

e2i Career Fair @ [Sembawang] [24 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

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#1 Allied Container Group

“One of Singapore’s Top Container Depot”

Established in 1975, Allied Container Group has grown to become one of Singapore’s largest container haulage operator and container yard operator. With over 40 years of experience, the Group has a strong reputation in the line of logistics management. Today, Allied have more than 200 dedicated and experienced staff delivering the highest standards of service.

The Group has committed itself to invest in the most up-to-date equipment and system available to the industry. With an eye on the growing role I.T. is playing in the shipping industry, Allied is at the forefront of software development. We have our own team of software engineers to develop and maintain system connectivity with our customers.

In 2006, we established Winspec Group, a sister company of Allied, that is a freight forwarding and logistics provider company. We offer warehouse and distribution services to our customers. We are also the sole distributor for ENOC marine lubricant.

In 2017, we started Allied Food (S) Pte Ltd, where we trade and sell Japanese & Korean flour etc. We work with some of the most renowned flour manufacturers like Nippon and CJ Flour. Contact us via our Facebook now!

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Marine Operations	<ul style="list-style-type: none"> • Able to work on holiday and weekends. • Commitment to safety rules • Must be physically fit • Communication and teamwork skills • Able to work under pressure and meet tight deadline 	<ul style="list-style-type: none"> • Handle the barge inventory. • Handle the loading and unloading of lube into and for the barge. • Work with principal, supplier, and agent to handle delivery. • Do creation, return, and communicate with all for smooth delivery. 	<ul style="list-style-type: none"> • Mon-Fri: 8am to 5pm • Sat: 8am to 12pm
Operations Assistant	<ul style="list-style-type: none"> • Ability to meet the physical demands of the job (standing for long periods of time, lifting heavy loads of up to 40 pounds etc. • Communication and teamwork skills • Commitment to safety rules 	<ul style="list-style-type: none"> • Prepare / Inspect and do actual transfer of Bitumen from Tanker to Container • Washing of containers • Heater assembly installation (Include welding of covers) • Monitor incoming empty containers and 	<ul style="list-style-type: none"> • Mon-Fri: 8am to 5pm • Sat: 8am to 12pm

		<p>update its condition and tare weight.</p> <ul style="list-style-type: none"> • Segregate Empty w/o Weigh in, Empty with Weigh in, loaded w/o Weigh Out, Loaded with Weigh Out 	
Electrical Test Engineer	<ul style="list-style-type: none"> • Understand the theory and application of predictive maintenance technologies • Good documentation skills • Degree in Electrical / Electronics / Mechatronics Engineering 	<ul style="list-style-type: none"> • Assist in the dismantling and installation of the electric motor (replace engine with electric motor) • Monitor time taken for replacement and to take note of the steps of the installation of the equipment • Do report of the status • After installation, to test and commission the machine • Monitor the consumption, usage and driver reaction • Gather feedback from user and operations team 	<ul style="list-style-type: none"> • Mon-Fri: 8am to 5pm • Sat: 8am to 12pm
Sales Executive	<ul style="list-style-type: none"> • Confidence and strong self-assuredness to succeed in cold-calling customers and making a sale • Interpersonal skills to work with a wide variety of people each day, build relationships and network • Communication skills, especially persuasion, to clearly convey the benefits of a product to potential customers • Physical endurance, as Sales Executive may need to spend a lot of time traveling between locations and carry heavy products • Must own a vehicle 	<ul style="list-style-type: none"> • Identify prospective customers, lead generation and conversion • Contact new and existing customers to discuss needs • Emphasize the features of products to highlight how they solve customer problems • Answer questions about the products • Negotiate prices and terms and prepare sales agreements • Collaborate with colleagues in many different sectors 	<ul style="list-style-type: none"> • Mon-Fri: 8.30am to 5.30pm

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<p>Data Entry Clerk</p>	<ul style="list-style-type: none"> • Able to work under pressure and meet tight deadline • Meticulous and have a keen eye for details with an inquiring mind • Communication and teamwork skills • Well verse in double entries and excel 	<ul style="list-style-type: none"> • Data Entry and filing • Handle paperwork and liaising with customers • Entering customer and account data from documents within time limits • Compiling, verifying accuracy and sorting information to prepare source data for computer entry • Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking output • Assist in administrative and basic operational work 	<ul style="list-style-type: none"> • Mon-Fri: 8am to 5pm • Sat: 8am to 12pm
<p>Delivery Assistant</p>	<ul style="list-style-type: none"> • Able to lift heavy goods • Organized and able to follow instructions closely • Able to work well with others in a team and individually 	<ul style="list-style-type: none"> • Travel with vehicle drivers delivering a wide range of goods • Help driver to load goods into the vehicle for delivery to customers • Ensure that the goods are loaded securely and will not move or get damaged in transit • Unloading the vehicle and carrying the goods into the customer's premises or home • Getting POD (point of delivery) signatures 	<ul style="list-style-type: none"> • Mon-Fri: 8am to 5pm • Sat: 8am to 12pm
<p>Delivery Driver</p>	<ul style="list-style-type: none"> • Positive Attitude • Class 4 driving license • Always keep vehicle organized, clean and tidy • Communication and teamwork skills • Commitment to safety rules • Must be physically fit 	<ul style="list-style-type: none"> • Ensure inventory stock matches delivery requirements. • Follow set, scheduled route for daily deliveries. • Ensure products are delivered in a timely manner. 	<ul style="list-style-type: none"> • Mon-Fri: 8am to 5pm • Sat: 8am to 12pm

