

# OneAviation Community Fair 2023



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

## JOB LISTING BOOKLET

### **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 <https://e2i.com.sg/>.

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*Please note that there will be photo-taking/ video taking at this event. By participating in this event, you hereby consent to have your photograph/ video taken by e2i for the purposes of marketing/ promotion/ publicity and to be published on media platforms, public or otherwise.*

## BOMBARDIER AEROSPACE SERVICES SINGAPORE

Bombardier is a global leader, creating innovative and game-changing planes. Our products and services provide world-class transportation experiences that set new standards in passenger comfort, energy efficiency, reliability and safety. We are a global organization focused on working together with a team spirit.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Aircraft Painter	<ul style="list-style-type: none"> <li>You must have 2+ years of aircraft paint experience on business aircraft or similar.</li> <li>You must be able to work from documentation such as company procedures, preparation packages.</li> <li>You must be able to work in a confined space.</li> <li>You must be able to lift and transport up to 50 lbs, with or without reasonable accommodation.</li> <li>You must have a diploma or relevant trade certificates or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare paint, prepare a surface, and apply paint.</li> <li>Apply paint in accordance with work instructions.</li> <li>Prepare surfaces for overlap between painted areas.</li> <li>Prepare for paint touch-ups or small areas (1 litre maximum).</li> <li>Knowledge of paint tools and their correct use.</li> <li>Knowledge of the different types of paints and how to apply them.</li> <li>Perform all work according to Bombardier standards, including quality and safety policies.</li> <li>Able to carry out visual checks in accordance with project requirements to identify reasons for both non-conformities and successful outcomes.</li> <li>Complete timecards daily and ensure that the snag/task card information is correct.</li> <li>Punctual, meticulous, and good time management.</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>Shift work may be required.</li> <li>797546</li> </ul>
Buyer	<ul style="list-style-type: none"> <li>You must have minimum of 3 years of purchasing experience in aerospace and/or manufacturing environment.</li> <li>You must have post-secondary diploma/degree in Business Administration, Operations Management or equivalent.</li> <li>You have strong administration, organization, planning, and interpersonal skills.</li> <li>You have basic knowledge of a variety of computer software programs (i.e., SAP, AMS, Pivotal and Microsoft Office).</li> <li>You have flexibility to adapt to changing</li> </ul>	<ul style="list-style-type: none"> <li>Manage and coordinate manufactured components from outside suppliers in accordance with the Master Production Schedule</li> <li>Purchase aircraft hardware, paints, and building supplies and related requirements to support the manufacturing process.</li> <li>Obtain quotes, prepare price analysis and recommendations.</li> <li>Buyer is responsible to review the best offer for any purchase.</li> <li>Identify cost savings, negotiate prices and delivery terms.</li> <li>Liaise with various departments including Program Management, Sales, Planning, Maintenance, and Interior Completions.</li> <li>Manage order points, inventory levels and lead times to identify and lead action required to reduce and improve.</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>Shift work may be required.</li> <li>797546</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>demands and schedules, including needs of the organization.</p> <ul style="list-style-type: none"> <li>• You have Background in inventory planning and good negotiation skills.</li> <li>• You can work with minimal supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss unacceptable or inferior quality materials with inspection or quality control departments and take corrective action with suppliers.</li> <li>• Develop new suppliers as required and perform vendor set up.</li> <li>• Manage the logistics portion of the order and coordinate with forwarder for any urgent order.</li> <li>• Manage all the invoice to ensure is close on time and run the open invoice report weekly to ensure is clear.</li> <li>• Liaise with the network for any advance payment and ensure all advance payment meet the requirement before proceeding.</li> <li>• Review open order monthly to ensure order is follow with supplier.</li> <li>• Ensure all transfer order is completed by review the Part-in-Transit report.</li> <li>• Any other job-related duties assigned by department supervisor or Manager.</li> </ul>	
<p>Flight Coordinator</p>	<ul style="list-style-type: none"> <li>• You have A level or Diploma in any discipline.</li> <li>• You have 3 years of experience in Aviation and / or Customer Service is preferred.</li> <li>• Candidate must be able to work irregular hours, weekends, and public holidays.</li> <li>• You have Basic knowledge of Microsoft Office</li> <li>• Must possess Class 3 Driving License.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all safety and security requirements.</li> <li>• Be customer focused with service excellence.</li> <li>• Maintain good relationship with customers and airport authorities.</li> <li>• Prepare GD, Hotel accommodations, transportations, and flight documents.</li> <li>• Coordinate with Airport authorities on immigration, customs, safety, and security matters.</li> <li>• Coordinate with Aircraft facilitators, operators, and any other handling teams.</li> <li>• Handle the Department Duty Phone, Walkie Talkie, VHF radio and voice drop.</li> <li>• Supervise arrival and departure operations at Changi Airport.</li> <li>• Update Aircraft Movements and report to respective stations.</li> <li>• Prepare and present daily, weekly, and monthly reports for the department.</li> <li>• Maintain, update manuals and documentations.</li> <li>• Report any irregularity and take appropriate actions.</li> <li>• Operate motorised and non-motorised equipment as authorised by the company.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Shift work may be required.</li> <li>• 797546</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Operate safely and efficiently of all Ground Services Equipment and vehicles within classes permitted.</li> <li>• Help and assist in ramp operations when needed.</li> <li>• Work shift and ad-hoc duties.</li> </ul>	
Interiors Technician (Finishing)	<ul style="list-style-type: none"> <li>• You have completed Secondary school and/or have NITEC/Higher NITEC/Diploma qualifications in relevant fields.</li> <li>• You have practical industrial experience using basic paint and polishing equipment.</li> <li>• You possess automobile painting experience.</li> <li>• You have prior experience in an aviation-related field.</li> <li>• You are a team player that takes initiative in your work.</li> <li>• You can interpret simple engineering drawing and instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to work with aircraft paint and a wide range of finishing products.</li> <li>• Excellent shades and colour vision.</li> <li>• Plan, prepare and uses of workshop's tooling and equipment to perform surface finishing on the aircraft monuments.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Shift work may be required.</li> <li>• 797546</li> </ul>
Interiors Technician (Re & Re)	<ul style="list-style-type: none"> <li>• You have completed Secondary school and/or have NITEC/Higher NITEC/Diploma qualifications in relevant fields.</li> <li>• You have practical experience in using basic aviation hand tools.</li> <li>• You have prior experience in an aviation-related field.</li> <li>• You are a team player that takes initiative in your work.</li> <li>• You can interpret simple engineering drawing and instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to work on aircraft interior to perform:</li> <li>• Removal and reinstallation of cabin interior.</li> <li>• Cabin interior inspection and survey</li> <li>• Cabin interior troubleshooting</li> <li>• Perform cabin modifications, SB, Adjustment, and cabin re-configuration.</li> <li>• Plan, prepare and document work performed.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Shift work may be required.</li> <li>• 797546</li> </ul>
Interiors Technician (Upholstery)	<ul style="list-style-type: none"> <li>• You have completed Secondary school and/or have NITEC/Higher NITEC/Diploma qualifications in relevant fields.</li> </ul>	<ul style="list-style-type: none"> <li>• Fabricate, repair, modify and refurbish aircraft seats, divans, sidewalls, curtains, and associated components, including the re-upholstery of panels, liners, and sidewalls, to maintain quality, standards, and structural safety.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Shift work may be required.</li> <li>• 797546</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• You have practical industrial sewing and upholstery experience, ideally working with seating, synthetic and leather materials.</li> <li>• You have previous experience utilising multi-needle machine, leather stitching machine, and piping or binding machine.</li> <li>• You have prior experience in an aviation-related field.</li> <li>• You are a team player that takes initiative in your work.</li> <li>• You possess a keen sense of colour pairing and selection.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the ability to work with high-grade leather materials from blueprints, drawings and other illustrations or written work instructions.</li> <li>• Plan, prepare, cut, and sew materials to standardized patterns for stitching and fitting to customer and engineered requirements.</li> </ul>	
Interiors Technician (Wood Work)	<ul style="list-style-type: none"> <li>• You have completed Secondary school and/or have NITEC/Higher NITEC/Diploma qualifications in relevant fields.</li> <li>• You have practical industrial experiences to operate general workshop tooling and equipment.</li> <li>• You have prior experience in an aviation-related field and/or have prior aerospace sheetmetal experience.</li> <li>• You are a team player that takes initiative in your work.</li> <li>• You can interpret simple engineering drawing and instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• To fabricate, repair, modify and recondition of aircraft interior monuments.</li> <li>• Demonstrate the ability to work with high-grade veneer and plated parts from blueprints, drawings and other illustrations or written work instructions.</li> <li>• Plan, prepare and uses of workshop's tooling and equipment to repair, fabricate and modify work pieces to meet engineered requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Shift work may be required.</li> <li>• 797546</li> </ul>
Mechanical/Sheet metal Technician	<ul style="list-style-type: none"> <li>• You must have aviation / trade specific training or equivalent qualification; aviation / trade specific training or equivalent qualification.</li> <li>• You must be able to read mechanical engineering drawings.</li> <li>• Have a minimum of 5 years in aircraft</li> </ul>	<ul style="list-style-type: none"> <li>• Perform maintenance work on customer aircraft sheet metal components, composites, and hydraulics.</li> <li>• Troubleshoot, inspect, and perform maintenance on customer aircraft including engine, avionics, and aircraft components.</li> <li>• Ensure that work performed is in full compliance with approved and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Shift work may be required.</li> <li>• 797546</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>experience on structural or avionics repair/modification experience or substantiated similar experience.</p> <ul style="list-style-type: none"> <li>• Have basic knowledge of Work Health &amp; Safety and Environmental requirements as they apply to workplace safety and environmental aspects of aircraft maintenance operations.</li> <li>• Have interpersonal skills necessary to establish and maintain effective working relationships with internal and external customers.</li> <li>• Have planning and organizational skills necessary to coordinate workload around multiple assignments.</li> </ul>	<p>applicable technical data (procedures) without shortcuts.</p> <ul style="list-style-type: none"> <li>• Be attentive, ensure close coordination in between other trades (B1, B2, Sheet Metal) to ensure a continuous smooth progress and completion of the projects.</li> <li>• Highlight to the Certifying Engineer any findings deriving from inspection or additional spare parts or tooling needed to achieve satisfactory completion of the work.</li> <li>• Highlight to the Certifying Engineer any limitations that him/ her may face to carry out the work safe and efficiently.</li> <li>• Responsible for his/ her own Time Recording and Time Keeping.</li> <li>• Ensure that work by him/ her is performed in full compliance with approved and applicable technical data (procedures) without shortcuts.</li> </ul>	

## DNATA SINGAPORE

At dnata Singapore, we offer a full range of ground handling, cargo, and catering services to over 52 airlines in Singapore. With our commitment to excellence, the qualities of efficiency, speed, reliability, and flexibility have become the hallmarks of our service. We understand the challenges and demands of today's air travel industry. Our deep knowledge stems from the integral role that we play in helping airlines achieve their performance and service quality targets. Providing world class services, we enhance our customer airlines' reputation by projecting an image of efficiency, quality, and reliability to their passengers. We also recognize that every airline customer is different. We place great emphasis on listening to our customers to ensure that we understand and meet all their specific requirements.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Commis Cook	<ul style="list-style-type: none"> <li>• No experience required.</li> <li>• Must have passion and interest in F&amp;B industry</li> </ul>	<ul style="list-style-type: none"> <li>• You are required to have the passion and experience working in the F&amp;B industry.</li> <li>• Prepare Mise-en-place.</li> <li>• Prepare food items in accurate and standard portion and quantities.</li> <li>• Prepare meals as directed and according to recipe, menu specification and expected standard.</li> <li>• Attend to any last-minute additional meal order or menu changes due to flight delay.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Rotating Shift</li> <li>• 819658</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Ensure all prepared foods are properly labelled with Day Sticker.</li> <li>• Ensure meals are prepared according to Work Order timings and are blast chilled accordingly.</li> <li>• Ensure personal and food hygiene practices are followed accordingly to standards set by Quality Assurance Department.</li> <li>• Maintain general cleanliness in the Kitchen area and as well as the equipment for Kitchen use.</li> <li>• Observe and practice safety rules and regulations.</li> <li>• Ensure food temperatures are within standard limits.</li> <li>• Ensure meals are prepared according to specifications.</li> <li>• Minimize wastage during food preparation.</li> <li>• Inform immediate superior if any equipment or utensils are damaged or not working.</li> <li>• Undertake any other duties assigned by immediate superior.</li> <li>• Ensure compliance with all workplace safety, security, and health policies and procedure</li> </ul>	
Cook	<ul style="list-style-type: none"> <li>• Minimum 2 years of experience in culinary operations</li> <li>• Must have a comprehensive culinary background in a specific cuisine</li> </ul>	<ul style="list-style-type: none"> <li>• You are required to have experience working in the F&amp;B industry and have a proven track record in your area of specialization.</li> <li>• Prepare Mise-en-place.</li> <li>• Prepare food items in accurate and standard portion and quantities.</li> <li>• Prepare meals as directed and according to recipe, menu specification and expected standard.</li> <li>• Attend to any last-minute additional meal order or menu changes due to flight delay.</li> <li>• Ensure all prepared foods are properly labelled with Day Sticker.</li> <li>• Ensure meals are prepared according to Work Order timings and are blast chilled accordingly.</li> <li>• Ensure personal and food hygiene practices are followed accordingly to standards set by Quality Assurance Department.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Rotating Shift</li> <li>• 819658</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Help to maintain general cleanliness in the Kitchen area and as well as the equipment for Kitchen use.</li> <li>• Observe and practice safety rules and regulations.</li> <li>• Ensure food temperatures are within standard limits.</li> <li>• Provide training, supervise, and assign job to junior staff.</li> <li>• Ensure meals are prepared according to specifications.</li> <li>• Minimize wastage during food preparation.</li> <li>• Inform immediate superior if any equipment or utensils are damaged or not working.</li> <li>• Undertake any other duties assigned by immediate superior.</li> <li>• Ensure compliance with all workplace safety, security, and health policies and procedure</li> </ul>	
Customer Service Assistant	<ul style="list-style-type: none"> <li>• Minimum GCE 5 "N" levels and above</li> <li>• Customer service experience preferred</li> </ul>	<ul style="list-style-type: none"> <li>• The Customer Services Agent aids customers at check-in counters.</li> <li>• He/she ensures that passengers' details match the information on travel documents and handles customer issues regarding flight operations and automated check-in systems.</li> <li>• To maintain a safe working environment, he/she complies with all safety and/or security standards and reports safety and/or security breaches to officers and supervisors.</li> <li>• The Customer Services Agent demonstrates professional behaviour when responding to passenger complaints and acts as a service ambassador for the organisation.</li> <li>• He/She works in shifts to accommodate round-the-clock flight arrivals and departures.</li> <li>• He/She is physically strong to assist passengers with lifting of their baggage.</li> <li>• Furthermore, he/she is service-oriented, possesses good communication skills as well as handles passengers with special needs in an appropriate manner.</li> <li>• Provide quality customer services.</li> <li>• Service customers at the check-in counters</li> <li>• Verify passengers' identities at the gates.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Rotating Shift</li> <li>• 819658</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Verify information on travel documents, passports and/or visas.</li> <li>• Provide support to special needs customers.</li> <li>• Handle customer issues regarding irregular flight operations</li> <li>• Process customer documentation</li> <li>• Handle customer issues regarding automated check-in systems</li> <li>• Uphold safety and/or security standards.</li> <li>• Interpret and follow individual safety and/or security standards in the workplace.</li> <li>• Identify and report breaches of safety and/or security standards in the workplace</li> </ul>	
<p>Equipment Operator</p>	<ul style="list-style-type: none"> <li>• GCE 5 “N” levels or 2 “O” levels</li> <li>• Minimum 2 years’ experience</li> <li>• Must possess minimum LTA Class 3 License</li> </ul>	<ul style="list-style-type: none"> <li>• The Equipment Operator I/II is responsible for driving different type vehicles, depending on the job nature and assist the FIC to provide top-class service to your customers, which is not limited to uplifting of meal services.</li> <li>• Check, collect and assemble dry stores, flight equipment, foodstuff and supplementary stores into the delivery vehicle used in the servicing of the flight.</li> <li>• Prepare and load dry ice in loading devices containing foodstuff.</li> <li>• Drive and operate high lift or vehicles in the servicing of flights or task assigned.</li> <li>• Execute the Catering exchange or uplift according to the requirement of the Airline’s galley Loading Plan/AFSS.</li> <li>• Handover meals and dry bonded stores to the Flight Crew.</li> <li>• Perform Flight IC duty on Regional Transit and Night Stop flights.</li> <li>• Perform Flight 2 IC duty on other flights (for EO II - at the discretion deemed suitable by the Senior Supervisors/Supervisors or OE DPT).</li> <li>• Return unloaded soiled equipment and dry store loading devices to the respective areas upon return to the Flight Kitchen after the servicing of a flight.</li> <li>• Dispose all garbage from the delivery vehicle to the garbage room.</li> <li>• Perform refuelling of vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Rotating Shift</li> <li>• 819658</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Perform escort duties in the high lift's cabin to ensure security and safe delivery of the Catering exchange or uplift.</li> <li>• To act as a "Trainer" to new EOs who are undergoing OJT (Trainer are Class 5 qualified).</li> <li>• Undertake any other duties assigned by immediate superior.</li> <li>• Ensure compliance with all workplace safety, security, and health policies and procedure</li> </ul>	
Ground Dispatcher	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' Level with credits in English &amp; Math, with good communication skills</li> <li>• Preferred to be a Load control certified.</li> <li>• Minimum 5 years of working experience with airline, airport, or ground handling company</li> <li>• Must possess minimum LTA Class 3 license</li> </ul>	<ul style="list-style-type: none"> <li>• The Ground Dispatcher is responsible for all operational issues during the turnaround of an aircraft.</li> <li>• He / She co-ordinates with the airlines to make decision such as offloading of passengers/baggage and cargo to ensure the flight schedule is maintained in accordance with the published precision timing.</li> <li>• Responsible for safe dispatch of flights, in compliance with applicable safety and security rules &amp; regulations as stipulated by authorities and airlines.</li> <li>• Manages all activities involved with aircraft turnarounds to achieve on time departure.</li> <li>• Study the profile of the flight including inbound transfers, onward connections, special needs passengers and special loads.</li> <li>• Ensure adequate manpower and necessary equipment are positioned before arrival of the aircraft.</li> <li>• Meet flight crew (Tech as well as cabin) and brief them appropriately including about special passengers, dangerous goods, special loads, and planned boarding/departure times.</li> <li>• Monitor offloading and ensure timely as well as orderly delivery of baggage to arrivals.</li> <li>• Liaise with Pilot in command or ground engineer for aircraft serviceability and with cabin purser for cabin preparedness, before commencement of boarding</li> <li>• Monitor all aircraft handling activities and trouble shoot, where appropriate</li> <li>• Makes critical decisions on adjustment of equipment or manpower levels and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Rotating Shift</li> <li>• 819658</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>cleaning standards plus the last-minute acceptance of load.</p> <ul style="list-style-type: none"> <li>• Records all relevant details of individual flight turnaround on the Dispatch Report Card to enable past flight reconciliation and investigation.</li> <li>• Ensure compliance with all workplace safety, security, and health policies and procedure</li> </ul>	
Load Controller	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' Level with credits in English &amp; Math</li> <li>• Relevant working experience with airline of related industry</li> <li>• Experience in load planning is advantageous</li> </ul>	<ul style="list-style-type: none"> <li>• The Load Controller I is responsible for performing weight &amp; balance for all-passenger aircraft types and completing the load sheet within the stipulated ground time with all the required information.</li> <li>• Compile all messages pertaining to flight and take appropriate actions when necessary.</li> <li>• Coordinate with various parties for loads and load build-up</li> <li>• Perform Load planning in accordance with all safety regulations and/or policies of airlines.</li> <li>• Check aircraft's data, weights, and trim limits.</li> <li>• Brief and issue loading instructions to loading supervisors.</li> <li>• Obtain estimate/ final fuel figures from crew/ Operations Staff</li> <li>• Check/Obtain final Loading Instructions/Report from Loading Supervisors and make amendments to load sheet when necessary.</li> <li>• Check for any variations before submitting Load sheet to Pilot-in-Command for approval.</li> <li>• Dispatch timely, all required operational messages.</li> <li>• Upkeep aircrafts' weight and balance data, forms, and manuals</li> <li>• Close/ File Flight Report with all necessary documents/telexes</li> <li>• Perform aircraft documentation duties, when required.</li> <li>• Ensure compliance with all workplace safety, security, and health policies and procedure</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Rotating Shift</li> <li>• 819658</li> </ul>
Operations Assistant	<ul style="list-style-type: none"> <li>• Minimum N or O level / ITE</li> <li>• Physically fit to carry heavy load</li> </ul>	<ul style="list-style-type: none"> <li>• The Operations Assistant (WEA Inventory) is responsible in working closely as a team and fulfil the airlines requirements, minimizing customers complains and ensure on time delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Rotating Shift</li> <li>• 819658</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Retrieve stocks for issuance to user department.</li> <li>• Ensure the delivery and receipt of laundry vouchers for airline linen items tally and proper filling of these vouchers.</li> <li>• Compile reports for the section.</li> <li>• Conduct checks for equipment shortages from in-bound flights and raise Equipment Shortage Report.</li> <li>• Attend to user department on request of equipment and scheduled issue of airline equipment.</li> <li>• Ensure the collection and delivery of laundry are carried out properly and there is sufficient laundered linen for daily flight use.</li> <li>• Monitor and ensure that the equipment buffer stocks in WEA are sufficient for daily operations.</li> <li>• Attend to the issue of packed airline cutleries and completed flight sets to MUA and DPT.</li> <li>• Supervise a team and/or individuals in the build-up of airline flight sets comprising of Chinaware, galley equipment and tray sets.</li> <li>• Assist to execute unscheduled changes and modifications to airline flight sets when the need arises, resulting from changes in operating configuration or equipment shortages.</li> <li>• Assist to monitor the performance of machines and report any problems to FE department for follow-up actions.</li> <li>• Assist in inventory checks as and when required.</li> <li>• Assist in ensuring the washing schedules and the cutlery sorting, counting, and packing are adhered to.</li> <li>• Report to the Senior Supervisor/Supervisor on damages to company' properties.</li> <li>• Ensure proper handling and storage of airline equipment.</li> <li>• Provide guidance and train staff on the correct procedures for wash up, flight build-up and other related tasks.</li> <li>• Undertake any other duties assigned by immediate superior.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ensure compliance with all workplace safety, security, and health policies and procedure</li> </ul>	

