

# e2i Career Fair @ Chong Pang

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

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

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## #1 Certis Human Resource Services (HRS)

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

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Manager</b>	<ul style="list-style-type: none"> <li>• Good command of MS Office</li> <li>• Good time management and organizational skills</li> <li>• Ability to carry out minute writing duties</li> </ul>	<ul style="list-style-type: none"> <li>• Track projects and activities conducted under the Digital Incubator programme. This includes working with division POCs to:               <ul style="list-style-type: none"> <li>• a.Collate new projects for approvals</li> <li>• b.Monitor the progress of existing projects and its funding utilisation</li> <li>• c.Maintain overall project/activity tracking</li> </ul> </li> <li>• General secretarial/administrative duties, including:               <ul style="list-style-type: none"> <li>• a. Schedule meetings</li> <li>• b. Collate and prepare materials for meetings</li> <li>• c. Write minutes of meeting</li> </ul> </li> <li>• Manage overall team's knowledge management repository and organisation of documents/materials</li> </ul>	<ul style="list-style-type: none"> <li>• Mon – Thu: 8:30am – 6:00pm</li> <li>• Fri: 8:30am – 5:30pm</li> <li>• 117438</li> </ul>
<b>Project Admin</b>	<ul style="list-style-type: none"> <li>• Good command of MS Office</li> <li>• Good time management and organizational skills</li> <li>• Project Administration/Coordination/Management related experience</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping track of project migration timelines</li> <li>• Collating info on migrating agencies that are in danger of missing migration deadlines, or have missed their migration deadlines</li> <li>• Over-time, if the individual is inclined, he/she can answer simple queries</li> </ul>	<ul style="list-style-type: none"> <li>• Mon – Thu: 8:30am – 6:00pm</li> <li>• Fri: 8:30am – 5:30pm</li> <li>• 117438</li> </ul>

		<ul style="list-style-type: none"> <li>• Other admin tasks for migration and events</li> </ul>	
<b>Engagement Manager</b>	<ul style="list-style-type: none"> <li>• Degree in Computer Science, Information Systems, Information / Infocomm Technology, Computer or Electronics Engineering or related discipline</li> <li>• Minimum 1 year working experience in ICT Industry or related domains</li> <li>• Proficient in MS office applications</li> <li>• Good at working with large amounts of data, basic data analysis and reporting</li> <li>• Good communication skills, both oral and written, with ability to influence stakeholders</li> <li>• Good analytical, organization and planning skills</li> <li>• A team player who is able to work independently</li> <li>• Prior experience in using CRM applications will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Relationship Management (CRM) implementation</li> <li>• to assist in business analysis functions in scoping and managing requirements</li> <li>• to assist in information gathering and fit-gap analysis, in collaboration with stakeholders</li> <li>• to assist in developing business case and articulate potential impact of solution with stakeholder</li> <li>• to assist in mapping of the business requirements to application system and ensure overall design, development and implementation aligns with requirements</li> <li>• to assist in assessing the overall testing comprehensiveness and effectiveness to ensure application meets quality requirements</li> <li>• Industry Engagements</li> <li>• to coordinate with stakeholders in managing engagement requests</li> <li>• to assist in preparation of engagement assessments for internal reviews</li> <li>• to assist in compiling and collating data for analysis and submissions</li> <li>• Other admin support activities required from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Mon – Thu: 8:30am – 6:00pm</li> <li>• Fri: 8:30am – 5:30pm</li> <li>• 117438</li> </ul>
<b>Admin Executive</b>	<ul style="list-style-type: none"> <li>• Good command of MS Office</li> </ul>	<ul style="list-style-type: none"> <li>• Re-organisation and filing of documents and/or e-documents in Registry and Legal's DMS;</li> <li>• Further development of Legal's FMS including the database of documents and e-documents filed for DMS</li> </ul>	<ul style="list-style-type: none"> <li>• Mon – Thu: 8:30am – 6:00pm</li> <li>• Fri: 8:30am – 5:30pm</li> <li>• 918141</li> </ul>



		<ul style="list-style-type: none"> <li>• Organisation of training sessions for both internal and external participants (including an ICAO workshop);</li> <li>• Administrative and operational duties in the Division;</li> </ul>	
<b>Fitness Trainer</b>	<ul style="list-style-type: none"> <li>• Possess the Fitness Instructor Course (FIC) or equivalent certification</li> <li>• Ability to maintain a high degree of professionalism, customer service attitude, work performance and integrity at all times</li> <li>• Preferably with valid Standard First Aid + CPR AED certification</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct group physical activities and personal training.</li> <li>• Provide professional advice to trainees/ clients.</li> <li>• Sports facilities management and operations.</li> <li>• Conduct lessons according to approved lesson plans.</li> <li>• Fine-tune physical training programmes and develop fitness regimes.</li> </ul>	<ul style="list-style-type: none"> <li>• 7am to 6pm</li> <li>• 698928</li> </ul>
<b>Customer Service Officer</b>	<ul style="list-style-type: none"> <li>• Min. GCE N-Level with 1 pass (MUST provide educational certificate) or WPLN Level 5 &amp; Above</li> <li>• Min. 1 year of cashiering experience</li> <li>• Able to work rotating shifts (including weekends &amp; PH)</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in topping up AutoPass Cards and collection of payments at the top-up booths</li> <li>• Collection of payment (fees &amp; fines for VEP, Toll, ERP) at Checkpoints' manned terminals</li> <li>• Process digital applications for vehicle permits and AutoPass cards and data entry of motorists' particulars</li> <li>• Handle motorists' queries and provide good customer service to motorists</li> <li>• Issuance of vehicle permits</li> <li>• Ensuring operation runs smoothly</li> </ul>	<ul style="list-style-type: none"> <li>• 10am - 10pm and</li> <li>• 10pm - 10am</li> <li>• (Including weekends and PH)</li> <li>• Various location</li> </ul>
<b>Customer Service Officer (Safe Deposit Box)</b>	<ul style="list-style-type: none"> <li>• Min GCE O level</li> <li>• Experienced in a customer service role</li> <li>• Computer literate (Microsoft Office Applications such as Word &amp; Excel)</li> <li>• Willing to perform overtime and staggered shifts including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support to enquiries on retail promotions, products and services</li> <li>• Facilitate access for customer in a secured facility</li> <li>• Assist customers and directing them to access their Safe Deposit Boxes</li> <li>• Establish customer</li> </ul>	<ul style="list-style-type: none"> <li>• 9am to 8.30pm</li> <li>• (Including weekends and PH)</li> <li>• 409179</li> </ul>

		loyalty and retain customers through the company's retention strategies <ul style="list-style-type: none"> <li>• Enhance customer satisfaction by providing solutions to their needs</li> <li>• Administrative related ad-hoc tasks may be assigned from time to time</li> </ul>	
<b>Research Assistant</b>	<ul style="list-style-type: none"> <li>• At least GCE A Level</li> <li>• Administratively proficient</li> <li>• MOE Schools experience preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Data collection, analysis and reporting of research and ongoing projects for students with special educational needs (SEN) such as dyslexia, hearing loss, and physical or visual impairment.</li> <li>• Conducting literature scan for supporting students with SEN, to contribute to the refinement of service quality indicators.</li> <li>• Planning and carrying out interviews and surveys with school personnel and others who support students with SEN.</li> <li>• Communicating information to Team members or school personnel, through emails or presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Friday 9am to 6pm</li> <li>• Various location</li> </ul>
<b>Teacher's Aide</b>	<ul style="list-style-type: none"> <li>• Administratively proficient</li> <li>• MOE Schools experience preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation and verification of documents</li> <li>• Maintaining and updating of data records including inventories and stocktaking of resources</li> <li>• Compilation of statistics</li> <li>• Filing and typing</li> <li>• Preparation of resources to be used in classrooms</li> <li>• May be required to go into the classroom to relief class if the teacher is away</li> <li>• Assist with the school's safety management measures during the arrival and dismissal of students and at recess time</li> <li>• Provide support to</li> </ul>	<ul style="list-style-type: none"> <li>• Mondays to Thursdays: 6:45am to 3:45pm, inclusive of ½ hr lunch break</li> <li>• Fridays: 6:45am to 3:15pm, inclusive of ½ hr lunch break</li> <li>• Various location</li> </ul>

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		Admin Manager for Orientation event and other school events e.g. usher for Parent-teacher Meetings, man registration counter for school concerts etc.	
<b>Operations Support Officer</b>	<ul style="list-style-type: none"> <li>• Administratively proficient</li> <li>• MOE Schools experience preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the cleanliness of rooms and premises</li> <li>• Assist the Operations Manager (OM) in basic facilities management and maintenance, such as replacing light bulbs, plumbing, pest control, etc.</li> <li>• Conduct regular checks on facilities and reporting faults to the OM</li> <li>• Perform gate and traffic warden duties during peak hours to ensure the safety of students, and smooth traffic flow in the school</li> <li>• Provide logistic support for special events and daily activities, ensuring the venue/room is properly set up in advance</li> <li>• Assist in distribution, collection and maintain proper records of miscellaneous items</li> </ul>	<ul style="list-style-type: none"> <li>• Mondays to Thursdays: 6:45am to 3:45pm, inclusive of ½ hr lunch break</li> <li>• Fridays: 6:45am to 3:15pm, inclusive of ½ hr lunch break</li> <li>• Various location</li> </ul>
<b>Receptionist Cum Admin Assistant</b>	<ul style="list-style-type: none"> <li>• Administratively proficient</li> <li>• Customer Service</li> <li>• MOE Schools experience preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Provide office support services in the Admin Office.</li> <li>• Manage in-coming phone calls</li> <li>• Attend to walk-in visitors/visitors, students and staff</li> <li>• Manage in-coming and out-going mails</li> <li>• Receive and route fax messages</li> <li>• Receiving of Goods</li> <li>• Manage Rooms/Area (Reception Counter, Visitors' Room, Meeting Room &amp; Sick Bay)</li> <li>• Manage Bus Transport arrangements for students taking 3rd Language</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Friday 9am to 6pm</li> <li>• Various location</li> </ul>

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<p><b>Principal Engineer, Intelligence Systems, Intel PMC</b></p>	<ul style="list-style-type: none"> <li>• Preferably more than 10 years of relevant working experience. Strong interest in technologies and innovation. He / She Has experience in designing, developing and deploying large and scalable production applications on cloud platforms and technologies. Has experience in architecting solutions and implementing them. Has experience with big data, data analytics, data science, artificial intelligence and machine learning related technologies would be an advantage. Knowledge of cloud infrastructure, cybersecurity, and information security, to design, manage and secure data and applications. Is able lead a team, able to work independently and as a team. Has good interpersonal and communications skills for internal/external stakeholder engagement. Is familiar with the Home Team environment would be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• 1. Understand business requirements, system and network infrastructure, application framework and vision to own the architecture and work with various</li> <li>• 2. Programme Teams on delivery of projects.</li> <li>• Serve as subject matter expert to collaborate with multiple parties to define architecture and solution components including products and frameworks needed with alignment to enterprise technical stack, enterprise ICT standards and policies.</li> <li>• To maintain industry knowledge of software and/or hardware products and services and trends to select best solutions to meet business needs.</li> <li>• Participate in capability roadmap reviews and support to Programme Teams to facilitate the achievement of Programme objectives and uplift systems maturity and governance.</li> </ul>	<ul style="list-style-type: none"> <li>• 830am to 6pm (Monday to Thursday)</li> <li>• 8.30am to 5.30pm (Friday)</li> <li>• 138507</li> </ul>
<p><b>Temp Executive</b></p>	<ul style="list-style-type: none"> <li>• Familiar with power BI and data analytic.</li> <li>• Good knowledge of MS Excel pivot tables/charts and MS PowerPoint for presentation to management.</li> <li>• Disciplined, can work as a team and independently (if required)</li> </ul>	<ul style="list-style-type: none"> <li>• 1. To assist in the outstanding GM certification and expired GM cert without recertification.</li> <li>• 2. To re-establish contact with the Building Owner (BO) or Facility Management (FM) to update the contact/building data and follow-up with the BO/ FM to encourage and convince them to come in for recertification (e.g., close the verification)</li> </ul>	<ul style="list-style-type: none"> <li>• 830am to 6pm (Monday to Thursday)</li> <li>• 8.30am to 5.30pm (Friday)</li> <li>• 608550</li> </ul>
<p><b>CDC Ambassador</b></p>	<ul style="list-style-type: none"> <li>• Min GCE O level</li> <li>• Experienced in a customer service role</li> <li>• Computer literate (Microsoft Office Applications such as Word &amp; Excel)</li> </ul>	<ul style="list-style-type: none"> <li>• a) Support the Community Development Councils (CDCs) and Community Centres/Clubs (CCs) to engage and</li> </ul>	<ul style="list-style-type: none"> <li>• To check with employer</li> <li>• Mon –</li> </ul>

