<ul style="list-style-type: none"> <li>• Take charge of the kitchen and maintain complete control of the kitchen at all times and to command the respect of his or her kitchen staff. Provide key leadership on setting new standards of culinary and operations excellence for the restaurant concept</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours / Week</li> <li>• Various Locations</li> </ul>



<b>Cleaner</b>	<ul style="list-style-type: none"> <li>• Entry level candidates are welcomed</li> </ul>	<ul style="list-style-type: none"> <li>• A Cleaner is responsible for carrying out various cleaning and maintenance tasks, including keeping all areas neat and tidy</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours / Week</li> <li>• Various Locations</li> </ul>
<b>Coffeeshop Assistant</b>	<ul style="list-style-type: none"> <li>• Able to work in fast pace-environment</li> <li>• Customer oriented</li> </ul>	<ul style="list-style-type: none"> <li>• As a Coffeeshop Assistant, you play a vital role in ensuring efficient F&amp;B outlet operations under the guidance of Operation Executives. You will be responsible for performing, but not limited to, the following tasks to ensure the smooth functioning of the coffeeshop</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours / Week</li> <li>• Various Locations</li> </ul>

## #4 VALIRAM GROUP

Valiram Group, founded in 1935, is a leading international retail and luxury goods company headquartered in Malaysia. With a diverse brand portfolio spanning fashion, accessories, beauty, timepieces, and more, Valiram Group is renowned for delivering exceptional products and memorable shopping experiences. The company's global presence and commitment to excellence have solidified its position as a prominent player in the luxury and retail sectors, consistently providing quality, innovation, and style to customers worldwide.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Retail Associate</b>	<ul style="list-style-type: none"> <li>• Strong communication skills, customer service skills and teamwork.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide exceptional customer service, assist with sales transactions, maintain store appearance, and collaborate with the team to achieve sales goals.</li> </ul>	<ul style="list-style-type: none"> <li>• 44.0 hours per week</li> <li>• 534166</li> </ul>
<b>Senior Retail Associate</b>	<ul style="list-style-type: none"> <li>• Strong communication skills, customer service skills and teamwork.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide exceptional customer service, assist with sales transactions, maintain store appearance, and collaborate with the team to achieve sales goals.</li> </ul>	<ul style="list-style-type: none"> <li>• 44.0 per week</li> <li>• 534166</li> </ul>

<b>Cashier</b>	<ul style="list-style-type: none"> <li>• Cash handling experience, adhere to company's SOP and policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide efficient and friendly customer service, process transactions accurately, maintain a clean checkout area, and resolve payment-related inquiries. You will operate a cash register or POS system, count cash, and work in a flexible schedule, including weekends and holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• 44.0 hours per week</li> <li>• 534166</li> </ul>
<b>Beauty Advisor</b>	<ul style="list-style-type: none"> <li>• Passion for beauty products and industry trends, strong customer service and product knowledge, excellent customer service and sales skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Excel in delivering exceptional customer service in our beauty and cosmetics department. Your role involves helping customers find the right beauty products, offering expert advice, and ensuring a positive shopping experience.</li> </ul>	<ul style="list-style-type: none"> <li>• 44.0 hours per week</li> <li>• 534166</li> </ul>

## #5 Mr Coconut

Mr Coconut is a Singapore brand started in 2016 and is fast becoming the leading retailer for coconut food & beverage products with a total of 50 outlets as of now. Mr Coconut's signature coconut shake arise from Malacca, and derive from Thailand, and made in Singapore, bringing a rich mix of Asia heritage. With the strong belief of the diverse healthy benefits from coconut-derived ingredients, Mr Coconut strives to constantly research and produce more variety of fresh and delectable range of food and beverage offerings made from quality coconut's ingredients with nutrient-rich values, for a healthy food and lifestyle choice. With our strong corporate vision and philosophy, Mr Coconut is looking forward to an expansion of operations locally and regionally to make your daily experience more refreshing and healthy.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>• Team player with and strong sense of ownership</li> <li>• Service-oriented and excellent customer service</li> <li>• Able to work weekends, public holidays on 5 days</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure daily operation activities such as Cashiering, Product-Making, Cleaning duties etc. are carried out according to company guidelines.</li> <li>• Attend to</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours / Week</li> <li>• 758202</li> </ul>

	<p>per week</p> <ul style="list-style-type: none"> <li>• Independent, multi-tasking and able to work in a fast-paced working environment</li> </ul>	<p>customers promptly with greetings and smiles. Handle Customer Service-related matters.</p> <ul style="list-style-type: none"> <li>• Keep workplace clean and tidy.</li> <li>• Involve in daily opening and closing of outlets.</li> </ul>	
<b>Contract Service Crew</b>	<ul style="list-style-type: none"> <li>• Team player with and strong sense of ownership</li> <li>• Service-oriented and excellent customer service</li> <li>• Able to work weekends, public holidays on 5 days per week</li> <li>• Independent, multi-tasking and able to work in a fast-paced working environment</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure daily operation activities such as Cashiering, Product-Making, Cleaning duties etc. are carried out according to company guidelines.</li> <li>• Attend to customers promptly with greetings and smiles. Handle Customer Service-related matters.</li> <li>• Keep workplace clean and tidy.</li> <li>• Involve in daily opening and closing of outlets.</li> </ul>	<ul style="list-style-type: none"> <li>• 36 Hours / week</li> <li>• 758202</li> </ul>
<b>Factory Worker</b>	<ul style="list-style-type: none"> <li>• Able to carry load of at least 15kg</li> <li>• Able to cope with the food production environment (work in clean and cool environment)</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of coconut water and coconut meat</li> <li>• Check the quality and quality control of all the foods items to meet the food safety standards.</li> <li>• Maintaining cleanliness of workplace.</li> <li>• Assist in other ad hoc duties when required</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours / Week</li> <li>• 758202</li> </ul>