## GE AEROSPACE

Providing our aviation customers with the most technologically advanced and productive engines, systems, and services for their success. Singapore has two repair facilities located in Loyang Industrial Park and one new make facility located in Seletar Aerospace Park. With over 2,000 employees working in our three facilities, we repair, refurbish, and manufacture high and low-pressure components for more than 100 aircraft engine customers around the world with excellent turnaround time and quality.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Facilitator	<ul style="list-style-type: none"> <li>A Diploma with at least 5 years of experience in Manufacturing/Planning)</li> <li>Highly experienced in operation planning and with proven record of successful operation execution in manufacturing environment</li> </ul>	<ul style="list-style-type: none"> <li>Lead the daily Cell Control Center (CCC) meetings to assess daily capability to meet Safety, Quality and Delivery objectives.</li> <li>Provide manpower and machine operation plan (including Heat Treatment Schedule, production KANBAN planning &amp; Standard Scheduling by trolley, etc.), track progress of each workstation towards meeting daily targets multiple times per shift.</li> <li>Address output issues by getting immediate help from relevant support functions and, failing that, escalate issue to Operations Leader within the same shift.</li> <li>Identify production constraint/bottleneck processes in the shop, understand available capacity to provide accurate plans to achieve delivery needs, by knowing all "single point failure" machines/skills and ensure a plan is developed to create backups in a timely manner, understanding causes of rework and misses to daily output target and secure timely help from support functions to reduce/eliminate rework.</li> <li>Plan overtime needs in discussion with relevant stakeholders to ensure sufficient manpower is scheduled to support output targets.</li> <li>Ensure daily schedule and work priorities are communicated to following shift(s).</li> <li>Communicate with relevant stakeholders on shipment plan and coordinate delivery on shipment days.</li> <li>Support the development and execution of multi-year business lean transformation plan that includes implementation of single-piece flow, standard work, Heijunka and other lean tools/concepts.</li> </ul>	<ul style="list-style-type: none"> <li>5 days 1st shift: 7.30am - 4.20 pm. 2nd shift: 4.00pm - 12.50am 3rd Shift: 12.30am - 7.50am</li> <li>Rotation of 1st and 2nd Shift is required. Shift pattern may change due to social distancing measure.</li> <li>508726</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Participate in EHS/HealthAhead programs and initiatives as required.</li> <li>• Other related work: monitor progress of farm-out parts, prepare routers for material issuance, request material for rework/scraped parts, etc.</li> </ul> <p>Desired Characteristics:</p> <ul style="list-style-type: none"> <li>• Strong oral and written communication skills. Strong interpersonal and leadership skills.</li> <li>• Ability to influence others and lead small teams. Lead initiatives with challenging scope and impact.</li> <li>• Ability to coordinate several projects simultaneously. Effective problem identification and solution skills.</li> <li>• Proven analytical and organizational ability.</li> <li>• Humble: respectful, receptive, agile, eager to learn</li> <li>• Transparent: shares critical information, speaks with candor, contributes constructively</li> <li>• Focused: quick learner, strategically prioritizes work, committed</li> <li>• Leadership ability: strong communicator, decision-maker, collaborative</li> <li>• Problem solver: analytical-minded, challenges existing processes, critical thinker</li> </ul>	
<p>Component Repair Technician (Airfoil)</p>	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level with 3 years of relevant experience; or</li> <li>• Preferably NITEC/Higher NITEC in Mechanical/Precision Engineering or equivalent; or</li> <li>• Diploma in Mechanical/Precision /Manufacturing Engineering</li> <li>• Able to read and understand the manufacturing operation sheets and standard operation procedures in English</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform polishing, restoration and blending work on parts assigned in according with established operating procedure. Highlighting any discrepancies or irregularities to Facilitator/Engineer to resolve problems and meeting required daily/weekly output.</li> </ul> <p>Essential Responsibilities:</p> <ul style="list-style-type: none"> <li>• Perform hand blending &amp; polishing operations, followed by self-inspection of blended parts to the tolerance and specifications</li> <li>• Read and correct interpretation of Operation Sheets and perform to the expected requirements</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul> <p>Desired Characteristics:</p> <ul style="list-style-type: none"> <li>• Good mechanical aptitude.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 1st shift: 7.30am - 4.20 pm. 2nd shift: 4.00pm - 12.50am 3rd Shift: 12.30am - 7.50am</li> <li>• Rotation of 1st and 2nd Shift is required. Shift pattern may change due to social distancing measure.</li> <li>• 508726/508770</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Component Repair Technician (NDT)</p>	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level and/or with 5 years' experience in Quality Inspection; or</li> <li>• Minimum GCE 'O' level and/or with 2 years' of NDT experience; or</li> <li>• Diploma holders in Aircraft Maintenance/Aerospace Engineering; or</li> <li>• Preferably CAAS Approval in NDT certification</li> <li>• Able to read and understand the manufacturing operation sheets and standard operation procedures in English</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge in CNC programming</li> <li>• Ability to comprehend technical drawings/instructions</li> </ul> <p>"You will perform Non-Destructive Testing and its related duties in accordance with the written instructions and specific calibration requirements.</p> <ul style="list-style-type: none"> <li>• Essential Responsibilities:                             <ul style="list-style-type: none"> <li>• Perform specific calibrations, NDT and specific evaluations for acceptance or rejection of parts</li> <li>• Correct interpretation and understand the inspection operation sheets and work instruction</li> <li>• Organize, sort and prepare the parts for NDT inspection</li> <li>• Load, unload and operate either the real-time XR, UT or auto FPI line effectively</li> <li>• Perform either X-Ray Inspection, Ultrasonic Inspection, Fluorescent Penetrant Inspection, Eddy Current Inspection, Magnetic Particles Inspection in accordance with the inspection operation sheets</li> <li>• Ensure the equipment operation readiness always</li> <li>• Assist the Engineer for any inspection evaluation and reporting</li> <li>• Upkeep of process system and testing equipment to ensure its continuous operations in compliance to approved documents</li> <li>• Prepare and clean parts before and/or after inspection.</li> <li>• Conduct audits in NDT area to ensure continuous system compliance to meet regulatory agencies requirements</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul> </li> <li>• Desired Characteristics:                             <ul style="list-style-type: none"> <li>• Knowledge in NDT per NAS 410 standard in any of the following methods: NDT – PT/ NDT – X-Ray/ NDT – UT /NDT – ECI /NDT – MPI</li> <li>• Knowledge in NDT per ASNT Level I, II or III in any of the following methods: NDT – X-Ray/ NDT – UT/ NDT – ECI/ NDT – MPI</li> <li>• A team player</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 1st shift: 7.30am - 4.20 pm.</li> <li>• 2nd shift: 4.00pm - 12.50am</li> <li>• 3rd Shift: 12.30am - 7.50am</li> <li>• Rotation of 1st and 2nd Shift is required. Shift pattern may change due to social distancing measure.</li> <li>• 508726/508770</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Humble: respectful, receptive, agile, eager to learn</li> <li>• Transparent: shares critical information, speaks with candor, contributes constructively</li> <li>• Focused: quick learner, strategically prioritizes work, committed</li> <li>• Leadership ability: strong communicator, decision-maker, collaborative</li> <li>• Problem solver: analytical-minded, challenges existing processes, critical thinker "</li> </ul>	
Component Repair Technician (V&D Inspector)	<ul style="list-style-type: none"> <li>• Diploma in Mechanical/Precision /Manufacturing Engineering</li> <li>• Basic command of written and spoken English</li> </ul>	<p>Role Summary/Purpose</p> <ul style="list-style-type: none"> <li>• You will perform visual and dimensional inspection to written quality plans on incoming in-process and finished engine components</li> </ul> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> <li>• Ensure quality of parts meet specification requirements</li> <li>• Ensure proper work clearance, correctness and completeness</li> <li>• Prevent non-conforming parts from proceeding to the next work station</li> <li>• Provide support to Manufacturing Engineers and Quality System Engineers for evaluations, audits related activities</li> <li>• Collect data, feedback on the quality of parts inspected to the Manufacturing Engineers and Quality System Engineers</li> <li>• Perform visual &amp; dimensional inspections, and set area management of the parts</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 1st shift: 7.30am - 4.20 pm. 2nd shift: 4.00pm - 12.50am 3rd Shift: 12.30am - 7.50am</li> <li>• Rotation of 1st and 2nd Shift is required. Shift pattern may change due to social distancing measure.</li> <li>• 508726/508770</li> </ul>