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		<ul style="list-style-type: none"> • Load and organize product inventory from warehouse into your vehicle and unload products in and out of truck as needed throughout the day. 	
Prime Mover Driver	<ul style="list-style-type: none"> • Able to work independently • Class 4/5 driving license preferred • Always keep vehicle organized, clean and tidy. • Commitment to safety rules 	<ul style="list-style-type: none"> • Handle daily delivery and collection timely, accurately, with care and safety. • Able to drive a prime mover • Follow Singapore traffic regulations and PSA / Jurong Island / Jurong Port requirements. • Observe and conform to Company's safety regulations • Able / willing start time based on job needs 	<ul style="list-style-type: none"> • Mon-Fri: 8am to 5pm • Sat: 8am to 12pm
Hardware and Network Engineer	<ul style="list-style-type: none"> • Cloud technology/Servers/NAS knowledge or background are preferred • Able to work independently 	<ul style="list-style-type: none"> • Support as IT Helpdesk to internal and external stakeholders (if needed) • Troubleshooting computer issues (both hardware, software and network) • Design diagrams of all locations (not limited to telephone, CCTV, network mapping diagram as well) • Redesign of Network Infrastructure 	<ul style="list-style-type: none"> • Mon-Fri: 8.30am to 5.30pm
Accounts Executive	<ul style="list-style-type: none"> • Well verse in double entries and excel • Good analytical skills & details orientated Positive attitude, self- 	<ul style="list-style-type: none"> • Assign account codes to all transactions in the accounting system. • Calculate 	<ul style="list-style-type: none"> • Mon-Fri: 8.30am to 5.30pm

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	<p>motivated & willingness to accept new challenges</p>	<p>customer/supplier account balances and reconcile with totals.</p> <ul style="list-style-type: none"> • Maintain accurate financial records and statements. • Perform month-end closing activities. • Retrieve system reports from the accounting system for management use. 	
Customer Service	<ul style="list-style-type: none"> • Familiar with container yard operations • Able to work under pressure and meet tight deadlines • Communication skills and interpersonal skills • Positive Attitude 	<ul style="list-style-type: none"> • To manage customer's shipment request and communicate promptly • Ensure timely co-ordination to finalize booking process with customer and perform booking process into system • Attend to customer's requests for container re-use, cargo claims, cross-bookings, container detention, damage container handling, and depot cleaning/washing issues 	<ul style="list-style-type: none"> • Mon-Fri: 8am to 5pm • Sat: 8am to 12pm
Senior Web Developer (Hybrid)	<ul style="list-style-type: none"> • At least 5 years hands-on frontend and backend development experience in PHP, JavaScript, HTML, CSS, related frameworks, databases and code versioning tools (e.g. Git, SVN), server experience (e.g. Apache, nginx) • Fundamental appreciation of UI/UX practices • Understanding of Cloud services (e.g. AWS, Azure, DigitalOcean) • Understanding of 	<ul style="list-style-type: none"> • Develop, automate and maintain web applications and services to support business and operational goals while adhering to performance and quality code best practices • Work with CTO on product goals and deadlines • Guide team members to identify requirements, define scope, ensure deadlines and goals are met 	<ul style="list-style-type: none"> • Mon-Fri: 8.30am to 5.30pm

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	<p>system testing, automated testing</p> <ul style="list-style-type: none"> • Able to lead team members work collaboratively and users 	<ul style="list-style-type: none"> • Collaborate with UI/UX team members to ensure consistency in design • Document and ensure product and project information is documented 	
Web Developer (Hybrid)	<ul style="list-style-type: none"> • At least 2 years hands-on frontend and backend development experience in PHP, JavaScript, HTML, CSS, related frameworks, databases and code versioning tools (e.g. Git, SVN), server experience (e.g. Apache, nginx) • Fundamental appreciation of UI/UX practices • Understanding of Cloud services (e.g. AWS, Azure, DigitalOcean) • Understanding of system testing, automated testing is a plus • Able to work collaboratively with team members and users 	<ul style="list-style-type: none"> • Develop, automate and maintain web applications and services to support business and operational goals while adhering to performance and quality code best practices • Work with team lead and members to identify requirements, define scope, ensure deadlines and goals are met • Collaborate with UI/UX team members to ensure consistency in design • Document product and project information • Stay updated on emerging web development trends and technologies 	<ul style="list-style-type: none"> • Mon-Fri: 8.30am to 5.30pm
Field Engineer	<ul style="list-style-type: none"> • Must be physically fit • Bonus if have boomlift license, if not Company can support for course • Preferred if stay in west side of Singapore\ • Able to work alone and also in a team at any point. • Positive attitude. • Willing to work after working hour or weekends (if needed) 	<ul style="list-style-type: none"> • Installation, maintenance and servicing of a wide variety of equipment including but not limited to: CCTV systems • Programming of IP camera, Analog Camera, Network Video Recorder (NVR), Digital Video Recorder (DVR) • Casing works and safety marker for trip hazard 	<ul style="list-style-type: none"> • Mon-Fri: 8.30am to 5.30pm

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		<ul style="list-style-type: none"> • Check HDD recording of each DVR/NVR in all sites at least on a monthly basis • Draw up the mapping of CCTV in all locations, for e.g. using Visio 	
Junior AI Engineer	<ul style="list-style-type: none"> • 0 - 2 years experience in building AI tools and features to be integrated into web-based systems • Fundamental interest and understanding of AI algorithms and relevant hyperparameters out in the wild with a strong foundation in the scientific method, ability to rapidly formulate hypotheses and carry out tests to validate them • Experience with Product Development methodologies, the Python programming language, AI frameworks, libraries, platforms and repositories such as PyTorch, Tensorflow, Keras, spaCy, Hugging Face, and more. • Ability to articulate effectively algorithmic comparisons or algorithmic decisions made and present to stakeholders in an effective manner • Bachelor's degree in Computer Science or equivalent working experience in related field • Understanding of how web technologies work is a plus 	<ul style="list-style-type: none"> • Build AI tools and features using algorithms under the AI umbrella to automate or assist in user and system tasks for our web-based SaaS Products and web applications • Able to implement, test and debug AI pipelines with steps such as data extraction, pre-processing, model training and validation • Collaborate with CTO and other cross-functional teams to ensure that the tools and features developed can be integrated into our web-based systems • Stay updated on emerging AI algorithms and trends 	<ul style="list-style-type: none"> • Mon-Fri: 8.30am to 5.30pm