		<p>outreach to heartland merchants and hawkers</p> <ul style="list-style-type: none"> <li>• b) Guide and encourage merchants and hawkers to sign up for the CDCs' scheme</li> <li>• c) Equip merchants and hawkers with the knowledge and skillsets during the onboarding process</li> <li>• d) Perform simple troubleshooting on IT devices for merchants, hawkers and residents</li> <li>• e) Liaison for CDCs' merchants, hawkers and residents to handle enquiries and feedback related to the scheme</li> <li>• f) Work closely with other government agencies and merchant's associations</li> <li>• g) Any other ad-hoc duties assigned by CDC</li> </ul>	<p>Thurs : 9.00 am to 6.30 pm</p> <ul style="list-style-type: none"> <li>• Fri – 9.00 am to 6.00 pm</li> <li>• (May include weekends, subjected to changes and staggered working hours)</li> <li>• 730900</li> </ul>
<b>Senior Manager (Internal Audit)</b>	<ul style="list-style-type: none"> <li>• 1. Certified Public Accountant or Certified Internal Auditor</li> <li>• 2. At least 1 year of working experience after obtaining the qualification of Certified Public Accountant/ Certified Internal Auditor</li> </ul>	<ul style="list-style-type: none"> <li>• 1. To assist to plan and direct a comprehensive internal audit programme</li> <li>• 2. Assists to evaluate and plan the audit programme for the audit teams</li> <li>• 3. Reviews audit reports and presents findings/recommendations for Management's use</li> <li>• 4. Provides advice on audit matters</li> <li>• 5. Assists or supports investigations and recommends follow-up actions</li> <li>• 6. Manages audit programmes or projects/assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Mon – Thurs : 9.00 am to 6.30 pm</li> <li>• Fri – 9.00 am to 6.00 pm</li> <li>• 208581</li> </ul>

## #2 EM Services

A joint venture between the Housing & Development Board and Keppel Land Limited, EM Services came into existence in 1988 and today, is one of Singapore's largest estate and property management company with a suite of services across residential, commercial & industrial properties and also student accommodation.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Administrative Assistant (Contracts / Project Management)</b>	<ul style="list-style-type: none"> <li>• Nitec/Higher Nitec/Diploma in any field</li> <li>• Prior administrative experience</li> <li>• Have positive working attitude, proactive and meticulous</li> <li>• Proficient in Microsoft Office (Word and Excel)</li> <li>• Good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Type tender documents and reports.</li> <li>• Liaise and arrange tender advertisement with advertising agent.</li> <li>• Prepare tender files and forms (PTR, Tender Register).</li> <li>• Close tenders on tender closing date / time and post tender results.</li> <li>• Compile contracts documents and arrange for execution.</li> <li>• Electronic and nonelectronic filing works – update/upload data (including scanning) in digital file sharing platform.</li> <li>• Monitor &amp; update R &amp; R and Reroofing cycles in Property Data System and prepare yearly budget projection for cyclical works for Town Council.</li> <li>• Prepare payment vouchers and claims.</li> <li>• Prepare Term Contracts SORs for Town Councils' uploading into Works Order System.</li> <li>• Compile Yearly Consultant's Performance Assessments Report.</li> <li>• Other clerical and administrative works.</li> <li>• Data entry and documentation on project management software system</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

<b>Senior Finance Admin Assistant</b>	<ul style="list-style-type: none"> <li>• Nitec/Higher Nitec/Diploma in Accounting</li> <li>• Have positive working attitude, proactive and meticulous</li> <li>• Proficient in Microsoft Office (Word and Excel)</li> <li>• Good communication and interpersonal skills</li> <li>• Minimum 1 year of relevant accounting work experience preferred</li> <li>• Half working Saturday once every 3 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Perform counter duties on rotation basis (e.g. collection of payments, attending to resident enquiries, etc.)</li> <li>• Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc.</li> <li>• Handle general administrative duties</li> <li>• Assist in preparing monthly reports, perform dayend closing, prepare payment vouchers &amp; reminder notices</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
<b>Finance &amp; Admin Manager</b>	<ul style="list-style-type: none"> <li>• Degree in Accounting / ACCA</li> <li>• Senior Executives looking for further career progression are welcome to apply</li> <li>• Preferably with at least three years of relevant experience in Accounting, Internal Control, Corporate Governance, Risk Management and Internal Audit</li> <li>• Analytical and able to withstand stress</li> </ul>	<ul style="list-style-type: none"> <li>• Verify and monitor monthly income and collections</li> <li>• Arrears Management</li> <li>• Prepare annual budget which includes the routine income and expenditure budget</li> <li>• Prepare, check and review monthly and yearly reconciliation statements of accounts</li> <li>• Prepare overhead and capital expenditure statements, income and expenditure statement and balance sheet</li> <li>• Manage and supervise a team of Finance &amp; Admin Assistants</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
<b>Procurement Manager</b>	<ul style="list-style-type: none"> <li>• Minimum Bachelor's Degree with at least 5 years of sourcing experience in procurement/contracting or Diploma with at least 9 years of sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice on procurement policy, procedures and processes to internal stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am to 6pm</li> <li>• 159309</li> </ul>

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	<p>experience in procurement/contracting.</p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Excel, Words and Powerpoint</li> <li>• Meticulous, diligent and independent</li> <li>• Strong writing/communication/interpersonal skill and business acumen</li> <li>• Good time management and able to work under pressure</li> <li>• Keen interest in strategic change/business management with the aim of operational excellence and business process improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure compliance to EM Group Procurement Policy and SOPs for all procurement related activities</li> <li>• Prepare and publish quotation/tender documents in accordance with requirements</li> <li>• Coordinate requirements with stakeholders across Business Units</li> <li>• Conduct review and evaluation of quotation/tender</li> <li>• Prepare summary of bids/approval papers/Letter of Acceptance</li> <li>• Provide support in periodic reporting</li> <li>• Assist with internal process improvement through procurement strategies and obtaining cost savings</li> <li>• Contract management, which may include issuance of Letter of Acceptance and/or Purchase Order as well as managing seamless contract renewals</li> <li>• EPortal system management</li> <li>• Conduct vendor screening and analytical studies where required</li> <li>• Any other adhoc duties as assigned from time to time</li> <li>•</li> </ul>	
<p><b>Public Relations Executive</b></p>	<ul style="list-style-type: none"> <li>• Diploma / Degree in Mass Communications / Digital Media</li> </ul>	<ul style="list-style-type: none"> <li>• Support the Strategic</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>



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	<p>Production / Marketing or other equivalent educational qualifications</p> <ul style="list-style-type: none"> <li>• Good knowledge in sustainability &amp; green practices is a plus</li> <li>• Good copywriting skills with strong command of written and spoken English</li> <li>• Fluent in a 2nd language</li> <li>• Knowledge of design and editing softwares (eg. Canva / Photoshop / Illustrator / InDesign / Premiere Pro / iMovie)</li> <li>• Knowledge of photography and videography</li> <li>• Good understanding of SEO/SEM, digital marketing tools and social media platforms</li> <li>• Good understanding of social media trends and current affairs</li> <li>• A good team player</li> </ul>	<p>Communications &amp; Public Relations Team to develop communications content and publicity deliverables</p> <ul style="list-style-type: none"> <li>• Work with community partners and other government agencies to curate content and organise community outreach initiatives</li> <li>• Support the curation and management of content for social media and estate publicity</li> <li>• Support digital media productions and webinars for townhall meetings</li> <li>• Track daily news outlets</li> <li>• Attend to feedback and incidents, when necessary</li> </ul>	
<p><b>Internal Audit Assistant Manager Construction Related Audits</b></p>	<ul style="list-style-type: none"> <li>• A good Diploma in Structural &amp; Civil Engineering/Building/Quantity Surveying/Estate Management/Construction Management or equivalent from a recognised polytechnic or relevant professional qualification.</li> <li>• Relevant experience of at least 3 years in construction management with exposure in handling projects covering work relating to technical appraisals, cost estimates, site checks and quantity measurement.</li> <li>• Proficiency in Microsoft Office applications (i.e. Word, Excel and Powerpoint). Knowledge in data analytics tools will be an advantage.</li> <li>• Good organisational and interpersonal skills with ability to interact effectively with multidisciplinary colleagues at all levels</li> <li>• Strong problem solving and analytical skills with high attention to details.</li> <li>• Ability to exercise objective</li> </ul>	<ul style="list-style-type: none"> <li>• Gather and analyse information required for the planning of each audit assignment.</li> <li>• Assist in the design of audit program (including audit procedures and audit tests) of each audit assignment.</li> <li>• Based on the approved audit program, perform internal audit work (including followup of past audit issues) and gather evidence in accordance with the internal audit standards.</li> <li>• Audit work include evaluation of technical appraisals</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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	<p>judgement with strong logical and critical thinking skills.</p>	<p>of the project and cost estimates, site check to ascertain that work done on site comply with drawings and specifications, verification of accurate payment for work done based on measurement of quantity and correct rates being applied.</p> <ul style="list-style-type: none"> <li>• Evaluate the effectiveness and efficiency of business processes (including internal controls and risk management), and ensure compliance with regulatory requirements and Company’s policies and procedures for constructionrelated operations.</li> <li>• Document accurate audit work performed and audit result in a clear and organised manner, supported by audit evidence (such as comprehensive site photo) for review by Team leader. Resolve review notes and apply learning to future assignments.</li> <li>• Identify, develop and draft comprehensive audit observations (including root causes and risks) on weaknesses in control environment, and make valueadded recommendations for process improvements.</li> <li>• At the end of</li> </ul>	
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		<p>fieldwork review, assists Team Leader in conducting closing meetings to communicate draft audit findings to management.</p> <ul style="list-style-type: none"> <li>• Assist Team Leader in finalizing the audit findings, recommendations and reports, and collate management responses and action plans to mitigate risk.</li> <li>• Track issues identified by Internal Audit and external auditors, and monitor implementation progress of management action plans.</li> <li>• Conduct validation review on management remediation actions to address control deficiencies.</li> <li>• Assist in developing Annual Internal Audit Plan using a riskbased approach.</li> <li>• Assist in the preparation of deliverables such as audit reports and presentation materials to Management and Audit Committee.</li> </ul>	
<p><b>Internal Audit Senior Associate/Assistant Manager (Business Audits)</b></p>	<ul style="list-style-type: none"> <li>• A good bachelor’s degree in Accountancy or equivalent from a recognised university or relevant professional qualification.</li> <li>• At least 3 years internal audit experience, preferably in construction or engineering services industry with exposure in Big 4 accounting firms.</li> <li>• Proficiency in Microsoft Office applications (i.e. Word, Excel and</li> </ul>	<ul style="list-style-type: none"> <li>• Gather and analyse data and information required for the planning of each audit assignment based on the approved Annual Internal Audit Plan.</li> <li>• Design audit program (including audit procedures and</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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	<p>Powerpoint). Knowledge in tableau or other data analytics tools (e.g. ACL, IDEA, Power BI, etc) will be an advantage.</p> <ul style="list-style-type: none"> <li>• Good organisational and interpersonal skills with ability to interact effectively with multidisciplinary colleagues at all levels</li> <li>• Strong problem solving and analytical skills with high attention to details.</li> <li>• Ability to exercise objective judgement with strong logical and critical thinking skills.</li> <li>• Selfmotivated team player with continuous learning attitude, sharing knowledge and ideas within Internal Audit.</li> <li>• Positive work attitude, with high level of commitment and initiative.</li> <li>• Good verbal and written business communications with strong report writing and presentation skills</li> </ul>	<p>audit tests) of each audit assignment.</p> <ul style="list-style-type: none"> <li>• Perform internal audit work (including followup of past audit issues) and gather evidence in accordance with the approved audit program.</li> <li>• Design and apply data analytics techniques (using Excel, ACL, Tableau) in audit assignments.</li> <li>• Evaluate the effectiveness and efficiency of business processes and related risk management, internal controls and governance process, and ensure compliance with regulatory requirements and Company's policies and procedures.</li> <li>• Identify corporate governance, internal controls and business process improvement issues for initial discussion with appropriate process owners and management personnel.</li> <li>• Document accurate audit work performed and audit result in a clear and organised manner, supported by audit evidence for review by Team leader. Resolve review notes and apply learning to future assignments.</li> <li>• Identify, develop and draft comprehensive audit observations</li> </ul>	
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		<p>(including root causes and risks) on weaknesses in control environment, and make valueadded recommendations for process improvements.</p> <ul style="list-style-type: none"> <li>• At the end of fieldwork review, assists Team Leader in conducting closing meetings to communicate draft audit findings to management.</li> <li>• Assist Team Leader in finalizing the audit findings, recommendations and reports, and collate management responses and action plans to mitigate risk.</li> <li>• Track issues identified by Internal Audit and external auditors, and monitor implementation progress of management action plans. Conduct validation review on management remediation actions to address control deficiencies.</li> </ul>	
<p><b>Customer Service Officer</b></p>	<ul style="list-style-type: none"> <li>• Minimally GCE 'O' Level / GCE 'A' Level certificate / NITEC graduate or equivalent</li> <li>• Able to communicate fluently in English and at least one other language to attend to nonEnglish speaking customers</li> <li>• Prior experience in a call centre environment is preferred</li> <li>• Candidates with prior customer service experience in other businesses and operations may be considered as well</li> <li>• Possesses a customer service mind set and is able to empathise with</li> </ul>	<ul style="list-style-type: none"> <li>• Handle calls and emails promptly by providing accurate and timely information, alternatives and solutions to customers on relevant products and services</li> <li>• Respond to customers' queries and concerns with the aim of achieving first call resolution</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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	<p>customers and quickly grasp the issues they're facing</p> <ul style="list-style-type: none"> <li>• Curious and excited by the challenge of solving both simple and difficult problems for customers</li> <li>• *Candidates who are open to perform rotating shift work is preferred (Daily shift Allowance is payable)</li> </ul>	<p>satisfactorily</p> <ul style="list-style-type: none"> <li>• Depending on the projects assigned, candidates may be required to perform cross selling and upselling of products and services to existing customers and prospects</li> </ul>	
<p><b>Admin Officer</b></p>	<ul style="list-style-type: none"> <li>• Diploma holder in Mechanical Engineering</li> <li>• · A level and other tertiary education</li> <li>• · Preferably with 35 years relevant experience in the same capacity in ACMV</li> <li>• · Good technical competence</li> <li>• · Selfdriven, meticulous, and a team player to meet tight timelines</li> </ul>	<ul style="list-style-type: none"> <li>• · Check and analyse tender specifications including M&amp;E drawings</li> <li>• · Prepare BQ and tender/quotation costing; including material and manpower costing according to project requirements</li> <li>• · Estimate rates for items not in SOR</li> <li>• · Obtain quotations from equipment suppliers and contractors</li> <li>• · Assess cost effectiveness of products / projects / services</li> <li>• · Liaise and coordinate with stakeholders (clients, vendors, colleagues) to ensure timely preparation of tender costing/quotation</li> <li>• · Prepare and maintain a directory of equipment suppliers, contractors and subcontractors</li> <li>• · Establish and maintain a process for tenders and quotations</li> <li>• · Carry out site survey for tenders and quotations – record critical information like</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