## PRATT & WHITNEY

Pratt & Whitney, an RTX business, is a global leader in propulsion systems, powering the most advanced aircraft in the world, and we are shaping the future of aviation. Our engines help connect people, grow economies, and defend freedom. Our customers depend on us to get where they're going and back again.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cell Leader	<ul style="list-style-type: none"> <li>• Degree in Mechanical/Aeronautical/Production Engineering with 4 years of relevant experience.</li> <li>• Experience in aircraft engine workshop practices</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for guiding and managing operations cells and meeting the required operations metrics and goals.</li> <li>• Manage and guide the cell workforce to meet cell targets and goals for quality and on-time delivery, as well</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 830am - 530pm</li> <li>• 509927</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>and maintenance &amp; repair of gas turbine engines will be advantageous.</p> <ul style="list-style-type: none"> <li>• Good working knowledge of MS Office software (Word, Excel, Access, and PowerPoint).</li> <li>• Analytical with strong management and supervisory skills.</li> <li>• Highly motivated with a strong drive for success.</li> <li>• Good team player with strong communications and interpersonal skills.</li> </ul>	<p>as drive root cause analysis when targets are not met.</p> <ul style="list-style-type: none"> <li>• Implement production and overtime schedules and procedures, as well as allocate manpower and resources to maximize productivity, while maintaining employees' morale and satisfaction of the cells.</li> <li>• Control production activities, material flow and inventory used by the cells to achieve cost, quality, and delivery targets.</li> <li>• Ensure compliance of standards; drive CORE, EH&amp;S and Ethics culture in the cells as well as assume roles in CORE &amp; EH&amp;S sub-committees.</li> <li>• Manage and supervise all Assistant Foremen, Workshop Engineers, Technicians, and Inspectors in the cells, as well as develop them towards a self-directed and multi-skilled workforce through planned skills training.</li> <li>• Assist the Department Manager in all cost issues related to the cells to meet company's revenue/profit goals and achieve cost reduction.</li> <li>• Interface with the various business functions such as Engineering, Quality, HR, Customer Service and Materials to achieve cell goals and company's objectives.</li> <li>• To conduct performance reviews on a regular basis to facilitate or maintain a high operating efficiency for the operations cells.</li> <li>• Carry out any other duties as assigned by the Department Manager.</li> </ul>	
<p>ELMT Engineer, APAC</p>	<ul style="list-style-type: none"> <li>• Establish that the technical data requirements are compliant to airworthiness standards and ensure repairs and limits are safe, durable, properly substantiated meeting the quality requirements of the component; perform or oversee analysis, as required.</li> <li>• Carry out repair design and structural analysis as</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Aerospace, Mechanical or Materials Engineering</li> <li>• 0-3 years' experience or candidates with no experience are welcome to apply.</li> <li>• Good engineering aptitude and ability to pick and learn independently.</li> <li>• Demonstrated business judgment, results driven and adaptability in a fast-paced environment.</li> <li>• Confident / demonstrated communication skills including executive level written and oral presentation proficiency.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 830am - 530pm</li> <li>• 509927</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>needed for our technical data needs.</p> <ul style="list-style-type: none"> <li>• Assist the customers in the resolution of field supportability issue with timely hardware disposition in consideration of shop turnaround time, cost and minimize work scope.</li> <li>• Trend hardware distress locally to identify needed limits/repairs and input to spare provisioning based on observed distress trending and metrology work as required.</li> <li>• Research operating environments and functionality of components, their interactions with mating parts, and develop strategies which will return damaged parts back to service.</li> <li>• Interface with CIPT/CAIPT/Shops to secure priorities and understand programmatic issues and conduct engine investigations.</li> <li>• Conduct repair process standard work reviews and undertake project work as required.</li> <li>• Lead and conduct technology work, research and projects in support of shops as required.</li> <li>• Continue to develop an improved personal knowledge of the technologies, engine systems, business systems, regulations and business needs of the company and customers.</li> <li>• Foster an environment of creative technical ownership and rotation of responsibilities within the</li> </ul>	<ul style="list-style-type: none"> <li>• Creative problem-solving skills and adaptability in responding to new business challenges.</li> <li>• Eager to learn new things, contribute a fresh perspective, and share your knowledge with others.</li> <li>• Demonstrated experience with Project Management processes, tools, and techniques.</li> <li>• Interests with some technical knowledge of commercial gas Turbine Engines is a plus.</li> <li>• Prior internship experience with Pratt &amp; Whitney or Raytheon Technologies companies is a plus.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>community of the regional ELMT Team.</p> <ul style="list-style-type: none"> <li>• Carry out CORE for cost-efficient development and execution of programs.</li> <li>• Perform any other ad hoc duties as assigned.</li> <li>• Occasional Global Travel will be required.</li> </ul>		
<p>Engine Technician (Inspector – Detailed Inspection)</p>	<ul style="list-style-type: none"> <li>• Minimum NITEC or Higher NITEC in Precision /Aerospace/ Electrical/ Mechanical Engineering or Mechanical Technology.</li> <li>• Diploma will be advantageous.</li> <li>• Minimum 2 years work experience in detailed inspection in relevant aviation industry.</li> <li>• Self-motivated and able to work independently with a positive attitude towards change management.</li> <li>• Good working knowledge in Microsoft Office applications and SAP.</li> <li>• Good team player with strong communication and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform detailed inspection of engines parts &amp; components per manuals and technical work publications.</li> <li>• Perform dimensional inspection using various precision measuring instruments such as bore gauges, computer measuring machine and borescope equipment.</li> <li>• Perform engine level inspection per manuals and technical work publications.</li> <li>• Interpret technical work instructions such as Service Bulletins or equivalent work instructions.</li> <li>• Perform daily work tasks per Quality work procedures and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 730am-435pm</li> <li>• 415pm-120am</li> <li>• 509010</li> </ul>
<p>Line Maintenance Engineer</p>	<ul style="list-style-type: none"> <li>• At least 2 years of relevant work experience</li> <li>• Experience with engine disassembly and assembly will be advantage.</li> <li>• Familiar with Engine MRO repair processes</li> <li>• Technical Degree (i.e., Mechanical, Aerospace or Equivalent)</li> <li>• Basic/Intermediate skill in MS Excel, PowerPoint</li> <li>• Good communicator and technical writing skill</li> </ul>	<ul style="list-style-type: none"> <li>• Attends engine pre-induction meeting for scheduled engines shop visits.</li> <li>• Drafts engine teardown worksopes</li> <li>• Attends to engine teardown and performs dirty inspection review together with operation.</li> <li>• Document parts conditions and upload to server</li> <li>• Reviews completed TD reports with TSE.</li> <li>• Conduct engine teardown review with customers</li> <li>• Engine test troubleshooting</li> <li>• Assists in engineering driven improvement projects.</li> <li>• Verifies and rectify technical problems with TSE.</li> <li>• Handles vendors, contractors on equipment upgrade and modification if necessary.</li> <li>• Performs any related duties as direct by the superior.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 730am-435pm</li> <li>• 415pm-120am</li> <li>• 509010</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Machinist (Conventional)	<ul style="list-style-type: none"> <li>At least GCE 'O'/'N' level or equivalent with NITEC in Precision/Aerospace/Mechanical Engineering</li> <li>Prior experience in Aircraft Engine Industry required.</li> <li>Able to work weekly rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>Performs test cell troubleshooting with TSE</li> <li>Operate various machining equipment such as lathe, bores, milling and EDM.</li> <li>Perform pre and final machining of aerospace components.</li> <li>Perform modification and maintenance works.</li> <li>Perform bench repair works.</li> <li>Able to interpret blueprint drawings.</li> <li>Ensure production linearity in the work cell.</li> <li>Participate in ACE and continuous improvement activities.</li> <li>Work in accordance with accepted safe and environmental practices</li> <li>Report unsafe conditions and practices.</li> <li>Make safety suggestions</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>730am-435pm</li> <li>415pm-120am</li> <li>509010</li> </ul>
Maintenance Technician	<ul style="list-style-type: none"> <li>Higher NITEC/ NITEC/ Diploma in Electronics/ Electrical/Mechanical Engineering</li> <li>Minimum 2 years of working experience, preferably in equipment maintenance</li> <li>Candidates with no prior experience will be considered as well.</li> <li>Knowledge and experience in TPM, PLC and automation with an Electrical license will be advantageous.</li> <li>A good team player who possesses high initiative and energy</li> <li>Ability to perform 3 rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>To maintain and repair plant machinery and facilities equipment.</li> <li>Able to isolate faults, troubleshoot electrical or mechanical problems.</li> <li>Perform corrective/ preventive maintenance on facility equipment and production machinery.</li> <li>Liaise with vendors/contractors for machine spares and maintain adequate critical spare parts.</li> <li>Always respond to call back for machine recovery if needed.</li> <li>Identify, involve, and improve equipment performance.</li> <li>Make modification and improvement on machines performance.</li> <li>Able to interpret technical drawings.</li> <li>Update daily work report in CMMS system.</li> <li>Support and participate in Employee Health &amp; Safety, Quality &amp; ACE activities.</li> <li>Support and participate in continuous improvement projects.</li> <li>Carry out any other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>730am - 350pm</li> <li>330pm - 1150pm</li> <li>1130pm - 750am</li> <li>638639</li> </ul>
Manager, Operations	<ul style="list-style-type: none"> <li>Manage and be accountable for PWCS logistics department. This includes receiving and accounting of incoming customer parts, managing the induction of parts into</li> </ul>	<ul style="list-style-type: none"> <li>Degree in Mechanical/Aeronautical/Producti on Engineering with related Aerospace experience in Operations or Aftermarket MRO</li> <li>Proven years of experience with In depth knowledge in logistics management</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>7.30am - 5.00pm</li> <li>797560</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>the shop for repairs, and shipping of parts to customers. Oversee a group of hourly employees assisting logistics functions</p> <ul style="list-style-type: none"> <li>• Manage and lead Quality Control (Receiving and Calibration) teams. This includes proper assessment of part quality and timely delivery of orders as well as engagement and efficiency improvement of the employees</li> <li>• Provide leadership and strategic directives to support delivery commitments to achieve Quality, TAT/OTD</li> <li>• Manage the production hours to meet overall operations goals</li> <li>• Work with various business unit repair cells to meet operational targets</li> <li>• Ensure compliance of Quality standards, drive CORE, EH&amp;S and Ethics Culture</li> <li>• Drive cost reduction, productivity and continuous improvements</li> <li>• Participate in EH&amp;S committees (WSH, Emergency Response, Incident Investigation, MG, Hoist Sling/Eye Bolt, PPE)</li> <li>• Drive a high employee engagement culture of respect, commitment, empowerment, accountability, communication, and teamwork</li> <li>• Develop potential talent in pipeline and champion employee development</li> </ul>	<ul style="list-style-type: none"> <li>• Strong motivator with proven leadership skills and drive for success</li> <li>• Excellent strategic and analytical thinking combined with tactical execution skills</li> <li>• Experience in aircraft engine workshop practices and maintenance and repair of gas turbine engines will be advantageous</li> <li>• Excellent problem solving and prioritization skills</li> <li>• Effective communication skills with strong leadership and business acumen</li> <li>• High learning agility with strong ability to drive and deliver results</li> <li>• Highly motivated and good team player with strong social skills</li> <li>• Able to work with all levels of management and in fast paced, matrix reporting organization</li> <li>• Strong knowledge of CORE or any Continuous Improvement Methodology is preferred</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Planning Assistant</p>	<p>to ensure team stability and continuity</p> <ul style="list-style-type: none"> <li>• Minimum NITEC in any disciplines.</li> <li>• 2 years of relevant experience in production planning and supply chain operations.</li> <li>• Comfortable with hands-on work to interact with engine technicians and support the planning and collection of parts in the warehouse.</li> <li>• Good team player with strong communication and interpersonal skills.</li> <li>• Good working knowledge of MS Office applications.</li> <li>• Commit to work on rotating shifts (Day &amp; Night) and overtime on need basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform SAP transactions in sourcing and swapping of parts for module build and repair.</li> <li>• Collecting parts from Warehouse and issuing them to final inspection.</li> <li>• Kit and move them over to Module Assembly based on build schedules.</li> <li>• Comply with all department/cell standard work procedures and airworthiness requirements.</li> <li>• Comply with quality requirements and ensure accountability throughout the process.</li> <li>• Monitor engine shortages and coordinating with the respective areas for materials ETA date.</li> <li>• Carry out any other job duties assigned, such as lifting, participate in EH&amp;S program and PIV operations.</li> <li>• Selected candidates will undergo both PIV and lifting training conducted by OEM and in-house trainers.</li> <li>• Lead and assign jobs to planning assistant team on engine priorities.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 7.45am - 4.45pm 4.15pm - 1.00am</li> <li>• 509927</li> </ul>
<p>Quality NDT Technician</p>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Mechanical Engineering, Electrical Engineering, or any other related discipline.</li> <li>• Possess at least 400 hours of performing FPI (Fluorescent Penetrant Inspection)-Aerospace and at least 2 years of experience in dealing with aircraft structures, engines and/or components, or acceptable alternative training or experience.</li> <li>• Pass the near vision eye test at Snellen 20/25, Jaeger 1 or its equivalent and the colour perception test.</li> <li>• Possess experience in P&amp;W FPM Code 07 and ASTM 1417 Type 1 D4 a/d specifications.</li> <li>• Possess certification of a current NAS410 / EN4179 / PCN / ASNT or SNT-TC-1A.</li> </ul>	<ul style="list-style-type: none"> <li>• Set up and standardize equipment, process parts, interpret and evaluate for acceptance or rejection and document results in accordance with procedures.</li> <li>• Familiar with the scope and limitations of the method in which certified and as directed, be capable of providing the necessary guidance to trainees and Level 1 personnel.</li> <li>• Familiar with the codes, standards, and other contractual documents that control the methods including the scope and limitations of each technique/method.</li> <li>• Conduct system performance checks in accordance with applicable process standard.</li> <li>• Develop and manage procedures and inspection technique (sheets) for NDT Level 3 approval.</li> <li>• Carry out any other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 730am - 430pm 415pm - 1130pm 1115pm - 730am</li> <li>• 797506</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possess basic knowledge of product manufacturing, inspection technology and aircraft engine maintenance.</li> <li>• Possess good working knowledge of MS Office application (Word, Excel, and PowerPoint) and possess working knowledge of SAP.</li> <li>• Good team player with strong written and verbal communication and interpersonal skills.</li> <li>• Highly motivated and able to work independently.</li> <li>• Must be able to work under pressure and thrive in a dynamic and fast-paced work environment.</li> <li>• Able to display Continuous Improvement and multi-tasking competencies</li> </ul>		
<p>Senior Maintenance Engineer</p>	<ul style="list-style-type: none"> <li>• Lead and motivate the Maintenance &amp; Facilities team in up keeping the company's asset and utilities services.</li> <li>• Coordinate projects on plant construction/ extension and equipment installation/modifications.</li> <li>• Collaborate with stakeholders on Smart Factory and Sustainability programs implementation/alteration.</li> <li>• Diagnose and solve equipment breakdown to root cause.</li> <li>• Implement multiple small-scale projects to reap benefit of low-hanging fruits while strategizing larger-scale projects in the long term to enhance equipment uptime and quality of product.</li> <li>• Develop preventive/ predictive maintenance program to maximize the</li> </ul>	<ul style="list-style-type: none"> <li>• Minimally an engineering Diploma with not less than 5 years of equipment maintenance experience</li> <li>• Good understanding of workshop equipment operation, e.g. plasma, Vacuum furnace, CMM, multiple axis NC, welding, FPI will be advantageous.</li> <li>• In-depth knowledge of systematic equipment troubleshooting methodology.</li> <li>• Ability to interpret electrical/hydraulic/pneumatic/ladder logic/assembly drawings.</li> <li>• Good knowledge in ProE, AutoCAD, MS Office, SAP will be an advantage.</li> <li>• Certification such as EMA LEW, PUB license plumber, Six Sigma certification will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 730am - 5pm</li> <li>• 797560</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>operating efficiency of the equipment within the allocated budget.</p> <ul style="list-style-type: none"> <li>• Repair &amp; maintenance expense control in tandem with CAPEX proposal using data driven approach to justify repair vs replace of equipment.</li> <li>• Manage and control maintenance spare parts store and inventory.</li> <li>• Mentor, coach and influence team members on policies, practices and procedural compliances.</li> <li>• Dealing with urgent, complex &amp; undefined equipment problems and repairs. Propose temporary /alternative but safe solutions to enable continual operation of equipment.</li> <li>• Uphold EHS initiatives, policies and procedures.</li> <li>• Manage TPM Program.</li> <li>• Prepare machine maintenance instructions and train maintenance technicians on these requirements. Utilize RTX CORE program for continual improvement.</li> <li>• Implement programs to aid department/organization roadmap.</li> </ul>		
<p>Supply Chain Specialist</p>	<ul style="list-style-type: none"> <li>• Ensure material fulfilment for engine production.</li> <li>• Conduct supply inquiry, request for quote, purchase requisition, purchase order and process exchange for materials.</li> <li>• Work with external repair suppliers on repair quotes and parts turnaround time that will maximize material availability in line with module &amp; engine assembly schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent in Supply Chain, Business Administration, Operations, Engineering, or any other related field.</li> <li>• At least 3 years of relevant sourcing experience in fast paced environments.</li> <li>• Experience in monthly/quarterly materials forecast based on engine inductions to develop sourcing/mitigations strategies for parts to meet corporate Engine Turnaround targets.</li> <li>• Good working knowledge of engine parts application to</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 830am - 530pm</li> <li>• 509927</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Review and reconciliation of invoice discrepancy by applying appropriate actions.</li> <li>• Review and follow up on supplier deficiency material for replacement.</li> <li>• Process insurance claim for materials.</li> <li>• Provide MRO reporting and analysis for aging/open purchase orders.</li> <li>• Participate in daily material shortages meeting with planning team.</li> <li>• Develop and maintain Min/Max inventory at optimal level based on current usage trend and manage AFG, E&amp;O and Inventory turns.</li> <li>• Manage and drive supplier performance reviews to attain the desired levels of cost, quality, delivery, and support services.</li> <li>• Ensure compliance with company procedures and regulatory requirements.</li> <li>• Participate in CORE events and not limited to cost reduction initiatives project.</li> <li>• Carry out any other duties as assigned.</li> </ul>	<p>perform mitigations to long TAT parts, spanning over extension of serviceability, in-situ repair and new repair solutions.</p> <ul style="list-style-type: none"> <li>• Effective communications and organizational skills to work in cross-functional/international business environment to drive supplier performance reviews and improvements.</li> <li>• Team-player with high standards of performance to achieve company goals.</li> <li>• Proficient in the use of Microsoft office application e.g. MS Excel, MS Word and MS PowerPoint.</li> <li>• Experience in Aerospace or Defense industries with basic engine gas turbine knowledge is an added advantage.</li> <li>• Knowledge of SAP is a plus.</li> </ul>	
<p>Technical Services Engineer</p>	<ul style="list-style-type: none"> <li>• Degree in Aerospace or Mechanical Engineering or equivalent.</li> <li>• Minimum 3 years' experience in aerospace MRO setting is preferred but not mandatory.</li> <li>• Able to interpret technical data, drawings, and engine manuals (SB, SPM, EM, and CIR).</li> <li>• Good working knowledge in MS Office applications (Words, Excel, Projects, and Power Point).</li> <li>• Excellent interpersonal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical support to achieve engineering and quality excellence.</li> <li>• Review engine work scope for FMP overhaul engines and provide applicable work instructions to the shop to ensure compliance with engineering data during the engine shop visit.</li> <li>• Support engine failure investigation and coordinate with engine OEM, airline customers and aviation authorities for engine condition documentation and reporting.</li> <li>• Analyse out-of-manual conditions and provide engineering solutions in relation to engine part repair and overhaul processes.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 830am - 530pm</li> <li>• 509927</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Working knowledge in SAP, Solumina is preferred but not mandatory.</li> <li>Versatile worker who can work well in a team setting and independently.</li> <li>Ability to think and process information in the macro and micro level.</li> <li>Highly motivated and innovative individual who is meticulous.</li> </ul>	<ul style="list-style-type: none"> <li>Perform review of Modification Service Bulletin (SB) and provide timely information to the shop when applicable.</li> <li>Work proactively in addressing potential issues and apply real-time problem-solving skills when working towards resolution.</li> <li>Communicate with customers on out-of-manual repair approval.</li> <li>Propose and implement creative engineering solution to improve quality, reduce engine turn time and shop visit cost.</li> <li>Liaise with the OEM and subcontractors on engine investigation and repair processes.</li> <li>Participate in Continuous Improvement projects to bring change to the department and company.</li> <li>Assist the Engineering Management in special projects.</li> </ul>	
Technician (Assembly / Disassembly)	<ul style="list-style-type: none"> <li>Minimum NITEC or Higher NITEC in Mechanical Engineering, Electrical Engineering, or any other related discipline.</li> <li>Minimum 2 years work experience in disassembly/assembly or test in aviation industry.</li> <li>Able to display Continuous Improvement competencies.</li> <li>Self-motivated and able to work independently with a positive attitude towards change management.</li> </ul>	<ul style="list-style-type: none"> <li>Execute operation procedures within the cell based on Overhaul Maintenance Manual</li> <li>Utilize machines/ equipment/ tools to carry out disassembly and assembly functions of engines, its associated modules, parts, components, or accessories.</li> <li>Solve technical issues and problems as appropriate when encounter in their daily work.</li> <li>Actively support and participate in EHS and Continuous Improvement and Ethics culture projects and any other corporate initiatives.</li> <li>Assist the Operations Leaders in their daily operations to achieve production targets, corporate goals, and discipline.</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>730am-435pm</li> <li>415pm-120am</li> <li>509010</li> </ul>
Technician/Lead Technician (Engine/Module Disassembly or Assembly)	<ul style="list-style-type: none"> <li>NITEC or Higher NITEC in Mechanical Engineering or other related engineering disciplines.</li> <li>2 years relevant experience in engine disassembly/assembly/inspection or testing.</li> <li>Open to consider candidates with no experience with keen</li> </ul>	<ul style="list-style-type: none"> <li>Utilize machines/ equipment/ tools to perform disassembly, inspect and assembly functions of engines, its associated modules, parts, components, or accessories.</li> <li>Read and execute the standard operating procedures (SOP).</li> <li>Solve technical issues and problems as appropriate when encounter in their daily work.</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>7.45am - 4.45pm</li> <li>4.15pm - 1.00am</li> <li>509927</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>interests to pursue a career in aerospace industry.</p> <ul style="list-style-type: none"> <li>• Good understanding of technical drawing such as Engine Manuals.</li> <li>• A curious and learning mindset – we provide on-the-job trainings and certifications.</li> <li>• Self-motivated to work independently with a positive attitude towards change management.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Operations Leader/ Assistant Foremen/ Cell Leaders in their daily operations to achieve production targets, corporate goals, and discipline.</li> <li>• Carry out SAP transaction and make necessary changes to works order in SAP.</li> </ul>	
Technician/Lead Technician (Inspector)	<ul style="list-style-type: none"> <li>• NITEC or Diploma in Mechanical Engineering or other related engineering disciplines.</li> <li>• 2 years relevant experience proficiency in using various types of inspection equipment and visual inspection aids.</li> <li>• Open to consider candidates with no experience with keen interests to pursue a career in aerospace industry.</li> <li>• Knowledge of the relevant air worthiness and regulatory agencies requirements.</li> <li>• Familiar with aviation inspection methods, techniques, practices, aids, equipment, and tools used to determine the quality of airworthiness of a part.</li> <li>• Meticulous with an eye for details and adopts a hands-on approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Performs visual and dimensional inspection of incoming and outgoing aircraft parts.</li> <li>• Responsible for incoming/ initial, in-process and final inspection of repairable parts to ensure conformance to related documents and required repairs.</li> <li>• Ensure parts are repaired according to the prescribed standards and procedures.</li> <li>• Understand current specifications involving inspection tolerances, limitations, and procedures. established by the manufacturer of the product being inspected and other forms of information.</li> <li>• Responsible for conducting inspection in accordance with Regulatory approved technical data.</li> <li>• Carry out SAP transaction and make necessary changes to works order in SAP.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 7.45am - 4.45pm</li> <li>• 4.15pm - 1.00am</li> <li>• 509927</li> </ul>
Technician/Lead Technician (Repair Operations)	<ul style="list-style-type: none"> <li>• NITEC or Higher NITEC in Mechanical Engineering or any other related engineering discipline.</li> <li>• 2 years of relevant experience in either Sheetmetal/ Welding/ Machining /Bonding/ Fiberglass/ Plasma Spray, or Painting skill is essential.</li> <li>• Experience in disassembly/assembly/insp</li> </ul>	<ul style="list-style-type: none"> <li>• Perform disassembly, inspect, repair and assembly functions of parts, components, and accessories in Engine MRO facility.</li> <li>• Perform repair maintenance, troubleshooting or modification of engine parts in the workshop.</li> <li>• Perform cross-functional jobs in the repair operations process with a focus in Sheetmetal/ Welding/ Machining /Bonding/ Fiberglass/ Plasma Spray, or Painting etc.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 7.45am - 4.45pm</li> <li>• 4.15pm - 1.00am</li> <li>• 509927</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>action/repair in the aerospace industry is a plus.</p> <ul style="list-style-type: none"> <li>• A curious and learning mindset – we provide on-the-job trainings and certifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in production linearity projects and setup, housekeeping and other workshop activities as instructed by the supervisor.</li> <li>• Assist the Operations Leaders and Assistant Foremen in their day-to-day operations to achieve production targets and corporate goals.</li> <li>• Upkeep &amp; maintain all operational tooling and fixtures.</li> </ul>	
<p>TIG Welder (Bench Repair Technician)</p>	<ul style="list-style-type: none"> <li>• Able to speak, write and read English.</li> <li>• Minimum GCE 'O'/'N' level and preferably with Skill Certificate in Gas Tungsten Arc Welding.</li> <li>• Aerospace, manufacturing, or welding experience is a plus.</li> <li>• No relevant experience may apply.</li> <li>• Self-motivated and able to work independently with a positive attitude towards change management.</li> <li>• Possess high level of integrity and accountability with a strong drive towards Quality.</li> <li>• Able to work on weekly rotating shifts.</li> </ul>	<ul style="list-style-type: none"> <li>• Operate various hand tools, such as pneumatic grinder, riveter, chisel, and files in MRO back shop.</li> <li>• Operate welding machine/equipment, such as Miller Syncrowave 351 AC/DC TIG welding machine MRO back shop.</li> <li>• Perform bench repairs and pressure checks per technical manuals.</li> <li>• Perform various bench repair works such as blending, inserts &amp; broken studs' removal/replacement.</li> <li>• Interpret rework dimensions &amp; understand the requirements from technical blue – prints.</li> <li>• Inspect work using precision measuring instruments to verify conformance to specifications.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 730am-435pm 415pm-120am</li> <li>• 509010</li> </ul>
<p>Trainee Technician (Engine MRO)</p>	<ul style="list-style-type: none"> <li>• NITEC/Higher NITEC in Mechanical, Precision Engineering or other Engineering disciplines.</li> <li>• Singaporean / Singapore PR only.</li> <li>• 0-3 years of experience with keen interest to join the aerospace industry are welcome.</li> <li>• Able to read and interpret basic technical drawing.</li> <li>• A curious and learning mindset – we provide on-the-job trainings and certifications.</li> <li>• Self-motivated to work independently with a positive attitude towards change management.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize machines, equipment, tools to carry out disassembly, assembly and inspect functions of engines, its associated modules, parts, components, or accessories.</li> <li>• Read and execute the standard operating procedures (SOP).</li> <li>• Solve technical issues and problems as appropriate when encounter in their daily work.</li> <li>• Assist the Cell Leaders, Assistant Foremen, Workshop Engineers in their daily operations to achieve production targets, corporate goals, and discipline.</li> <li>• Carry out SAP transaction and make necessary changes to works order in SAP.</li> <li>• Carry out proper documentation.</li> <li>• Actively support and participate in EHS and Continuous Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 7.45am - 4.45pm 4.15pm - 1.00am</li> <li>• 509927</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good team player with strong communication and interpersonal skills.</li> <li>• Good working knowledge of MS Office applications.</li> <li>• Commit to work on rotating shifts (Day &amp; Night) and overtime on need basis.</li> </ul>	<p>and Ethics culture projects and any other corporate initiatives.</p> <ul style="list-style-type: none"> <li>• Carry out any other duties as assigned.</li> </ul>	
Welder	<ul style="list-style-type: none"> <li>• GCE 'O' Level, NITEC, Diploma (Precision/Aerospace/Mechanical) or relevant disciplines.</li> <li>• Comfortable to learn new welding methodology.</li> <li>• Intermediate oral and written English language skill.</li> <li>• Ability to understand and follow technical drawing and standard operation procedures (SOP).</li> <li>• Meticulous with an eye for details and adopts a hands-on approach.</li> <li>• Willing to work on rotating shifts (Day &amp; Night) and overtime on need basis.</li> <li>• Familiar with the relevant air worthiness and regulatory agencies requirements is a plus.</li> <li>• Relevant aerospace, manufacturing or precision engineering experience is a plus.</li> <li>• Attended external trainings with welding certification is a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform TIG welding to refurbish aircraft engine components to meet quality standards.</li> <li>• Support the cell operations in benching, blasting, brazing, blending, polishing and cold working processes.</li> <li>• Potential to be trained on operating new Automation Machines.</li> <li>• Participate in the EH&amp;S programs and takes personal responsibility to ensure safety adherence.</li> <li>• Support the continuous improvement programs, CORE (Customer Oriented Results &amp; Excellence) activities and additional tasks assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 730am - 448pm</li> <li>• 730pm - 448am</li> <li>• 797560</li> </ul>

## SATS

SATS is Asia's preeminent provider of food solutions and a global leader in gateway services. Using innovative food technologies and resilient supply chains, we create tasty, quality food in sustainable ways for airlines, foodservice chains, retailers, and institutions. With heartfelt service and advanced technology, we connect people, businesses, and communities seamlessly through our comprehensive gateway services for customers such as airlines, cruise lines, freight forwarders, postal services, and eCommerce companies. Fulfilling our purpose to feed and connect communities, SATS delights customers in over 201 locations and 23 countries across the Asia Pacific, UK, Europe, the Middle East, and the Americas. SATS has been listed on the Singapore Exchange since May 2000. For more information, please visit [www.sats.com.sg](http://www.sats.com.sg).