## #6 Japanese Chain Restaurants

Under the Japanese Chain Restaurants, we have brands such as Genki Sushi, Yakiniku Like, Butahage and senryo. We focus on delivering premium and casual dining experience to Japanese food lovers. We value quality service, innovation, and teamwork across all our brands, empowering employees to unlock their full potential. Joining our family means being a part of an organization committed to delivering exceptional experiences to our customers and fostering a fulfilling and enriching career journey for every team member.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>• Secondary school education</li> <li>• Working experience is not required.</li> <li>• Service-oriented with a pleasant disposition.</li> <li>• Ability to work in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare the store (front-of-house and back-of house) for business operations.</li> <li>• Assist to run Shift and to ensure the following practices are carried out in your store.</li> <li>• Performing station functions in Service/Kitchen area.</li> <li>• Handle cleaning of dining and kitchen area.</li> <li>• Carry out stewarding duties.</li> <li>• Perform cashiering duties.</li> <li>• Handle customer queries.</li> <li>• Ensure compliance to food safety, hygiene and sanitation standards.</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> <li>• 12pm-11pm</li> <li>• Islandwide</li> </ul>
<b>Cook / Kitchen Crew</b>	<ul style="list-style-type: none"> <li>• Secondary school education</li> <li>• Working experience in the kitchen is required.</li> <li>• Service-oriented with a pleasant disposition.</li> <li>• Ability to work in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and upkeep kitchen equipment.</li> <li>• Handle food and beverage preparation.</li> <li>• Handle cleaning of dining area, kitchen and storage area.</li> <li>• Carry out stewarding duties (in the absence of a dishwasher).</li> <li>• Ensure compliance to food safety, hygiene and sanitation standards according to statutory guidelines.</li> <li>• Ensure that policies and standard operating procedures are strictly adhered to</li> </ul>	<ul style="list-style-type: none"> <li>• 9am-6pm</li> <li>• 12pm-11pm</li> <li>• Islandwide</li> </ul>

## #7 Stalford Learning Centre

Stalford Learning Centre is a premier education institute with a strong presence in Singapore and Asia. As one of the industry leaders, Stalford has an established track record for providing reliable and quality education to our students. With more than 20 centres islandwide, Stalford thrives in the competitive tuition industry by virtue of our strong human capital and a committed and professional workforce.

Join the Stalford family today!

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Customer Service Officer</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least O level / Diploma</li> <li>• Entry Level candidates are welcome</li> <li>• Able to work independently</li> <li>• Meticulous and systematic with administrative procedures</li> <li>• Proficient in MS Word and Excel</li> <li>• Able to work on weekend</li> <li>• Work location : Bukit Panjang, Yishun, Jurong, Sengkang, Punggol, Tampines, Pasir Ris, Simei</li> </ul>	<ul style="list-style-type: none"> <li>• Attend to walk-in customers and incoming phone enquiries</li> <li>• Provide course consultation and ensure proper follow-up</li> <li>• Perform general administrative duties, such as data entry and filing</li> <li>• Processing of new student registration and payment</li> <li>• Provide administrative support to teachers, such as preparation of materials for classes</li> <li>• Assist in ad-hoc matters when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• 11am - 7pm</li> <li>• 2pm - 10pm</li> <li>• 8.30am - 5.30pm</li> <li>• 1pm - 10pm</li> <li>• 339511</li> </ul>
<b>Tutor</b>	<ul style="list-style-type: none"> <li>• Min Degree in any discipline</li> <li>• Familiar with Singapore education syllabus</li> <li>• Have an in-depth and profound knowledge of the subject</li> <li>• Have a good communication skills, patience and positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for committed and passionate teachers to teach in our islandwide premises. Our classes starting from pre-school up to JC class (Phonics, English, Mathematics, Science, Physics, Chemistry, Elementary Maths, Additional Maths, H1 and H2 Maths, H1 and H2 Chemistry, H2 Physics, Econs). They</li> </ul>	<ul style="list-style-type: none"> <li>• 1pm - 9.30pm</li> <li>• 9am - 6pm</li> <li>• 339511</li> </ul>

		should be able to converse in English fluently and able to deliver lessons clearly and effectively. Teachers will also have to prepare teaching materials to facilitate student's learning.	
<b>Chinese Language Teacher</b>	<ul style="list-style-type: none"> <li>• Degree in Chinese Language / Chinese Literature or Early Childhood from a reputable university.</li> <li>• Able to converse in English and Chinese in order to teach lessons in Chinese language.</li> <li>• Strong interpersonal and communication skills.</li> <li>• Have an in-depth and profound knowledge of the subject.</li> <li>• At least 2 years of working experience in the related field is required.</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for committed and passionate teachers to teach Chinese Language class in our islandwide premises.</li> <li>• Deliver lessons clearly and effectively</li> <li>• Prepare teaching materials to facilitate student's learning</li> <li>• Give students regular guidance to assist the progress of their academic achievement</li> </ul>	<ul style="list-style-type: none"> <li>• 2pm - 9.30pm</li> <li>• 9am - 6pm</li> <li>• 339511</li> </ul>
<b>Preschool Cook &amp; Cleaner - Full Time</b>	<ul style="list-style-type: none"> <li>• Experience in childcare settings is advantageous.</li> <li>• No minimum education required.</li> <li>• Possession of a Food Handling certificate</li> <li>• Punctual and responsible.</li> <li>• Preferred candidates who can commence work soon.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and serve nutritious meals to children, including breakfast, lunch and tea break.</li> <li>• Maintain cleanliness and hygiene in kitchen and dining areas at all times.</li> <li>• Handle daily grocery purchases for the center.</li> <li>• General cleaning classrooms, toilets, pantry and learning corners, etc</li> </ul>	<ul style="list-style-type: none"> <li>• 7am - 4pm</li> <li>• 7am - 12pm</li> <li>• 820681</li> <li>• 469662</li> </ul>
<b>Cleaner</b>	<ul style="list-style-type: none"> <li>• No minimum education required</li> <li>• Punctual and Responsible</li> <li>• Able to commence</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain cleanliness of the premises at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• 7am - 1pm</li> <li>• 339511</li> </ul>

	work soon is preferred		
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## #8 Under Armour

Under Armour is obsessed with being better, stronger, and more focused than anyone else out there.