		<p>access, drainage and topography, etc</p> <ul style="list-style-type: none"> <li>• Prepare work schedule and manage technicians to ensure maintenance works is timely completed</li> <li>• Responsible for keeping daily work record and ensure billing is timely and accurately completed</li> <li>• Liaise and coordinate with clients to ensure good execution of maintenance contract</li> <li>• Other adhoc duties as assigned</li> </ul>	
<b>Assistant Engineering Executive (Electrical)</b>	<ul style="list-style-type: none"> <li>• Diploma in Electrical Engineering</li> <li>• Minimum 3 years of experience in relevant field</li> <li>• Understand COP (SS638) and able to interpret electrical single line diagrams for electrical installations.</li> <li>• Troubleshooting of electrical faults &amp; CATV systems and able to design simple electrical single line diagrams &amp; CATV systems</li> <li>• Basic computer knowledge and proficiency in MS Word and Excel</li> <li>• Good interpersonal skills when liaising with public and contractors</li> <li>• Able to work independently, keen to learn, selfmotivated, and selfdisciplined</li> </ul>	<ul style="list-style-type: none"> <li>• Assist engineers with various scopes such as to prepare tender drawings and specifications, design single line diagrams</li> <li>• Carry out inspections and annual electrical testing</li> <li>• Preparation of progress/final payment to contractors</li> <li>• Supervising electrical rewiring, electrical load upgrading and other projects assigned.</li> <li>• To identify any electrical defects or faults when HDB conduct handing over/taking over of switch room / MSBs</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
<b>Assistant Engineering Executive</b>	<ul style="list-style-type: none"> <li>• Diploma in Mechanical / Electrical Engineering</li> <li>• Minimum 1 year of experience in mechanical related field preferred</li> <li>• Knowledge of pumps, water pipes, water tanks &amp; fire protection system is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct site survey for M&amp;E installations</li> <li>• Assist Engineers to prepare tender documents for M&amp;E installations</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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	<ul style="list-style-type: none"> <li>• Basic computer knowledge and proficiency in MS Word and Excel</li> <li>• Independent and versatile</li> <li>• Good interpersonal skills</li> <li>• Willing to travel to different sites</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise M&amp;E project works</li> <li>• Carry out testing and commissioning of M&amp;E installations</li> <li>• Update projects monthly report and assist on progress claims</li> <li>• Attend to complaints and joint inspection with vendors / contractors</li> </ul>	
<p><b>M&amp;E Engineer / Manager</b></p>	<ul style="list-style-type: none"> <li>• Relevant Engineering Degree or Diploma from local Education Institutions.</li> <li>• 2 years' experience in project management and/or managing maintenance term contract</li> <li>• Good in planning and meticulous.</li> <li>• Selfmotivated with good communication skills</li> <li>• Team player and able to lead a team of technicians</li> <li>• Good command of English, able to read and interpret Tender and Contract documents.</li> <li>• Proficient in MS Office e.g. Word, Excel and PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing of costing for project tenders and quotations.</li> <li>• Carry out project planning, material requisition, cost control, project management and documentation.</li> <li>• Plan, prepare and manage preventive maintenance and corrective maintenance of M&amp;E equipment.</li> <li>• Supervision and management of vendors, contractors and inhouse technicians for progress of work and coordination with clients' representatives on project and technical matters.</li> <li>• Lead a team of supervisors and technicians to ensure maximum uptime of the M&amp;E systems and its equipment.</li> <li>• Ensure all works carried out in a safe manner and in compliance to safety procedures.</li> <li>• Relevant experience in M&amp;E services in the Build</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>



		<p>Environment.</p> <p>Additional experience in EV, fire protection system and solar panels etc. will be an added bonus.</p> <ul style="list-style-type: none"> <li>• Any other adhoc duties as assigned whenever required.</li> <li>•</li> </ul>	
<b>Lift Technician</b>	<ul style="list-style-type: none"> <li>• NITEC in Building / Engineering or related</li> <li>• Able to use email/excel</li> <li>• Preferably with some work experience in repair and maintenance works</li> <li>• Possess motorcycle license and with personal vehicle</li> <li>• Willing to perform overnight standby to attend to emergency calls</li> <li>• Locations Available:</li> <li>• Islandwide</li> </ul>	<ul style="list-style-type: none"> <li>• LIFT MAINTENANCE – Carry out lift testing, lift routing servicing, maintenance, night standby, replacement of lift parts and repair works. Attend to lift complaints.</li> <li>• LIFT INSPECTION/ LOAD TESTING – Carry out lift inspection, annual and 5 year load testing, attend to lift related complaints, checking and certification of part replace by lift companies, etc.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
<b>Property Officer</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Professional Certificate/NITEC, Diploma, Advanced/Higher/Graduate Diploma, Property Development/Real Estate Management or equivalent</li> <li>• Diploma in Building / Facilities Management / Real Estate Business / Intelligent building</li> <li>• NonDiploma holders are required to have at least 3 years experience in Facilities Management (minimally Nitec)</li> <li>• Entrylevel candidate with relevant Diploma are welcome to apply</li> <li>• Able to work under pressure and willing to do overtime</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out estate inspection, identify building defects and supervise maintenance and improvement works.</li> <li>• Attend to residents/tenants' enquiries, monitor contractors' performance and manage arrear cases.</li> <li>• Working with grassroot leaders on maintenance issues and to organize activities</li> <li>• Any ad hoc duties as assigned by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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<p><b>Property Manager</b></p>	<ul style="list-style-type: none"> <li>• Degree in Building Services / Facilities Management / Real Estate Business or other building related degree</li> <li>• Entry level candidates with relevant qualification welcome to apply</li> <li>• Candidates with more years of relevant position will be considered for a senior role</li> <li>• Must be a team player with high integrity, leadership, problem solving and interpersonal skills</li> <li>• Able to work under pressure and tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee the team in management and maintenance of buildings and common properties.</li> <li>• Administer tenancy/ lease related matters.</li> <li>• Managing yearly budgets and doing presentations</li> <li>• Work closely with councillors, residents, grassroots organisations and relevant government agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
<p><b>IT Officer</b></p>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Professional Certificate/NiTEC, Diploma, Advanced/Higher/Graduate Diploma in Computer Science/Information Technology or equivalent.</li> <li>• At least 2 year(s) of working experience in the related field is required for this position.</li> <li>• Troubleshooting skills on Intranet and Internet, TCP/IP, DHCP, Windows security is a must.</li> <li>• Experience in Virtualization, Firewall, MS SharePoint and AWS will be an advantage.</li> <li>• Knowledge on data analytics tools and programming</li> </ul>	<ul style="list-style-type: none"> <li>• Provide IT support to internal staff in designated Town Council.</li> <li>• Serve as a point of contact for all inbound service requests from internal staff.</li> <li>• Onsite support for desktop applications, emails, printers, other hardware, and networking related issues.</li> <li>• Provide administration for Windows Servers and Microsoft 365.</li> <li>• Perform system log review and documentation.</li> <li>• Administration of backup, restoration and support disaster recovery as required.</li> <li>• Maintain and update of hardware and software inventory.</li> <li>• Provide support to users all softwares (e.g. IEMS, TCMS, GoFM)</li> <li>• Enforce cybersecurity and assist in digitalising</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