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<p>Junior Product Design</p>	<ul style="list-style-type: none"> • 1 - 2 years experience in Product Design for web-based SaaS Products in the B2B space • Fundamental understanding of design principles, user-centered design, UX & HCI practices, attention to detail • Experience with Product Development methodologies, Adobe Creative Cloud's suite of products (e.g. Photoshop, Illustrator) and product design tools like Figma and Sketch • Able to rapidly ideate and produce concepts, designs and graphics against design constraints and work collaboratively with team members and internal / external users • Ability to articulate effectively design decisions made and present to users or stakeholders by leveraging on quantitative and qualitative feedback • Interest in design, user automation, artificial intelligence and willing to do the relevant research to solve difficult user problems, resolving issues independently or with the team • Bachelor's degree in Design, Arts, Science or equivalent working experience in related field • Understanding of how web technologies work is a plus 	<ul style="list-style-type: none"> • Design and maintain web-based SaaS Products or web applications and/or their relevant design systems, documenting guidelines and patterns to ensure consistency across all • Lead the design process from concept to market, ensuring a seamless and delightful user experience within design constraints • Collaborate with the Product Manager and other cross-functional teams to ensure that the Product is intuitive, of high quality and relevant to the users • Stay updated on emerging design tools, trends and technologies 	<ul style="list-style-type: none"> • Mon-Fri: 8.30am to 5.30pm
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#2 At-Sunrice GlobalChef Academy

At-Sunrice GlobalChef Academy is an EduTrust-certified institution that cultivates global chefs and F&B professionals in an environment of culinary authenticity. The Academy imparts skills and knowledge in East and West, Old World and New World cuisines, herbs and spices, innovation and technology. A synchronised study-apprenticeship rotation enable the students to expand their horizons beyond the classrooms, maximising their employability and preparedness for careers as global chefs and F&B professionals upon graduation.

Since 2007, At-Sunrice has been recognised by the SkillsFuture Singapore (SSG) as a CET Institute for Culinary and F&B Management. It has also signed degree articulation agreements with renowned educational institutions including Johnson & Wales University (America), International College of Hotel Management (Australia), George Brown College (Canada), Technological and Higher Education Institute of HongKong (Hong Kong), University of West London (United Kingdom). Students can choose from a range of degree and nationally-recognised diploma, higher certificate, advanced certificate, and continuing education modular programmes suitable for their level of experience and commitment. Students who are Singaporeans or Permanent Residents signing up for WSQ programmes receive up to 90% tuition subsidy.

With an international cadre of experienced faculty and staff, state-of-the-art facilities and strong industry partnerships, At-Sunrice celebrates the true craft of F&B industry and advances the culinary arts and F&B profession with integrity and meaning.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Administrators : - HR - Faculty - Academics (Assessment) - Operations	<ul style="list-style-type: none"> • Possess a Diploma in Business Administration or equivalent • Minimum of 2 years' working experience preferably in Education Industry • Ability to handle sensitive and confidential information with discretion • Excellent command of both spoken and written English • Good planning and organisation skills • Work independently 	<ul style="list-style-type: none"> • Provide administrative support to the respective departments • Provide timely updates to reports • Provide support in events and workshops • Energizing the philosophy and culture of the company and to ensure company vision, mission, and objectives are met. • Ensuring proposals are report are error free and brand aligned 	<ul style="list-style-type: none"> • 8:30AM - 6:00PM • 42.5 hours/week

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	<p>with minimum supervision</p> <ul style="list-style-type: none"> • Good communication and interpersonal skills • Confidence to conduct presentations on management reports • Digitally savvy • Proficient in Microsoft Office applications 	<ul style="list-style-type: none"> • Ensuring that punctuality, tardiness and grooming standards are maintained 	
<p>Business Development Managers and Digital Marketing (Student Recruitment)</p>	<ul style="list-style-type: none"> • Possess a Degree in Business Administration or equivalent • A minimum of 2 years' working experience in sales, business development and digital marketing • In-depth knowledge of various social media platforms and website analytics • Team player who is independent, driven and possesses a strong passion for learning. • Excellent written and verbal communication skills. • Excellent planning, organization, and interpersonal skills. 	<p>The Recruitment and Marketing Manager conceptualizes, supports and participates in marketing campaigns, recruitment and corporate outreach activities. He/She provides professional consultation to assist prospective students in making informed choices. He/She also takes full ownership and responsibility for course enrolments. A significant portion of his/her work is on development of marketing materials – both digital and print – which are customised to the assigned market segments.</p> <p>Job Description & Requirements</p> <ul style="list-style-type: none"> • Conceptualizes, supports and participates in marketing campaigns, recruitment and corporate outreach activities. • Takes full ownership and 	<ul style="list-style-type: none"> • 8:30AM - 6:00PM • 42.5 hours/week