Our mission: to make athletes better.

Our vision: to inspire you with performance solutions you never knew you needed and can't imagine living without.

Our values define and unite us, the beliefs that are the red thread that connect everyone at Under Armour. Our values are rallying cries, reminding us why we're here, and fueling everything we do.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Retail Associate</b>	<ul style="list-style-type: none"> <li>• Basic numeracy, literacy, listening, and communication skills</li> <li>• Fluency in local language</li> <li>• Proficient in use of computers and other technology</li> <li>• Demonstrated collaborative skills and ability to work well within a team</li> <li>• Demonstrated ability to work in a fast-paced and deadline-oriented environment</li> <li>• Ability to perform tasks and undertakings essential to store's daily operations</li> <li>• Ability to receive feedback and act when appropriate</li> <li>• 0-3 months working in a sports/fashion customer &amp; commercial focused retail environment</li> <li>• Ability to work a flexible schedule to meet the needs of the business, including holidays, nights, and weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Provide direct sales assistance to Athletes to meet sales KPI targets set by the Retail Store Manager.</li> <li>• Deliver omni-channel requests in line with UA process and policy through digital experience.</li> <li>• Model the UA service culture and customer expectations.</li> <li>• When assisting athletes communicate brand messages in a polite and proactive manner.</li> <li>• Incorporate product knowledge into selling process by participating in training.</li> <li>• Maintain standards covering merchandise and floor sets.</li> <li>• Comply with UA policies and procedures.</li> <li>• Complete the operational and cash processes (manual or system) in line with training.</li> <li>• Adhere to Under Armour's dress code and attendance policies.</li> <li>• Fulfill the working hours as scheduled to Under Armour's attendance policy.</li> <li>• Collaborates with teammates to achieve store goals.</li> <li>• Accountable for self-development, while seizing growth opportunities to increase performance.</li> </ul>	<ul style="list-style-type: none"> <li>• 44.0 hours per week</li> <li>• 038987</li> </ul>

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<p><b>Senior Retail Associate</b></p>	<ul style="list-style-type: none"> <li>• Basic numeracy and literacy</li> <li>• Active listening &amp; communication skills</li> <li>• Fluency in local language</li> <li>• Proficient in use of computers and other technology</li> <li>• Ability to establish interpersonal relationships</li> <li>• Collaborate in a team environment</li> <li>Ability to perform tasks in a fast-paced and deadline-oriented environment</li> <li>• Limited understanding of business acumen</li> <li>• Demonstrated critical thinking to solve routine problems.</li> <li>• Basic prioritizing &amp; planning skills</li> <li>12+ months experience of working in a sports/fashion customer &amp; commercial focused retail environment.</li> <li>High School education or equivalent.</li> <li>• Availability to work a flexible schedule, including holidays, nights, and weekends.</li> <li>• Ability to handle or relocate products up to 25 lbs.</li> <li>• Able to stand and move about for extended periods of time with short breaks to handle products.</li> <li>• Ability to freely access all areas of</li> </ul>	<ul style="list-style-type: none"> <li>• Complete omni-channel requests for athletes in line with Under Armour’s Endless Aisle and Ship-From-Store policies and procedures where applicable.</li> <li>• Promote core &amp; seasonal products to athletes by incorporating knowledge into selling process.</li> <li>Model the Under Armour service culture and exceed customer expectation.</li> <li>• Provide an athlete experience unique to Under Armour.</li> <li>Aid Athletes, communicate brand values, and identify sales opportunities.</li> <li>• Familiar with UA Brand stories communicated during training sessions</li> <li>• Provide feedback on store operations to the Store Leadership.</li> <li>• Maintain standards covering merchandise and floor sets.</li> <li>Operate within UA policies and procedures communicating risk to Store Leadership when necessary.</li> <li>Preform operational and cash processes (manual or system) in line with company guide and training.</li> <li>• Assume Senior Stock Associate responsibilities in the absence of Senior Stock Associate in store.</li> <li>• Adhere to Under Armour’s dress code and attendance policies.</li> <li>• Assist as needed in operations; cash desk/ticketing/merchandising/stock replenishment.</li> <li>• May hold responsibility as Key Holder if store headcount can’t fulfil.</li> <li>• Collaborate with teammates to meet or exceed store goals.</li> <li>Ability to actively listen to feedback from leadership to continue to grow as a teammate.</li> </ul>	<ul style="list-style-type: none"> <li>• 44.0 hours per week</li> <li>• 038987</li> </ul>
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	the store; including the selling floor, stock and register area.		
<b>Retail Associate (PT)</b>	<ul style="list-style-type: none"> <li>• Basic numeracy, literacy, listening, and communication skills</li> <li>• Fluency in local language</li> </ul> <p>Proficient in use of computers and other technology</p> <ul style="list-style-type: none"> <li>• Demonstrated collaborative skills and ability to work well within a team</li> <li>• Demonstrated ability to work in a fast-paced and deadline-oriented environment</li> <li>• Ability to perform tasks and undertakings essential to store's daily operations</li> <li>• Ability to receive feedback and act when appropriate</li> <li>• Ability to work a flexible schedule to meet the needs of the business, including holidays, nights, and weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Provide direct sales assistance to Athletes to meet sales KPI targets set by the Retail Store Manager. Model the UA service culture and customer expectations.</li> <li>• When assisting athletes communicate brand messages in a polite and proactive manner. Incorporate product knowledge into selling process by participating in training.</li> <li>• Maintain standards covering merchandise and floor sets. Comply with UA policies and procedures.</li> <li>• Adhere to Under Armour's dress code and attendance policies. Fulfill the working hours as scheduled to Under Armour's attendance policy.</li> <li>• Collaborates with teammates to achieve store goals.</li> </ul>	<ul style="list-style-type: none"> <li>• 20 hours per week</li> <li>• '038987</li> </ul>