		<p>workflow</p> <ul style="list-style-type: none"> <li>• In charge of all digital mobile, conferencing devices and such licencing</li> <li>• Assist to create dashboards using data analytics tools</li> </ul>	
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management &amp; Maintenance / Construction Management / Structural &amp; Civil Engineering</li> <li>• Preferably with at least 2 years of relevant experience in handling building/ maintenance related projects from inception to completion</li> <li>• Have a good understanding of WSHA</li> <li>• Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project</li> <li>• Has effective communication &amp; negotiation skills</li> <li>• Able to multitask and manage time efficiently</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct feasibility study and site survey to determine the scope of the project</li> <li>• Oversee tender management including preparing tender document, conducting tender / quotation / prequalification exercises, evaluate tenders and recommend selection of contractors</li> <li>• Lead the project team in the execution of Repairs &amp; Redecoration, reroofing and Additions &amp; Alterations projects</li> <li>• Carry out periodic site inspections</li> <li>• Oversee budget &amp; cost control for projects</li> <li>• Manage of Contractors &amp; Consultants</li> <li>• Other duties as assigned from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
<b>Project Executive</b>	<ul style="list-style-type: none"> <li>• Diploma in Building / Quantity Surveying / Construction Management / Civil Engineering / NCCS or related</li> <li>• Candidate with Resident Technical Officer Certification preferred</li> <li>• Min. 2 years of related working experience</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out site supervision in compliance with contracts specifications and drawings for Addition &amp; Alteration, Repair &amp; Redecoration and Reroofing Works.</li> <li>• Handle contract administration duties</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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		pertaining to projects supervised.	
<b>Contracts Manager (Township)</b>	<ul style="list-style-type: none"> <li>• Recognised university degree in Estate Management / Building or recognised qualifications</li> <li>• Good experience in maintenance contracts</li> <li>• Good Team player</li> <li>• Good problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Check and ensure accuracy of project cost estimates and specifications for all Cyclical, Additions &amp; Alterations and Improvement Works</li> <li>• Prepare, call and administer the various tenders for the routine maintenance works, services and supplies</li> <li>• Provide advice on the selection of suitable contractors / specialists for routine maintenance works, services and supplies</li> <li>• Monitor maintenance budget and prepare progress payments to ensure cash flow projections are met and payment are promptly made to contractors / suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
<b>Contracts Manager</b>	<ul style="list-style-type: none"> <li>• Recognised university degree in Estate Management / Building or recognised qualifications</li> <li>• Good experience in maintenance contracts</li> <li>• Good Team player</li> <li>• Good problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Clients and Consultants on the procurement of works for construction projects.</li> <li>• Prepare budget estimate, pretender estimate and posttender cost analysis. Approve pretender estimates and post tender cost analysis prepared by Contracts Executive.</li> <li>• Write specifications, prepare, and compile tender documents for calling tenders. Approve specifications drafted by Contracts Executives.</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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		<ul style="list-style-type: none"> <li>• Conduct tender briefing / site showround.</li> <li>• Call and close tenders / quotations.</li> <li>• Evaluate tenders and quotations and present tender evaluation report during Client's management meeting.</li> <li>• Approve tender reports / quotations prepared by Contracts Executive.</li> <li>• Compile Contract Agreement for Client's execution.</li> <li>• Oversee and approve works produced by Contracts Executives.</li> <li>• Other duties relating to tenders and works procurement assigned by HOD.</li> </ul>	
<p><b>Contracts Executive</b></p>	<ul style="list-style-type: none"> <li>• Diploma in Building / Quantity Surveying / Construction Management / Civil Engineering / NCCS or related</li> <li>• Min. 2 years of related working experience</li> <li>• Good Team player</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Clients and Consultants on the procurement of works for construction projects.</li> <li>• Prepare budget estimate, pretender estimate and posttender cost analysis.</li> <li>• Prepare and compile tender documents including drafting specifications.</li> <li>• Conduct tender briefing / site showround.</li> <li>• Call and close tenders / quotations.</li> <li>• Evaluate tenders and quotations.</li> <li>• Compile Contract Agreement for Client's execution.</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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		<ul style="list-style-type: none"> <li>• Other duties relating to tenders and works procurement assigned by HOD.</li> </ul>	
<b>QA Officer</b>	<ul style="list-style-type: none"> <li>• Diploma in Facilities Management, Civil Engineering or Real Estate</li> <li>• Preferably 2 to 3 years of relevant working experience.</li> <li>• Entry level candidates with relevant background are welcome to apply</li> <li>• Candidate to possess specific knowledge relating to building services, maintenance &amp; repairs</li> <li>• Strong interpersonal, communication and writing skills</li> <li>• Positive attitude and ability to work independently and in a team</li> <li>• willingness to work on site</li> </ul>	<ul style="list-style-type: none"> <li>• Extract listing of works orders from TCMS (HCL) and select samples for QA review</li> <li>• Verify validity and compliance of submitted samples with contract documents.</li> <li>• Conduct site inspection with the respective property officers and verify works against specifications / measurements in the corresponding works order for accuracy, compliance and ensure no duplication of works</li> <li>• Confirm findings with the property officer and property manager</li> <li>• Document works done and discuss findings with QA Manager and ensure all items in the works order have been duly reviewed or otherwise explained</li> <li>• Input QA findings using Office 2016</li> <li>• Provide clarification or additional information at the Closing Meeting to aid discussion or as response to a query</li> <li>• Carry out followup review of remedial actions taken by TCBUs</li> <li>• Checking of works order reports</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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		<p>generated by the HCL system for compliance</p> <ul style="list-style-type: none"> <li>• Assist QA manager to take note of the S/POs/HOs who required attention in their areas of weakness</li> </ul>	
<p><b>QA Executive (Maintenance and Repairs)</b></p>	<ul style="list-style-type: none"> <li>• Bachelor Degree in Mechanical / Electrical Engineering /</li> <li>• Mechatronics / Building Science / Real Estate or Facilities Management</li> <li>• Knowledge of building services / Maintenance and Repairs</li> <li>• Good written and presentation skills</li> <li>• Ability to work independently and positive attitude</li> <li>• willingness to work on site</li> </ul>	<ul style="list-style-type: none"> <li>• To support Engineering / Property / Facilities Managers incharge of delivering maintenance and repair services on adhoc, projects or term contract basis</li> <li>• To take the form of independent verification of the effective implementation of maintenance and repairs such as                             <ul style="list-style-type: none"> <li>• Interact with maintenance and repair teams, suppliers, main and subcontractors</li> <li>• Plan the QA inspection based on contractual requirements, scope and frequency for the ongoing contracts</li> <li>• Liaise and coordinate with BU managers on independent verification of the implementation of maintenance and repair ongoing projects</li> <li>• Review Maintenance and Repair Plans and management of documents / records</li> <li>• Walk and witness maintenance and repair at worksite</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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		<ul style="list-style-type: none"> <li>• Review documentation, checklist of maintenance and repair carried out, stocks / parts / materials issuance and usage, correct application of SOR, service reports and etc</li> <li>• Assess fulfilment of regulatory and contractual requirement / Acts</li> <li>• Highlight opportunities for improvement and monitor implementations</li> <li>• Prepare document and present findings of inspection</li> </ul>	
<p><b>QA Assistant Manager ( Project Management )</b></p>	<ul style="list-style-type: none"> <li>• Bachelor Degree in Civil Engineering / Construction</li> <li>• Management / Building Science / Quantity Survey / Real Estate or Facilities Management</li> <li>• Knowledge of technical audit / inspection experience related to build environment</li> <li>• Good written and presentation skills</li> <li>• Ability to fit with corporate values operating style, and accountability and commitment to our clients</li> <li>• Comfortable to work in both office and work sites</li> </ul>	<ul style="list-style-type: none"> <li>• To support Engineering / Property / Facilities / Contract Managers assigned to manage minor Capital or Cyclical Maintenance Projects</li> <li>• To take the form of independent verification of the functioning and implementation of quality control activities as part of the project management</li> <li>• Interact with project management teams, main and subcontractor</li> <li>• Plan the QA inspection in view of the ongoing projects</li> <li>• Liaise and coordinate with Project Managers on independent verification of the implementation of quality control</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>



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		<p>activities in ongoing projects</p> <ul style="list-style-type: none"> <li>• Review Project Quality Plans and quality management documents</li> <li>• Walk and conduct inspection at worksite</li> <li>• Review documents of QC activities</li> <li>• Assess fulfilment of regulatory and contractual requirement / Acts</li> <li>• Highlight opportunities for improvement and monitor implementations</li> <li>• Prepare document and present findings of inspection</li> </ul>	
<p><b>Officer (Façade Inspection / Drone)</b></p>	<ul style="list-style-type: none"> <li>• Minimally NITEC graduate from building management, engineering or facilities management</li> <li>• Candidates without experience are welcomed and training will be provided</li> <li>• 1 to 2 years of experience in planning, directing and manning aerial drone photography and videography operations preferred</li> <li>• Able to try to work on weekends and Public Holiday when required</li> <li>• Willing to work at outdoor environment for long hours</li> <li>• Able to operate independently and being resourceful</li> <li>• Possess good work ethics and enjoy working with people</li> <li>• Experience in building inspections as an advantage</li> <li>• Experience in technology and service industry as an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Work independently, as well as within a team, to ensure proper operations and maintenance of UAV platforms</li> <li>• Perform flight test and checks on UAV</li> <li>• Carry pre/postflight assessment, safety compliance, checklist and site surveys</li> <li>• Capture, record, document and report pre/post flight assessments</li> <li>• Coordinate and liaise with team members as well as handle operations</li> <li>• Communicate and followthrough with partners and contractors where necessary</li> <li>• Any other ad hoc duties as and when assign</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

<p><b>Senior/Property Executive</b></p>	<ul style="list-style-type: none"> <li>• Diploma In FM</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring meter reading at the property</li> <li>• Prepare and source for quotations for different job scopes</li> <li>• Liaising and coordinating with contractors to ensure maintenance works are done on time</li> <li>• Conduct tool box meeting for term contractors</li> <li>• Furnishing of daily checklist</li> <li>• Furnishing of weekly and biweekly checklist</li> <li>• Support facility manager on site in overseeing daily operational matters</li> <li>• Follow up on tenant complaint and feedback</li> <li>• Manage and monitor service standard of the term contractor</li> <li>• Event management for adhoc events</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
<p><b>Marketing Executive/Manager</b></p>	<ul style="list-style-type: none"> <li>• Diploma in Marketing/Business</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and follow up on new sales opportunities and conducting presentations to new clients</li> <li>• Handling of all (long term/short term) hostel bookings from all channels.</li> <li>• Participated in hostel planning such as hostel rates adjustments, vacancies reporting, layouts and maintenances, reports and data</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

		<p>analysis of hostel occupancies</p> <ul style="list-style-type: none"> <li>• Establish/maintaining good relationships with corporate clients.</li> <li>• Handling of customer service email</li> <li>• Involvement in client's communication channels</li> <li>• Complaints and compliments followups</li> </ul>	
<b>Finance Executive</b>	<ul style="list-style-type: none"> <li>• Diploma in Business/Finance/Accountancy</li> </ul>	<ul style="list-style-type: none"> <li>• Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc</li> <li>• Handle general administrative duties</li> <li>• Assisting in preparing monthly reports, perform day to day closing, prepare payment vouchers</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
<b>ACMV Technician</b>	<ul style="list-style-type: none"> <li>• Candidates with experience in servicing and maintaining chillers systems and cooling towers</li> <li>• Possess class 2B and/or 3 license / both</li> <li>• Possess own transport will be a plus</li> <li>• Able to be on standby and attend breakdown calls after office hours.</li> <li>• Minimum 35 years in ACMV/Building maintenance</li> <li>• Recognized trade certificate for ACMV</li> </ul>	<ul style="list-style-type: none"> <li>• Service and maintain different types/brands of AC systems, not excluding DX, VRF/VRV and AHU systems</li> <li>• Service and maintain different types/brands of mechanical ventilations system</li> <li>• Install single/multisplit ac systems including piping works</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
<b>Drafter cum Procore Administrator</b>		<ul style="list-style-type: none"> <li>• 1. Drafting and Design:</li> <li>• Create accurate and detailed technical drawings, schematics, and</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>

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		<p>blueprints using CAD software.</p> <ul style="list-style-type: none"> <li>• Interpret and translate sketches, specifications, and design concepts into clear and precise drawings.</li> <li>• Collaborate with engineering executives, engineers, and design teams to understand project requirements and objectives.</li> <li>• Incorporate design changes and modifications as directed by engineering executives, engineers, and design team members.</li> </ul> <p>2. CAD Software Operation:</p> <ul style="list-style-type: none"> <li>• Proficiently use CAD software (such as AutoCAD, SolidWorks, or similar tools) to produce 2D drawings.</li> <li>• Maintain a strong understanding of CAD software functions and updates to optimize drafting processes.</li> <li>• Organize and manage digital files, ensuring accurate storage and version control of design documents.</li> </ul> <p>3. Technical Documentation:</p> <ul style="list-style-type: none"> <li>• Prepare and organize technical documentation, including design layouts, material</li> </ul>	
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		<p>lists, and specifications.</p> <ul style="list-style-type: none"> <li>• · Annotate drawings with dimensions, annotations, and other relevant information to facilitate construction and manufacturing processes.</li> <li>• 4. Quality Control:             <ul style="list-style-type: none"> <li>• · Review and verify drawings for accuracy, completeness, and adherence to established standards and guidelines.</li> <li>• · Collaborate with engineering teams to identify and rectify discrepancies or issues in design documentation.</li> </ul> </li> <li>• 5. Communication and Collaboration:             <ul style="list-style-type: none"> <li>• · Maintain effective communication with engineers, project managers, and other stakeholders to ensure design goals are met.</li> <li>• · Participate in design review meetings and provide technical insights and suggestions for improvement.</li> </ul> </li> <li>• 6. Continuous Improvement:             <ul style="list-style-type: none"> <li>• · Stay updated with industry trends, CAD software advancements, and drafting techniques to enhance skills and</li> </ul> </li> </ul>	
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		<p>knowledge.</p> <ul style="list-style-type: none"> <li>• · Seek opportunities to streamline drafting processes and improve overall efficiency.</li> <li>• 7. Compliance and Standards:             <ul style="list-style-type: none"> <li>• · Ensure drawings adhere to relevant industry standards, codes, and regulations.</li> <li>• · Remain informed about local and international design standards that apply to specific projects.</li> </ul> </li> <li>• 8. Software (Procore) Configuration and Setup:             <ul style="list-style-type: none"> <li>• · Assist in configuring and setting up software applications according to organizational requirements and user needs.</li> <li>• · Collaborate with IT teams to ensure software installations, updates, and licenses are managed effectively.</li> </ul> </li> <li>• 9. Procore Issue Resolution:             <ul style="list-style-type: none"> <li>• · Investigate and diagnose complex software-related issues, collaborating with technical teams to identify and implement solutions.</li> <li>• · Document troubleshooting steps and solutions for future reference and knowledge sharing.</li> </ul> </li> </ul>	
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		<ul style="list-style-type: none"> <li>• 10. User Feedback and Improvement:             <ul style="list-style-type: none"> <li>• · Collect user feedback regarding software usability, features, and challenges, and communicate this feedback to relevant teams for potential enhancements.</li> <li>• · Stay informed about software updates, patches, and new versions, communicating relevant information to users.</li> </ul> </li> <li>• 11. Documentation and Knowledge Base on Procure:             <ul style="list-style-type: none"> <li>• · Maintain a comprehensive knowledge base of common software issues, solutions, and best practices to facilitate efficient problemsolving.</li> <li>• · Create and update user guides, FAQs, and instructional materials related to software usage.</li> </ul> </li> <li>• 12. Data Management and Reporting on Procure:             <ul style="list-style-type: none"> <li>• · Maintain accurate records of user support requests, resolutions, and interactions in ticketing or tracking systems.</li> <li>• · Generate reports on software usage trends, user satisfaction, and support metrics.</li> </ul> </li> </ul>	
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<p><b>Assistant Engineering Executive (Lift Monitoring Device)</b></p>	<ul style="list-style-type: none"> <li>• NITEC / Diploma in related field</li> <li>• Basic mechanical, electrical &amp; electronic knowledge</li> <li>• Knowledge of troubleshooting electronic system</li> <li>• Basic computer knowledge and proficiency in MS Word and Excel</li> <li>• Independent and versatile</li> <li>• Good interpersonal skills</li> <li>• Comfortable with working environment (e.g. Comfortable with height, working in hot temperature, willing to travel islandwide)</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor equipment performance and status via online platform</li> <li>• Carry out regular testing and monitoring of remote monitoring system islandwide</li> <li>• Troubleshooting of faulty electronic system</li> <li>• Replace faulty equipment</li> <li>• Attend to complaints and joint inspection concerning to equipment fault / arising from projects</li> <li>• Update servicing reports and records</li> <li>• Update Engineer on monthly report and assist on claims</li> <li>• Assist Engineer to supervise projects and other duties from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• 8am to 5pm</li> <li>• 159309</li> </ul>
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### #3 Eshkol Valley @ Yishun