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		<p>responsibility for course enrolments.</p> <ul style="list-style-type: none"> • Provides professional consultation to assist prospective students in making informed choices. • Conduct market research and analysis to create marketing initiatives for promoting company's products. • Coordinate with internal teams to develop and implement new marketing and sales strategies. • Obtain contact information of potential customers through data mining, cold calling, internet research and emailing. • Identify and qualify new customers based on company's business model and guidelines. • Initiate and build relationships with customers. • Maintain a database of partner & customer contact numbers and emails. • Design marketing materials and manage social media platforms to increase brand awareness and promote sales of products. • Execute strategies, including digital marketing, to achieve sales target of the team. • Plan, implement and monitor digital marketing campaigns 	
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		<p>across digital networks.</p> <ul style="list-style-type: none"> Analyse and prepare reports on outcomes of marketing campaigns. 	
<p>ECL Sales & Events (Executive / Manager)</p>	<ul style="list-style-type: none"> Excellent written communication and interpersonal skills. Able to speak Mandarin language to service the Chinese speaking customer. Resourceful and independent thinker. Outstanding planning and organizational skills. A multi-tasking team player High Self-discipline Min. 2 years in Sales and events with performance track record. 	<ul style="list-style-type: none"> Must be open and willing to new challenge; and meet new people for potential sales. Ability to work under sales quota and a certain level or pressure when required. Lead Generation – Expand the client database by performing cold calls and network at events to generate new sales leads and able to convert cold calls to meetings with potential clients. Account Management – stay in touch with existing clients to be on top of their mind when they need our services. Client retention – know your clients needs to maximize their spending power by providing variety of solutions. Customer Service – ensuring smooth execution and operations on site during events. CRM – maximize your sales generation potentials by managing your sales funnel in CRM. Leisure Academy Keep meeting minutes 	<ul style="list-style-type: none"> 8:30AM - 6:00PM 42.5 hours/week

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		<ul style="list-style-type: none"> • Manage day-to-day office administration duties including scheduling of required meetings as instructed by Manager, • Administers proper communication channel and information flow from internal to other departments • Assist Manager with review and update of EasyChef’s SOP’s • Ensure compliance with the Academy’s policies, SOPs and practices • Experience in CRM system and social media channels (Facebook, LinkedIn, Instagram) • Provide direct support to Manager of EasyChef 	
<p>Chef Instructors (Culinary / Pastry & Bakery)</p>	<ul style="list-style-type: none"> • Degree Holder in Culinary • WSQ Advanced Certificate in Training and Assessment (ACTA) is required • 5 years industry experience in Hotels or Restaurants • Relevant experience in area of specialization (E.g. Western, Asian) • Competence in delivering education in English • Creative and able to develop recipes • Positive attitude and results oriented • Good sense of humour and play • Won medals in international Culinary 	<ul style="list-style-type: none"> • Teach and conduct professional Culinary courses • Supervise and execute the day to day operations of Academy's kitchens • Maintain the cleanliness of classrooms and bakery thus providing a positive learning environment • Part of the team in preparing curriculum and lesson plan for professional courses • Prepare assessment and examination for the students • Ensure student evaluations and grading SOPs are 	<ul style="list-style-type: none"> • 8:30AM - 6:00PM • 42.5 hours/week

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	<p>/ Pastry & Bakery competitions will be an advantage</p> <ul style="list-style-type: none"> • Competent in the use of Microsoft Office System, primarily MS Word and MS PowerPoint 	<p>executed accurately and as scheduled</p> <ul style="list-style-type: none"> • To be proactive in keeping food costs within the allocated budget and seek improvements to reduce food wastes • Participation in student discipline, monitoring and reporting • Provide counselling and guidance when students may require • To be a role model to students and colleagues and uphold At-Sunrice GlobalChef Academy standards (grooming, punctuality, honesty and integrity) • Any other special projects or special events as assigned by the management 	
<p>Senior Culinary / Pastry Kitchen Assistants</p>	<ul style="list-style-type: none"> • Preferably diploma in Hospitality or Food & Beverage or related fields • Familiar with current skill standards • Minimum of 2 years in Asian and / or Western cuisine (Culinary Arts) • Passion for food, food service, education, F&B industry • Excellent communication skills in oral and written English • Good planning and organisation skills • Good interpersonal skills • Proficient in Microsoft Office applications 	<ul style="list-style-type: none"> • To assist the production team in main kitchen and supervise students in food preparation and maintenance of hygiene and food safety standards. • Set good examples in hygiene, and food safety and ensure the relevant SOP is adhered to by students. • Demonstrate good practices in preparing meals and ensuring high quality in production and service standards • Monitor and manage the usage of ingredients by students to minimise food waste. • Manage the 	<ul style="list-style-type: none"> • 8:30AM - 6:00PM • 42.5 hours/week

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	<ul style="list-style-type: none"> • Proficient in managing inventory • Attention to detail especially considering food hygiene and safety 	<p>storage of supplies in accordance with SOP</p> <ul style="list-style-type: none"> • Adopt appropriate technology to keep track of inventory usage and kitchen waste • Liaise with commercial partners to understand how to optimise the usage of kitchen equipment or improve the way we use their products 	
<p>Digital Marketing Executive</p>	<ul style="list-style-type: none"> • Recognized Diploma/Degree BA, Marketing, Marketing Communication or equivalent • A minimum of 2 years working experience in marketing and communications, preferably in the Education Industry. • Knowledge of design software • In-depth knowledge of various social media platforms and website analytics. • Team player who is independent, driven, and possesses a strong passion for learning. • Excellent written and verbal communication skills. • Excellent planning, organization, and interpersonal skills. Strong organizational ability to prioritize to succeed in a fast-paced environment. 	<p>The Digital Marketing Executive conceptualizes and maintains an overview of the marketing collaterals in the academy and provides guidance and support to the departments in their marketing campaigns, recruitment and corporate outreach activities.</p> <p><u>ROLES AND RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Conceptualizes and maintains an overview of the marketing collaterals in the academy. • Plan, implement and monitor digital marketing campaigns across digital networks. • Works with agencies and internal teams to develop and implement effective marketing content and campaigns and corporate outreach activities. • Conducts market 	<ul style="list-style-type: none"> • 8:30AM - 6:00PM • 42.5 hours/week