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Air Hub Specialist - Baggage	<ul style="list-style-type: none"> <li>• Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent.</li> <li>• A valid Class 3 driving license</li> </ul>	<ul style="list-style-type: none"> <li>• As a Baggage Lead, you are required to drive, load baggage and will be responsible for dispatch of baggage to respective flights.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Air Hub Specialist – Ramp	<ul style="list-style-type: none"> <li>• At least secondary education</li> <li>• Able to read, write and communicate in English.</li> <li>• A valid class 3/D driving license</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• You will operate heavy equipment (Class 4 and/or Class 5) such as aerobridges, passenger steps, pushback tow tugs, to facilitate flight handling and embarkation / disembarkation of passengers.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Air Hub Specialist – Tech Ramp	<ul style="list-style-type: none"> <li>• At least secondary education</li> <li>• Able to read, write and communicate in English.</li> <li>• A valid class 3/D driving license</li> <li>• Comfortable with shift work</li> </ul>	You will operate equipment and perform the following function: <ul style="list-style-type: none"> <li>• ADGS/Marshalling/Headset Functions.</li> <li>• Potable Water/Lavatory Services.</li> <li>• Operate Full Ground Support Equipment (GPU, ASU, ACU).</li> <li>• Tail Stanchion.</li> <li>• Pushback/Towing Services</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Air Logistics Lead	<ul style="list-style-type: none"> <li>• Supervisory skills</li> <li>• Comfortable with shift work</li> <li>• Able to multitask and communicate with our clients</li> </ul>	<ul style="list-style-type: none"> <li>• You will handle cargo shipments and documentation, engage airlines and third parties like agents.</li> <li>• You will also manage a team of cargo handlers.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Air Logistics Specialist	<ul style="list-style-type: none"> <li>• Able to read and understand basic English.</li> <li>• A valid class 3/D driving license (For driver position)</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform cargo acceptance and manifesting.</li> <li>• Other duties also include warehousing work and preparation of cargo for shipment.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Aircraft Aesthetics Assistant	<ul style="list-style-type: none"> <li>• Able to multi-task and work in a fast-paced environment</li> <li>• Physically fit</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• As a Cabin Assistant, you will work with your Operations Assistant to ensure that interior cleaning of the aircraft is performed in a timely manner and as per airlines' requirements.</li> </ul> <p>The duties for the role include:</p> <ul style="list-style-type: none"> <li>• Collects and ensure sufficient items and equipment are prepared to service the aircraft.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Check the serviceability of the vacuum cleaners before leaving the AIC Control Centre.</li> <li>• Clean and dress up the aircraft in accordance with the Airline's requirement.</li> <li>• Handover any passenger's belongings found on-board to the Security personnel or Operations Assistant or Airline representative.</li> <li>• Report any accident/incident to the Operations Assistant.</li> <li>• Return any surplus amenities to the store.</li> <li>• Perform any other related duty for which he is qualified and detailed to do so by his/her superior.</li> </ul>	
Auxiliary Police Officer (Armed)	<ul style="list-style-type: none"> <li>• Minimum 3 'N' level credits (diploma holders may be considered for Sergeant rank)</li> <li>• Physically fit (APO role has IPPT requirements)</li> <li>• Normal colour vision</li> <li>• Able to work 3 rotating shift hours</li> </ul>	<ul style="list-style-type: none"> <li>• As an Auxiliary Police Officer (APO), you will be stationed at the frontlines to provide security services for airlines, protect modern aircraft fleets, and ensure the safe transport of travelling passengers.</li> <li>• Other ad-hoc duties include securing the safety of other vital installations in Singapore</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 60 hours</li> <li>• 819830</li> </ul>
Catering Assistant	<ul style="list-style-type: none"> <li>• Must be able to communicate in English.</li> <li>• Must be able to use PCs and computer systems related to area of work (e.g., Infolog), read computerised worksheets when on duty.</li> <li>• Possess good knowledge of food hygiene and food handling procedures.</li> <li>• Be able to work shift.</li> <li>• Cross deployed across sections in Food Solutions when required</li> </ul>	<ul style="list-style-type: none"> <li>• You will be working in a commercial kitchen preparing inflight meals for airline clients.</li> <li>• Be able to produce and dish meals or any other production tasks assigned by Supervisor-in-charge.</li> <li>• Follow orders in productions of meals as directed to the quality expected by customers, complying to food safety and hygiene regulations.</li> <li>• Ensure and adhere to HACCP, Medina food safety requirements, and all hygiene procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Catering Assistant (Flexi)	<ul style="list-style-type: none"> <li>• Cheerful and meticulous personality.</li> <li>• Has good sense of teamwork.</li> <li>• Upholds excellent food safety standards in food handling.</li> <li>• Training will be provided on first day of work.</li> <li>• Role requires standing throughout work hours, and</li> </ul>	<ul style="list-style-type: none"> <li>• You will be working in a commercial kitchen preparing inflight meals for airline clients and be able to plan and produce meals according to tasks assigned by Chef-in-charge.</li> </ul> <p>Some of the vital roles are as below:</p> <ul style="list-style-type: none"> <li>• Dishing of meals for Economy and Premium Class</li> </ul>	<ul style="list-style-type: none"> <li>• 2 days Flexi</li> <li>• 819659</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	sometimes would require carry loads (less than 10kg).	<ul style="list-style-type: none"> <li>• Preparation of Cold Sandwiches</li> <li>• Plating of Cold Salad and Fresh Fruits</li> </ul>	
Chef De Partie	<ul style="list-style-type: none"> <li>• Must be able to communicate in English.</li> <li>• Must be able to use PCs and computer systems related to area of work (e.g., Infolog), read computerised worksheets, check, and respond to emails when on duty.</li> <li>• Possess good knowledge of food hygiene and food handling procedures.</li> <li>• Possess good decision-making, problem solving, communication and training skills.</li> <li>• Willing to be cross deployed across sections in Food Solutions when required.</li> <li>• Preferably with minimum 3 years of relevant experience in hotel food and beverage business</li> <li>• Have good knowledge in food preparation.</li> <li>• Can work in a large brigade with a multi culture team.</li> <li>• Be prepared to undergo a practical test to display his/her culinary skill.</li> <li>• Comfortable with shift work</li> </ul>	<p>You will be working in a commercial kitchen performing the below functions:</p> <ul style="list-style-type: none"> <li>• Supervise meals produced, according to menu specifications, production schedules and menu cycle.</li> <li>• Be able to plan, make decisions, and produce meals according to client requests, especially when the Sous Chef is not around.</li> <li>• Carry our ordering according to load requirements, follow proper stock control and rotation (adhere to FIFO)</li> <li>• Ensure production staff adhere to HACCP, Medina food safety requirements, and all hygiene procedures.</li> <li>• Assist in planning rosters and deployment of staff as and when requested.</li> <li>• Monitor the performance of machines/equipment and report any malfunction.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>
Cook (Pastry / Bakery / Korean / Japanese / Butchery / Cold)	<ul style="list-style-type: none"> <li>• Must be able to communicate in English.</li> <li>• Must be able to use PCs and computer systems related to area of work (e.g., Infolog), read computerised worksheets, check, and respond to emails when on duty.</li> <li>• Possess good knowledge of food hygiene and food handling procedures.</li> <li>• Possess good decision-making, problem solving, communication and training skills.</li> </ul>	<p>You will be working in a commercial kitchen preparing inflight meals for airline clients, with the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Prepare the correct amount of food as per directions.</li> <li>• Follow orders in productions of meals as directed to the quality expected by customers, complying to food safety and hygiene regulations.</li> <li>• Ensure products received are expectable.</li> <li>• Check enough produce to cook to meet daily requirements.</li> <li>• Ensure and adhere to HACCP and all food safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Willing to be cross deployed across sections in Food Solutions when required.</li> <li>• Preferably with minimum 1 year of relevant experience in hotel food and beverage business</li> <li>• Have good knowledge in preparation of different cuisines.</li> <li>• Can work in a large brigade with a multi culture team.</li> <li>• Be prepared to undergo a practical test to display his/her culinary skill.</li> <li>• Comfortable with shift work</li> </ul>		
Customer Care Specialist	<ul style="list-style-type: none"> <li>• Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent.</li> <li>• Professionalism, Patience and a "People-first" attitude</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• You will attend to passengers at arrival claims with mishandled and damaged baggage.</li> <li>• Raise reports of mishandled and damaged bags, in according to the various airline requirements.</li> <li>• Trace mishandled baggage and keep passengers informed of the tracing status.</li> <li>• Assist passengers with odd size bags.</li> <li>• Answer hotline calls on baggage matters</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Customer Service Agent	<ul style="list-style-type: none"> <li>• Pleasant with a cheerful disposition and good interpersonal skills</li> <li>• Dynamic individual with service aptitude and willingness to go the extra mile.</li> <li>• Proficient in English and a second language for effective communication with international passengers</li> </ul>	<ul style="list-style-type: none"> <li>• You play a vital role in creating a memorable experience for all our passengers.</li> <li>• Your main role involves checking-in, greeting passengers upon their arrival and ensuring a smooth departure process.</li> <li>• You may also be tasked to assist passengers with special needs or provide customer service in exclusive premier lounges at Changi Airport.</li> <li>• Besides being responsible for buffet table presentations, you also handle meet/greet services at the reception area and perform basic computerized transactions.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Customer Service Agent (Flexi)	<ul style="list-style-type: none"> <li>• Pleasant with a cheerful disposition and good interpersonal skills</li> <li>• Dynamic individual with service aptitude and</li> </ul>	<ul style="list-style-type: none"> <li>• You play a vital role in creating a memorable experience for all our passengers.</li> <li>• Your main role involves checking-in, greeting passengers upon their</li> </ul>	<ul style="list-style-type: none"> <li>• 2 days Flexi</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>willingness to go the extra mile.</p> <ul style="list-style-type: none"> <li>• Proficient in English and a second language for effective communication with international passengers</li> </ul>	<p>arrival and ensuring a smooth departure process.</p> <ul style="list-style-type: none"> <li>• You may also be tasked to assist passengers with special needs or provide customer service in exclusive premier lounges at Changi Airport.</li> <li>• Besides being responsible for buffet table presentations, you also handle meet/greet services at the reception area and perform basic computerized transactions.</li> </ul>	
Customer Services Officer	<ul style="list-style-type: none"> <li>• A diploma in any discipline</li> <li>• Good command of written and spoken English</li> <li>• Pleasant with a cheerful disposition and good interpersonal skills</li> <li>• Team player in a fast-paced environment.</li> <li>• Independent and able to multi-task</li> <li>• Able to prioritise tasks effectively to ensure most important tasks are completed on time</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and lead a team in managing daily operations and make final decisions on matters of importance to ensure positive passenger experience and satisfaction.</li> <li>• Guide, develop, motivate and mentor new and existing staff alike.</li> <li>• Maintains utmost service, grooming and discipline standards amongst staff</li> <li>• Ensures compliance to safety, security and standard operating procedures of the company, airlines, and airport authorities.</li> <li>• Assist the Duty Manager in the daily deployment based on agreed service standards with the Airlines and Airport Authorities</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Delivery Attendant	<ul style="list-style-type: none"> <li>• No experience required</li> </ul>	<ul style="list-style-type: none"> <li>• To assist Driver in receiving / delivering processed linens.</li> <li>• Ensure that all linens are received by the appropriate personnel and all delivery orders are duly signed.</li> <li>• Dispose of scrap linens when required.</li> <li>• Ad-hoc duties as assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Driver	<ul style="list-style-type: none"> <li>• Able to read, write and communicate in English.</li> <li>• Valid Class 3 driving license</li> </ul>	<ul style="list-style-type: none"> <li>• Ferry SATS Security Officers to job locations around the airport and island wide.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819830</li> </ul>
Driver (Class 4) (SATS Aerolaundry)	<ul style="list-style-type: none"> <li>• Must have Class 4 driving license.</li> <li>• Physically fit to carry out job functions.</li> <li>• Resilient and able to work under pressure.</li> <li>• Rotating off-days (including Sunday/PH)</li> </ul>	<ul style="list-style-type: none"> <li>• To deliver all designated processed linens to clients as directed by store personnel.</li> <li>• To receive and report any feedback from clients to supervisor immediately.</li> <li>• Ensure that all linens are received by the appropriate personnel and all delivery orders are duly signed.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Shifts may commence early (5/6am)</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all linen stock and materials are collected on schedule.</li> <li>• Dispose of scrap linens when required.</li> <li>• Collect ad-hoc new linen (including counting when needed) or soiled linen from clients and inform supervisor of ad-hoc collection.</li> <li>• Ensure that all vehicles are properly maintained and report any malfunction.</li> <li>• This will include the maintenance of the appearance of vehicles.</li> <li>• Carry out cleaning of all vehicles weekly as directed by supervisor.</li> <li>• Demonstrate customer orientation through conduct in the premises of all clients.</li> <li>• Ad-hoc duties as assigned by supervisor</li> </ul>	
Equipment Operator (Cargo)	<ul style="list-style-type: none"> <li>• At least secondary education</li> <li>• Able to read, write and communicate in English.</li> <li>• A valid class 3/D driving license</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• You will operate equipment that requires a class 3 driving license, such as tractors, at the airside.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>
Flight Operations Assistant (Grade 3) (Flexi)	<ul style="list-style-type: none"> <li>• Good interpersonal and communication skills</li> <li>• Adaptable to change and a good team player.</li> <li>• Good working attitude</li> <li>• Ability to converse and write in Basic English</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with Flight Dispatchers on any enquiries or additional requirements requested by crew.</li> <li>• Relay accurate flight Captain's finalized fuel figures to Flight Dispatcher</li> <li>• Liaise with airline dispatcher on any revised fuel uplifted by crew.</li> <li>• Hand over the package and any other relevant issue items (e.g., thumb drives, I-pads, flight bag, envelopes etc.) to the crew when they report for their flight briefing</li> </ul>	<ul style="list-style-type: none"> <li>• 2 days</li> <li>• Flexi</li> <li>• 819659</li> </ul>
Food Assembly Assistant	<ul style="list-style-type: none"> <li>• Must be able to communicate in English.</li> <li>• Must be able to use PCs and computer systems related to area of work (e.g., Infolog), read computerised worksheets when on duty.</li> <li>• Possess good knowledge of food hygiene and food handling procedures.</li> <li>• Be able to work shift.</li> </ul>	<p>Food Assembly Assistant reports to Catering Supervisor (Pre-set) through the Catering Officer and his/her duties are as follows:</p> <ul style="list-style-type: none"> <li>• Preset Business, Premium Economy and Economy class meals on trays according to airline's specifications.</li> <li>• Collect all the required food items for preset.</li> <li>• Collect bins of clean airline equipment from equipment staging area.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Cross deployed across sections in Food Solutions when required</li> </ul>	<ul style="list-style-type: none"> <li>• Operate the assembly conveyor belts and put the required food items and service wares on the trays based on the ETD of the flights.</li> <li>• Refer to flight checkout sheet, photo specs, and special meals table during preset.</li> <li>• Label carts according to Equipment Loading Plan.</li> <li>• Inform the Foodbank OA to page for any item's shortages.</li> <li>• Collect all balance preset items and return them to Foodbank and TA Sub-store.</li> <li>• Ensure that the conveyor belt and the surrounding work area are neat and tidy before leaving the workplace.</li> </ul> <p>Follow safety and health procedures at workplace:</p> <ul style="list-style-type: none"> <li>• Not endanger yourself and your colleagues</li> <li>• Not tamper with safety devices or perform wilful or reckless acts.</li> <li>• Report unsafe work conditions, behaviours, and workplace incidents (regardless of whether an injury has taken place); and</li> <li>• Provide suggestions to improve safety and health at work.</li> <li>• Perform such other duties as directed from time to time by the Catering Officer &amp; Catering Supervisor (Pre-set).</li> </ul>	
Laundry Room Operator, Flatwork Ironing Section	<ul style="list-style-type: none"> <li>• Physically fit to carry out job functions, including standing for long periods</li> <li>• Able to work in non-air-conditioned environment.</li> <li>• Need to wear uniform, head gear, and covered shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Operator shall process the washed linens through flatwork ironer according to proper operating procedures and achieve the set production target by adhering to the production schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>
Laundry Room Operator, Operations Section	<ul style="list-style-type: none"> <li>• Physically fit to carry out job functions, including standing for long periods</li> <li>• Able to work in non-air-conditioned environment</li> </ul>	<ul style="list-style-type: none"> <li>• To clean and process garments according to the operating schedule.</li> <li>• Operate multiple commercial grade laundry machines to include presses, steam tunnels, automated conveyor systems.</li> <li>• Sewing, alterations, repair using light duty sewing machine.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Sort, check, fold, label, and organize laundry items.</li> <li>To ensure quality check is conducted especially before garment finishing process.</li> <li>If stain is found on the cleaned articles, steam spotting may need to be carried out.</li> <li>To keep the workplace clean and orderly.</li> <li>To adhere to all safety rules and regulations.</li> </ul>	
Laundry Room Operator, Washing Section	<ul style="list-style-type: none"> <li>Physically fit to carry out job functions.</li> <li>Able to work in non-air-conditioned environment.</li> <li>Need to wear uniform and safety shoes.</li> </ul>	<ul style="list-style-type: none"> <li>Operate washing machines, tumble dryers and dry-cleaning (DC) machines to launder the various customer soiled linens as accordance to the proper operating procedures and planned washing schedule.</li> <li>Tag and perform RFID operations and manage the Laundry Management System.</li> </ul>	<ul style="list-style-type: none"> <li>6 days 44 hours</li> <li>819659</li> </ul>
Load Control Assistant (Grade 3) (Flexi)	<ul style="list-style-type: none"> <li>Good interpersonal and communication skills</li> <li>Adaptable to change and a good team player.</li> <li>Good working attitude</li> <li>Ability to converse and write in Basic English</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Telex &amp; Emails</li> <li>Divert phone calls to respective officers.</li> <li>Monitor Upgauge/Downgauge of flight, AVI, MEL</li> <li>Initializing flights</li> </ul>	<ul style="list-style-type: none"> <li>2 days Flexi</li> <li>819659</li> </ul>
Loading Delivery Assistant	<ul style="list-style-type: none"> <li>Physically fit and able to lift loads up to 25kg.</li> <li>Able to read, write and communicate in English.</li> <li>Basic computer skills</li> <li>Comfortable with shift work</li> <li>Valid Class 3 driving license (Class 4 driving license would be an advantage)</li> </ul>	<ul style="list-style-type: none"> <li>As a Loading Delivery Assistant, you will be handling and transporting meal orders between the kitchen and the aircraft.</li> </ul>	<ul style="list-style-type: none"> <li>6 days 44 hours</li> <li>819659</li> </ul>
Operations Assistant (Cabin Services)	<ul style="list-style-type: none"> <li>Possess basic frontline customer service skills.</li> <li>Ability to work in a multi-cultural team.</li> <li>Be able to lift Catering materials weighing up to 25kgs.</li> <li>Ability to read and speak English.</li> <li>Basic computer skills</li> <li>Comfortable with shift work</li> </ul>	<p>Operations Assistant (OA) will report directly to Cabin Supervisor and his/her duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>Ensure the assigned flight meals, beverages and other Inflight items are prepared for uplift to aircraft according to the airlines' requirements.</li> <li>Coordinate with Catering Control to check the latest passenger load prior to leaving the Catering Centre facility.</li> </ul>	<ul style="list-style-type: none"> <li>6 days 44 hours</li> <li>819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Load and unload of Catering items into and off aircraft according to the Galley Loading Plan and is the staff in-charge of the galley loading for the galley assigned.</li> <li>• Check meals with cabin crew on board the aircraft after loading.</li> <li>• Obtain crew signature on checklist and supply documents and submit these to Control Centre at the end of the shift.</li> <li>• Co-ordinate for any last-minute additional meals or items uplift</li> <li>• Any other duties assigned or instructed by the officer or supervisor.</li> </ul>	
Operations Assistant (Catering)	<ul style="list-style-type: none"> <li>• Possess basic frontline customer service skills.</li> <li>• Ability to work in a multi-cultural team.</li> <li>• Be able to lift Catering materials weighing up to 15kgs.</li> <li>• Ability to read and speak English.</li> <li>• Basic computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to produce and dish meals or any other production/preset tasks assigned by Supervisor-in-charge.</li> <li>• Follow orders in productions of meals as directed to the quality expected by customers, complying to food safety and hygiene regulations.</li> <li>• Ensure and adhere to HACCP, Medina food safety requirements, and all hygiene procedures.</li> <li>• Ensure that the correct quantity and meal types are sent to the food Bank on time and that meals are stored accurately.</li> <li>• Collect, check, and hand over meals and catering items within facility/between kitchens.</li> <li>• To be trained to lead and operate screening machines (i.e., X-ray machine, metal detector)</li> <li>• Push meal carts and carry catering equipment in the kitchen/within facility</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>