## #9 Wine Connection

Wine Connection Group owns and operates the largest chain of wine retail and full-service wine-themed restaurants in Thailand and Singapore. We are the exclusive importer of over 400+ labels of wines from around the world, craft beers, glassware and related accessories, as well as selected delicatessen products. Since its inception in 1998, Wine Connection has steadily grown the number of outlets, and diversified into full-service restaurant business by introducing the integrated retail wine shop – restaurant concept, becoming the leader in Thailand and Singapore with 90 outlets to date, and counting.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>RETAIL ASSISTANT</b>	<ul style="list-style-type: none"> <li>• Previous experience in the retail preferred</li> <li>• Interest in wine</li> </ul>	<ul style="list-style-type: none"> <li>• To greet the customers</li> <li>• Assist customers with their wine</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours/Week</li> <li>• Multiple Locations</li> </ul>

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	<ul style="list-style-type: none"> <li>• Sound knowledge of banking policies and procedures</li> <li>• Sound knowledge of inventory techniques</li> <li>• Experience in organizing data and reports</li> <li>• Basic understanding of sales principles and customer service practices</li> <li>• Basic computer knowledge and familiarity with electronic equipment</li> </ul> <p>Ability to work flexible shifts, including weekends, holidays and overtime</p>	<p>selection</p> <ul style="list-style-type: none"> <li>• Understand the company’s product knowledge</li> <li>• Ensure that payments are processed correctly</li> <li>• Advertising wines, by handing customers wine catalogs</li> <li>• Report customer complaints to superiors</li> <li>• Ensure overall cleanliness of the retail store</li> <li>• To monitor cash float</li> <li>• Understand the store’s operational system</li> <li>• To understand and learn the store’s closing and opening procedures</li> <li>• Preparation of daily sales report</li> <li>• Assist in placing wine orders</li> <li>• Conduct stocktake</li> <li>• Assisting in organizing the merchandise display in the store</li> <li>• To submit new customer database to the store manager</li> <li>• Managing ERP related tasks and responsibilities as required in the role</li> <li>• Carry out any other retail duties as per reporting manager and Retail Operations Manager</li> </ul>	
<p><b>RETAIL SUPERVISOR</b></p>	<ul style="list-style-type: none"> <li>• Previous experience in retail preferred</li> <li>• Interest in wine</li> <li>• Sound knowledge of banking policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• To greet the customers</li> <li>• Assist customers with their wine selection</li> <li>• Continue to expand on the</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours/Week</li> <li>• Multiple Locations</li> </ul>

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	<ul style="list-style-type: none"> <li>• Sound knowledge of inventory techniques</li> <li>• Experience in organizing data and reports</li> <li>• Basic understanding of sales principles and customer service practices</li> <li>• Basic computer knowledge and familiarity with electronic equipment</li> </ul> <p>Ability to work flexible shifts, including weekends, holidays and overtime</p>	<p>company's product knowledge</p> <ul style="list-style-type: none"> <li>• Ensure that payments are processed correctly</li> <li>• Advertising and promoting the wines in the store</li> <li>• Report and record customer complaints to superiors</li> <li>• Ensure overall cleanliness of the retail store</li> <li>• Oversee closing and opening procedures of the store</li> <li>• Process customer purchase in the store</li> <li>• Record order and issue invoice using standard invoice number set by HQ's Account Department.</li> <li>• Sort daily receipts per category</li> <li>• Prepare weekly roster for retail employees in the store</li> <li>• Responsible for weekly wine order</li> <li>• Arrange delivery of club member's birthday wine on a monthly basis</li> <li>• Prepare monthly food product analysis, monthly item movement history report and corporate customer purchase summaries</li> <li>• Responsible for daily stock count</li> <li>• Responsible for ordering monthly stationary for the store</li> <li>• Ensure cash and security policies, administration, and financial procedures</li> </ul>	
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		<p>are adhered to, with relevant and accurate data being delivered on time</p> <ul style="list-style-type: none"> <li>• Liaise with neighborhood restaurants and pubs for new business opportunities</li> <li>• Adhere to store’s operational requirements by scheduling and assigning employees to improve on sales results</li> <li>• Managing ERP related tasks and responsibilities as required in the role</li> <li>• Carry out any other retail duties as per reporting manager and Retail Operations Manager</li> </ul>	
<b>RETAIL MANAGER</b>	<ul style="list-style-type: none"> <li>• 2 to 4 years of prior experience in the role</li> <li>• Strong leadership and organisational skills</li> <li>• Strong written and oral communication skills for managing business</li> <li>• Ability to follow instruction and deliver quality results</li> <li>• Experience in effectively managing a sales team</li> <li>• Ability to use Microsoft Office and retail operational system</li> <li>• Sound knowledge in wine</li> <li>• Proficient in English</li> <li>• Ability to work flexible shifts including weekends, holidays and overtime</li> </ul>	<ul style="list-style-type: none"> <li>• Manage operational activities in the store</li> <li>• Expand and develop on company’s product knowledge</li> <li>• Handle customer/staff complaints and feedback</li> <li>• Ensure that the sales goal is clear and achievable by staff</li> <li>• Proficient in the store’s operational system</li> <li>• Ensure overall cleanliness of the retail store</li> <li>• Oversee closing and opening procedures of the store</li> <li>• Manage administrative duties such as keeping track of absenteeism and</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours/Week</li> <li>• Multiple Locations</li> </ul>