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		<p>research and analysis to create marketing initiatives for promoting company's brand and products.</p> <ul style="list-style-type: none"> • Design creatives e.g. social media visuals, eDMs and newsletters to increase brand awareness and promote sales of events and products. • Manage social media platforms e.g. postings and reply management. • Analyse and prepare reports on the outcomes of marketing campaigns. • Providing technical set-up and support during recruitment events. • Management of marketing campaigns for recruitment events. • Providing Recruitment Marketing logistical support • Creating and maintenance of recruitment marketing assets • Take an active lead in design conceptualization and content styling • Evaluate new media technologies such as blogs, CRM, video, webcasts, marketing automation, etc. • Manage the creation of all marketing collateral and sales support tools and sales. 	
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		<ul style="list-style-type: none"> • Execute integrated online/offline, search engine marketing, advertising, public relations, tradeshow, and other campaigns to generate demand & sales leads. • Maintain knowledge of marketing trends, developments, and best practices. • Other ad-hoc tasks as assigned. 	
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#3 Certis Group

Certis Human Resource Services (HRS) is one of the few first Professional Employer Organisation (PEO) in Singapore, which leases employees to companies on a joint-employment basis and manages employee-related responsibilities and liabilities. We are equipped with Certificate of Employment Intermediaries (CEI) certified consultants. With over 10 years of experience in the manpower solution business, we have matched more than 2,500 job seekers with their ideal jobs and have become a trusted partner to more than 100 companies today.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Manager (Design & Planning)	<ul style="list-style-type: none"> • Professional Certification in Architecture or equivalent. • 5 years working experience in related field with good knowledge of architectural design, space planning, building regulations, construction method and building material selection. 	<ul style="list-style-type: none"> • Manage planning and design of new and upgrading community club/centre projects including other development projects to meet organization’s objectives, functional requirements and create conducive community spaces for residents to meet and bond to build social capital. • Lead the project teams of assigned projects and taskforces for special projects of the Division. • These include (but is not limited to): <ul style="list-style-type: none"> - Master planning of CCs and formulation of design policies and guidelines - Identification and procurement of development sites and compatible co-users. - Develop and align multiple co-locating partners to project vision in developing synergetic and 	<ul style="list-style-type: none"> • Mon – Thu: 8:30am – 6:00pm • Fri: 8:30am – 5:30pm

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		<p>complementary facilities to meet the needs of residents in complex co-located community projects</p> <ul style="list-style-type: none"> - Develop best practices and industry benchmarks for good design and facilities to incorporate in CC design guidelines - Review design for projects under Design & Planning - Seek in-principle approval and IAA approval for predevelopment and development funding for community infrastructure building/upgrading programmes and projects. - Submit MPC approval of sites and URA written permission approval for community infrastructure building/upgrading programmes/projects. - Procure/appoint Consultants for building/upgrading programmes and projects. - Procure predevelopment services/works such as topographic and site surveys and soil investigation etc. - Formulate new typology of community projects, eg. co-location with HDB, shopping mall and other complementary facilities - Review design of common space at CC and co-located community projects for meaningful interaction of residents. - Work with PA's expertise groups and CO for design innovation to CC facilities - Identify potentials & areas to further synergise with co-locators through formulation of design brief and areas of co-programming - Formulate and review guidelines on building designs and standards - Review designs of building projects and ensure quality in building designs - Drive the Community Workgroups on Design Briefs for new and upgrading of CCs - Proposed concept design for minor projects - Review interior design proposals 	
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		with consultants and GRLs - Drive construction productivity	
Digital Business Analyst	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience Business Analysis certification, e.g. Certified Business Analysis Professional (CBAP) • Past development or consulting experience • Knowledge or experience in implementing projects in at least one of the following areas (Data Analytics, Agile Methodologies, Cloud, Internet and Mobile Technologies, Customer Relationship Management, Knowledge Management and Service Design) 	<ul style="list-style-type: none"> • Partner with the Agency's business teams to elicit citizen/business needs through human-centric, visual methods such as service journeys and develop the appropriate business case • Work with Agency's project teams to develop user stories, functional/technical specifications and acceptance criteria • Evaluate and recommend suitable technology while aligning with Agency's technology directions (such as cloud-based, enterprise architecture and modernization of legacy systems, adoption of SG Tech Stack) • Identify and adopt the appropriate development methodology (e.g. Agile or Waterfall) in an Outsourced, Co-Sourced or In-house development environment • Ensure system or product readiness for smooth deployment, adoption and operations • Analyse impact of requested changes and propose improvements to continuously address changing business needs, and work with support team to understand and address technical problems (Operations & Maintenance phase) • Assist the CIO to identify new opportunities for the Agency's digital transformation. 	<ul style="list-style-type: none"> • Mon – Thu: 8:30am – 6:00pm • Fri: 8:30am – 5:30pm
Principal Engineer, Intelligence Systems, Intel PMC	<ul style="list-style-type: none"> • Preferably Degree in Naval Architecture/ Civil/ Marine and Offshore/ Mechanical/ Electrical/ Chemical Engineering. • Diploma holders with relevant experience are encourage to apply • Entry-Level candidates are welcome to apply (On Job Training will be provided) 	<ul style="list-style-type: none"> • Understand business requirements, system and network infrastructure, application framework and vision to own the architecture and work with various vendors. • Serve as subject matter expert to collaborate with multiple parties to define architecture and solution components including products and frameworks needed with alignment to enterprise technical stack, 	<ul style="list-style-type: none"> • Mon – Thu: 8:30am – 6:00pm • Fri: 8:30am – 5:30pm