Operations Assistant (Equipment)	<ul style="list-style-type: none"> <li>• Able to lift bins weighing around 15kg from squatting position to standing position repeatedly.</li> <li>• Able to bend the back to reach drawers located on the lower areas of the cart close to the floor repeatedly for entire shift.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Quality checks on the carts packed by the packers.</li> <li>• Check airline equipment for quality and quantity accuracy.</li> <li>• Able to read Equipment Loading Plan</li> <li>• Change equipment for aircraft change on short notice.</li> <li>• Adjust equipment inside the cart to ensure safety and better fit.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to squat fully and stand up from squatting position repeatedly for entire shift.</li> <li>• Able to push carts that weigh around 50kg with good control for repositioning of carts.</li> <li>• Comfortable to work 3 rotating shifts on 6-days work week.</li> </ul>	<ul style="list-style-type: none"> <li>• Push carts that have been packed out to outbound for staging.</li> <li>• Has the ability to memorize and recognize the various equipment used by the airlines.</li> <li>• Pack and repack drawers as and when necessary.</li> <li>• Handle drawers weighing 3 to 5kg repeatedly throughout the shift.</li> </ul>	
Operations Assistant (Food Checker)	<ul style="list-style-type: none"> <li>• Possess basic frontline customer service skills.</li> <li>• Ability to work in a multi-cultural team.</li> <li>• Be able to lift Catering materials weighing up to 15kgs.</li> <li>• Ability to read and speak English.</li> <li>• Basic computer skills</li> </ul>	<ul style="list-style-type: none"> <li>• Collect, build up the carts and check First Class (FRCL), Business Class (BCL), Economy Class (EYCL) meals, Special Meals (SPML), beverages and other Inflight items for uplift to aircraft according to the airlines' requirements.</li> <li>• Perform pick confirm on Infolog upon the collection of all items from Food Bank, Sub-store, and Bakery.</li> <li>• Ensure that equipment set is completely according to airlines' requirement.</li> <li>• Co-ordinate last minute additional meals uplift.</li> <li>• Ensure the work area is tidy/clean and all bins are returned to their designated areas after each airline's groundwork.</li> <li>• Dispose of rubbish and carton boxes at their designated</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>
Operations Supervisor (1st and 2nd shift)	<ul style="list-style-type: none"> <li>• Diploma (in any discipline) or equivalent preferred</li> <li>• Supervisory experience in production environment will be advantageous.</li> <li>• Monday to Friday 5 days' work week, 8:00am to 5:00pm.</li> <li>• Able to work outside of scheduled shift if operationally required</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure smooth and efficient linen laundry and processing operations to deliver quality laundered goods in time to customers.</li> <li>• To coordinate and supervise the workflow to achieve production targets with good quality standard according to the planned schedule.</li> <li>• To resolve any operational or quality issues through discussion and coordination with all fellow supervisors, the Management as well as contractors.</li> <li>• To train, motivate and guide subordinates and maintain discipline amongst all operations staff.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Also, to ensure good housekeeping is carried out daily at production floor.</li> <li>• To develop a safe working environment and efficient operational procedures of which to be followed closely by all subordinates.</li> <li>• Improvement needs to be continually carried out.</li> </ul>	
Security Officer	<ul style="list-style-type: none"> <li>• Valid Security Officer license</li> <li>• Able to read and understand English.</li> <li>• Normal colour vision</li> <li>• Comfortable with rotating work shifts 5-6 days' work week.</li> <li>• Able to take up work assignments at various locations based on the Company's discretion</li> </ul>	<p>Your responsibilities include providing security services at key installation areas, such as:</p> <ul style="list-style-type: none"> <li>• Perform CCTV &amp; Control Room monitoring duties.</li> <li>• Undertake screening of cargo &amp; personnel</li> <li>• Perform X-ray screening access controls, guarding &amp; patrolling of installs.</li> <li>• Any other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 60 hours</li> <li>• 819830</li> </ul>
Security Officer (Flexi)	<ul style="list-style-type: none"> <li>• Valid Security License</li> <li>• Able to read and write English.</li> <li>• No colour deficiency</li> <li>• Able to work under sun/rain weather conditions.</li> <li>• Physically Fit</li> <li>• Able to stand/patrol for long hours</li> </ul>	<p>Your responsibilities include providing security services at key installation areas, such as:</p> <ul style="list-style-type: none"> <li>• Monitoring aircraft loading/unloading activities.</li> <li>• Screen cargo &amp; personnel</li> <li>• Perform X-ray screening.</li> <li>• Access controls, guarding &amp; patrolling of installations.</li> <li>• Any other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 2 days Flexi</li> <li>• 819830</li> </ul>
Sous Chef	<ul style="list-style-type: none"> <li>• Must be able to communicate in English.</li> <li>• Must be able to use PCs and computer systems related to area of work (e.g., Infolog), read computerised worksheets, check, and respond to emails when on duty.</li> <li>• Possess good knowledge of food hygiene and food handling procedures.</li> <li>• Possess good decision-making, problem solving, communication and training skills.</li> <li>• Willing to be cross deployed across sections in Food Solutions when required.</li> <li>• Preferably with minimum 3 years of relevant experience</li> </ul>	<p>You will be working in a commercial kitchen performing the below functions:</p> <ul style="list-style-type: none"> <li>• Possess good man-management, decision-making, problem solving, communication and training skills.</li> <li>• Be able to promote team-building spirit within the workplace.</li> <li>• Be able to assist in planning roster and deployment of staff.</li> <li>• Be able to interpret menu specifications, estimate raw material requirements, plan production schedule, and assign task to staff.</li> <li>• Be able to interpret menu changes, ensure specifications and work instruction are updated according to airline specification.</li> <li>• Be able to plan, make decisions, and produce meals according to</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>in hotel food and beverage business</p> <ul style="list-style-type: none"> <li>• Have good knowledge in food preparation.</li> <li>• Can work in a large brigade with a multi culture team.</li> <li>• Be prepared to undergo a practical test to display his/her culinary skill.</li> <li>• Comfortable with shift work</li> </ul>	<p>client requests, especially when the Executive Sous Chef is not around.</p> <ul style="list-style-type: none"> <li>• Have strong knowledge of specific cuisine plus the various derivatives and be able to prepare for presentation.</li> <li>• Be able to use computer systems related to area of work.</li> <li>• Be able to carry out ordering according to load requirements, follow proper stock control and rotation.</li> <li>• Be able to ensure that staff adhere to HACCP and medina food safety requirements.</li> <li>• Supervise meals produced, according to menu specifications, production schedules and menu cycle.</li> <li>• Monitor the performance of machines/equipment and report any malfunction.</li> <li>• Prepare ad-hoc special requests for dishing last minute</li> </ul>	
Storeman	<ul style="list-style-type: none"> <li>• Must have Class 4 driving license.</li> <li>• Physically fit to carry out job functions.</li> <li>• Resilient and able to work under pressure.</li> <li>• Rotating off-days (including Sunday/PH)</li> <li>• Shifts may commence early (5/6am)</li> </ul>	<ul style="list-style-type: none"> <li>• Accountable for the smooth daily operations of Store.</li> <li>• Ensure that all processed linens are delivered to our clients in accordance with stipulated timings, in correct quantity and good condition.</li> <li>• Issue Delivery Order (DO) for deliveries</li> <li>• Perform receipt of goods</li> <li>• Perform inventory check.</li> <li>• Communicate closely with Operations Supervisors and Logistic team to fulfil delivery requirement in time.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>
Supply Officer	<ul style="list-style-type: none"> <li>• GCE 'N' / 'O' Levels</li> <li>• Familiar with MS Office applications</li> <li>• Pleasant personality with good communication (spoken/written) skills.</li> <li>• Independent and good team player</li> <li>• Possess good organising skills.</li> <li>• Applicants with experience in purchasing functions and</li> </ul>	<ul style="list-style-type: none"> <li>• To send QTO (quantity to order) request to MRM/MSM</li> <li>• To raise Purchase Order for the respective centres</li> <li>• To monitor inventories of items required by Production and to highlight to Supervisors/MRM any imminent material shortage.</li> <li>• To liaise with Users, QC, Stores and Suppliers on any issues arising from goods received/delivered.</li> <li>• To liaise with Finance and Suppliers pertaining to payment issues</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>duties will have an added advantage</p>	<ul style="list-style-type: none"> <li>• Follow-up with suppliers on foreign matters and quality issue raised by Production/Users</li> <li>• To handle Stock Return to Vendor (RTV) procedure</li> <li>• To compile and monitor consumption patterns against forecast based on menu cycle under their charge.</li> <li>• To perform as duty buyer on weekends and public holidays</li> <li>• To raise claims against suppliers / waiver reports</li> <li>• Daily review of inventory to manage holding stock according to KPI set by MRM.</li> <li>• To generate slow moving items through slow moving reports</li> <li>• To follow up on shipping and freight documents</li> <li>• To report freight/shipping and miscellaneous charges to Finance for recharge to SQ.</li> <li>• To perform any other duties as directed by his/her superior from time-to-time</li> </ul>	
<p>Technical Officer</p>	<ul style="list-style-type: none"> <li>• Computer-literate and competent in using Microsoft office/outlook, SAP application and IT devices.</li> <li>• Competent in using industrial workshop equipment and welding tools.</li> <li>• Competent in reading technical drawings, documentation and conversant in English.</li> <li>• Physically fit with ability to carry heavy loads and work-at-height.</li> <li>• A motivated team player with strong qualities to lead and work in a challenging environment with tight timeline.</li> <li>• Able and willing to work in either office hours or rotating shifts, weekends and overtime if required.</li> </ul>	<ul style="list-style-type: none"> <li>• Be part of the Technical team responsible for maintaining and ensuring the serviceability of all systems and equipment at ICC 1 &amp; 2</li> <li>• Be technically proficient in all aspects of maintaining, repairing, and troubleshooting the full range of ICC systems and equipment (e.g., warehouse systems, material handling and automation systems, refrigeration systems, kitchen equipment, packaging and - inspection machines, washing machines, waste management systems, etc.) and other technical related knowledge.</li> <li>• Manage, perform, and ensure all maintenance activities and repair works are timely follow-through according to the assignment, maintenance schedule, procedures, checklists, manufacturer recommendation and completed within the timeframe.</li> <li>• Manage, perform, and ensure all technical purchase requisition of</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>spare parts, contracts and services are in accordance with the Company policies and follow-through to support the maintenance activities.</p> <ul style="list-style-type: none"> <li>• Manage, communicate, and work professionally with all stakeholders to minimize systems and equipment downtime.</li> <li>• Be proactive in resolving technical faults, contributing initiatives and continuous improvements.</li> <li>• Always observe and follow all Safe Work Procedures and Food Safety requirements.</li> <li>• Always ensure Safe Work environment by housekeeping of all work areas and report any safety hazards immediately.</li> <li>• Perform and support other relevant duties and projects assignments if required.</li> </ul>	
Technical Officer	<ul style="list-style-type: none"> <li>• Higher Nitec/Nitec in Electrical, Mechanical, Building Services or equivalent disciplines with a minimum of 2 years' experience in industrial facilities.</li> <li>• Able to carry out trouble shooting, minor repair works and M&amp;E works.</li> <li>• Able to work on shift in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain, handle, and manage building facilities and cooling systems in Airfreight Terminals</li> <li>• Oversee the operations of building operations centre (BOC) and cooling systems at the Airfreight Terminals</li> <li>• Preparation and completion of building work requisitions</li> <li>• Preparation of weekly/bi-weekly defects and maintenance reports</li> <li>• Preparation of leasing reports on occupancy and vacancy of properties</li> <li>• Retrieve and prepare utility consumption reports.</li> <li>• Carry out maintenance (including preventive maintenance), breakdown repairs and troubleshooting of the Airfreight Terminals equipment, including the cold rooms.</li> <li>• Ensure that building maintenance and renovation works are carried out properly and on a timely basis.</li> <li>• Conducts site inspections to verify that finished works conform to the specified requirements.</li> <li>• Maintains building equipment (e.g., water coolers, heaters and ACMVs),</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and ensures that these are regularly and properly serviced. <ul style="list-style-type: none"> <li>Observe safety measures and in compliance with safety instructions, procedures, and regulations.</li> </ul>	
Technician (Cargo)	<ul style="list-style-type: none"> <li>Nitec or Higher Nitec qualifications in Electrical or Mechanical Engineering or equivalent with preferably 2 years working experience.</li> <li>Preference will be given to candidates with experience in warehouse equipment handling and maintenance.</li> <li>Possess basic computer skills and knowledge of Microsoft Office</li> <li>Able to work in harsh environments such as cold rooms, high humidity, wet conditions, and steamy environment and able to work at high ground.</li> <li>Can work on rotating shifts or weekends, if required</li> </ul>	<ul style="list-style-type: none"> <li>You will be part of a team responsible for the maintenance of material handling equipment, forklifts, tractors, equipment, and various systems at the SATS Cargo Airfreight Terminals.</li> <li>You will perform trouble shooting functions and undertake basic repair work.</li> <li>Working jointly with our vendors, you will assist to ensure that operations are not disrupted due to breakdown of the equipment within the warehouse.</li> </ul>	<ul style="list-style-type: none"> <li>6 days 44 hours</li> <li>819659</li> </ul>
Technician (Catering)	<ul style="list-style-type: none"> <li>Possess basic computer skills and knowledge in Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>As a technician, you will be part of a team responsible for maintaining modern equipment and various systems in the commercial kitchens.</li> </ul>	<ul style="list-style-type: none"> <li>6 days 44 hours</li> <li>819659</li> </ul>
Technician (SATS Aerolaundry)	<ul style="list-style-type: none"> <li>Minimum NITEC in Electrical Engineering / Mechanical Engineering or equivalent.</li> <li>General mechanical, diagnostic, and troubleshooting abilities.</li> <li>Good team player and able to work independently.</li> <li>Able to work rotating shifts including weekends and public holidays.</li> <li>Boiler-man operating license is preferred</li> </ul>	<ul style="list-style-type: none"> <li>Carry out routine preventive maintenance, reconditioning or overhauling for entire plant machineries, equipment, utilities, and facilities.</li> <li>Carry out troubleshooting and repairing of breakdown machinery and equipment.</li> <li>Carry out operation manning of utility equipment such as boilers, water tanks, air compressors, pumps, diesel tank etc.</li> <li>Carry out the repair and maintenance of premises and plant facilities such as lighting, physical structures, piping, valves, pneumatic and electrical systems following the proper established protocol.</li> <li>Perform monthly technician duty roster competently and diligently.</li> <li>Cooperate with Superior and other technicians to achieve operational</li> </ul>	<ul style="list-style-type: none"> <li>6 days 44 hours</li> <li>819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>goals, maintain teamwork with all colleagues.</p> <ul style="list-style-type: none"> <li>• Be extremely flexible in work assignments and schedule, complete urgent machinery repair even after duty working hours if required.</li> <li>• Carry out all maintenance tasks fulfilling to the statutory registrations and regulations, especially the Workplace Safety and Health Act.</li> <li>• Works with Mobile Elevated Work Platforms (MEWPs).</li> <li>• Supervise and liaise with service providers for essential and urgent repair.</li> <li>• Well maintain an inventory of tools and spare parts.</li> </ul>	
Trainee Air Hub Lead - AIC	<ul style="list-style-type: none"> <li>• Diploma in any discipline</li> <li>• Physically fit</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise the cleaning of the aircraft performed by the teams under your care as per airlines' requirements and within stipulated timings.</li> <li>• Plan and check daily aircraft movements.</li> <li>• Prepare and manage daily staff deployment schedules to ensure that the aircraft cleaning teams are deployed to the aircraft in an efficient and timely manner.</li> <li>• Co-ordinate with other operation units in the Control Centre to communicate and ensure efficient and sufficient deployment of manpower</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>
Trainee Air Hub Lead - Baggage	<ul style="list-style-type: none"> <li>• Diploma in any discipline</li> <li>• Physically fit</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise baggage operations to ensure baggage are dispatched to aircraft in a timely manner as per airlines' requirements or stipulations by the aviation authority.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>
Trainee Air Hub Lead - Flight Ops	<ul style="list-style-type: none"> <li>• Minimum Diploma</li> <li>• Able to read, write and communicate in English.</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and disseminate airline schedules to other SATS departments, airline representatives and external business units.</li> <li>• Ensure movement messages are transmitted promptly.</li> <li>• Coordinate with relevant department(s) on crew's request.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Coordinate with airline representative for any AOG or flight delays / cancellation.</li> <li>• Preparation and presentation of crew briefing package according to airline policy/SOP.</li> <li>• Coordinate with relevant departments for any fuel / weight restrictions and Zero fuel Weight.</li> <li>• Coordinate with SIN AIS and airline's dispatcher if flight rerouting is required or any irregularity.</li> <li>• Ensure stipulated hotels are informed of crew names and flight details prior to crew's arrival.</li> <li>• Ensure crew lists and allowance sheets (if any) are disseminated out to relevant parties.</li> <li>• Coordinate with airlines' hotels and transport companies for bookings and any revision to departure details and for any last-minute arrangement when required.</li> </ul>	
Trainee Air Hub Lead - Load Control	<ul style="list-style-type: none"> <li>• Minimum Diploma</li> <li>• Able to read, write and communicate in English.</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• You will perform Weight &amp; Balance responsibilities for departing flights from Changi International Airport as well as departing flights from other international airports around the globe.</li> <li>• Your essential roles are to ensure that the structural weights of an aircraft are within its safety parameters and that each departing flight is in "trim" and balanced within the centre of gravity.</li> <li>• You will also be responsible for the completion of the Loadsheets and its related Weight and Balance documentation in accordance with IATA rules and regulations, handling pre-load calculations, load distribution and planning, timely issuance of loading instructions, and timely presentation of loadsheets to pilots before flight departures.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>
Trainee Air Hub Lead - Ramp	<ul style="list-style-type: none"> <li>• Diploma in any discipline</li> <li>• Physically fit</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Ground operations standards are the key to ensuring that airports receive and dispatch aircraft efficiently and safely.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Trainee Air Hub Lead - SMC	<ul style="list-style-type: none"> <li>• Diploma in any discipline</li> <li>• Physically fit</li> <li>• Comfortable with shift work</li> </ul>	<ul style="list-style-type: none"> <li>• You will supervise flight handling and manage ramp operations to ensure smooth aircraft handling.</li> <li>• Plan, schedule and achieve workshop maintenance production for GSE and/or vehicles.</li> <li>• Manage in-house workforce, and/or outsourced contractor production/shift supervisors, and shift planning</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>
Trainee Catering Officer	<ul style="list-style-type: none"> <li>• Must be able to communicate in English.</li> <li>• Must be able to use PCs and computer systems related to area of work (e.g., Infolog), read computerised worksheets, check, and respond to emails when on duty.</li> <li>• Possess good knowledge of food hygiene and food handling procedures.</li> <li>• Possess good decision-making, problem solving, communication and training skills</li> </ul>	<p>You will be working in a commercial kitchen preparing inflight meals for airline clients, with the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Oversee the operations in Production and Packaging activities.</li> <li>• Monitor the performance of machines/equipment (e.g., packaging lines, production lines) and report any malfunction.</li> <li>• Monitor production schedule and ensure timely completion of dishing.</li> <li>• Co-ordinate production and transfer of products between plants</li> <li>• Organise/participate in time studies relating to shelf-life extension projects.</li> <li>• Use of Warehouse Management System – Infolog for the recording of items received and issued at C2 Plus</li> <li>• Follow orders in dishing of meals as directed to the quality expected by customers, complying to food safety and hygiene regulations.</li> <li>• Carry out ordering according to load requirements, follow proper stock control and rotation (adhere to FIFO)</li> <li>• Ensure production staff adhere to HACCP, Medina food safety requirements, and all hygiene procedures.</li> <li>• Conduct training of new staff on dishing procedures.</li> <li>• Conduct investigations on discrepancies.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>
Transport Assistant	<ul style="list-style-type: none"> <li>• Able to read, write and communicate in English.</li> <li>• A valid Class 3 driving license</li> </ul>	<ul style="list-style-type: none"> <li>• You will ferry passengers and/or crew between Passenger Terminals within the airport.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 44 hours</li> <li>• 819659</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• A Class 4 driving license would be an advantage</li> </ul>		