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		<p>medical leaves of staff</p> <ul style="list-style-type: none"> <li>• Reviewing operational challenges to identify issues obstructing performance</li> <li>• Ensure all operational activities adhere to relevant legislations, health and safety regulations and licencing conditions</li> <li>• Responsible for ordering monthly inventory</li> <li>• Ensure that retail team adheres and comply to company's policies and procedures</li> <li>• Record order and issue invoice using standard invoice number set by HQ's Account Department.</li> <li>• Prepare weekly roster</li> <li>• Arrange delivery of club member's birthday wine on a monthly basis</li> <li>• Prepare monthly food product analysis, monthly item movement history report and corporate customer purchase summaries</li> <li>• Responsible for wine stock take</li> <li>• Ensure cash and security policies, administration, and financial procedures are adhered to, with relevant and accurate data being delivered on time</li> <li>• Liaise with neighborhood restaurants and pubs for new business</li> </ul>	
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		<p>opportunities</p> <ul style="list-style-type: none"> <li>• Adhere to store’s operational requirements by scheduling and assigning employees to improve on sales results</li> <li>• Managing ERP related tasks and responsibilities as required in the role</li> <li>• Carry out any other retail duties as per Head of Retail</li> </ul>	
<p><b>F&amp;B SERVICE CREW ( WAITER / WAITRESS )</b></p>	<ul style="list-style-type: none"> <li>• Interest in wine &amp; service</li> <li>• No experience required as training will be provided</li> <li>• Prior experience in Food &amp; Beverage/Hospitality is preferred</li> <li>• Proactive and enjoy interactions with customers</li> <li>• Customer orientated</li> <li>• Attention to detail and able to work well in a team</li> <li>• Ability to work flexible shifts and schedules as per manager’s request, including weekends, holidays and overtime</li> </ul>	<ul style="list-style-type: none"> <li>• To greet guest upon arrival</li> <li>• Ensure product knowledge is understood and applied</li> <li>• Providing responsive and courteous service to customers through excellent service</li> <li>• Interacting with guest to provide recommendations on food menu and to upsell food and drinks</li> <li>• Ensure overall cleanliness of the floor, tables and outlets</li> <li>• Responsible for collection of payments from customers</li> <li>• Ensure that customers do not damage outlet properties</li> <li>• Assist in the opening and closing procedures of the outlet</li> <li>• Work closely with service crew and the kitchen to ensure that the outlet is operated efficiently</li> <li>• Setting of table</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours/Week</li> <li>• Multiple Locations</li> </ul>

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		<p>and taking orders in the outlet</p> <ul style="list-style-type: none"> <li>• Check on customers and their meals</li> <li>• Handle basic customer complaints</li> <li>• Ensure that food and beverage orders are arrived in a timely manner</li> <li>• Establish good rapport with guest to build guest loyalty</li> <li>• To learn and have a sound knowledge of the menu and presentation standards.</li> <li>• Collects supplies from stores and ensures all side-stations are correctly stocked, tidy and clean</li> <li>• Carry out any other duties as per reporting manger and Food &amp; Beverage Operations Manager</li> <li>• Managing ERP related tasks and responsibilities as required in the role</li> </ul>	
<p><b>RESTAURANT SUPERVISOR</b></p>	<ul style="list-style-type: none"> <li>• Interest in wine of course!</li> <li>• Prior experience in Food &amp; Beverage/Hospitality is preferred</li> <li>• Proactive and enjoy interactions with customers</li> <li>• Attention to detail and able to work well in a team</li> <li>• Ability to work flexible shifts, including weekends, holidays and overtime</li> </ul>	<ul style="list-style-type: none"> <li>• Greeting guests in a warm and friendly manner</li> <li>• Guide guests with QR code ordering</li> <li>• Be knowledgeable on the menu and products.</li> <li>• Update managers on guest's feedback and/or suggestions</li> <li>• Ensuring outlet is clean and organized at all times</li> <li>• Serving items with enthusiasm</li> <li>• Be proactive to guest's needs</li> <li>• Carries out any other reasonable</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours/Week</li> <li>• Multiple Locations</li> </ul>



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		<p>duties assigned by managers</p> <ul style="list-style-type: none"> <li>• Assist the managers in monitoring of stocks.</li> <li>• Understands and strictly adheres to Rules and Regulations for yours and guests' safety.</li> </ul>	
<b>RESTAURANT MANAGER</b>	<ul style="list-style-type: none"> <li>• Interest in wine of course!</li> <li>• Prior experience in Food &amp; Beverage/Hospitality is preferred</li> <li>• Good management &amp; leadership skills</li> <li>• Knowledge in using F&amp;B Operating System (POS)</li> <li>• Proactive and enjoy interactions with customers</li> <li>• Attention to detail and able to work well in a team</li> <li>• Ability to work flexible shifts, including weekends, holidays and overtime</li> </ul>	<ul style="list-style-type: none"> <li>• Assists in daily operation tasks (eg: taking orders, cashiering, consolidation of daily sales, and serving food &amp; beverages, etc) during your assigned shift to a high standard.</li> <li>• Prepare and maintain a high standard of beverages.</li> <li>• Manage the restaurant to meet or exceed standards in food quality, safety, and cleanliness.</li> <li>• Handle all outlet administrative duties and carry out all necessary records and paperwork on time.</li> <li>• Rostering, conduct staff training, monitor staff performance, and conduct performance evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours/Week</li> <li>• Multiple Locations</li> </ul>
<b>CHEF DE PARTIE</b>	<ul style="list-style-type: none"> <li>• Similar experience within the industry</li> <li>• Ability to multitask and work efficiently under pressure</li> <li>• Knowledge of best cooking practices</li> <li>• Required skill(s): excellent use of various cooking methods, time management, great</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and execute orders according to standard recipes</li> <li>• Ensure adequate mise en place at all times</li> <li>• Ability to be efficient in multiple stations</li> <li>• Inform and alert shortage of supplies to Sous Chef/ Head</li> </ul>	<ul style="list-style-type: none"> <li>• 44 Hours/Week</li> <li>• Multiple Locations</li> </ul>