We aspire to be a home away from home, not only for the children but also the staff members who join our big family. Together we seek to do our best to nurture and to educate the children and at the same time instill values in their young minds. Children's well-being is always at the heart of everything we do at Eshkol Valley Preschool.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p><b>Early Childhood Educator</b></p>	<ul style="list-style-type: none"> <li>• ECDA certified L1/L2 or ACEY</li> </ul>	<ul style="list-style-type: none"> <li>• Childcare teacher who is responsible for the routine care and the holistic development of the child.</li> </ul>	<ul style="list-style-type: none"> <li>• 44</li> <li>• 768090</li> </ul>



## #4 Fairmont Singapore & Swissôtel The Stamford

### HOTEL OVERVIEW

Strategically located in the heart of Singapore's shopping, dining and entertainment districts and with the City Hall and Esplanade Mass Rapid Transit (MRT) train stations and other major transportation nodes at its doorstep, Fairmont Singapore and Swissôtel The Stamford are the gateway to explore Singapore's landscapes at your convenience. With a total of 2,030 well-appointed guestrooms, both hotels also offer a distinct collection of 12 lifestyle and dining choices including Michelin-starred fine dining restaurant JAAN by Kirk Westaway, cutting-edge meeting space at Raffles City Convention Centre with 34 meeting rooms and one of Asia's largest spas, Willow Stream Spa.

### ABOUT OUR COMPANY

At Fairmont Singapore and Swissôtel The Stamford, we design career plans and unveil new professional perspectives through our various development programs. We shine when YOU shine. Come and be part of our dynamic team and experience immerse growth and career opportunities with us.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Food &amp; Beverage Guest Services Officer/Executive</b>	<ul style="list-style-type: none"> <li>• 1 year F&amp;B management experience</li> <li>• Experience in similar size/style of 5* hotel</li> <li>• Diploma in Hospitality Management</li> <li>• Evidence of Leadership / People management</li> <li>• Good interpersonal and communication skills</li> <li>• Able to work under pressure and independently</li> <li>• Good interpersonal skills with ability to communicate with guests and all levels of colleagues and management</li> <li>• Service oriented with an eye for details</li> <li>• Good computer skills and proficient in Microsoft Office- Words &amp; Excel</li> <li>• Good problem solving and decision making skills</li> <li>• Effective conflict management skills,</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the outlet manager on daily Front of the House and Heart of the House operations</li> <li>• Monitor the reservation status and communicate with culinary team</li> <li>• Plan and arrange manning to meet business needs</li> <li>• Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period</li> <li>• Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by</li> <li>• Ensure hygiene and food safety compliance in the outlet and related areas</li> </ul>	<ul style="list-style-type: none"> <li>• Check with employer</li> <li>• 178882</li> </ul>

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	<p>respecting a diverse, multi-cultural environment</p> <ul style="list-style-type: none"> <li>• Use sensitivity and discretion in supporting guest needs</li> <li>• Lead to constantly improve the guest service experience and team performance</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the F&amp;B service team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise</li> <li>• Lead a Heartist® approach to guest experience/service with the F&amp;B team</li> <li>• Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up on correct procedures implemented by outlet manager as to prevent future recurrence</li> <li>• Focus on the dining experience for LCAH members</li> <li>• Induct and train F&amp;B service team on technical skills and process as outlined in the LQA standards and departmental SOP</li> <li>• Coach F&amp;B service team to constantly improve or maintain performance, give guidance where performance is below expectations</li> <li>• Manage team within guidelines provided in the Colleague Handbook</li> <li>• Counsel/discipline any F&amp;B service team when performance fall below expectation, and to re-train when needed</li> <li>• Conduct spot-checks that all food</li> </ul>	
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		<p>and beverage sold is properly accounted for at established prices. Be alert for irregularities in the handling of cash or any misconduct</p> <ul style="list-style-type: none"> <li>• Ensure that safe working practices are followed including emergency procedures</li> <li>• Assist Outlet Manager to organize and implement F&amp;B promotions and special functions periodically</li> <li>• Assist in control measures on food costs, beverage costs, labour costs and operating supply costs for the outlet and to be in line of budget</li> <li>• Oversee the stock requisition and usage of operation equipment/supplies</li> <li>• Maintain and check the outlet's/heart of the house's cleanliness and comply with the F&amp;B sanitation and hygiene rules and regulations</li> <li>• Participate in departmental leadership activities as a member of the team</li> <li>• Maintain levels of confidentiality and discretion for guests</li> <li>• Develop own knowledge and skills as a contributing member of the F&amp;B team</li> </ul>	
<p><b>Assistant Reservation Manager</b></p>	<ul style="list-style-type: none"> <li>• Minimum of 3 years of relevant experience in the reservations</li> </ul>	<ul style="list-style-type: none"> <li>• Support the reservations team to ensure all key KPIs</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

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	<p>sales</p> <ul style="list-style-type: none"> <li>• Strong working knowledge of CRS, PMS, TARS or distribution systems</li> <li>• Results Orientated</li> <li>• External and internal environment understanding</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Great communication, presentation and influencing skills</li> <li>• Customer/Commercial focus</li> <li>• Team support and development mindset for the team</li> <li>• Multicultural awareness and able to work with people from diverse cultures</li> <li>• Flexible and able to embrace and respond to change effectively</li> <li>• Self-motivated and energetic</li> </ul>	<p>are met and maintained including conversion, abandoned call rate and call quality assurance.</p> <ul style="list-style-type: none"> <li>• Supporting &amp; Handling Email Reservations</li> <li>• Taking Internal &amp; External calls follow LISTEN/LQA Standard</li> <li>• Perfect Arrival Check</li> <li>• Rate Loading</li> <li>• Ensure travel agency commissions, reservations sales conditions, profile tracking and guest recognition is checked, completed and updated accordingly</li> <li>• Maintain high level of performance within the reservations guest experience, including training and support for the reservations team and liaison with operational teams.</li> <li>• As instructed by the Director of Reservation Sales, maintain and update reservation systems with accurate tracking and rate information to all distribution channels.</li> <li>• Ensure that a “RevPRO culture” is spread in the hotel, through regular liaison with operational</li> <li>• Manage rooming lists, corporate bookings, and crew blocks as required</li> <li>• Travel Agent</li> </ul>	
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		Commission Reconciliation	
<p><b>Barista</b></p>	<ul style="list-style-type: none"> <li>• Minimum 2 years and above of Barista experience required</li> <li>• Completion of formal Secondary/O level education</li> <li>• Technical service skills</li> <li>• Interpersonal skills – communicates easily/openly</li> <li>• Communication skills in English spoken/written</li> <li>• Reliable and consistent Personal presentation &amp; grooming, clean/tidy</li> <li>• Comes across as enthusiastic, energetic</li> <li>• Can work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Setup Barista counter and prepare mise-en-plus as per work station assigned prior to start of operation hour</li> <li>• Handle stock requisition, collection, replenishment and disposal of used stock</li> <li>• Handle Hot beverage production in accordance with the outlet standards and recipes, with highest quality and freshness</li> <li>• Operate and use Infrasys</li> <li>• Conduct stock inventory on daily basic</li> <li>• Display a thorough knowledge of all beverages served in particular with types of tea and coffee and to have a good understanding of all items in the menus</li> <li>• Make and serve a selection of hot drinks including a selection of teas, coffees and other hot beverages</li> <li>• To ensure the high and quality standards of hot beverages</li> <li>• Prepares beverages for guests and ensure they are consistent with standards</li> <li>• Handle with the general cleaning of the outlet bar equipment and furniture</li> <li>• Assist in set-up and</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

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		<p>maintaining service areas and dining rooms in a clean, neat, and orderly manner</p> <ul style="list-style-type: none"> <li>• Have a great attention to details, who will go the extra mile for our guests</li> <li>• Have a “can do” attitude and positive energy and chat with our guests</li> <li>• Opportunities to fine tune skills and craft</li> <li>• Giving a warm welcome to all guests coming into the Restaurant &amp; Bar and help to create a memorable experience</li> <li>• Greet and farewell guests in a friendly, courteous manner Use guest names wherever possible</li> <li>• Adjust service to suit guests’ requests, personalize to meet needs</li> <li>• Response positively, politely, and efficiently to all extraordinary requests from guests.</li> <li>• Act professionally when dealing with guest complaints or problems, and keep manager or immediate superior informed on all matters</li> <li>• Efficiency of work in bar counter, pantry, and service preparations</li> <li>• Cleanliness and work safety in food preparation and service areas</li> <li>• Perform or assist in</li> </ul>	
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		<p>the Hosting and Floor Service duties whenever is required</p> <ul style="list-style-type: none"> <li>• Perform opening shift and closing shift duties as assigned</li> <li>• Maintain coffee knowledge on current roasters and confidently and accurately communicate product information</li> <li>• Providing general waiting duties and proactive table service</li> <li>• Familiarize self with menu and prices</li> </ul> <p>Take part in daily line-ups and participate in training activities to improve knowledge &amp; skills</p> <ul style="list-style-type: none"> <li>• Perform other business related duties as assigned by his/her superior</li> <li>• Assist colleagues in any of the restaurants or bars whenever required to do so by outlet manager, or senior management</li> <li>• Follow guidelines provided in colleague handbook</li> <li>• Understand emergency procedures, health, hygiene &amp; food safety requirements and ensure compliance</li> <li>• Maintain collaborative working relationships with colleagues &amp; supervisors/managers</li> <li>• To provide trainings for the team members</li> </ul>	
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<p><b>Bartender</b></p>	<ul style="list-style-type: none"> <li>• No F&amp;B service experience is required</li> <li>• Completion of formal Secondary/O level education</li> <li>• Technical service skills</li> <li>• Interpersonal skills – communicates easily/openly</li> <li>• Communication skills in English spoken/written</li> <li>• Reliable and consistent</li> <li>• Personal presentation &amp; grooming, clean/tidy</li> <li>• Comes across as enthusiastic, energetic</li> <li>• Can work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Setup bar counter and prepare mise-en-plus as per work station assigned prior to start of operation hour</li> <li>• Handle stock requisition, collection, replenishment and disposal of used stock</li> <li>• Handle all beverage production in accordance with the outlet standards and recipes, with highest quality and freshness</li> <li>• Operate and use POS</li> <li>• Conduct stock inventory on daily basic</li> <li>• Handle with the general cleaning of the outlet bar equipments and furniture</li> <li>• Greet and farewell guests in a friendly, courteous manner</li> <li>• Use guest names wherever possible</li> <li>• Adjust service to suit guests’ requests, personalise to meet needs</li> <li>• Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-warmed, Feel Incredible, and Belong with the aim to achieve VOG target</li> <li>• Look for ways to upsell and add value</li> <li>• Respond positively, politely, and efficiently to all extraordinary requests from guests.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• 178882</li> </ul>
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		<ul style="list-style-type: none"> <li>• Act professionally when dealing with guest complaints or problems, and keep manager or immediate superior informed on all matters</li> <li>• Efficiency of work in bar counter, pantry, and service preparations</li> <li>• Cleanliness and work safety in food preparation and service areas</li> <li>• Perform or assist in the Hosting and Floor Service duties whenever is required</li> <li>• Perform opening shift and closing shift duties as assigned</li> <li>• Take part in daily line-ups and participate in training activities to improve knowledge &amp; skills</li> <li>• Perform other business related duties as assigned by his/her superior</li> <li>• Assist colleagues in any of the restaurants or bars whenever required to do so by outlet manager, or senior management</li> <li>• Follow guidelines provided in colleague handbook</li> <li>• Understand emergency procedures, health, hygiene &amp; food safety requirements and ensure compliance</li> <li>• Maintain collaborative working relationships with colleagues &amp;</li> </ul>	
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		supervisors/ managers	
<b>Reservation Co-ordinator/Executive</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years of relevant experience in the reservations sales</li> <li>• Strong working knowledge of CRS, PMS, RESAWeb or distribution systems</li> <li>• Details Orientated</li> <li>• External and internal environment understanding</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Great communication, presentation and influencing skills</li> <li>• Customer/Commercial focus</li> <li>• Multicultural awareness and able to work with people from diverse cultures</li> <li>• Flexible and able to embrace and respond to change effectively</li> <li>• Self-motivated and energetic</li> </ul>	<ul style="list-style-type: none"> <li>• Support the reservations sales team and operations teams to ensure all key KPIs are met and maintained including conversion, abandoned call rate and quality assurance.</li> <li>• Ensure travel agency commissions, reservations sales conditions, profile tracking and guest recognition is checked, completed and updated accordingly.</li> <li>• Maintain accuracy of arrivals including billing, VIP status and other guest preferences.</li> <li>• Maintain high level of performance within the reservations guest experience, including the support for the reservations and operations team.</li> <li>• Ensure that a “RevPRO culture” is spread in the hotel, through regular liaison with operational and call centre teams.</li> <li>• Manage rooming lists, corporate bookings, and crew blocks as required.</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>
<b>RCCC Guest Services Officer/Executive, Banquet</b>	<ul style="list-style-type: none"> <li>• O-Level and above, or same level of education</li> <li>• Minimum 2 years banquet experience in 5 star Hotel</li> <li>• Friendly personality with positive attitude</li> <li>• Good</li> </ul>	<ul style="list-style-type: none"> <li>• Perform the tasks of function room setup, dining table setting, buffet counter and refreshment setting base on each BEO’s requirement, instruction and</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