## SINGAPORE AERO ENGINE SERVICES

Singapore Aero Engine Services Private Limited (SAESL) is a joint venture company between Rolls-Royce Plc and SIA Engineering Company. The company first started operations in 2001 and has since become a market leader for both engine overhaul and component repair services. As a result of the sustained business growth, SAESL has continued to expand its facilities and develop new capabilities for both its engine overhaul and component repair businesses. The Engine Overhaul business has the capability to service all products in the Trent engine family.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accountant (Tax)	<ul style="list-style-type: none"> <li>• Degree in Accountancy/ Taxation/ Finance or CPA/ ACCA or equivalent</li> <li>• Minimum 3 years relevant experience</li> <li>• Experience in SAP, Advance Excel, and Microsoft Office</li> <li>• Good team player</li> <li>• Willing to work in Changi</li> </ul>	<ul style="list-style-type: none"> <li>• Overall handling of all tax matters (GST / Withholding and Corporate Tax)</li> <li>• Ensure correct tax provisions to be made when necessary.</li> <li>• Annual Budgeting assistance and any GL accounting requirements</li> <li>• Compliance of meeting EDB requirement to enjoy tax benefits</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 509932</li> </ul>
Customer Business Executive	<ul style="list-style-type: none"> <li>• Possess a degree, preferably in Engineering with two years of experience in aerospace business.</li> <li>• Excellent team member, proactive in managing issues and possess sense of responsibility and ownership in his/her work and results.</li> <li>• Ability to build relationships both internally and externally.</li> <li>• Proficient in MS Office applications and Office 365 platforms, experience in SAP will be advantageous.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Able to work independently in a fast-paced environment.</li> <li>• Multi-tasking, highly motivated with strong drive to succeed and exhibit a high level of integrity.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with customers on all aspects of orders, such as delivery commitments, pricing, and engines status.</li> <li>• Develop overall support packages for commercial issues encountered by customers.</li> <li>• Accountable for accuracy and timeliness of all invoices.</li> <li>• Ensure payment for completed work is in line with contractual obligation.</li> <li>• Resolve invoice queries in line with agreed business objectives.</li> <li>• Administer warranty claims on behalf of customers.</li> <li>• Represent customers in internal meetings to ensure customers' requests and concerns are duly addressed.</li> <li>• Conduct periodic business reviews with customers.</li> <li>• Manage ad-hoc requests from customers, including organising line support and parts trading.</li> <li>• Work closely with various internal and external stakeholders to identify cost saving opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 509932</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Driving or supporting the identification of activities, measures and projects that are required in the wider business to support continuous improvement.</li> <li>• Ensure that Customer Business Excellence is delivered throughout the business.</li> </ul>	
Executive QSSRL (6 months contract)	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in program and project management</li> <li>• Diploma in Engineering or equivalent</li> <li>• Track record of designing and delivering on a programme of work with measurable success</li> <li>• Strong team player and communicator with experience in advising and engaging stakeholders</li> <li>• An innovator with track record of creative solutions which leverage technology.</li> <li>• Expert level on Microsoft tools (PowerPoint, Excel, and Word)</li> </ul>	<ul style="list-style-type: none"> <li>• Management of risk, controls, performance, standards, projects and programs across Quality, Safety, Sustainability, Risk &amp; Lean (Portfolio) verticals</li> <li>• Develop and maintain standard work, performance dashboards and compliance blueprint.</li> <li>• Provide assurance on internal controls through a risk-based verification process and regularly review Portfolio programmes to ensure adequacy and effectiveness of risk and controls.</li> <li>• Collaborate with all levels of stakeholders (operations, support group) to design, implement and sustain programmes to promote a positive safety/compliance culture and communicate to raise awareness on Portfolio programs/initiatives!</li> <li>• Identify areas to drive efficiency by comparing current scope, contract costs and project manage to identify opportunities for cost savings.</li> <li>• Conduct meta-analysis and recommend context sensitive solutions by leveraging operating system tools and technology to improve processes and systems</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 44 hours</li> <li>• 509932</li> </ul>
Executive, HSE & Facilities	<ul style="list-style-type: none"> <li>• Minimum 5 years of Facilities management experience of greenfield/brownfield project with a secondary/dual HSE role preferred.</li> <li>• Degree or Diploma in Facilities/ Engineering or equivalent</li> <li>• WSHO and/or a Fire Safety Manager licence/certification will be advantageous or must</li> </ul>	<ul style="list-style-type: none"> <li>• To coordinate all the required activities as a team member in the Project Management Office representing the Quality, Safety, Sustainability, Risk and Lean Portfolio</li> <li>• Review Facilities Project Model (FPM) requirements of the Portfolio and follow through on the required actions with close</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 44 hours</li> <li>• 509932</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>possess working knowledge on Health, Safety and Environment e.g., Working at Height, Regulatory Licences/Certificate requirements.</p> <ul style="list-style-type: none"> <li>• Trained or experienced in Building Management system.</li> <li>• Managed an accumulated building portfolio in the past 3 years.</li> <li>• A team player with strong communications skills and experience in coordinating/engaging among multiple stakeholders.</li> <li>• Requires advanced analytical and quantitative skills.</li> <li>• Able to demonstrate experience with large phase projects will be advantageous.</li> <li>• An innovator with track record of implementing creative solutions which leverage technology</li> </ul>	<p>coordination with the Portfolio Departments/Representatives</p> <ul style="list-style-type: none"> <li>• The single point of contact for the Portfolio to coordinate, report and ensure timely closure of actions from the FPM or equivalent.</li> <li>• Prepare and implement a comprehensive preventive maintenance program.</li> <li>• Ensure compliance to legal requirements and project actions in accordance with plan.</li> <li>• Provide technical guidance on Building facilities requirements i.e., electrical, crane, mechanical, fire protection systems, traffic management, factory &amp; office layout, security.</li> <li>• Provide technical guidance on Health Safety &amp; Environment (HSE) requirements and propose control measures based on hierarchy of controls for selected equipment e.g., machine guarding, training requirements, licenses, personal protective equipment etc.</li> <li>• Ensure the best practices of Lean-Quality-Safety principles and new technologies are considered in the design of new a facility and additions &amp; alterations for existing facility.</li> <li>• Provide feedback on all foreseeable design risks related to the facility to ensure considerations are in place for security, operations, maintenance, safety, and health of affected persons etc.</li> <li>• Review project HSE plans and ensure compliance through regular inspections.</li> <li>• Coordinate and have oversight on sub-contractor, vendor or liaise with local authorities for any new installation or system relocation.</li> <li>• Provide technical guidance on requirements and propose control measures based on hierarchy of controls for selected equipment e.g., machine guarding, training</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		requirements, licenses, personal protective equipment etc. <ul style="list-style-type: none"> <li>• Conduct pre-mobilisation inspection with relevant suppliers and contractors.</li> <li>• Forge strong vendor relationships and manage vendor service level agreements.</li> <li>• Conduct Facility Management and Health, Safety and Environment compliance checks at existing and new site(s)</li> <li>• Support the planning and execution of projects at the existing site(s)</li> <li>• Consolidate information and prepare the necessary documentation as assigned/required</li> </ul>	
Factory Systems Engineer	<ul style="list-style-type: none"> <li>• Possess a Degree or Diploma in Engineering, IT, or related fields.</li> <li>• Experience with Microsoft Power Platform development</li> <li>• Experience with Microsoft Visual Studio Application development</li> <li>• Excellent team player, self-motivated and self-driven to deliver result.</li> <li>• Excellent analytical and problem-solving skills and project management skills</li> <li>• Experience in leveraging 3rd party partners for support and/or projects.</li> <li>• Knowledge on Networking and Server Architecture</li> <li>• Experience with Object Oriented Design will be advantageous.</li> <li>• Familiarity with Agile/Scrum methodologies</li> <li>• Experience working in a high availability manufacturing services environment will be advantageous.</li> <li>• Experience with Six Sigma, LEAN or other Continuous Improvement process will be advantageous.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist senior or principal engineer with solution development.</li> <li>• Create Test case and work with business for User Acceptance Testing</li> <li>• Participate in services and software system development and design.</li> <li>• Work with IT to ensure Business As usual support for factory system.</li> <li>• Work with capability acquisition team to ensure that future technology improvement aligns with Factory / Enterprise System requirement / expectation.</li> <li>• Create reports and support business information requirement.</li> <li>• Assist business during system roll out.</li> <li>• Can drive the system and deal with routine error message.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 509932</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
HR Executive (Compensation & Benefits Payroll)	<ul style="list-style-type: none"> <li>• 3 years of Experience in Payroll</li> <li>• Minimum Diploma in Human Resources / Business</li> <li>• Proficient in MS Word / Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Performing full spectrum of payroll and tax reporting are in compliant with the local governmental requirements and regulations.</li> <li>• Generating &amp; processing its reporting and ensuring overall smooth daily HR operations and benefit administrative activities</li> <li>• Prepare payroll-related reports.</li> <li>• Manage employee leave management system and application of Governmental Leave subsidies/claims.</li> <li>• Work alongside with Finance department for payroll disbursements in accordance with the company Internal Controls and Local government legislations</li> <li>• Attend and resolve issues / queries relating to payroll, leave and claim.</li> <li>• Involve in cross-charged invoice verification and if necessary, clarification and resolving of outstanding queries</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 44 hours</li> <li>• 509932</li> </ul>
Lineside Engineer	<ul style="list-style-type: none"> <li>• Required to work on rotating shift.</li> <li>• Willing to work in Changi area.</li> <li>• Degree in Mechanical/Aerospace Engineering discipline or equivalent (Candidates with relevant Diploma and work experience may be considered)</li> <li>• A good team player with good communication skills</li> <li>• Possess good analytical and technical problem-solving skills.</li> <li>• Good knowledge of material and component repair processes would be useful</li> </ul>	<ul style="list-style-type: none"> <li>• HSE - Practice full compliance to Health, Safety &amp; Environmental Standards and meet the expectations of the Zero Harm programme.</li> <li>• Product Safety - Understand product safety risks and work on mitigation to meet the required safety levels supporting requirements of the Company's Safety Management System.</li> <li>• Quality - Perform investigation on Engines/Modules and piece part level (including component repair) rejected from service.</li> <li>• Produce Technical Summary on strip findings and work performed on Engines and Modules including investigation.</li> <li>• Support findings review &amp; provide technical disposition to problems.</li> <li>• Lean/Improvements - Identify opportunities for new or improved manufacturing processes to meet current or future requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 44 hours</li> <li>• 509932</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Identify, capture, and share best practice; capture and utilize lessons learned working closely with Operation &amp; Cell Manufacturing Engineers.</li> <li>• Lead - Act as Technical Authority for engineering during the shift using standards set to make quick/prompt technical decisions in relation to the area of accountability.</li> <li>• Delivery - Manage related technical variances of con-conformances during operational processes (ERRN review &amp; TV request managements including PAF).</li> <li>• Delivery - Review and resolve promptly to ensure operational flow on technical issues/problems/arisings to meet operation requirements.</li> <li>• Delivery - Workspace creep management control that deviates from standard including Work Instructions Clarification.</li> <li>• Delivery - Support FAIR, MSA and time study activities in shift.</li> </ul>	
Manufacturing Engineer	<ul style="list-style-type: none"> <li>• Degree in Aeronautical / Manufacturing / Mechanical / Industrial Engineering discipline (Candidates with Diploma in Aeronautical / Manufacturing / Mechanical / Industrial discipline and relevant experience may be considered).</li> <li>• Good knowledge of high bypass gas turbine engines.</li> <li>• Good knowledge of material and component repair processes (e.g., Welding, Machining, Painting, Coating, etc).</li> <li>• Good communication, analytical, engineering and project management skills.</li> <li>• Good technical problem-solving skills (Six Sigma) and hands-on approach.</li> </ul>	<ul style="list-style-type: none"> <li>• HSE - Practice full compliance to Health, Safety &amp; Environmental Standards and meet the expectations of the Zero Harm programme.</li> <li>• Product Safety - Understand product safety risks and work on mitigation to meet the required safety levels supporting requirements of the Company's Safety Management System.</li> <li>• Quality - Practice a culture of zero defects ensuring that manufacturing processes and methods within the business are developed and deployed to support Right First methodology.</li> <li>• Support process and product related Quality investigation and manage NADCAP accreditation.</li> <li>• Delivery - Ensure that manufacturing processes and methods of manufacture within the business and suppliers are</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 509932</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>developed and deployed to support/deliver Right First-Time manufacture using SPS, DMAIC and System Engineering tools.</p> <ul style="list-style-type: none"> <li>• Manage FAIR/MSA activities and Source &amp; method change in the cell/area of accountability.</li> <li>• Delivery - Review issues identified e.g., Troubleshoot Strip / Build, Balancing, Runout, In-situ repair, Component Repair processes and key equipment/tooling (ITT, VTL, BTG, Wash, FTB, CMM, etc), determine resolutions and reestablish the Standards.</li> <li>• Cost - Support cell/area of accountability to meet cost targets e.g., productivity, CONQ etc.</li> <li>• Standards - Deploy and sustain the SAESL Operating System Standards by working with the Cell/Area CFT, and where applicable with the suppliers. Identify opportunity to improve the Standards.</li> <li>• Technical Authority - Specify Manufacturing Engineering and process requirements and make technical decisions in relation to the cell/area of accountability.</li> <li>• Lean/Improvement - Identify requirements for improvements and innovations in manufacturing processes and methods of manufacture within their cell/area of accountability.</li> <li>• Prioritise and promote launch of new projects based on business case.</li> <li>• Drive manufacturing processes towards identified best practice.</li> <li>• Deploy capability (including NPI) – Responsible for production readiness of new product manufacturing capabilities or methods of manufacture.</li> <li>• Develop numerate, real-time methods for capturing process capability, and ensure it is available and acted on within the facility/supply chain.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintenance of Production Technical Packages (technical instructions, programmes, tooling, etc) for all parts/assembles which clearly define the manufacturing process ensuring manufacturing processes and/or methods of manufacture meets the requirements for quality, cost, delivery rate and lead time.</li> </ul>	
<p>Process Quality Control Engineer</p>	<ul style="list-style-type: none"> <li>• Minimum a Degree in Engineering OR</li> <li>• Diploma in Engineering with 8 years relevant experience in aviation industry may be considered.</li> <li>• Certified SAESL CRS holder is an advantage.</li> <li>• Good knowledge of large Civil Engines</li> <li>• Must be proficient in SAP, Microsoft Words and Excel</li> <li>• Possess good communications and analytical skills.</li> <li>• Able to multi-task and meet tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Verify Critical Task are complied.</li> <li>• Involved in root cause analysis of findings and implementation of preventive measures.</li> <li>• Verify instructions and mandatory tasks complied.</li> <li>• Drive for progressive documentations completeness</li> <li>• Conduct internal gate checks process.</li> <li>• Co-ordinate with respective cells to resolve issues.</li> <li>• Involve in Continuous Improvements</li> <li>• Supports Investigations process.</li> <li>• Involve in Internal Audits</li> <li>• Involve in Module/Engine Hardware Inspections</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 509932</li> </ul>
<p>Technical Services Engineer (CMM Programmer)</p>	<ul style="list-style-type: none"> <li>• Degree in Manufacturing / Mechanical/ Precision Engineering or similar field</li> <li>• Familiarity with GD&amp;T, PC-DMIS &amp;/or MCOSMOS for CMM programming</li> <li>• Working knowledge of drafting standards ( ), symbols, and nomenclature; functional knowledge of material masters and parts lists/BOM</li> <li>• Good problem-solving skills, takes ownership and hands-on approach.</li> <li>• Problem Solver with strong communication skills</li> <li>• Interest in manufacturing and programming</li> <li>• At least 2 years' experience with CMM programming or similar capacity/ Experienced engineers (from non-aviation industry) are welcome too</li> </ul>	<ul style="list-style-type: none"> <li>• To support assessment of inspectability of features on CMM machine, develop CMM programs and instruct CMM measurement method through setup plans to CMM inspectors.</li> <li>• To support CMM Measurement System Analysis (MSA) study to RM13003 requirements and perform CMM inspection of repaired components for FAIR Form 3 documentation.</li> <li>• Work with Manufacturing Engineers and Inspectors to troubleshoot and interpret CMM measurement results.</li> <li>• Work with Manufacturing Engineers to document measurements and hence condition of components for reporting to OEM or for documentation of acceptance.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 509932</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Work with Development Engineers to introduce new process, product, and capabilities.</li> <li>• Advise Engineers on design of tooling/fixtures/inspection gages required for CMM inspection on new and existing product.</li> <li>• To support in automation of inspection process on CMM machine.</li> <li>• Work with Engineers in automation and digitization Projects with OEM (Rolls Royce) and Research Institute (including but not limited to ARTC) to bring new technology into production.</li> <li>• To Support production in TV request measurement</li> <li>• Other duties as assigned by Supervisor</li> </ul>	
<p>Technical Services Engineer (Overhaul Development &amp; Capability Acquisition)</p>	<ul style="list-style-type: none"> <li>• Degree in Mechatronics/Manufacturing /Mechanical Engineering (Candidates possessing both Diploma certification and relevant experience will be considered)</li> <li>• Ideally 5 years' experience in similar job role.</li> <li>• Applicants with less experience but have relevant skills and experience may be considered.</li> <li>• Experience with industry 4.0 technology integration is an advantage.</li> <li>• Good communication, analytical, engineering and project management skills</li> <li>• Good technical problem-solving skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Support development of new methods, capabilities, and technology to improve engine overhaul processes.</li> <li>• Identify opportunities for process improvements through new methods, capability development or acquisition.</li> <li>• Capture operations needs and match capabilities and technology acquisition or development.</li> <li>• Conduct feasibility and initial savings study to justify development/acquisition.</li> <li>• Validate developed or acquired methods, capabilities, and technologies to ensure initial requirements are met and savings expectations are achieved.</li> <li>• Manage vendors or research groups to ensure capability/technology developments meet current or future requirements.</li> <li>• Plan and manage activities, communicate status to relevant internal stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 509932</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Technical Services Engineer (Repair Development)</p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Manufacturing, Material Science, Mechanical engineering or related field</li> <li>• Good knowledge in component repair processes (welding, machining, painting, inspection etc)</li> <li>• Possess good communication, analytical, engineering and project management skills.</li> <li>• Good technical problem-solving skills (Six sigma), takes ownership and hands-on approach.</li> <li>• Familiarity with digital manufacturing and/or proficiency in CNC programming is an advantage.</li> <li>• Able to multi-task and work well under pressure as an individual/ team.</li> <li>• Ideally 3 years' experience in a similar capacity in the aviation industry.</li> <li>• Experienced engineers from non-aviation industry are welcome to apply</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the conceptualization, development, validation, and implementation of new repair technologies.</li> <li>• Manage the acquisition, delivery and commissioning of capital equipment, turnkey solutions, and ancillary fixtures/ tooling for implementing new repair processes.</li> <li>• Implement and deliver new repairs by designing and fabricating repair fixtures/ tooling; developing process parameters; and validating repair set-up through First Article Inspection</li> <li>• Provide technical assistance to all functional departments to meet business objectives.</li> <li>• Any other duties as assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 44 hours</li> <li>• 509932</li> </ul>
<p>Technical Support Executive</p>	<ul style="list-style-type: none"> <li>• Diploma or Degree in Engineering/Knowledge/information Management System</li> <li>• Highly analytical and able to explain complex information in a clear and concise manner.</li> <li>• Meticulous team player with good communication skills.</li> <li>• Basic knowledge of component repair processes (e.g., Welding, Machining, Thermal Spray, Paint, NDT, Cleaning) will be advantageous.</li> <li>• Basic knowledge of high bypass gas turbine engines and the engine assembly process will be advantageous.</li> <li>• Experience in an engine or component overhaul shop is valued.</li> </ul>	<ul style="list-style-type: none"> <li>• Create and update Engine Overhaul and Repair technical instructions in SAP in accordance with OEM approved data.</li> <li>• Liaise with various departments and customers on work documentation and records accuracy and effectiveness.</li> <li>• Prepare engine induction documentation and update engine records in SAP system.</li> <li>• Prepare engine release documentation.</li> <li>• Create and maintain the Generic Engine Structure and Material Master in SAP system.</li> <li>• Develop, document, or maintain standards, best practices, or system usage procedures.</li> <li>• Consult with end users regarding problems in accessing electronic content.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 44 hours</li> <li>• 509932</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Knowledge in Microsoft Office 365 and SharePoint is an advantage.</li> <li>• Knowledge of SAP is an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Retrieve electronic assets from repository for distribution to users, collecting and returning to repository, if necessary.</li> <li>• Prepare support documentation and training materials for end users of document management systems.</li> <li>• Maintain all mandatory records and other documentation as may be required by regulatory authorities or the customers.</li> </ul>	
Technician	<ul style="list-style-type: none"> <li>• Relevant technical certificate</li> <li>• Experience in aviation industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform disassembly/ assembly of engine/ module for repair and overhaul.</li> <li>• Install engine components onto the engine/ module.</li> <li>• Perform troubleshooting, modification, and maintenance works.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 509932</li> </ul>
Test Lineside Engineer	<ul style="list-style-type: none"> <li>• Degree in Mechanical/Aerospace Engineering discipline or equivalent (Candidates with relevant Diploma and work experience will be considered)</li> <li>• A good team player with good communication skills</li> <li>• Possess good analytical and technical problem-solving skills.</li> <li>• Required to work on rotating shift work.</li> <li>• Willing to work in Changi</li> </ul>	<ul style="list-style-type: none"> <li>• HSE - Practice full compliance to Health, Safety &amp; Environmental Standards and meet the expectations of the Zero Harm programme.</li> <li>• Product Safety - Understand product safety risks and work on mitigation to meet the required safety levels supporting requirements of the Company's Safety Management System.</li> <li>• Quality - Perform investigation on Engines/Modules and place part level (including component repair) rejected from service.</li> <li>• Produce Technical Summary on strip findings and work performed on Engines and Modules including investigation.</li> <li>• Support findings review &amp; provide technical disposition to problems.</li> <li>• Lean/Improvement - Identify opportunities for new or improved manufacturing processes to meet current or future requirements.</li> <li>• Identify, capture, and share best practice; capture and utilize lessons learned working closely with Operation &amp; Cell Manufacturing Engineers.</li> <li>• Lead - Act as Technical Authority for Engineering during the shift</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 509932</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>using standards set to make quick/prompt technical decisions in relation to the area of accountability.</p> <ul style="list-style-type: none"> <li>• Delivery - Manage related technical variances or non-conformances during operational processes (ERRN review &amp; TV request management including PAF).</li> <li>• Delivery - Review and resolve promptly to ensure operational flow on technical issues/problems/arising to meet operation requirements.</li> <li>• Delivery - Workscope creep management control that deviates from standard including Work Instructions clarification.</li> <li>• Delivery - Support FAIR, MSA and time study activities in shift.</li> <li>• Test - SAESL Technical Focal for all Test related arising from Customer and the engine OEM as well as with the testbed OEM.</li> <li>• Create engine test instructions and support On-Off site Technical Support for Engine test troubleshooting.</li> <li>• Support Test Result Analysis and acceptance and if required address Technical Variance arising.</li> <li>• Test performance review and drive proactive improvement initiative to reduce RTS/RTT.</li> <li>• Support readiness of testbeds in fulfilling new requirements / new product types as well as continued airworthiness and readiness of testbed facilities, equipment readiness in cooperation with the Test Operation Team and the Testbed OEM.</li> <li>• Special Test Site Support.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Trainee Technician	<ul style="list-style-type: none"> <li>• NITEC / Higher NITEC / Diploma in Engineering (e.g., Aeronautical/ Avionics/ Mechanical/ Mechatronics/ Manufacturing/ Electrical/ Precision)</li> <li>• Completed or exempted from full-time National Service</li> <li>• Required to work on rotating shift work.</li> <li>• Willing to work in Changi</li> </ul>	<ul style="list-style-type: none"> <li>• The program involves a fully-sponsored training program with an allowance of S\$1,700 – S\$1,900 per month over the one-year training period.</li> <li>• The program encompasses initial company familiarisation, classroom training and on-the-job training.</li> <li>• The initial familiarisation in SAESL provides an insight to the working environment prior to attending classroom training.</li> <li>• The three-month classroom training, consisting of theory and practical sessions, will be conducted, and assessed by an external training academy.</li> <li>• The nine-month on-the-job training in SAESL provides the opportunity to learn and work on the renowned Rolls-Royce Trent Engines.</li> <li>• Upon completion of the training, the qualified aircraft engine technician will serve a two-year bond with SAESL.</li> <li>• The starting salary of a shift-rostered technician at SAESL is between S\$2,050 and S\$2,150. Career progression opportunity is open to promising technicians.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 44 hours</li> <li>• 509932</li> </ul>
Training and Development Executive (1-year Contract)	<p>Hold any of the following training certification:</p> <ul style="list-style-type: none"> <li>• ACTA - Advanced Certificate I Training &amp; Assessment</li> <li>• ACLP – Advanced Certificate in Learning &amp; Performance</li> <li>• DACE – Diploma in Adult Continuing Education, or</li> <li>• DDDL – Diploma in Design &amp; Development of Learning for Performance</li> <li>• Aviation experience</li> <li>• Teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>• To develop instructional contents on the topics that trainees learn and the materials and methods that instructors use in the classroom (Curriculum Developers).</li> <li>• The instructional contents need refreshing from time to time.</li> <li>• To conduct theoretical instruction and/or practical training (Instructors/Trainers)</li> <li>• To conduct theoretical knowledge examination (Examiners)</li> <li>• To conduct practical training assessment, includes personnel performing the trade test, CSM interviews and Trainee Portfolio interviews (Assessors)</li> <li>• To perform other duties as assigned by Manager/GM of T&amp;D,</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 44 hours</li> <li>• 509932</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		include mentorship and improvement projects	

## SINGAPORE AERO SUPPORT SERVICES

Singapore Aero Support Services Private Limited (SASS) is a wholly owned subsidiary of SIA Engineering Company (SIAEC).

SASS is the biggest single service provider to SIAEC for cabin-related services, contributing more than 50% of the labour in SIAEC's Cabin Services Division. We also provide:

1. Technical Ramp Handling service for SIA Engineering Company to ensure timely arrival/departure of aircrafts in the airside.
2. Ground support services to ensure continuing aircraft servicing when they are on ground.
3. Aviation Logistic Services to ensure aircraft components are delivered timely and accurately for maintenance work to be performed on time.

We strive to become a one-stop service with the above services for higher productivity and efficiency.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cabin Deep Cleaning Cleaner	<ul style="list-style-type: none"> <li>• Able to work in a warm and humid environment.</li> <li>• Able to understand instructions in English.</li> <li>• Able to work flexible hours, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct cleaning work inside the Aircraft Cabin</li> <li>• Passenger seats, attendant seats cleaning</li> <li>• Lavatories cleaning</li> <li>• Gally cleaning</li> <li>• Ceiling panels, Sidewall panels, dado panels cleaning</li> <li>• Cabin doors cleaning</li> <li>• Carpet cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days 12 hours rotating shift.</li> <li>• 918146</li> </ul>
Cabin Technician	<ul style="list-style-type: none"> <li>• Candidate must possess minimum Professional Certificate/NiTEC in Engineering (Electrical/Electronic) or equivalent.</li> <li>• At least 2 years relevant experience in the aviation industry</li> <li>• Comfortable with shift work arrangement</li> </ul>	<ul style="list-style-type: none"> <li>• Perform functional and aesthetic inspection of aircraft cabin condition.</li> <li>• Document any defects, perform troubleshooting and carry out rectification.</li> <li>• Support cabin modification, retrofitting and component repair tasks.</li> <li>• Any other duties as assigned by the Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days 12 hours rotating shift.</li> <li>• 918146</li> </ul>
Carpet Cleaner (Cabin)	<ul style="list-style-type: none"> <li>• Any discipline with or without experience in cleaning</li> <li>• Able to work in a warm and humid environment.</li> <li>• Able to understand and communicate in simple English.</li> <li>• Able to work rotating shifts, including weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• To inspect the aircraft carpets conditions for stains, worn out or soiling.</li> <li>• To use cleaning chemicals, equipment, and techniques to perform foam extraction carpet cleaning.</li> <li>• To apply stain removers and pre-cleaning treatments for dirty stains.</li> <li>• Any other duties as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days Rotating shift.</li> <li>• 918146</li> </ul>
Driver	<ul style="list-style-type: none"> <li>• Valid LTA Class 3/4/5 Driving license.</li> </ul>	<ul style="list-style-type: none"> <li>• To perform basic data entry into excel and SAP system.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Candidate with Apron Driving Permit (ADP) will have added advantage.</li> <li>• Basic computer skill required.</li> <li>• Must be comfortable with 12 hourly rotating shift work arrangement</li> </ul>	<ul style="list-style-type: none"> <li>• To perform picking, packing, stock taking and inventory management</li> <li>• To maintain store tidiness and organize for easy tracing of stocks.</li> <li>• To ensure good receiving in order and verifying the quality and quantity of each collection of delivery</li> <li>• To issue goods receiving of aircraft spare parts and tools to operations</li> </ul>	<ul style="list-style-type: none"> <li>• 12 hours rotating shift.</li> <li>• 918146</li> </ul>
Exterior Aircraft Cleaner	<ul style="list-style-type: none"> <li>• No experience needed.</li> <li>• Able to work at height.</li> <li>• Able to communicate in English.</li> <li>• Comfortable with afternoon shift (1645 - 0230) work arrangement</li> <li>• Candidate with valid Scissor Lift license, CAG Airfield Driving Permit (ADP) will be added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• To perform exterior aircraft surface cleaning</li> <li>• To operate scissor lift operation to support the cleaning if required.</li> <li>• Any other duties assigned by the superior.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 1645 to 0230 or 2200 to 745am</li> <li>• 918146</li> </ul>
Facilities Officer	<ul style="list-style-type: none"> <li>• Diploma in Mechanical or Electrical Engineering, or Integrated Facility Management</li> <li>• Minimum 1-2 years of working experiences in Projects &amp; Facilities Management and Sustainability</li> <li>• Experience in supervising external contractors for maintenance of properties and facilities</li> <li>• Proficiency in MS Office</li> <li>• Possess Project management skills.</li> <li>• Good analytical, interpersonal and communication skills</li> <li>• Able to be a good team-player.</li> <li>• Able to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise term contractors in the maintenance of properties and facilities to accomplish maintenance program schedule, compliance to regulatory requirements, and to achieve operational efficiency.</li> <li>• Manage and review service contracts to meet facilities management targets and to achieve cost-effective operations.</li> <li>• Conduct schedule site inspection and KPI audit</li> <li>• Plan and supervise building and facilities upgrading projects.</li> <li>• Prepare job specifications for tender/quotation exercise, evaluation submissions and recommend contract award.</li> <li>• Monitor and maintenance services expenditure</li> <li>• Process invoice verification</li> <li>• Any other duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 830am to 530pm</li> <li>• 819838</li> </ul>
General Worker (Wheel Shop)	<ul style="list-style-type: none"> <li>• No Experience required.</li> <li>• Able to carry heavy items.</li> <li>• Able to write and read Basic English</li> </ul>	<ul style="list-style-type: none"> <li>• Perform Loading and Unloading of Aircraft Cabin Items</li> <li>• Perform Cleaning of aircraft items</li> <li>• Performed any other ad-hoc duties assigned by Superior</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days 8am-8pm</li> <li>• 819838</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Ground Equipment Operator	<ul style="list-style-type: none"> <li>• Minimum Nitec/ Diploma in Engineering or equivalent</li> <li>• 1-3 years of relevant working experience in aviation or related industries</li> <li>• Possess LTA Class 3 driving license.</li> <li>• Able to perform 12 hours rotating shift work arrangement</li> </ul>	<ul style="list-style-type: none"> <li>• Perform water and lavatory servicing to all types of aircraft.</li> <li>• Provide and operate full ground support equipment such as ground power units, air-start, air conditioning units and Brake Cooling Unit.</li> <li>• Operate Conventionally and Towbarless Airtug for Pushback and Towing on all types of aircraft.</li> <li>• Performs Equipment preventative and routine inspection.</li> <li>• Carry out other duties associated with aircraft water/lavatory systems and full ground support equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days 12 hours rotating shift.</li> <li>• 918146</li> </ul>
GSE Mechanic	<ul style="list-style-type: none"> <li>• Candidate must possess minimum Professional Certificate/NiTEC in Engineering (Mechanical/Automotive) or equivalent.</li> <li>• Minimum 2 years of working experience on repair of mechanical and/or hydraulic equipment</li> <li>• Comfortable with shift arrangement</li> </ul>	<ul style="list-style-type: none"> <li>• Repair of non-motorised equipment such as maintenance steps, hydraulic carts, nitrogen carts, etc.</li> <li>• Perform preventive and corrective maintenance in accordance with approved documents.</li> <li>• Ensure proper and accurate details filled up and signed off on job card and task sheets upon completion of work.</li> <li>• Ensure equipment is in working/serviceable condition before releasing to user.</li> <li>• Able to read and understand engineering schematic drawings and manuals.</li> <li>• Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 830am to 530pm</li> <li>• 918146</li> </ul>
Logistic Assistant	<ul style="list-style-type: none"> <li>• Able to work 12 hours morning shift.</li> <li>• Able to carry load up to 10 - 15kg.</li> <li>• Class 3 driving license/Forklift will be added advantage.</li> <li>• Have knowledge in SAP</li> </ul>	<ul style="list-style-type: none"> <li>• Perform collection and delivery of spares within the required timeframe.</li> <li>• Verify physical part number, serial number, and quantity against the picking slip.</li> <li>• Highlight any discrepancy to the store assistant or superior.</li> <li>• Ensure signoff and handover/takeover properly.</li> <li>• Any other duties assigned by supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 8am-8pm</li> <li>• 918146</li> </ul>
Planner	<ul style="list-style-type: none"> <li>• Basic computer skill required.</li> <li>• Preferably with at least 1 years of relevant working experience</li> <li>• Comfortable with 12 hours rotating shift work arrangement.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare work packages and ensure spare availability prior to work commencement.</li> <li>• Provide support to technical crew and liaise with technical crew in various departments to ensure smooth and timely completion of planned tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days 12 hours rotating shift.</li> <li>• 918146</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Knowledge of SAP will be an advantage.</li> <li>• Diploma holder in Aerospace Engineering or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Perform data input and analysis.</li> <li>• Plan and track monthly programs for completion.</li> <li>• Answer customer queries.</li> <li>• Any other duties required</li> </ul>	
Ramp Specialist	<ul style="list-style-type: none"> <li>• Candidate must possess minimum Professional Certificate/Nitec</li> <li>• At least 1 years of working experience in Aviation industries</li> <li>• Comfortable with shift work arrangement</li> <li>• Candidate with LTA Class 3/4/5 license will have added advantage.</li> <li>• 3 weeks training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrival / Departure / Towing / Ground Support Equipment</li> <li>• To perform Aircraft Docking Guidance System (ADGS) and manual marshalling of aircraft</li> <li>• To perform inspection of bays and ensure no Foreign Object Debris (FOD)</li> <li>• To install / remove wheel chocks and grounding cables.</li> <li>• To connect / disconnect tow bar to the air tug.</li> <li>• To deliver ground support equipment including maintenance steps</li> <li>• Any other duties as assigned by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days 12 hours rotating shift.</li> <li>• 918146</li> </ul>
Seamstress	<ul style="list-style-type: none"> <li>• Secondary education or equivalent with experience in sewing</li> </ul>	<ul style="list-style-type: none"> <li>• To perform sewing of upholstery, making templates and sewing sample</li> <li>• To calculate the materials dimension and template according to customer requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 830am to 530pm</li> <li>• 819838</li> </ul>
Store Assistant	<ul style="list-style-type: none"> <li>• Minimum O level or NITEC in any discipline</li> <li>• At least 2 years related experience.</li> <li>• Basic computer skill required.</li> <li>• Class 3 /Forklift driving license will be an advantage.</li> <li>• Comfortable with shift work (12-hours rotating) work arrangement</li> </ul>	<ul style="list-style-type: none"> <li>• To perform basic data entry into excel and SAP system.</li> <li>• To perform picking, packing, stock taking and inventory management</li> <li>• To maintain store tidiness and organize for easy tracing of stocks.</li> <li>• To ensure good receiving in order and verifying the quality and quantity of each collection of delivery</li> <li>• To issue goods receiving of aircraft spare parts and tools to operations</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days 9am - 9pm 9pm to 9am</li> <li>• 918146</li> </ul>
Store Assistant (Tool Store)	<ul style="list-style-type: none"> <li>• 'N' Level / NITEC in logistic or equivalent</li> <li>• Minimum 1year working experience related to tool store.</li> <li>• Basic knowledge in MS Excel</li> <li>• Knowledge in SAP will be an added advantage.</li> <li>• Preferably possess with LTA Class 3 driving license or Forklift license</li> </ul>	<ul style="list-style-type: none"> <li>• Manning of tool store front counter</li> <li>• Maintaining serviceability of tools</li> <li>• Monitor and maintain consumables and expendables at counter (vending machine issuance monitoring and provisioning)</li> <li>• Adhering to current processes in place while performing the required roles</li> <li>• Identify defective or damaged tools and initiate reporting processes in timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• 12 hours Rotating shift and Normal shift</li> <li>• 819838</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Comfortable with rotating shift work arrangement</li> </ul>		
Upholsterer	<ul style="list-style-type: none"> <li>Able to work in an outdoor, non-airconditioned (Aircraft Hangar (A) and Airport Line (B)) environment.</li> <li>Able to understand instructions in English.</li> <li>Able to carry materials/parts that more than 15kg weight.</li> <li>Preferred those who has experienced in upholstery work.</li> <li>Able to work flexible hours, including weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Perform seat cover change, dressing up of seats, replacement of aircraft cabin carpets and curtains.</li> <li>Perform collection of parts for the above services from designated collection point and return removed items back to designated point</li> </ul>	<ul style="list-style-type: none"> <li>5 days 7.45am - 4.30pm</li> <li>918146</li> </ul>
Workshop Technician	<ul style="list-style-type: none"> <li>Minimum Nitec in Aerospace/Mechanical Engineering with 2 years of working experience in Aviation industry</li> <li>Experience in repair &amp; maintenance of aircraft wheels and brakes.</li> </ul>	<ul style="list-style-type: none"> <li>Perform various processes of wheel and brake maintenance.</li> <li>Perform disassembly, cleaning, dry blasting for paint removal, painting, assembly, tire inflation.</li> <li>Perform any other tasks as assigned by the workshop supervisor in charges</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days 8am-8pm</li> <li>819838</li> </ul>