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	communication and interpersonal skills	<p>Chef</p> <ul style="list-style-type: none"> <li>• Ensure food orders executed in an efficient and timely manner</li> <li>• Practice relevant health, safety and hygiene standards</li> <li>• Reporting directly to the Executive or Sous Chef</li> </ul>	
<b>EXECUTIVE (TRAINING)</b>	<ul style="list-style-type: none"> <li>• Possess at least 2 years of experience in Training or related fields (Preferably with ACLP, bonus if WSET, CSW certified).</li> <li>• Diploma/bachelor’s degree in a related field (e.g., Training and Development, Human Resources).</li> <li>• Proven experience in designing and delivery training programmes.</li> <li>• Experienced working on training materials using Microsoft PowerPoint &amp; Word.</li> <li>• Familiar with gamification LMS platforms for e-learning.</li> <li>• Excellent personal presentation with a positive approach.</li> <li>• Strong communication ability – both written &amp; verbal.</li> </ul>	<ul style="list-style-type: none"> <li>• Training Needs Analysis</li> <li>• Conduct assessment to identify skill gaps and training needs within the organization.</li> <li>• Training Delivery</li> <li>• Conduct training sessions at HQ and/or in designated outlets.</li> <li>• Conduct targeted or promotional wine training sessions (e.g., weekly, monthly and quarterly featured wine promotions, newly awarded wines, LTOs).</li> <li>• Training Content Creation</li> <li>• Designing and expanding training and development programmes and materials based on the needs of the company and the individual employees.</li> <li>• Develop On-The-Job Training (OJT) materials and conduct OJT for operation employees.</li> <li>• Training Evaluation &amp; Enhancement</li> <li>• Assess the effectiveness of training programmes</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 6pm</li> <li>• 238061</li> </ul>

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		<p>through evaluations, feedback, and performance metrics to make necessary improvements.</p> <ul style="list-style-type: none"> <li>• Continuously update and improve training programs to align with industry best practices and changing organizational needs.</li> <li>• Partnering with Business Units</li> <li>• Collaborate with department heads, managers, and HR to identify training priorities and communicate training opportunities to employees.</li> <li>• Government Liaison</li> <li>• Liaising with government training bodies for approval of courses, application of relevant government grant, and maintenance of training organisation status.</li> <li>• Wine Expertise</li> <li>• Providing wine-related advice to internal stakeholders.</li> </ul>	
<p><b>EXECUTIVE (IMPACT/ESG SPECIALIST)</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's or master's degree in sustainability, environmental science, business administration, or a related field. Entry Level Candidates are welcome to apply.</li> <li>• Strong knowledge of ESG principles, frameworks, and best practices.</li> <li>• Familiarity with</li> </ul>	<ul style="list-style-type: none"> <li>• ESG Strategy Development: Collaborate with senior management and stakeholders to develop an ESG strategy aligned with the organization's goals and industry best practices. Identify relevant ESG issues and set measurable targets to improve</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 6pm</li> <li>• 238061</li> </ul>

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	<p>sustainability reporting frameworks (e.g., GRI, SASB) and ESG rating methodologies is a plus</p> <ul style="list-style-type: none"> <li>• Experience in conducting ESG risk assessments and developing mitigation strategies.</li> <li>• Excellent analytical and problem-solving skills with the ability to interpret complex data and trends.</li> <li>• Strong project management skills and the ability to manage multiple initiatives simultaneously.</li> <li>• Good interpersonal communication and presentation skills to engage with diverse stakeholders.</li> <li>• Business savvy, and knowledge of relevant ESG regulations and industry-specific standards.</li> <li>• Professional certifications such as CSR-P, GRI, or CFA ESG Certificate are preferred, but not necessary.</li> </ul>	<p>performance.</p> <ul style="list-style-type: none"> <li>• ESG Reporting and Disclosure: Prepare and oversee the production of ESG reports, disclosures, and other communications to stakeholders, including shareholders, investors, regulatory bodies, and the public. Ensure compliance with relevant frameworks and standards (e.g., Global Reporting Initiative, Sustainability Accounting Standards Board).</li> <li>• ESG Risk Assessment and Management: Conduct comprehensive assessments of the organization's operations, supply chain, to identify ESG risks and opportunities. Develop and implement risk management strategies to minimize negative impacts and maximize positive contributions.</li> <li>• ESG Performance Measurement: Establish key performance indicators (KPIs) and metrics to track the organization's ESG performance over time. Monitor progress, analyze data, and provide regular reports to senior management,</li> </ul>	
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		<p>identifying areas for improvement and recommending appropriate actions.</p> <ul style="list-style-type: none"> <li>• <b>ESG Integration:</b> Collaborate with various departments, such as finance, human resources, operations, and to integrate ESG considerations into their respective functions. Provide guidance and support in incorporating ESG principles into decision-making processes, policies, and practices.</li> <li>• <b>Regulatory Compliance:</b> Stay up to date with local and international ESG regulations, guidelines, and frameworks. Ensure the organization's compliance with relevant laws and regulations, reporting requirements, and industry-specific standards.</li> </ul>	
<p><b>EXECUTIVE / SENIOR EXECUTIVE / ASSISTANT MANAGER (PROCUREMENT)</b></p>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Marketing, Business, or related fields.</li> <li>• Possess at least 1-3 years of experience in a marketing or CRM related field, preferably in the F&amp;B or FMCG industry.</li> <li>• Strong project management skills &amp; the ability to prioritize tasks in a fast-paced, constantly changing environment independently.</li> <li>• Possess strong</li> </ul>	<ul style="list-style-type: none"> <li>• <b>CRM:</b></li> <li>• Establish and maintain CRM system to collect, organize, and analyse customers' data.</li> <li>• Segment customer base for targeted marketing initiatives and personalized communications.</li> <li>• Develop and implement CRM strategies to enhance customer engagement, retention, and loyalty.</li> <li>• Keep afloat with</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 6pm</li> <li>• 238061</li> </ul>