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	<ul style="list-style-type: none"> • Knowledge of Shipyard Operations will be an added advantage • Good analytical and problem-solving skills • Possesses good interpersonal and communication skills • Able to multi-task and able to work in a fast-paced environment • Knowledge of SAP will be an added advantage • Able to all compliance and auditing requirements of all Yard Policies and guidelines • 	<p>enterprise ICT standards and policies.</p> <ul style="list-style-type: none"> • To maintain industry knowledge of software and/or hardware products and services and trends to select best solutions to meet business needs. • Participate in capability roadmap reviews and support to Programme to facilitate the achievement of Programme objectives and uplift systems maturity and governance. 	
RPA Developer	<ul style="list-style-type: none"> • Minimum of UiRPA (UiPath Certified RPA Associate) or a preferred UiARD (UiPath Certified Advanced RPA Developer) Proficient in Microsoft Excel macros, QlikSense, and Power BI as a visualization tool. 	<ul style="list-style-type: none"> • Automate existing processes through automation tools Uipath or VBA macro • The data will be in our secured network, and this requires access through the user account • To develop multiple small projects • To sit down and build the automation bot together with the user • To create a user guide /training manual for each project 	<ul style="list-style-type: none"> • Mon – Thu: 8:30am – 6:00pm • Fri: 8:30am – 5:30pm
IT Project Manager	<ul style="list-style-type: none"> • 2 to 5 years relevant experience in ICT&SS governance, project administration • Prior experience working in collaborative cross-agency/functional teams to delivery successful outcomes. • Public sector ICT experience is preferred. Familiar with MS Office (Word, Excel, Powerpoint) • Meticulous and with an eye for detail. • Able to act independently with minimal supervision • Strong analytical, reasoning and problem-solving skills. 	<ul style="list-style-type: none"> • Support the team lead in the preparation of the draft ICT&SS governance reports to be issued to respective Ministry Families/agencies. • Support the team lead to ensure that data is transformed into the defined data formats and uploaded into the ICT&SS governance dashboards correctly and timely, so that data can be displayed correctly on relevant governance dashboards to end users. • Assist in keeping track of the feedback from Ministry Families/agencies on the draft ICT&SS governance reports, and assist in responding to these feedback, and closing the issues in the issue tracking system. • Assist in the analysis of the feedback received and prepare 	<ul style="list-style-type: none"> • Mon – Thu: 8:30am – 6:00pm • Fri: 8:30am – 5:30pm

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	<ul style="list-style-type: none"> • Good oral and written communication skills • Highly organised and able to multitask • Effective time management skills • Team player who is agile and collaborative 	<p>reports to update management on the progress of the annual Ministry Family Digitalisation and ICT Governance reports exercise.</p> <ul style="list-style-type: none"> • Perform other tasks delegated by the team lead needed for the successful completion of the annual Ministry Family digitalisation and ICT&SS governance reports exercise. 	
Marketing Manager	<ul style="list-style-type: none"> • 6 to 8 years of proven marketing and communications experience, with a proven track record in marcomms planning and execution to achieve key outcomes • Excellent communications and interpersonal skills to engage a wide spectrum of external and internal stakeholders, including multi-agency and cross-functional teams • Experience in copywriting and copy-editing for newsletters, EDMs, and other digital platforms • Good understanding of various digital channels and how they work, with the ability to analyse campaign performance and supply actionable insights • Strong organisational skills with attention to details • Self-starter with ability to work independently while maintaining effective working relationships with colleagues as well as internal and external stakeholders • Understanding of the tech industry or public sector is an advantage, but not mandatory 	<ul style="list-style-type: none"> • Developing and executing marketing and communication initiatives for LifeSG, with the aim of driving adoption and awareness of the platform • Working with the product team and agency stakeholders to operationalise marketing and communications plans • Leveraging owned and paid media to promote adoption of the LifeSG product • Overseeing campaign performance, track campaign metrics and provide insights • Engaging local and international media to raise awareness of LifeSG • Managing events and outreach activities to boost visibility and awareness of LifeSG to the general public • Tracking and managing the marketing budget 	<ul style="list-style-type: none"> • Mon – Thu: 8:30am – 6:00pm • Fri: 8:30am – 5:30pm

<p>Data Engineer</p>	<ul style="list-style-type: none"> • Degree or Diploma in Naval Architecture / Civil / Marine and Offshore / Mechanical / Electrical / Chemical Engineering • 4 years of relevant working experience • Knowledge of Shipyard Operations will be an added advantage • Good analytical and problem-solving skills • Possesses good interpersonal and communication skills • Able to multi-task and able to work in a fast-paced environment • 	<ul style="list-style-type: none"> • Engage business stakeholders to identify, design, and implement Data Analytics (DA)/Data Science (DS) projects, including problem scoping, use case formulation, data sourcing, development, and maintenance of analytical models. • Examples of DA/DS projects includes Learning analytics ecosystems, Analytics for Administration, including students' administration. • Support the development of data strategy and in-house analytics capabilities. • Provide guidance to business units on the application of DA/DS (including solution) to help drive business initiatives e.g., improving the students' journey and University operations. • Conduct data-driven analysis to drive process improvements or draw out actionable insights, including designing and building data visualization to support management decision making, and aid learning outcomes, as well as enhancing the experience of students' end-to-end journey • Apply analytical techniques such as data mining, statistical analysis, machine learning etc., and build predictive models to address business challenges, support • Learning ecosystems and enhance administration. • Work closely with relevant teams to productionize analytical models, including tracking and improving its performance. • Familiar with setting up end-to-end processing platform to automate data processing, dashboarding and machine learning will be an added advantage. 	<ul style="list-style-type: none"> • Mon – Thu: 8:30am – 6:00pm • Fri: 8:30am – 5:30pm
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#4 Educare Global Academy