## SMARTE CARTE SINGAPORE

Smarte Carte Singapore was established on 01 April 2014 and provides various airport services at Changi Airport (Terminal 1, 2, 3 and 4). Our services include Trolley, Stroller, Wheelchair Management, Porter Services, Electronic Lockers as well as Left Baggage Storage Services.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bag Handling Assistant (Part-time)	<ul style="list-style-type: none"> <li>Must be physically fit.</li> <li>Able to commit at least 2 - 3 weekdays and 1 weekend in a week.</li> </ul>	<ul style="list-style-type: none"> <li>Collect unused trolleys using basic planning methods to gather, stack and move trolleys to designated Trolley Staging Point(s).</li> <li>Assist passengers to lift luggage.</li> </ul>	<ul style="list-style-type: none"> <li>4 days Afternoon: 2.40pm - 11pm</li> <li>819663</li> </ul>
Customer Service Officer	<ul style="list-style-type: none"> <li>Able to lift luggage</li> </ul>	<ul style="list-style-type: none"> <li>Attend to customer inquiries and provide excellent customer service experience.</li> <li>Perform cash and credit card transactions using Point of Sales (POS) and Baggage Storage System (BSS) for baggage storage and other services.</li> <li>Perform opening and closing settlement for POS and BSS for daily cash reconciliation.</li> </ul>	<ul style="list-style-type: none"> <li>6 days Morning: 6.50am - 3.10pm OR Afternoon: 2.40pm - 11pm OR Night: 10.45pm - 7.05am</li> <li>819663</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Perform bag wrapping service and upselling of baggage services or products.</li> <li>• Perform acceptance and issuance of baggage deposits according to Standard Operating Procedure (SOP)</li> <li>• Conduct bag search in accordance with SOP and ensure compliance to security standards dictated by the management and Airport police.</li> <li>• Responsible for store cleanliness and image</li> <li>• Any other duties as assigned by management</li> </ul>	
Operations Supervisor	<ul style="list-style-type: none"> <li>• Have experience in supervisory role</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise operations in assigned terminal during shift duty.</li> <li>• Ensure adequate manpower and resources (trolleys, lightweight transporter, communication equipment) are available in assigned terminal during shift duty.</li> <li>• Ensure adequate trolleys are available in all designated Trolley Staging Point(s) in assigned terminal.</li> <li>• Ensure intra-terminal and/or inter-terminal trolley transfers.</li> <li>• Responsible for the serviceable conditions of lightweight transporter(s) allocated to assigned terminal.</li> <li>• -Liaise with technical support team for the removal of damaged and/or faulty trolleys from designated holding area in assigned terminal.</li> <li>• Attend to customer complaints and escalation when required.</li> <li>• Responsible for 20-30 trolley and other service officers and other administrative duties/secondary appointment.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 days 730am to 730pm / 730pm to 730am</li> <li>• 819663</li> </ul>
Taxi Coordination Officer	<ul style="list-style-type: none"> <li>• Able to communicate in English</li> </ul>	<ul style="list-style-type: none"> <li>• Work as part of Taxi Coordination Team to ensure the smooth operations of Taxi stands in the terminals including managing a continuous supply of taxis towards the taxi stands and directing taxis to individual taxi bays, seamless coordination between Taxi stands, and smooth allocation of passenger to taxi based on First-in First Out principal.</li> <li>• Perform the assigned role (DG, RM, TSC, QM) according to the established SOP.</li> <li>• Manages and control the passengers flow at the taxi queuing area.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days Morning: 6.30am - 2.50pm OR Afternoon: 2.10pm - 10.30pm OR Night: 10.20pm - 6.40am</li> <li>• 819663</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Compliance to SOP and Safety Standards when assisting passenger.</li> <li>• Any other duties as assigned by management.</li> </ul>	
Trolley Assistant (Part-time)	<ul style="list-style-type: none"> <li>• Must be physically fit.</li> <li>• Able to commit at least 2 - 3 weekdays and 1 weekend in a week</li> </ul>	<ul style="list-style-type: none"> <li>• Observe assigned work area and/or other work areas, locate unused trolleys left by passengers.</li> <li>• Collect unused trolleys using basic planning methods to gather, stack and move trolleys to designated Trolley Staging Point(s).</li> <li>• Transport unused trolleys using lightweight transport machinery or manually transporting them.</li> <li>• Practice caution and watch for passengers/structures (i.e., chairs) while moving unused trolleys to designated Trolley Staging Point(s).</li> <li>• Ensure minimum number of trolleys is always available at the designated Trolley Staging Point(s) located within assigned work area.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 days Morning: 6.30am - 2.50pm OR Afternoon: 2.10pm - 10.30pm OR Night: 10.20pm - 6.40am</li> <li>• 819663</li> </ul>
Trolley Service Officer	<ul style="list-style-type: none"> <li>• Must be physically fit</li> </ul>	<ul style="list-style-type: none"> <li>• Observe assigned work area and/or other work areas, locate unused trolleys left by passengers.</li> <li>• Collect unused trolleys using basic planning methods to gather, stack and move trolleys to designated Trolley Staging Point(s).</li> <li>• Transport unused trolleys using lightweight transport machinery or manually transporting them.</li> <li>• Practice caution and watch for passengers/structures (i.e., chairs) while moving unused trolleys to designated Trolley Staging Point(s).</li> <li>• Ensure minimum number of trolleys is always available at the designated Trolley Staging Point(s) located within assigned work area.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days Morning: 6.30am - 2.50pm OR Afternoon: 2.10pm - 10.30pm OR Night: 10.20pm - 6.40am</li> <li>• 819663</li> </ul>

## ST LOGISTICS

ST Logistics is a Singapore-based company with more than 45 years of experience in providing integrated and cost-effective supply chain solutions to the Defence, Government and Healthcare sectors. We endeavour to be a leader in the supply chain industry, with excellence in delivering sustainable and innovative solutions. Smart technological elements built into our solutions play a big part in ensuring our customers experience the full enabling power of digitalisation and automation when they adopt our solutions. We provide top in-class supply chain solutions for our customers in the region.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Air Movement Operations Specialist	<ul style="list-style-type: none"> <li>National ITE Certificate</li> <li>Class 3 Driving License and/or Forklift License</li> </ul>	<ul style="list-style-type: none"> <li>Perform Passenger, Cargo, And Ground Service Activities in Accordance with Standard Operating Procedures (Sops)</li> <li>Ensure Cargo Shipments Are Handled and Stored as Per Handling Requirements</li> <li>Manage Passenger Cargo and Processing Customer Flight Details and Documentation</li> <li>Operate Different Equipment and Vehicles Related to Cargo, Passenger, And Ground Service Operations</li> </ul>	<ul style="list-style-type: none"> <li>5 days 8am - 5.30pm / Various air bases</li> <li>506827</li> </ul>
Fuel Operations Executive	<ul style="list-style-type: none"> <li>Polytechnic Diploma in any Discipline with Class 3 or 4 Driving License</li> <li>MS Office - Excel, Word, and PowerPoint</li> <li>Functional Knowledge in Aviation Fuel Operations and Jet Fuel Supply would be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>Overseeing The Aviation Ground Support Operations or Fuel Farm Operations.</li> <li>Preparing Routine Reports on Fuel Systems Operations, Fuel Consumption, and Inventory Status.</li> <li>Manage The Team Under His Charge and Ensure That They Meet Operations and Training Requirements.</li> <li>Ensure the Timely Maintenance of Equipment and Vehicles.</li> <li>Assist In Maintaining a Strong Environment of Safety and Quality in The Worksite.</li> </ul>	<ul style="list-style-type: none"> <li>5 days 8am - 5.30pm / Various air bases</li> <li>506827</li> </ul>
Fuel Operations Manager	<ul style="list-style-type: none"> <li>Degree in any discipline Preferred</li> <li>Class 3 Driving License</li> <li>Aviation Operations and Jet Fuel Supply Functional Knowledge would be an added advantage.</li> <li>Power BI or Power Apps preferred</li> </ul>	<ul style="list-style-type: none"> <li>Ensure quality and timely aviation fuel supply operations and aviation specialized vehicle services to customers.</li> <li>Budget, plan, monitor, control, verification, and safe execution of all operations deployment</li> <li>Liaise well with customers to resolve day to day operational issues.</li> <li>Maintain adequate and serviceable vehicle and equipment.</li> <li>Groom and train a safe and competent team</li> </ul>	<ul style="list-style-type: none"> <li>5 days 8am - 5.30pm / Various air bases</li> <li>506827</li> </ul>
Fuel Technician	<ul style="list-style-type: none"> <li>National ITE Certificate with relevant experience</li> <li>Class 4 and/or Class 5 Driving License and/or Forklift License</li> </ul>	<ul style="list-style-type: none"> <li>Perform fuel quality checks and drawing fuel samples.</li> <li>load/unload of fuel and recording fuel transactions.</li> </ul>	<ul style="list-style-type: none"> <li>5 days 8am - 5.30pm / Various air bases</li> <li>506827</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>MS Office - Excel, Words and PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>Top up of refueller, aircraft defueling and refuelling.</li> <li>Operate fuel bridger and Aviation specialised vehicles (ASV)</li> <li>Housekeep within the work premises</li> </ul>	
Heavy Vehicle Driver	<ul style="list-style-type: none"> <li>ITE/Certificate/O-Level with Class 4/5 Driving License</li> <li>Experience In Driving Aviation Specialised Vehicles would be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>Drive the Aviation Heavy Vehicles in The Airbase.</li> <li>Operate And Maintain the Refueller and Perform Fuel Uplifting Tasks/Activities.</li> <li>Perform Fuel Tests During Handling and Taking Over of Fuel Loads.</li> <li>Participate In Safety Briefings to Highlight Any Safety and Quality Concerns.</li> </ul>	<ul style="list-style-type: none"> <li>5 days 8am - 5.30pm / Various air bases</li> <li>506827</li> </ul>
Logistics / Warehouse Assistant	<ul style="list-style-type: none"> <li>Basic computer knowledge</li> <li>Forklift Licence is a plus</li> </ul>	<ul style="list-style-type: none"> <li>Loading and unloading of goods</li> <li>Delivery of goods and dispatch of documents</li> <li>Picking, packing, and issuing of stores</li> <li>Housekeeping of warehouse</li> </ul>	<ul style="list-style-type: none"> <li>5 days 8am - 5.30pm / Various locations</li> <li>628509</li> </ul>
Logistics Supervisor	<ul style="list-style-type: none"> <li>ITE and below</li> <li>Minimum 2 years of relevant working experience Forklift Licence is a plus.</li> <li>VNA Certificate is an added advantage</li> <li>Knowledge in Windows, MS Office (Word, Excel, PowerPoint).</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory role on warehouse operations (Picking, packing, and issuing of stocks)</li> <li>Manage warehouse planning methods, warehouse storage and layout plans.</li> <li>Organise the execution of operations according to different warehousing situations and contingencies.</li> <li>Monitor storage utilisation levels for various storage systems</li> <li>Supervise/Facilitate stocktaking activities.</li> <li>Address operational shortfall, maintenance or repair needs of stores/equipment.</li> <li>Resolve warehouse operations quality issues.</li> <li>Monitor warehouse and operational performance</li> <li>Perform planning of resources within business activities</li> <li>Perform Safety and Health Tasks</li> <li>Perform Cargo and/or Material Handling and Delivery Tasks</li> <li>Perform Business Continuous Improvement Activities</li> <li>Perform Technology Application Tasks</li> </ul>	<ul style="list-style-type: none"> <li>5 days 8am - 5.30pm / Various locations</li> <li>628509</li> </ul>
Operations Executive	<ul style="list-style-type: none"> <li>Polytechnic Diploma or higher qualification in any discipline.</li> <li>Biz Safe level 3 qualified.</li> </ul>	<ul style="list-style-type: none"> <li>Organise the execution of operations according to different warehousing situations and contingencies (conversant with relevant warehouse BCP)</li> </ul>	<ul style="list-style-type: none"> <li>5 days 8am - 5.30pm / Various locations</li> <li>628509</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Forklift license is a plus</li> <li>Windows, MS Office (Word, Excel, PowerPoint, Project, Access), WMS knowledge is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Execute warehouse storage plan and ensure proper housekeeping in accordance with the 5S (Sort, Set, Shine, Standardise, Sustain) +1 (Safety).</li> <li>• Maintain quality standards and ensure stocks accuracy.</li> <li>• Perform planning of resources within operational activities.</li> <li>• Address operational shortfall in resources.</li> <li>• Resolve operational shortfall, warehouse operations quality issues and documentation non-conformities.</li> <li>• Escalate team’s under-performance and/or misconduct for further actions.</li> <li>• Daily attendance reporting to management.</li> <li>• Process and complete preparation of orders outside the working hours, on weekends or public holidays, during normalcy and during emergency upon activation.</li> <li>• Plan and prioritise resources in accordance with the urgency of the demand and ability to execute urgent order fulfilment.</li> <li>• Facilitate stock taking activities.</li> <li>• Support manager in cargo consolidation activities to save space and cost.</li> <li>• Address material handling equipment maintenance and repair needs.</li> <li>• Ensure team to adhere in compliance to safety policies, standards, and procedures.</li> <li>• Participate in Gemba Walks periodically to identify safety risks/hazards.</li> <li>• Participate in safety risk assessment and provide solutioning discussions to improve safety processes.</li> <li>• Operate systems, technology and electronic tools deployed (e.g., Orbiter, vertical lift module, pallet inverter, RF handheld device, WMS, Warehouse Control System for Automated VNA system etc.)</li> <li>• Provide guidance and conduct learning activities on systems, technology and electronic tools deployed.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Pharmacy Technician- (Executive Operations)	<ul style="list-style-type: none"> <li>• Diploma (Pharmaceutical Science) with at least 3-5 years of working experience is preferred, candidate with no prior experience may apply.</li> <li>• Candidate preferably has been working in a pharmacy in acute hospital setting.</li> <li>• Windows, MS Office (Word, Excel, PowerPoint, Outlook, Project), Power BI is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant to Senior Pharmacist of CF operations.</li> <li>• Understand the process and operations.</li> <li>• Assist pharmacist to Lead a team of up to 15 staff and ensure that all are trained up to the predetermined competency level for the operations.</li> <li>• Assist pharmacist to develop SOPs and procedure in accordance with the requirement of the customers and in alignment to STL's policies.</li> <li>• Plan work schedule and overtime accordingly based on workload.</li> <li>• Assist pharmacist to provide reports whenever required in relation to the above.</li> <li>• Assist pharmacist on document control of related documents is maintained timely and effectively.</li> <li>• Customer engagement on work requirement and deviation reports.</li> <li>• Ensure compliance of processes to SOP/WI and other GxP requirements.</li> <li>• Carry out deviations and CAPA report recommendations.</li> <li>• Front of audit from customer and regulatory body.</li> <li>• Ensure operations excellence throughout and aims towards zero error in the prescriptions filling due to negligence.</li> <li>• Ensure Continuous Improvement is part of the operations.</li> <li>• Take on other appropriate assignments from time to time under the direction of the company.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 8am - 5.30pm</li> <li>• 628509</li> </ul>
Quality Control Inspector	<ul style="list-style-type: none"> <li>• ITE/O/A Level/Diploma in any discipline with relevant experience in QA/QC for at least 2 years</li> <li>• Experience in ISO 13485 or working in GxP environment is advantageous.</li> <li>• Knowledge in MS Office - Excel, Words, Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct quality control activities (inbound, outbound, in-process QC) according to approved regulations and requirements (customer and internal).</li> <li>• Perform product inspection on repackaged products.</li> <li>• Investigate and follow up closely on customer complaints on product quality.</li> <li>• Work with operation team closely to ensure timely inspection, release, and quarantine of goods.</li> <li>• Support other ad-hoc duties.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 8am - 5.30pm</li> <li>• 628509</li> </ul>
Senior / QA Executive	<ul style="list-style-type: none"> <li>• Degree in Engineering (Mechanical Engineering,</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Managers on matters related to quality assurance and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Materials Engineering or equivalent).</p> <ul style="list-style-type: none"> <li>• Able to interpret technical specifications, product brochures, test reports and technical drawings.</li> <li>• Experience serving National Service as a Combatant in the ARMY and familiar with the usage of personal military equipment or sports-enthusiast familiar with the latest technology and trend in outdoor equipment or sportswear in the market.</li> <li>• Experience serving National Service in the SPF or SCDF will also be considered.</li> <li>• Strong analytical, customer relations and problem-solving skills.</li> <li>• Good interpersonal, oral, and written communication skills.</li> <li>• Able to work independently as well as part of a team.</li> <li>• Able to travel overseas for work assignments for up to a week at least 6 times a year and work on Saturdays or Sundays occasionally.</li> </ul>	<p>material development of Personal &amp; General Equipment (PE &amp; GE).</p> <ul style="list-style-type: none"> <li>• Evaluate tenders and quotations for PE &amp; GE.</li> <li>• Craft and update technical specifications for PE &amp; GE.</li> <li>• Investigate and solve PE &amp; GE quality issues.</li> <li>• Handle and resolve customer complaints on PE &amp; GE quality issues.</li> <li>• Carry out on-site quality inspection of PE &amp; GE at local and overseas production factories.</li> <li>• Inspect incoming PE &amp; GE deliveries and supervise the Quality Inspectors (QAIs) on their day-to-day work.</li> <li>• Work with other departments on the management of PE &amp; GE quality issues.</li> <li>• Liaise with other departments &amp; customers on technical matters related to PE &amp; GE.</li> <li>• Conduct market technology watch on the latest trends / developments for PE &amp; GE and carry out development of PE &amp; GE for implementation.</li> </ul>	<p>8am - 5.30pm / Various air bases</p> <ul style="list-style-type: none"> <li>• 628509</li> </ul>
Senior Logistics Assistant cum class 4 / 5 Driver	<ul style="list-style-type: none"> <li>• Basic computer knowledge</li> <li>• Class 4/5 Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>• Loading and unloading of goods</li> <li>• Delivery of goods and dispatch of documents</li> <li>• Picking, packing, and issuing of stores</li> <li>• Housekeeping of warehouse</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 8am - 5.30pm / Various locations</li> <li>• 628509</li> </ul>
VAS Operator	<ul style="list-style-type: none"> <li>• Basic computer knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Set-up, operates, clean and troubleshoot packing equipment/systems.</li> <li>• Set-up and operate the packaging line with minimum down time and interventions.</li> <li>• Perform all cleaning, line clearance, staging, set-up, and batch reconciliation activities to support the packaging operations.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days 8am - 5.30pm</li> <li>• 628509</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Complete all batch records and other documentation required for the filling and packaging processes.</li> <li>• Maintenance and cleaning of equipment in the production area.</li> <li>• Produce finished goods that are defect-free, properly identified, and within the established standards.</li> <li>• Perform all tasks within the established quality control guidelines in accordance with GMP regulations and standard operating procedures.</li> <li>• Maintain work area in a neat and clean condition to ensure GMP compliance.</li> <li>• Perform other related duties as may be required to meet the production schedule.</li> <li>• Always follow the proper Personal Protective Equipment (PPE) guidelines.</li> </ul>	