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	<p>analytical skills with the ability to interpret data and draw actionable insights.</p> <ul style="list-style-type: none"> <li>• Excellent communication and collaboration skills, ability to work effectively with cross-functional teams.</li> <li>• Preferably to be proficient in CRM program and Google Analytics, and basic user experience with Canva and Adobe Photoshop.</li> <li>• A plus if you have passion for food and wine!</li> </ul>	<p>market trends and identify collaboration opportunities to constantly introduce new and exciting offers to our customers.</p> <ul style="list-style-type: none"> <li>• Marketing:</li> <li>• Work closely with in-house Marketing team to develop and execute comprehensive marketing strategies and campaigns.</li> <li>• Plan, execute, and optimize email marketing campaigns, including newsletters, promotional emails, and personalized offers.</li> <li>• Initiate contacts with potential partners (not limited to shopping mall), presenting collaboration opportunities and benefits.</li> <li>• Support other marketing functions whenever required.</li> <li>• Analytics &amp; Reporting:             <ul style="list-style-type: none"> <li>• Monitor and analyse the performance of marketing campaigns, email marketing, and CRM initiatives.</li> <li>• Prepare monthly reports per business unit with key performance metrics, customer insights (not limited to demographics, purchase behaviour), and recommendations for improvement.</li> </ul> </li> </ul>	
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		<ul style="list-style-type: none"> <li>• Use data-driven insights to recommend and make informed decisions to adjust marketing strategies accordingly.</li> </ul>	
<p><b>EXECUTIVE (SOCIAL MEDIA/DIGITAL MARKETING CREATIVE CONTENT)</b></p>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Visual Communications, majoring in Graphic Design or equivalent.</li> <li>• Proficient in writing/copy-editing and graphic/video editing tools such as Premier Pro, AfterEffects, Photoshop.</li> <li>• Possess at least 1-3 years of experience in social media management &amp; content creation.</li> <li>• Strong project management skills &amp; the ability to prioritize tasks in a fast-paced, constantly changing environment independently.</li> <li>• Excellent communication and collaboration skills, ability to work effectively with cross-functional teams.</li> <li>• A plus if you have passion for food and wine!</li> </ul>	<ul style="list-style-type: none"> <li>• Conceptualise, develop &amp; execute social media content that aligns with our brand image, messaging, and best practices. Content deliverables include videos, photos, animations, GIFs, TikTok content &amp; other design elements that will be used on online &amp; offline marketing channels.</li> <li>• Collaborate with the Marketing team to deliver high-quality visually appealing and engaging content for social media platforms such as Facebook, Instagram, and TikTok; not limited to infographics, motion video content and other digital media materials.</li> <li>• Manage production and ensure timelines are met from conceptualization, assets delivery to post-production.</li> <li>• Monitor and analyse the performance of social media content and campaigns and adjust strategies accordingly to continuously engage and grow our target</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 6pm</li> <li>• 238061</li> </ul>

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		<p>audience.</p> <ul style="list-style-type: none"> <li>• Keep up with the latest industry trends, competitor research, and best practices related to content creation and distribution.</li> </ul> <p>Continuously learn and adapt to changes in the digital landscape to stay competitive and relevant.</p> <ul style="list-style-type: none"> <li>• Provide support to the Graphic Designer to create graphics, posters, and any other marketing collaterals.</li> <li>• Photographer and videographer for corporate events and other communication initiatives.</li> </ul>	
<p><b>3 DAYS WORK WEEK! - EXECUTIVE (SOCIAL MEDIA/DIGITAL MARKETING CREATIVE CONTENT)</b></p>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Visual Communications, majoring in Graphic Design or equivalent. (Also welcome if you are currently still a student!)</li> <li>• Proficient in writing/copy-editing and graphic/video editing tools such as Premier Pro, AfterEffects, Photoshop.</li> <li>• Possess at least 1 year of experience in social media management &amp; content creation.</li> <li>• Strong project management skills &amp; the ability to prioritize tasks in a fast-paced, constantly changing environment independently.</li> <li>• Excellent</li> </ul>	<ul style="list-style-type: none"> <li>• Conceptualise, develop &amp; execute social media content that aligns with our brand image, messaging, and best practices. Content deliverables include videos, photos, animations, GIFs, TikTok content &amp; other design elements that will be used on online &amp; offline marketing channels.</li> <li>• Collaborate with the Marketing team to deliver high-quality visually appealing and engaging content for social media platforms such as Facebook, Instagram, and TikTok; not limited to infographics, motion video content and</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 6pm</li> <li>• 238061</li> </ul>