Educare Global Academy offers tertiary education for hospitality, business management and culinary programmes in Singapore. The school emphasises an education beyond textbooks. Students are exposed to real-world learning through regular industrial visits, field trips, hands-on practical training and group projects. With a robust curriculum coupled with practical entrepreneurship projects and internships, students can translate the knowledge gained and turn it into applicable skills throughout their careers.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
ICT Trainer	<ol style="list-style-type: none"> 1. Experienced in teaching and coaching 2. Able to train students 3. Software and hardware literacy 	<ol style="list-style-type: none"> 1. Conducting ICT lessons for students, teachers and other relevant learners. 2. Accustom to softwares and assist students, techers or learners when in need. 3. Manage school's learning management systems (SLS) 4. Photo-editing 5. Coding and programming 6. ICT baseline assessment. 7. Web -based collaboration tools. 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week
Digital Business Analyst	<ol style="list-style-type: none"> 1. Basic periodic maintenance of AV/IT equipment. 2. Troubleshoot basic technical issues involving AV/IT equipment and systems. 3. Physical replacement of faulty AV/IT equipment (e.g. ceiling mounted projectors) 4. Manage inventory of AV/IT equipment. 5. Liaise with vendors regarding maintenance and purchase of AV/IT equipment and consumables. 6. Manage user accounts for the school wireless network. 7. Update the digital signage system. 8. Render and upload lecture recordings. 	<ol style="list-style-type: none"> 1. Software & hardware literacy 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week

Receptionists with Admin	<ol style="list-style-type: none"> 1. Able to hold English conversations well. 2. Experienced working in school environment 3. Confidentiality 	<ol style="list-style-type: none"> 1. Front desk reception duties. 2. Maintaining and updating data. 3. Compilation of statistics. 4. Preparing signages for events and labels for rooms. 5. Making new cards and name tags for new staff. 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week
Teacher's Aide	<ul style="list-style-type: none"> • Minimum of UiRPA (UiPath Certified RPA Associate) or a preferred UiARD (UiPath Certified Advanced RPA Developer) <p>Proficient in Microsoft Excel macros, QlikSense, and Power BI as a visualization tool.</p>	<ol style="list-style-type: none"> 1. Helping teachers in various activities. 2. Assist in Relief duties. 3. Assist in examination duties. 4. Assisting in printing of exam Papers and other worksheets. 5. Assist in General office duties 6. Maintain school bulletin/ notice boards. 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week
Kitchen Aide (Food Lab Assistant)	<ol style="list-style-type: none"> 1. Food safety & hygiene 2. Basic command of English 	<ol style="list-style-type: none"> 1. Assist teacher in preparation of ingredients to conduct classes. 2. Ensure students have a safe and clean environment for their practical lessons. 3. Report any faulty equipment/ tools. 4. Checking of equipment and account for missing items. 5. Any other job duties assigned. 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week
Science Lab Attendant / Assistant	<ol style="list-style-type: none"> 1. Meticulous as need to account for inventory 2. Basic command of English 	<ol style="list-style-type: none"> 1. Preparation of science lab apparatus for students to conduct experiments. 2. Ensure students have a safe and clean environment for them to conduct experiments. 3. Report any faulty apparatus and inventory keeping. 4. Any other job duties assigned. 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week
Operations Support Officer	<ol style="list-style-type: none"> 1. Basic conversational in English 	<ol style="list-style-type: none"> 1. Perform general cleaning duties in the school premises. 2. Keep the classrooms and special rooms clean. 3. Provide logistical support in school events and activities. 4. Opening and/ or closing of school premises. 5. Traffic control during peak hours. 6. Any other job duties assigned by superiors. 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week

#5 Wong Fong Academy

WFA is an educational institute started in 2011 to provide quality skills training across all industrial sectors in Singapore. Our training and consultancy services are designed, planned and conducted by a team with vast experience in their respective fields.

WFA engages with regulatory bodies to keep abreast of changes to ensure that the services we develop are both current and relevant. Reflected in our tagline "Safety. Your Personal Responsibility", we constantly strive to inculcate safety mentality in all our trainees.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Digital Transformation Specialist	<ul style="list-style-type: none"> • Degree holder in Information Technology/Computer Science/Business or equivalent • Willingness to learn in a fast-paced environment • Strong interpersonal and analytical skills • Holistic thinking • Able to work both independently and in a team • Good written and verbal communication skills • Self-motivated and innovative • Ability to work under tight deadlines • Candidates with no experience but with interest in digital transformation and meet the job requirements are welcome to apply 	<ul style="list-style-type: none"> • The position's primary emphasis is on leveraging digital advancements to enhance the overall performance of businesses. • Equipped with the necessary education, experience, skills, and a strong drive to elevate a company's internal processes, services, and products, you will establish and sustain strong collaborations with business users. • This collaboration aims to simplify collected requirements and seek viable solutions for enhancements that align with and fulfill user needs and overarching objectives alongside vendors. • Additionally, you will offer continuous support to business users or teams, encompassing tasks such as monitoring application and vendor performance and addressing issues as they arise. 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week
Trainer (Digital Marketing)	Possess WSQ Advance Certificate in Learning and Performance (ACLP/ACTA)	As a Trainer, you will conduct ICT training and assessment for these courses: <ul style="list-style-type: none"> • Digital Marketing for Success • Digital Customer Experience Management • Search Engine Optimization • Search Engine Marketing • Campaign Management • Data Analytics for E-Commerce 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week