## TOLL GROUP

The Toll Group is an Australian-based subsidiary of Japan Post Holdings with operations in transportation, warehousing and logistics in road, rail, sea, and air. It has two divisions: Global Forwarding, Global Logistics.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Assistant	<ul style="list-style-type: none"> <li>• O levels or Nitec, with SAP (WMS) is plus</li> </ul>	<ul style="list-style-type: none"> <li>• Perform order processing operations in compliance to rating principles as well as operator variations Perform documentation for order processing activities.</li> <li>• Perform stock transfer / system transaction in WMS.</li> <li>• Monitor cargo handling schedules to ensure timelines are complied with.</li> <li>• Perform system receipt of cargo.</li> <li>• Validate documentation and escalate non-conformities.</li> <li>• Identify operational shortfall and escalate</li> </ul>	<ul style="list-style-type: none"> <li>• 5.25 days Mon - Thur: 830am to 6pm Fri: 830am to 530pm, Alt Sat: 830am to 1230pm</li> <li>• 628509</li> </ul>
Logistics Assistant	<ul style="list-style-type: none"> <li>• Forklift license</li> </ul>	<ul style="list-style-type: none"> <li>• Perform daily warehouse operations activities in a timely and orderly manner (Inbound – Receiving and put away, Outbound – Picking and packing, Cycle count – monthly cycle count) Handle goods according to SOPs, customers' requirements, and safe work practices.</li> <li>• Ensure operational documents are filled up neatly, accurately and returned to the CSD timely and orderly.</li> <li>• Carry out warehouse tasks as assigned by operations supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.25 days Mon - Thur: 830am to 6pm Fri: 830am to 530pm, Alt Sat: 830am to 1230pm</li> <li>• 628509</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Handle and always use warehouse equipment with care.</li> <li>• Always adhere to warehouse safety and security measures.</li> <li>• Report to operations supervisor on issues regarding inventory, equipment, and quality.</li> <li>• Perform daily tasks in timely and orderly manner (e.g., Housekeeping, pest control, temperature etc.) and ensure the correct forms are being use and the data are update accordingly.</li> </ul>	
Operation Executive	<ul style="list-style-type: none"> <li>• Working knowledge across a broad range of systems – like Cargowise, SAP, WMS, JDA, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure timely and accurate reports for all warehousing and transport operations. Facilitate and support operations compliances within timeline given.</li> <li>• The point of contact on all matters for Building Maintenance, Facilities Management &amp; Asset Control.</li> <li>• Responsible for safety compliances and OHS matters.</li> <li>• Must assist on continuous improvement duties such as tracking KPI performance and training plans.</li> <li>• Ensure on time submission of all billings, POs, P&amp;L forecasting, and reviews</li> </ul>	<ul style="list-style-type: none"> <li>• 5.25 days Mon - Thur: 830am to 6pm Fri: 830am to 530pm, Alt Sat: 830am to 1230pm</li> <li>• 628509</li> </ul>
Operation Executive	<ul style="list-style-type: none"> <li>• Working knowledge across a broad range of systems – like Cargowise, SAP, WMS, JDA, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure timely and accurate reports for all warehousing and transport operations. Facilitate and support operations compliances within timeline given.</li> <li>• The point of contact on all matters for Building Maintenance, Facilities Management &amp; Asset Control.</li> <li>• Responsible for safety compliances and OHS matters.</li> <li>• Must assist on continuous improvement duties such as tracking KPI performance and training plans.</li> <li>• Ensure on time submission of all billings, POs, P&amp;L forecasting, and reviews</li> </ul>	<ul style="list-style-type: none"> <li>• 5.25 days Mon - Thur: 830am to 6pm Fri: 830am to 530pm, Alt Sat: 830am to 1230pm</li> <li>• 498782</li> </ul>

## YUSEN LOGISTICS SINGAPORE

Yusen Logistics is working to become the world's preferred supply chain logistics company. Our complete offer is designed to forge better connections between businesses, customers, and communities – through innovative supply chain management, freight forwarding, warehousing and distribution services. As a company we're dedicated to a culture of continuous improvement, ensuring everyone who works with us is committed, connected and creative in making us the world's preferred choice.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Human Resources	<ul style="list-style-type: none"> <li>• Manage the end-to-end recruitment process which include sourcing, attending, and</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the end-to-end recruitment process which include sourcing, attending, and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Monday: 8:00am to 06:00pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive / Senior Executive	<p>facilitating interviews for/with the hiring managers and the candidates, employment offer and negotiation of salary package.</p> <ul style="list-style-type: none"> <li>• Build and maintain networks within and outside the Company to cultivate a strong passive candidate pool.</li> <li>• Review manpower requirements with the Hiring Manager to develop staffing plan and source for suitable candidates through appropriate recruitment platforms.</li> <li>• Execute innovative sourcing methods and recruitment activities to identify the right candidate for the organisation.</li> <li>• Build and maintain strong partnership with recruitment agencies/search firms, institutions and various government agencies and evaluate their performances.</li> <li>• In-charge and participate in Employer Branding activities including career fairs, outreach organised by institutions, government agencies, federations etc.</li> <li>• In-charge and manage internship and employee referral programs.</li> <li>• Administer the on-boarding process including preparation of appointment letter, contract signing, first workday briefing and personal files/filing.</li> <li>• Prepare Recruitment tracking, Recruitment analysis and Foreign Dependency Worker Ratio reports in Excel and PowerPoint for Management reporting.</li> <li>• Support and participate in other HR initiatives from planning to implementation.</li> <li>• Support ad-hoc administrative assignment where necessary.</li> </ul>	<p>facilitating interviews for/with the hiring managers and the candidates, employment offer and negotiation of salary package.</p> <ul style="list-style-type: none"> <li>• Build and maintain networks within and outside the Company to cultivate a strong passive candidate pool.</li> <li>• Review manpower requirements with the Hiring Manager to develop staffing plan and source for suitable candidates through appropriate recruitment platforms.</li> <li>• Execute innovative sourcing methods and recruitment activities to identify the right candidate for the organization.</li> <li>• Build and maintain strong partnership with recruitment agencies/search firms, institutions and various government agencies and evaluate their performances.</li> <li>• In-charge and participate in Employer Branding activities including career fairs, outreach organized by institutions, government agencies, federations etc.</li> <li>• In-charge and manage internship and employee referral programs.</li> <li>• Administer the on-boarding process including preparation of appointment letter, contract signing, first workday briefing and personal files/filing.</li> <li>• Prepare Recruitment tracking, Recruitment analysis and Foreign Dependency Worker Ratio reports in Excel and PowerPoint for Management reporting.</li> <li>• Support and participate in other HR initiatives from planning to implementation.</li> <li>• Support ad-hoc administrative assignment where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Tuesday – Friday: 8:00am to 05:45pm</li> <li>• 489949</li> </ul>
Officer / Senior Officer (Shipping / Documentation)	<ul style="list-style-type: none"> <li>• Minimum 'O' Level</li> <li>• Basic MS Office knowledge/Skill</li> </ul>	<ul style="list-style-type: none"> <li>• Issue Customers' shipping invoices using customer's in-house system.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Monday: 8:00am to 06:00pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Organised, meticulous and able to work in a fast-paced environment.</li> <li>Pleasant personality and a good team player</li> <li>Immediate availability is preferred</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with customers' overseas sellers, buyers by email correspondences and phone.</li> <li>Liaise with Shipping Lines, Service Providers, SICC and Gulf Cooperation Council (Embassies) on the arrangement of shipping documents.</li> <li>Prepare and submit Singapore International Chamber of Commerce (SICC) Certificate of Origin to SICC for endorsement for the regions of Middle East</li> <li>To submit to MFA (Ministry of Foreign Affairs) for further endorsement and submit to various pre-arrangement of customer clearance over at importing countries.</li> <li>Send email and arrange all endorsed documents for final buyers for buyers to prepare pre-arrangement of custom clearance over at importing countries.</li> <li>Prepare payment vouchers for Closing of Finance documents to our customers.</li> <li>Update daily Key Performance Indicator (KPI) reports.</li> <li>Involve in monthly KPI review meeting with our customers over at our office / customer premise.</li> </ul>	<ul style="list-style-type: none"> <li>Tuesday – Friday: 8:00am to 05:45pm</li> <li>489949</li> </ul>
<p>Regional Senior Executive to Assistant Manager - Information Services (SCS Solutions)</p>	<ul style="list-style-type: none"> <li>Bachelor's Degree or higher in IT, Computer, Business, or a related area or equivalent</li> <li>Minimum 3 to 5 years experienced in 3PL solutions implementation &amp; support with proven hands-on record.</li> <li>Knowledge of Power BI, SQL, PL/SQL, SSRS. PBI is a must.</li> <li>Knowledge of Business Solutions like Warehouse Management, Transport Management, EDI, API, and Other Solutions.</li> <li>Good Presentation Skills</li> <li>Good verbal and written communication skills in English. Ability to communicate in other language will be plus.</li> <li>Data analysis and Project management skill</li> </ul>	<ul style="list-style-type: none"> <li>Perform market research, analyse industry trends, and gather market reports.</li> <li>Perform sales marketing/intelligence initiatives in South Asia Oceania (SAO) Region.</li> <li>Drive and support our Branding and Transform 2025 initiatives.</li> <li>Work with the Operation Companies (OpCos) to support in-country market initiatives/exhibitions.</li> <li>Responsible for social media, external communication and branding governance and guideline.</li> <li>Support Regional Business Development (RBD) management</li> </ul>	<ul style="list-style-type: none"> <li>5 days Monday: 8:00am to 06:00pm</li> <li>Tuesday – Friday: 8:00am to 05:45pm</li> <li>489949</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Proactive and systematic thinking and deliverable</li> <li>• Strong analytical, problem solving and conceptual skills.</li> <li>• Good in adaptation and quick response with limitation of time</li> <li>• High responsible and strong team player and able to work independently.</li> <li>• Comfort dealing with ambiguity, Result-Oriented, fast-learner and committed to meet deadline.</li> <li>• Available and must be willing to travel, often on short notice.</li> </ul>	<ul style="list-style-type: none"> <li>in analysing data for reporting and presentations.</li> <li>• Support any other reporting request related to RBD activities within SAO region.</li> <li>• Support the team on task scheduling, distribution of marketing materials, dissemination of internal communication, updating of work files and liaison with internal parties.</li> <li>• Monitor regional marketing activity and provide support to countries where required.</li> <li>• Supply regional Industry verticals (IV) and Key Account Management (KAM) teams with relevant market intelligence and supporting materials.</li> </ul>	
<p>Regional Senior Manager Information Services - CLT/SCS and Other Solutions</p>	<ul style="list-style-type: none"> <li>• Bachelor's Degree or above</li> <li>• Relevant Certification in IT Products or IT Solutions (Microsoft Tools, Databases (Oracle, SQL), Integration Tools etc. will be an added Advantage.</li> <li>• At least 10 to 15 years' experience in IT, with knowledge of IT Solutions, Automation tools, IT Infra and IT Security.</li> <li>• At least 5 years Regional Experience in Product Management, Program/Project Management, Team Management, and IT Solutions Implementations across various countries.</li> <li>• In-Depth Knowledge of Key Solutions required for WMS, TMS, EDI with Hands on Implementation Skills.</li> <li>• Manhattan SCALE WMS knowledge preferred.</li> <li>• Excellent in written and verbal command of the English language.</li> <li>• Ability to communicate in other language will be plus.</li> <li>• Demonstrate ability to communicate, interact, and work closely with internal and external business partner in all levels, with</li> </ul>	<ul style="list-style-type: none"> <li>• Support solution design activity to capture actual customer requirements and collect necessary information.</li> <li>• Ensure quality of supply chain solution models and proposals</li> <li>• Participate in Webinars, industry events to search for solution partners.</li> <li>• Research and investigate competition developments, identify gap, or threat in the market, and reflect in product development strategy.</li> <li>• Catch up with latest development of YL SCS development and learn from other regions best practices.</li> <li>• Act as ambassador of the supply chain solutions team to promote SCS service and products across business units and RHQ / OPCOs</li> <li>• Support to organize periodical and ad-hoc training on SCS services to create stronger awareness in the region.</li> <li>• Collect local and regional business requirement and feedback to GHQ for product enhancement.</li> <li>• Support Project Manager on driving project tasks and communicate with task teams for</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Monday: 8:00am to 06:00pm</li> <li>• Tuesday – Friday: 8:00am to 05:45pm</li> <li>• 489949</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>excellent interpersonal, persuading, influencing, negotiating skills.</p> <ul style="list-style-type: none"> <li>• Demonstrate skill on formal presentations and ability to conduct training session.</li> <li>• Ability to analyse and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.</li> <li>• Ability to write reports, business correspondence, and procedure manuals.</li> <li>• Able to work under pressure, good in adaptation and quick response with limitation of time.</li> <li>• High responsible and strong team player and able to work independently.</li> <li>• Computer literate with advance proficiency in Microsoft Office (Power point and Excel)</li> <li>• Able to travel overseas from time to time, and work in multi-cultural business environment</li> </ul>	<p>operational as well as technical advice.</p> <ul style="list-style-type: none"> <li>• Support project manager in administrative tasks</li> </ul>	
Senior Officer (Ocean Export)	<ul style="list-style-type: none"> <li>• "N" level and above</li> <li>• Preferable knowledge in freight forwarding.</li> <li>• Preferable 2--3 of experience in freight forwarding</li> </ul>	<ul style="list-style-type: none"> <li>• 1Ocean export customer service cum documentation handling</li> <li>• To ensure all necessary documentations and operation processes for export activities are carried out smoothly.</li> <li>• To accept client's booking request and place booking with carrier or co-loader</li> <li>• To liaise with haulier for transportation arrangement.</li> <li>• To issue bill of lading and declare outward/transshipment permit.</li> <li>• To file AMS &amp; AFR for required ports</li> <li>• To communicate with oversea agents and branches</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>Monday: 8:00am to 06:00pm</li> <li>• Tuesday – Friday: 8:00am to 05:45pm</li> <li>• 489949</li> </ul>
Senior Officer (Ocean Import)	<ul style="list-style-type: none"> <li>• "O" level and above</li> <li>• At least 1 Year(s) of working experience in the related field is required for this position will be an advantage.</li> <li>• Good communication skills</li> <li>• Team player with positive working attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Handle ocean import process (communication with customer, data entry, payment vouchers and transport arrangement)</li> <li>• Handle billing process (billing, sending invoice to customer and follow up if there are any discrepancy)</li> <li>• Handle customers' reports</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>Monday: 8:00am to 06:00pm</li> <li>• Tuesday – Friday: 8:00am to 05:45pm</li> <li>• 489949</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Responsible, mature, hands-on, meticulous, detailed, proactive, and committed</li> </ul>		
<p>Senior Officer / Executive (Air Export Customer Service)</p>	<ul style="list-style-type: none"> <li>Minimum "N" level</li> <li>Minimum 1 Year relevant experience in Airfreight Forwarding industry.</li> <li>Experience/knowledge in Air Export is an advantage.</li> <li>Computer literacy</li> <li>Well-organized on planning work tasks and meticulous on handling shipment documentations</li> </ul>	<ul style="list-style-type: none"> <li>Liaise and process bookings from customers and inter-department.</li> <li>Arrange pickup with Traffic Department</li> <li>Enter shipment data into in-house system.</li> <li>Feedback flight info to customers</li> <li>Pre-alerts to YUSEN destination offices via email</li> <li>Ensure all bookings are handled in timely manner.</li> <li>Receptive in learning to manage problems, answering general inquiries/complaints for local and overseas.</li> <li>Attend emails promptly and ensure all are read by end of day.</li> <li>To cover for teammates when there is a manpower shortfall.</li> <li>Handle Ad-hoc when required.</li> <li>Build rapport with customers</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days Mon - Fri 8:30am - 5:30pm, (Sat) 8:30am - 12:45pm</li> <li>819454</li> </ul>
<p>Senior Officer / Executive (Air Import Customer Service)</p>	<ul style="list-style-type: none"> <li>'N' level</li> <li>1 year in Airfreight and familiar with import process</li> <li>Competent in Microsoft Outlook, Excel, and Word</li> <li>Well-organized on planning work tasks and meticulous on handling shipment documentations</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring pre-alert documents from Origin offices or sales support</li> <li>Track and monitor flight arrivals and update customers.</li> <li>Handle survey shipments with Operations &amp; customers</li> <li>Ensure compliance with customer's SOP.</li> <li>Interface with multiple parties including customer, warehouse, service provider</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days Mon - Fri 8:30am - 5:30pm, (Sat) 8:30am - 12:45pm</li> <li>819454</li> </ul>
<p>Warehouse Officer (Cross Border-Trucking)</p>	<ul style="list-style-type: none"> <li>'N' Level / Secondary Qualification</li> <li>1 years of relevant experience</li> <li>IT/Computer Literate and experience in using WMS (SAP) will have an advantage</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for facilitating and managing activities involving cross-border/Domestic transportation operations, partnership, and projects.</li> <li>Familiar with custom requirements, import and export procedures.</li> <li>Roles-sourcing for rates from service providers as per the sale/customer's enquiry.</li> <li>Checking with Malaysia counterpart on their status as a declaring new customer in Malaysia or liaising with Malaysian customers or their</li> </ul>	<ul style="list-style-type: none"> <li>5 days Monday: 8:00am to 06:00pm</li> <li>Tuesday – Friday: 8:00am to 05:45pm</li> <li>489949</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		declaring agent on the Malaysian customs procedures. <ul style="list-style-type: none"> <li>• Submitting the selling rate to Singapore customer.</li> <li>• Coordination with Malaysia counterpart on Sales lead from the destination.</li> <li>• Looking into all aspects of customer's requirement/problem solutions to handle their shipments.</li> <li>• CBT billing &amp; preparing of reports for internal &amp; external customer.</li> <li>• Any other duties as assign from time to time.</li> </ul>	
Warehouse Officer (Operations cum Customer Service)	<ul style="list-style-type: none"> <li>• 'N' Level / Secondary Qualification</li> <li>• 1 years of relevant experience</li> <li>• IT/Computer Literate and experience in using WMS (SAP) will have an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Perform warehouse duty of inbound, outbound activities, ensure proper cargo checking upon receipt and issuing.</li> <li>• Administration of WMS, stock take &amp; cycle count activities, housekeeping of warehouse area, safe warehouse practices and security.</li> <li>• Communication and coordination with customer on day-to-day basis on in &amp; out shipment.</li> <li>• Any other duties as assign from time to time</li> <li>• Coordination of transport booking and schedule</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Monday: 8:00am to 06:00pm</li> <li>• Tuesday – Friday: 8:00am to 05:45pm</li> <li>• 489949</li> </ul>
Warehouse Officer (Operations)	<ul style="list-style-type: none"> <li>• 'N' Level / Secondary Qualification</li> <li>• 1 years of relevant experience</li> <li>• IT/Computer Literate and experience in using WMS (SAP) will have an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Perform warehouse duty of inbound, outbound activities, ensure proper cargo checking upon receipt and issuing.</li> <li>• Administration of WMS, stock take &amp; cycle count activities, housekeeping of warehouse area, safe warehouse practices and security.</li> <li>• Communication and coordination with customer on day-to-day basis on in &amp; out shipment.</li> <li>• Any other duties as assign from time to time</li> <li>• Coordination of transport booking and schedule.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days Monday: 8:00am to 06:00pm</li> <li>• Tuesday – Friday: 8:00am to 05:45pm</li> <li>• 489949</li> </ul>

## Job Interview Tips

Preparing for a job interview can be a challenging task and it takes effort to ace your next interview.

Here are 8 useful interview tips to face your interviewer with confidence:

1. Match your skills
2. Do your research
3. Prepare your documents
4. Practice your responses to interview questions
5. Be presentable
6. Check your appearance and leave home early
7. Be confident
8. Thank the interviewer for their time

For more career advisory and job search tips, please visit our webpage at <https://e2i.com.sg/blog/career-guidance/>.

## 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>



Meet an e2i Career Coach  
e2i.com.sg/app

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

### Operating Hours

Monday till Friday: 9am to 5pm

Saturday: 9am to 1pm

#### 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

## 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://e2i.com.sg/JSCTelegram/PMET>

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

<https://e2i.com.sg/JSCTelegram/Non-PMET>



## Upcoming Events

Get updated to the latest job opportunities (community or industry job fairs, etc.) or training workshops.

For latest updates and registration for events. visit the following link.