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	<p>communication skills and guest relations.</p> <ul style="list-style-type: none"> <li>• Fluent spoken English and basic written English</li> <li>• The ability to work well with a large group of people in a team environment</li> <li>• Must be able to work well in stressful, high-pressure situations</li> <li>• Ability to work a flexible schedule including nights, days, weekends and Public holidays</li> </ul>	<p>departmental standards</p> <ul style="list-style-type: none"> <li>• Prepare, maintain or check the preparation of service mise-en-place according to each event and are ready/sufficient for operation needs</li> <li>• Check the appearance, orderliness, cleanliness and proper set-up of the function room/refreshment area and all its related areas with the function checklist, and be ready before 30 minutes of the commence of each event/coffee break</li> <li>• Maintain and ensure all function rooms appearance, orderliness and cleanliness are at satisfied condition after the end of each event</li> <li>• Handle event billing accordingly to BEO's instruction and complete post function report when event ended</li> <li>• Assist the management to supervise junior team members and casual labour under his/her leadership/section and to ensure all tasks assigned/required by the event/operation are carried out on time and according to instruction and departmental standards as well as</li> </ul>	
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		<p>at the satisfied level</p> <ul style="list-style-type: none"> <li>• To monitor/supervise the use of equipment by casual labour and to ensure it is used in the correct manner under the relevant standard of operations and work safety guideline</li> <li>• Use guest names wherever possible</li> <li>• Greet and farewell guests in a friendly, courteous manner</li> <li>• Adjust service to suit guests' requests, personalise to meet needs</li> <li>• Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-warmed, Feel Incredible, and Belong with the aim to achieve VOG target</li> <li>• Respond positively, politely, and efficiently to all extraordinary requests from guests, and act accordingly when dealing with complaints or problems reported to him/her</li> <li>• Perform or assist in the Hosting, Cashiering and Bartending duties whenever is required or when is assigned</li> <li>• Maintain and check the supply of equipment/stock level and ensure no shortage of items which have impact on the operation and guests</li> <li>• Take part in daily</li> </ul>	
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		<p>line-ups and participate all assigned training program</p> <ul style="list-style-type: none"> <li>• Handle all the administration works pertaining to cashier/bar operation requirement and company’s policies, and in good order when required</li> <li>• Act as a runner between each meeting rooms, delivering or collecting various items which are required by guests</li> <li>• Follow guidelines provided in colleague handbook</li> <li>• Understand emergency procedures, health, hygiene &amp; food safety requirements and ensure compliance</li> <li>• Maintain collaborative working relationships with colleagues &amp; supervisors/ managers</li> </ul>	
<p><b>Administrative Co-ordinator, Banquet</b></p>	<ul style="list-style-type: none"> <li>• O-Level and above, or same level of education</li> <li>• Good communication skills and guest relations.</li> <li>• Fluent spoken English and written English</li> <li>• Strong computer knowledge of Microsoft Office</li> <li>• The ability to work well with a large group of people in a team environment</li> <li>• Friendly personality with positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Plan the manning allocation/work assignment as per events requirement and assist the management on controlling labour expense</li> <li>• Ensure that car passes, food tags, tent/place cards for operations are prepared for service team and assist in tasks according to event guest’s needs and comply with departmental</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

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	<ul style="list-style-type: none"> <li>• Must be able to work well in stressful, high-pressure situations</li> <li>• Ability to work a flexible schedule including nights, days, weekends and Public holidays</li> </ul>	<p>standards</p> <ul style="list-style-type: none"> <li>• Check on the previous day bills, BEOs and assignment sheets are printed and filed accordingly. Arrange BEOs in sequence for kitchen meeting</li> <li>• Prepare and update all electronic signage for each event</li> <li>• Communicate and co-ordinate all casual manning requisition and registration</li> <li>• Perform manning accrual duty on monthly basic</li> <li>• Perform or assist in the manager and administrative duties whenever is required or when is assigned</li> <li>• Provide immediate attention to guest complaints and must be dealt with according to the established procedures and report to Banquet Operation Manager or Banquet Duty Manager within 30 minutes of occurrence.</li> <li>• To follow up and to establish correct procedures to prevent future recurrence</li> </ul>	
<p><b>Commis Cook</b></p>	<ul style="list-style-type: none"> <li>• Minimum of 1 year in basic culinary position</li> <li>• Knowledge of different culinary techniques</li> <li>• Certificate in Culinary, preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain daily mis-en-place and prepare ingredients</li> <li>• Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices</li> <li>• Ensure the highest standards and consistent quality in</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

		<p>the daily preparation</p> <ul style="list-style-type: none"> <li>• Keep up to date with the new products, recipes and preparation techniques</li> <li>• Have full knowledge of all menu items, daily highlights and promotions</li> <li>• Adhere to recipes and stock management</li> <li>• Adjust cooking based on guest preferences</li> </ul>	
<b>Chef De Partie</b>	<ul style="list-style-type: none"> <li>• Minimum of 1 year in basic culinary position</li> <li>• Knowledge of different culinary techniques</li> <li>• Certificate in Culinary, preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain daily mis-en-place and prepare ingredients</li> <li>• Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices</li> <li>• Ensure the highest standards and consistent quality in the daily preparation</li> <li>• Keep up to date with the new products, recipes and preparation techniques</li> <li>• Have full knowledge of all menu items, daily highlights and promotions</li> <li>• Adhere to recipes and stock management</li> <li>• Adjust cooking based on guest preferences</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>
<b>Doorman</b>	<ul style="list-style-type: none"> <li>• Minimum Secondary education</li> <li>• Able to read and write English. A second language is preferred</li> <li>• Some working experience preferred</li> <li>• A valid class 2/3 motor licence is</li> </ul>	<ul style="list-style-type: none"> <li>• To assist guests with taxi requests and assist them with their belongings into the taxi</li> <li>• Co-ordinate with arriving coaches/passengers vans/Taxi &amp;</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

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	<p>preferred</p> <ul style="list-style-type: none"> <li>• Must be physically able to carry out duties of Bell Person</li> <li>• Guest focused with good communications skill</li> <li>• Guest oriented individual with pleasant and courteous disposition</li> <li>• A team player and efficient worker</li> <li>• Flexible and adaptable</li> <li>• Possess good attitude and initiative</li> <li>• Possess integrity and honesty</li> </ul>	<p>Uber/Grab to their waiting area</p> <ul style="list-style-type: none"> <li>• To assist arriving and departing guests and ensure that all belongings are being retrieved or placed in taxi upon arrival or departure respectively</li> <li>• To co-ordinate on parking lots for VIP guests and ensure they are duly received</li> <li>• Co-ordinate parking for drivers for pick-up guests</li> <li>• Ensure LQA service standards are in practice as set by the hotel at all times</li> <li>• Assist in loading and unloading and tagging of luggage for arrival and departure from taxi or luggage van</li> <li>• Promptly greet and welcome all guests on arrival</li> <li>• Able to provide information and assistance to guests as and when required</li> <li>• To be well versed with all shuttle and taxi booking charges to provide accurate information to guests.</li> <li>• Provide direction, information and/or assistance to guests as and when required</li> <li>• To report on incidents/accidents at driveway and redirect traffic flow when required</li> <li>• Ensure smooth flow of traffic at the</li> </ul>	
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		<p>driveway</p> <ul style="list-style-type: none"> <li>• To ensure general cleanliness at the front driveway</li> <li>• May be required to assist Bellman in luggage duties when required</li> <li>• Work hand in hand with car Valets to ensure smooth traffic flow at all times</li> <li>• Buddy new colleagues as required and provide on job training</li> <li>• Attend department briefings and meetings</li> <li>• Ensure grooming standard set by the hotel at all times</li> <li>• Any other duties as assigned from time to time</li> <li>• Listen actively and is able to display self-control and empathy in challenging interactions and offer suitable alternative</li> </ul>	
<p><b>Guest Relations Officer</b></p>	<ul style="list-style-type: none"> <li>• Minimum O level education</li> <li>• Minimum 2 years hotel front office experience</li> <li>• Computer Knowledge, i.e. well versed with windows, internet explorer and word, either POS or PMS system</li> <li>• Knowledge of Opera will be an advantage</li> <li>• Read, write, speak English fluently</li> <li>• Well groomed with leadership quality</li> <li>• Interpersonal skills to deal with guests and colleagues issues</li> <li>• Able to work in a team, i.e. caring about other team members</li> </ul>	<ul style="list-style-type: none"> <li>• Assist guests with check in and checkout, and other cashiering duties</li> <li>• Efficient in assisting guests throughout their stay with any requirements, handling guest feedback, provide direction and give suggestions</li> <li>• Handle guests' mails, messages, and answering phone calls</li> <li>• Maximizing room revenue by up-selling to a higher rate category and selling the highest possible rates for walk-in</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

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	<p>and open towards other nationalities</p> <ul style="list-style-type: none"> <li>• Adaptable to multicultural guest needs, works with diverse cultures</li> <li>• Able to work under pressure and independently</li> <li>• Good interpersonal and communication skills</li> </ul>	<p>guests</p> <ul style="list-style-type: none"> <li>• Provide guidance and assistance to Guest Relations Assistant</li> <li>• Supervise the Front Office team to personalize the guest arrival/departure experience</li> <li>• Provide On-The-Job training for new colleagues</li> <li>• Meet, greet and provide rooming for VIP guests</li> <li>• Analyze room inventory and monitor rooms count situation</li> <li>• Attend daily briefings and relevant departmental and interdepartmental meetings</li> <li>• Ensure the safety, security and loss control policies and procedures are compiled with at the front desk and back office area</li> <li>• Perform any related duties and special projects as requested by the Front Office Manager/Assistant Front Office Manager/Reception and Duty Manager</li> <li>• Comply with hotel and department policies and procedures at all times</li> <li>• Maintain the privacy of all guests by ensuring that no details of the guests are disclosed to anybody</li> <li>• Ensure cleanliness</li> </ul>	
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		<p>and appearance of Front Desk and related areas</p> <ul style="list-style-type: none"> <li>• Establish awareness of the Hotels fire and emergency procedure</li> <li>• Ensure vigilance in regard to in-house credit matters and act upon any discrepancies</li> <li>• Provide assistance and supervision of the Front Office areas such as Front Desk, Airline Desk, Groups, Rooms Controlling and Lobby Greeters</li> <li>• Ensure strict compliance of the Credit Card Privacy – PCI and Cash Float SOP</li> </ul>	
<p><b>Laundry Co-ordinator</b></p>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written English</li> <li>• Minimum O level education or equivalent</li> <li>• Relevant Housekeeping/Laundry experience preferred</li> <li>• Good interpersonal and communication skills to deal with guests and colleagues</li> <li>• Able to work in a team</li> <li>• Service oriented, courteous and honest</li> <li>• Good initiative</li> <li>• Effective communication and good inter-personal relations</li> <li>• Basic PC knowledge – familiar with computer applications like word processing and spreadsheet</li> <li>• Able to exercise</li> </ul>	<ul style="list-style-type: none"> <li>• Print laundry log sheet from Knowcross system and monitor that Housekeeping Runner brings down all recorded room number parcel to laundry department.</li> <li>• Notify housekeeping for recorded parcels not brought down to ensure timely collection of laundry parcels from guest rooms.</li> <li>• Communicate with guest to highlight discrepancies and minor defects by leaving voicemail to seek verification. If guest is not in to verify, item with major defect is to be return undone with a letter of explanation</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