		<ul style="list-style-type: none"> • Develop an E-Commerce Webstore • Social Media Marketing Essentials • Sales Channel Management and upcoming relevant courses <p>You will assist in execution of digital marketing advertisement campaigns, social media marketing campaigns, and other campaigns.</p> <p>You will also conduct studies on current and future trends in the industry to adjust marketing plans and continuously propose actionable recommendation and updates to identify key customer segments.</p>	
Sales Executive	Excellent communication skills	<ul style="list-style-type: none"> • Liaise and manage new and existing customers to build and sustain relationships • Handle sale deals including but not limited to negotiating with customers, preparation of quotation and following up on order fulfilment • Identify product and market trends 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week
Sales Coordinator	<ul style="list-style-type: none"> • Excellent communication skills • Able to commit to one weekend per week 	<ul style="list-style-type: none"> • Reports to the Head of Sales, do telemarketing and provide sales support • Reports to the Corporate Administrative Manager and provide sales support • Perform customer service duties including attending to online, walk-in or call enquiries • Provide simple finance functions such as billing, invoicing and accounts receivable matters • Build up database of company contacts 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week
Operations Executive	<ul style="list-style-type: none"> • Excellent communication skills • Able to commit to one weekend per week 	<ul style="list-style-type: none"> • Maintain and update the trainee database (Training Management System), training and assessment calendar/schedule to optimize training operations • Manage training logistics and resources through coordinating with trainers • Act as customer service liaison 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week

		<p>officer with learners to ensure needs are met, e.g. attend to enquiries, course registration, training claims and grants</p> <ul style="list-style-type: none"> • Submit assessment results through Training Partners Gateway (TPGateway) 	
Cashier	<ul style="list-style-type: none"> • Excellent communication skills • Able to commit to one weekend per week 	Perform cashiering duties	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week
Curriculum Developer	DACE / DDDLP	<ul style="list-style-type: none"> • Responsible for courseware development from designing, developing, implementing and evaluating both WSQ and non-WSQ Curriculum and Instructional materials • Able to establish both short-term and long-term development plans/road maps for the Curriculum Development Division • Contextualise the curriculum as per client requirements with the assistance of Subject Matter Experts (SMEs) • Work with the Operation Manager and Adult Educators in contextualising the curriculum • Conduct stand-up trainings for new and revised products to internal and external stakeholders 	<ul style="list-style-type: none"> • 5 days work week • 42-44 hours a week
Trainer (Culinary & Baking)	Possess WSQ Advance Certificate in Learning and Performance (ACLP/ACTA)	<ul style="list-style-type: none"> • Train and conduct professional Culinary/Baking courses • Conduct assessments to assess learners' competency • Maintain the cleanliness of kitchen tools and classrooms 	<ul style="list-style-type: none"> • 8hrs/day • Variable
Trainer (Drone)	Possess WSQ Advance Certificate in Learning and Performance (ACLP/ACTA)	<ul style="list-style-type: none"> • Preparing lessons that are tailored to students' needs • Providing instruction on the parts and functions of a Drone, and on-Air regulations • Teaching practical skills related to all aspects of Aerial Flying • Helping students to develop confidence in their Flight skills • Gaining control of the vehicle during emergency situations 	<ul style="list-style-type: none"> • 8hrs/day • Variable

Trainer (Food & Safety)	Possess WSQ Advance Certificate in Learning and Performance (ACLP/ACTA)	<ul style="list-style-type: none"> • Conduct classroom training and assessment according to WSQ requirement • Conduct assessments to assess learners' competency 	<ul style="list-style-type: none"> • 8hrs/day • Variable
Trainer (Media)	Possess WSQ Advance Certificate in Learning and Performance (ACLP/ACTA)	<ul style="list-style-type: none"> • Coaching and improve the skills and performance of trainees • Sharing various professional techniques and experiences • Preparing of necessary materials needed for lessons 	<ul style="list-style-type: none"> • 8hrs/day • Variable
Trainer (Occupational First Aid)	Possess WSQ Advance Certificate in Learning and Performance (ACLP/ACTA)	<ul style="list-style-type: none"> • Train and conduct assessments for Occupational First Aid and AED programmes • Conduct assessments to assess learners' competency 	<ul style="list-style-type: none"> • 8hrs/day • Variable
Trainer (Workplace Safety & Health)	Possess WSQ Advance Certificate in Learning and Performance (ACLP/ACTA)	<p>As a Trainer, you will conduct WSQ training and assessment for these courses:</p> <p>Operator WSQ Operate Forklift Course WSQ Operate Boom Lift Course WSQ Operate Scissor Lift Course WSQ Perform Rigger and Signalman Task WSQ Operate Lorry Crane Work-At-Height for Workers</p> <p>Supervisor Work-At-Height for Supervisor WSQ Supervise Safe Lifting Operations</p>	<ul style="list-style-type: none"> • 8hrs/day • Variable

#6 Training Provider

- SkillsFuture Advice

#7 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>



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



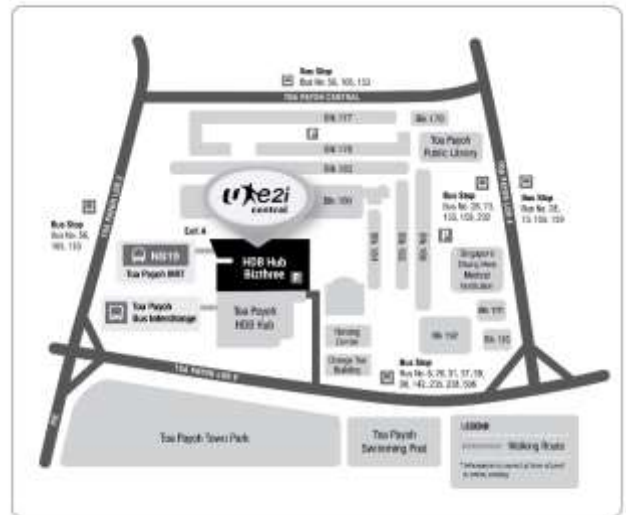
e2i west

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

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>