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	<p>communication and collaboration skills, ability to work effectively with cross-functional teams.</p> <ul style="list-style-type: none"> <li>• A plus if you have passion for food and wine!</li> </ul>	<p>other digital media materials.</p> <ul style="list-style-type: none"> <li>• Manage production and ensure timelines are met from conceptualization, assets delivery to post-production.</li> <li>• Monitor and analyse the performance of social media content and campaigns and adjust strategies accordingly to continuously engage and grow our target audience.</li> <li>• Keep up with the latest industry trends, competitor research, and best practices related to content creation and distribution. Continuously learn and adapt to changes in the digital landscape to stay competitive and relevant.</li> <li>• Provide support to the Graphic Designer to create graphics, posters, and any other marketing collaterals.</li> <li>• Photographer and videographer for corporate events and other communication initiatives.</li> </ul>	
<p><b>EXECUTIVE/SENIOR EXECUTIVE (MARKETING &amp; CRM)</b></p>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Marketing, Business, or related fields.</li> <li>• Possess at least 1-3 years of experience in a marketing or CRM related field, preferably in the F&amp;B or FMCG industry.</li> <li>• Strong project</li> </ul>	<ul style="list-style-type: none"> <li>• CRM:</li> <li>• Establish and maintain CRM system to collect, organize, and analyse customers' data.</li> <li>• Segment customer base for targeted marketing initiatives and personalized communications.</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 6pm</li> <li>• 238061</li> </ul>

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	<p>management skills &amp; the ability to prioritize tasks in a fast-paced, constantly changing environment independently.</p> <ul style="list-style-type: none"> <li>• Possess strong analytical skills with the ability to interpret data and draw actionable insights.</li> <li>• Excellent communication and collaboration skills, ability to work effectively with cross-functional teams.</li> <li>• Preferably to be proficient in CRM program and Google Analytics, and basic user experience with Canva and Adobe Photoshop.</li> <li>• A plus if you have passion for food and wine!</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement CRM strategies to enhance customer engagement, retention, and loyalty.</li> <li>• Keep afloat with market trends and identify collaboration opportunities to constantly introduce new and exciting offers to our customers.</li> <li>• Marketing:             <ul style="list-style-type: none"> <li>• Work closely with in-house Marketing team to develop and execute comprehensive marketing strategies and campaigns.</li> <li>• Plan, execute, and optimize email marketing campaigns, including newsletters, promotional emails, and personalized offers.</li> <li>• Initiate contacts with potential partners (not limited to shopping mall), presenting collaboration opportunities and benefits.</li> <li>• Support other marketing functions whenever required.</li> </ul> </li> <li>• Analytics &amp; Reporting:             <ul style="list-style-type: none"> <li>• Monitor and analyse the performance of marketing campaigns, email marketing, and CRM initiatives.</li> <li>• Prepare monthly reports per business unit with key</li> </ul> </li> </ul>	
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		<p>performance metrics, customer insights (not limited to demographics, purchase behaviour), and recommendations for improvement.</p> <ul style="list-style-type: none"> <li>• Use data-driven insights to recommend and make informed decisions to adjust marketing strategies accordingly.</li> </ul>	
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## #10 e2i services

### e2i Services

- Career Coaching & Job Matching

### **Concerned about your Job Security in this period?**

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

#### **Meet an e2i Career Coach**

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

<https://e2i.com.sg/app>



#### **NTUC Job Security Council's Telegram Channels**

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

- Subscribe to **PMET Jobs-Alert**  
(e.g. Analysts, Engineers, Executives, Technicians, etc)

<https://bit.ly/jsc-ja-pmet>

- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, part-time jobs, operators, packer roles)

<https://bit.ly/jsc-ja-nonpmet>

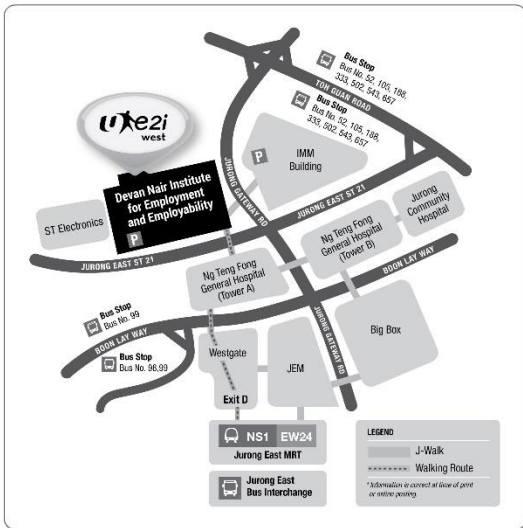


**You can also reach them at the following centres (By appointment only):**



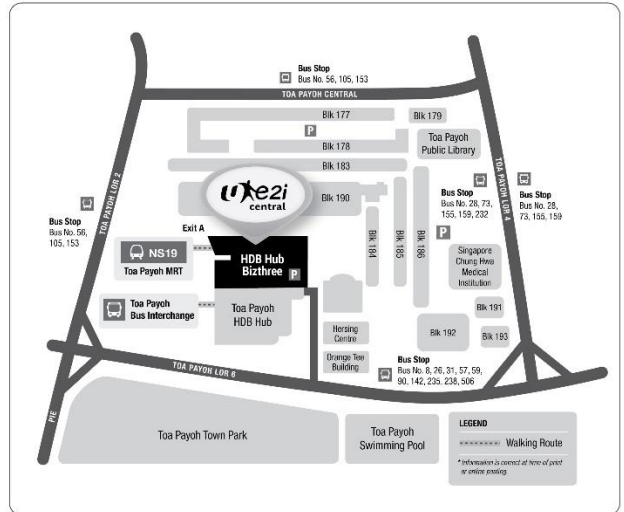
**e2i west**

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



**e2i central**

HDB Hub Bizthree  
 490 Lorong 6 Toa Payoh #07-11  
 (Lift Lobby 1) Singapore 310490



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

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