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	<p>sound judgement in unforeseen situations</p>	<p>and consent for cleaning.</p> <ul style="list-style-type: none"> <li>• Billing and proper keeping of daily bills.</li> <li>• Administer on hold parcel record, stain letter, rejected item, daily guest works assembly report, buddy parcel and others.</li> <li>• Ensure items found from garments or from the processing centre are returned to the rightful owner and re-directed to the Lost and Found Department for further follow up.</li> <li>• Prepare daily sales summary, function report, cashier report and casting of charges.</li> <li>• Conduct monthly inventory of laundry supplies to prepare for next orders.</li> <li>• Follow up on every written orders to ensure that all cleaning request forms (laundry or dry-cleaning lists) are received by the required time.</li> <li>• Verified goods delivered to the department and ensure that vendor placed goods at the assigned storage areas.</li> <li>• Maintain adequate stock of forms relevant to the Valet Operations.</li> <li>• Attend to guest complaints or clarifications in the absence of the superiors.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Maintain cleanliness of all office equipment in the general office and proper housekeeping of laundry supplies storage room.</li> <li>• Provide On-The-Job training for new colleagues</li> <li>• Attend Department briefings, meetings, trainings and workshops</li> <li>• Be familiar with the locations of guestrooms, storage place of guestroom amenities and guests' items, processes and procedures for placement, laundry collection and delivery, and basic checking of guestroom amenities</li> <li>• Maintain good housekeeping standards and adhere to all safety and loss control procedures</li> </ul>	
<p><b>Bellman</b></p>	<ul style="list-style-type: none"> <li>• Minimum Secondary education</li> <li>• Able to read and write English. A second language is preferred</li> <li>• Experience not required as training will be provided</li> <li>• Must be physically able to carry out duties of Bell Person</li> <li>• Guest focused with good communications skill</li> <li>• Guest oriented individual with pleasant and courteous disposition</li> <li>• A team player and efficient worker</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure timely delivery of guest luggage and guest items in a friendly and approachable manner to meet and exceed guest expectations.</li> <li>• Orient guests on the room facilities to facilitate guest use and comfort.</li> <li>• Attend to all other guest requests as directed by Leaders, Captains and Communications Agents</li> <li>• Acknowledge and communicate with</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

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	<ul style="list-style-type: none"> <li>• Flexible and adaptable</li> <li>• Possess good attitude and initiative</li> <li>• Possess integrity and honesty</li> </ul>	<p>Bell Captains via Mobitalk upon completion of assignments</p> <ul style="list-style-type: none"> <li>• Respond to all other requests in a timely manner</li> <li>• Ensure all job assignments are properly logged in respective logbooks</li> <li>• Ensure LQA service standards are in practice as set by the hotel at all times</li> <li>• Provide organized and seamless luggage service and assist with any group luggage logistics</li> <li>• Able to provide information and assistance to guests as and when required</li> <li>• Listen actively and is able to display self-control and empathy in challenging interactions and offer suitable alternative</li> <li>• Presence at the lobby area to provide guest assistance</li> <li>• Work closely with the Doorman for arrival and departure luggage assistance</li> <li>• May require to perform Doorman duties as and when required</li> <li>• Ensure smooth flow of traffic at the driveway</li> <li>• Buddy new colleagues as required and provide on job training</li> <li>• Perform manual wake-up calls for guests during night shift when required</li> <li>• Ensure timely</li> </ul>	
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		<p>deliveries of amenities to guests especially during the night shift</p> <ul style="list-style-type: none"> <li>• Attend department briefings and meetings</li> <li>• Ensure grooming standard set by the hotel at all times</li> <li>• Report and replenish stocks to ensure availability</li> <li>• Maintain good housekeeping of work areas</li> </ul>	
<p><b>Housekeeping Co-ordinator</b></p>	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level Education</li> <li>• Able to read, write, and communicate in English, other languages is an added advantage</li> <li>• Computer skills including Microsoft Office will be an advantage</li> <li>• Use/knowledge of PMS e.g. OPERA</li> <li>• Technical skills for Housekeeping including use of the iPhone for e-Housekeeping</li> <li>• Supervisory and leadership skills – collaborative, enabling, and entrepreneurial</li> <li>• Interpersonal skills well developed with guests, employees, management</li> <li>• Able to solve problem/make decision independently within scope</li> <li>• Attention to detail guest requests and preferences</li> <li>• Able to work independently, reliable, self-directed</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure efficient and effective clear communication within the Housekeeping Department, Front Office, Engineering, Royal Service and all other departments</li> <li>• Answer all telephone calls and do all necessary follow up, with usage of correct telephone verbiage as set by the Hotel</li> <li>• Record all telephone calls and its details in the housekeeping coordinator's log book or input into Royal Service to ensure proper follow up</li> <li>• Be familiar with the computer systems such as OPERA and Swiss/Royal Service</li> <li>• Keep proper records of guest loan items (eg. Extra chairs, foam pillows), and update traces in OPERA to track items movement and usage</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

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		<p>blocked and VIP rooms with their preferences and requests to Team Leaders in a timely manner</p> <ul style="list-style-type: none"> <li>• Supervise and ensure that house and room attendants are carrying out all guest requests in a timely manner</li> <li>• Monitor room statuses to ensure clean rooms are available for arrival guests</li> <li>• Be responsible for the safety and security of all the departmental keys, mobi-talks, and iPhones.</li> <li>• Take proper inventory of keys, mobi-talk, and iPhones for the department and highlight loss to Assistant Manager immediately. Assist in preparing keys, mobiles or papers to colleagues if need arise.</li> <li>• Answers all lost &amp; found queries promptly and follow up accordingly</li> <li>• Record all Lost and Found articles correctly and to place items in correctly labeled serial boxes for easy search should guests claim the item</li> <li>• Inform Security Department and Duty Manager of any complaints by guests of losses that may require compensation</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Ensure the security and maintenance of the lost &amp; found room by not allowing unauthorised entries, with regular clean up and disposal of items after its validity periods</li> <li>• Ensure that safe working practices are followed including emergency procedures</li> <li>• Participate in departmental leadership activities as a member of the team</li> <li>• Maintain levels of confidentiality and discretion for guests</li> <li>• Carry out any adhoc duties assigned by the Management of the Hotel and department</li> </ul>	
<p><b>Food &amp; Beverage Assistant Manager</b></p>	<ul style="list-style-type: none"> <li>• Minimum 2 years in F&amp;B restaurant management position</li> <li>• Experience in similar size/style of 5* hotel</li> <li>• Diploma in Hospitality Management</li> <li>• Leadership / People management</li> <li>• Good interpersonal and communication skills</li> <li>• Able to work under pressure and independently</li> <li>• Good interpersonal skills with ability to communicate with guests and all levels of employees</li> <li>• Service oriented with an eye for details</li> <li>• Strong computer skills and proficient in Microsoft Office-</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and coordinate daily Front of the House and Heart of the House operations with right delegation</li> <li>• Monitor the reservation status and communicate with culinary team</li> <li>• Plan and control manning to meet business needs and according to budget</li> <li>• Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period</li> <li>• Control outsource labour supply, casual</li> </ul>	<ul style="list-style-type: none"> <li>• 178882</li> </ul>

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	<p>Words &amp; Excel</p> <ul style="list-style-type: none"> <li>• Strong problem solving and decision making skills</li> <li>• Effective conflict management skills, respecting a diverse, multi-cultural environment</li> <li>• Can use sensitivity and discretion in supporting guest needs</li> <li>• Leads to constantly improve the guest service experience and team performance</li> <li>• Leadership skills developed – collaborative, enabling, and entrepreneurial</li> <li>• Career focused, wanting to grow and develop, self-driven</li> </ul>	<p>labour and overtime</p> <ul style="list-style-type: none"> <li>• Communicate with team during daily briefings and conduct monthly department meetings</li> <li>• Ensure and conduct regular training and re-training when needed</li> <li>• Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by</li> <li>• Ensure hygiene and food safety compliance in the outlet and related areas</li> <li>• Lead the F&amp;B team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise</li> <li>• Lead a Heartist® approach to guest experience/service with the F&amp;B team</li> <li>• Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up and to establish correct procedures to prevent future recurrence</li> <li>• Work closely with the culinary team to maintain food quality and to create attractive food products that support the image of the outlet/hotel and</li> </ul>	
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		<p>incremental business volume</p> <ul style="list-style-type: none"> <li>• Regular review of guest comments/VOG with the team and implement right solutions for continuous improvement</li> <li>• Focus on the dining experience for LCAH members</li> <li>• Implement, monitor, train and maintain control measures to impact food costs, beverage costs, labour costs and operating supply costs for the outlet and to be in line of budget</li> <li>• Plan, implement and measure profit enhancement programmes constantly in the areas of menu engineering, profit contribution, revenue generation, productivity, pricing and costing for products used in the outlet</li> <li>• Interpret financial reports: create and implement plans or promotion to improve profits for the outlet</li> <li>• Compile financial data and use the data to coach the service team how to use suggestive selling to improve the overall financial performance</li> <li>• Provide necessary training and guidance to F&amp;B team and to ensure that the</li> </ul>	
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		<p>highest possible standards and quality of products and services offering in the premise</p> <ul style="list-style-type: none"> <li>• Recruit, develop and retain F&amp;B team who are competent and confident to exceed guest expectations and create successful business</li> <li>• Support the F&amp;B team to be consistent in service, use a collaborative, enabling leadership style, have regular team meeting</li> <li>• Drive consistent service and process improvement, be entrepreneurial</li> <li>• Use the performance review process to identify and develop talent for growth management performance issues, using a coaching styles</li> <li>• Interface the needs/requirements of other departments with the F&amp;B Service : Laundry, Property Maintenance, Sales &amp; Marketing, Engineering, Front Office, Security, Finance, T&amp;C and Culinary</li> <li>• Provide a level of Safety &amp; Security for all colleagues</li> <li>• Develop own knowledge and skills to grow as a business partner and leader.</li> </ul>	
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## #5 GREATSOLUTION

GreatSolutions Pte Ltd originated as a centralized dishwashing company, but has evolved to provide a wide range of services. From on-site cleaning solutions to kitchen assistance and food preparation, we proudly serve various organizations such as hospitals, schools, food courts, and restaurants. With a commitment to delivering top-notch services, our expertise meets the unique needs of each client.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>STALL ASSISTANT</b>	<ul style="list-style-type: none"> <li>• 1. Team Player</li> <li>• 2. Able to work independently</li> <li>• 3. Willingness to learn</li> <li>• 4. Able to speak basic english and chinese</li> <li>• 5. Need to commit 6 days per week</li> </ul>	<ul style="list-style-type: none"> <li>• 1. Serve alcoholic/non-alcoholic beverage in conjunction with licensing/liquor regulations.</li> <li>• 2. Ensure knowledge of menu and all products</li> <li>• 3. Taking of orders, serving of food and beverages to guests</li> <li>• 4. Drink preparation</li> <li>• 5. Opening and closing of sales</li> <li>• 6. Cashiering</li> <li>• 7. Minimize wastage, neglect, breakages and mishandling of supplies and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• 10.0</li> <li>• HOUGANG</li> <li>• CHINATOWN</li> <li>• POTONG PASIR</li> <li>• PUNGGOL</li> <li>• JURONG</li> </ul>
<b>COFFEE MAKER</b>	<ul style="list-style-type: none"> <li>• 1. Able to speak either chinese/english</li> <li>• 2. Need to learn how to use POS systems</li> <li>• 3. The ability to work in a team</li> <li>• 4. Hardworking</li> <li>• 5. Fast learner</li> </ul>	<ul style="list-style-type: none"> <li>• 1. Area Cleaning/washing of cups</li> <li>• 2. Assist in plate collections</li> <li>• 3. Taking of drink orders</li> <li>• 4. Able to do either closing or opening stalls</li> <li>• 5. Help to make drinks and preparing of drinks</li> <li>• 6. Help to assist in other task if needed</li> </ul>	<ul style="list-style-type: none"> <li>• 10.0</li> <li>• HOUGANG</li> <li>• CHINATOWN</li> <li>• POTONG PASIR</li> <li>• PUNGGOL</li> <li>• JURONG</li> </ul>
<b>DISHWASHER (FT)</b>	<ul style="list-style-type: none"> <li>• 1. Able to commit shift work (Eg; night</li> </ul>	<ul style="list-style-type: none"> <li>• 1. Need to help in washing plates and</li> </ul>	<ul style="list-style-type: none"> <li>• 12.0</li> <li>• NOVENA</li> </ul>

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	<p>or day shift)</p> <ul style="list-style-type: none"> <li>•</li> <li>• 2. Team Player</li> </ul>	<p>utensils</p> <ul style="list-style-type: none"> <li>•</li> <li>• 2. To do cleaning and wiping of equipment</li> <li>•</li> <li>• 3. Wiping clean and drying of all washed products</li> <li>•</li> <li>• 4. Area cleaning</li> <li>•</li> <li>• 5. Doing quality checks</li> <li>•</li> <li>• 6. Help in carrying and arranging boxes</li> <li>•</li> <li>• 7. Assist in ensuring no damaged products during cleaning/washing</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• LOYANG</li> <li>• WOODLANDS</li> <li>• JURONG</li> </ul>
<b>DISHWASHER (PT)</b>	<ul style="list-style-type: none"> <li>• 1. Able to commit shift work (Eg; night or day shift)</li> <li>•</li> <li>• 2. Team Player</li> </ul>	<ul style="list-style-type: none"> <li>• 1. Need to help in washing plates and utensils</li> <li>•</li> <li>• 2. To do cleaning and wiping of equipment</li> <li>•</li> <li>• 3. Wiping clean and drying of all washed products</li> <li>•</li> <li>• 4. Area cleaning</li> <li>•</li> <li>• 5. Doing quality checks</li> <li>•</li> <li>• 6. Help in carrying and arranging boxes</li> <li>•</li> <li>• 7. Assist in ensuring no damaged products during cleaning/washing</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 12.0</li> <li>• NOVENA</li> <li>• LOYANG</li> <li>• WOODLANDS</li> <li>• JURONG</li> </ul>
<b>KITCHEN HELPER</b>	<ul style="list-style-type: none"> <li>• 1. Preferably PSLE education (or equivalent) and above</li> </ul>	<ul style="list-style-type: none"> <li>• 1. Comply to the operating hours, allocated shift and duty roster defined</li> </ul>	<ul style="list-style-type: none"> <li>• 10.0</li> <li>• NOVENA</li> <li>• WOODLANDS</li> </ul>

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	<ul style="list-style-type: none"> <li>• 2. 1-2 years' relevant experience is preferred</li> <li>• 3. Equipped with Basic Food Hygiene Certificate as per SFA regulations</li> <li>• 4. Physically fit</li> </ul>	<p>by the company</p> <ul style="list-style-type: none"> <li>• 2. Comply to the hygiene standards, safety rules and regulations of the company</li> <li>• 3. Ensure all assigned duties are completed and within the cleanliness and timeliness                             <ul style="list-style-type: none"> <li>• requirements of the company</li> </ul> </li> <li>• 4. Provide assistance to Cook to do daily mis en place, packing and dishing of all meals</li> <li>• 5. Ensure F&amp;B store items are replenished after daily operations</li> <li>• 6. Provide assistance to F&amp;B store in the packing of dry food rations for the wards</li> <li>• 7. Ensure all crockery wares are clean and sufficient in quantity for every meal operations.</li> <li>• 8. Ensure cutlery wares are prepared, packed and sufficient in quantity for every meal                             <ul style="list-style-type: none"> <li>• operations.</li> </ul> </li> <li>• 9. Ensure temperature of food warmers are within safe limits, in line with SFA requirements</li> <li>• 10. Report to Demi Chef and Chef de Partie in the event if the temperature of food warmers                             <ul style="list-style-type: none"> <li>• is not within the safe limits or are not in good working condition</li> </ul> </li> <li>• 11. Ensure all</li> </ul>	
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		<p>patient meal trays are slotted into the food warmers according to ward and</p> <ul style="list-style-type: none"> <li>• bed number correctly with clean cutleries and diet chits</li> <li>• 12. Inform Supervisor if there are any damaged and faulty equipment, broken crockery</li> <li>• wares, cutlery or items</li> <li>• 13. Undertake any other duties assigned by the F&amp;B Manager or Senior Production Chef</li> </ul>	
<p><b>F&amp;B COORDINATOR</b></p>	<ul style="list-style-type: none"> <li>• 1. Preferably GCE 'N' levels education (or equivalent) and above</li> <li>• 2. Proficient in written and spoken English</li> <li>• 3. Equipped with Basic Food Hygiene Certificate as per SFA regulations</li> <li>• 4. Basic computer literacy is required</li> </ul>	<ul style="list-style-type: none"> <li>• 1. Comply to the operating hours, allocated shift and duty roster defined by the company</li> <li>• 2. Comply to the hygiene standards, safety rules and regulations of the company</li> <li>• 3. Ensure all assigned duties are completed and within the cleanliness and timeliness                         <ul style="list-style-type: none"> <li>• requirements of the company</li> </ul> </li> <li>• 4. Access EMOS to compile all meal orders for all meal periods</li> <li>• 5. Ensure food warmers are heated prior to the dishing of all meals</li> <li>• 6. Ensure all meals are plated correctly by checking against the diet chits from EMOS</li> <li>• 7. Provide ad-hoc butler service to paying class patients</li> </ul>	<ul style="list-style-type: none"> <li>• 12.0</li> <li>• NOVENA</li> </ul>



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		<ul style="list-style-type: none"> <li>• o Taking of meal orders</li> <li>• o Serving of meals</li> <li>• o Engage patients weekly to gather feedback on meals</li> <li>• 8. Assist catering in the preparation of functions and events</li> <li>• o Set-up of event</li> <li>• o Ensure food ordered is delivered timely and accurately</li> <li>• o Clearing up after the event</li> <li>• 9. Beverage Machines</li> <li>• o Assist to maintain the beverage machines in the wards – cleaning, topping up</li> <li>• beverage powder, basic troubleshooting, working with vendor on servicing issues</li> <li>• 10. Undertake any other duties assigned by the F&amp;B Manager or Senior Production Chef</li> </ul>	
<p><b>OPERATION EXECUTIVE</b></p>	<ul style="list-style-type: none"> <li>•  Proficient in written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• 1. Oversee all contracted staff and ensure contracted number of staff reports to work daily.</li> <li>• 2. Comply to the operating hours, allocated shift and duty roster defined by the company</li> <li>• 3. Conduct roll call sessions to all staff at least twice a day</li> <li>• 4. Ensure all staff adhere to the cleanliness and timeliness requirements of the company</li> <li>• 5. Ensure all staff comply to the hygiene standards,</li> </ul>	<ul style="list-style-type: none"> <li>• 12.0</li> <li>• NOVENA</li> <li>• WOODLANDS</li> </ul>

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		<p>safety rules and regulations of the</p> <ul style="list-style-type: none"> <li>• company</li> <li>• 6. Undertake and manage all staff issues concerning welfare, staffing levels, leave</li> <li>• schedules and disciplinary issues</li> <li>• 7. Conduct and provide training and briefing to staff when necessary</li> <li>• 8. Ensure all staff are equipped with basic food hygiene certification prior to deployment</li> <li>• 9. Ensure all cleaners, pot washers, kitchen helpers and supervisors undergo and pass             <ul style="list-style-type: none"> <li>• annual hearing tests</li> </ul> </li> <li>• 10. Ensure all staff comply with immunisation and vaccination requirements prior to             <ul style="list-style-type: none"> <li>• deployment</li> </ul> </li> <li>• 11. Ensure all cleaning chemicals, supplies and agents stored and used are within shelf life</li> <li>• 12. Ensure all stock inventory levels are at healthy levels and are sufficient for operations</li> <li>• 13. Report to Senior Production Chef in the event if stock inventory level reaches below par             <ul style="list-style-type: none"> <li>• level</li> </ul> </li> <li>• 14. Provide support in all hospital audits and events</li> <li>• 15. Check through the daily checklist</li> </ul>	
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		and ensure all assigned tasks are completed <ul style="list-style-type: none"> <li>• 16. Undertake any other duties assigned by the F&amp;B Manager or Senior Production Chef</li> </ul>	
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## #6 MCI Career Services

MCI Career Services is a workforce solutions provider with the key aim of conducting value-based recruitment activities to our business partners in forms of regular and flexible staffing.

We aim to deliver long-term sustainable results through our vast knowledge and experience of being within the industry for over a decade. Our main priority is our stakeholders; be it our partners, candidates, or employees, we are committed in making the future work for everybody.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Recruitment Specialist</b>	<ul style="list-style-type: none"> <li>• Diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Perform leads generation and cold-calling to acquire new clients.</li> <li>• Gather information to understand client companies and their industries in order to better cater to recruitment needs.</li> <li>• Actively source for suitable candidates through internal database, applications, referrals, networking, job portals and social media platforms.</li> <li>• Craft job advertisements effectively and appropriately to attract the right talent.</li> <li>• Screen and interview candidates through the telephone, face-to-face interviews to ascertain information on skills and experience while</li> </ul>	<ul style="list-style-type: none"> <li>• 44</li> <li>• Jurong east</li> </ul>

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		<p>assessing suitability to the role.</p> <ul style="list-style-type: none"> <li>• Prepare candidates for interview and follow up closely at every stage of the selection and recruitment process</li> <li>• Develop an understanding of each role and job requirements before presenting suitable candidates to clients</li> <li>• Conduct reference checks; manage the interview process and salary negotiation between clients and candidates.</li> <li>• Establish and maintain strong and positive relationships with new and existing clients as well as candidates.</li> </ul>	
<p><b>Patient Service Associate</b></p>	<ul style="list-style-type: none"> <li>• Diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Stable career progressions</li> <li>• Comprehensive Remuneration Package</li> <li>• AWS + Performance bonuses + Yearly salary increment</li> <li>• Reputative Hospital</li> <li>• Responsibilities:                             <ul style="list-style-type: none"> <li>• Assisting with clinical duties.</li> <li>• Promoting positive mental / physical / nutritional health with patients.</li> <li>• Personal care including infection prevention and control, serving food, maintain personal hygiene, and overall reassurance, comfort and safety.</li> </ul> </li> <li>• Observing,</li> </ul>	<ul style="list-style-type: none"> <li>• 44</li> <li>• Central</li> </ul>

		<p>monitoring and recording patients' conditions by taking temperatures, pulse, respirations and weight and general nursing duties.</p> <ul style="list-style-type: none"> <li>• Communicate with patient's family</li> </ul>	
<b>Logistics Assistant</b>	<ul style="list-style-type: none"> <li>• Secondary</li> </ul>	<ul style="list-style-type: none"> <li>• Receiving, unloading, counting and stocking physical inventory</li> <li>• Pick and pack items according to the Order form</li> <li>• Inspect items to ensure they're not damaged or faulty and adjust inventory</li> <li>• Ship and fulfil customer orders in Inventory system, inputting appropriate tracking numbers and links</li> <li>• Maintain safe and clean work environment by work stations neat and clean</li> </ul>	<ul style="list-style-type: none"> <li>• 44</li> <li>• Location: 27 Greenwich avenue</li> <li>• Transport pick up point : West side. Kovan, Paya Lebar – pick up is 730am</li> </ul>
<b>CNC Technician</b>	<ul style="list-style-type: none"> <li>• Secondary</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection of testing</li> <li>• Interpret and review drawings</li> <li>• Parts inspection</li> <li>• Ensure quality of the products meet company's quality standard</li> <li>• Perform duties as assigned by Superior</li> </ul>	<ul style="list-style-type: none"> <li>• 44</li> <li>• Joon Koon</li> </ul>
<b>Aerospace Junior Technician</b>	<ul style="list-style-type: none"> <li>• Diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Test, troubleshoot and repair instruments, components, and assemblies with tools such as circuit testers, oscilloscopes, or voltmeters.</li> <li>• Install, inspect, test, adjust, or repair avionics equipment like radar, radio,</li> </ul>	<ul style="list-style-type: none"> <li>• 44</li> <li>• Changi</li> </ul>

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		<p>navigation, and missile control systems in aircraft. Ensure proper functioning of electrical equipment or systems through testing and troubleshooting.</p> <ul style="list-style-type: none"> <li>• Complete all tasks within company and FAA quality standards and allotted time frame.</li> <li>• Promote safety by monitoring and adhering to safety manual guidelines, communicating with others, and coordinating repairs.</li> </ul>	
<b>Event Assistant</b>	<ul style="list-style-type: none"> <li>• Secondary</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure checklist can be done accurately</li> <li>• Ensure queues are in order</li> <li>• Provide guidance and relevant information to individuals</li> <li>• Attend to queries and manage individual when is necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Flexi</li> <li>•</li> </ul>
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>• Primary</li> </ul>	<ul style="list-style-type: none"> <li>• Assist housekeeping before/ after outlet operations – swiping and moping floor</li> <li>• Maintain cleanliness of dining area only (no kitchen and washroom)</li> </ul>	<ul style="list-style-type: none"> <li>• Flexi</li> <li>•</li> </ul>

## #7 PARADOX SINGAPORE MERCHANT COURT

“Quality in Life”

Paradox Hotel Group is a distinctive group of hotels and resorts where we focus on our people. We strive to provide a motivating and rewarding environment that attracts inspired and talented people to generate new ideas, use and develop their knowledge to carve their career paths.

Paradox Singapore Merchant Court is a luxury hotel located by the iconic Clarke Quay lifestyle precinct, minutes away from the Central Business District (CBD), and close to popular attractions like Chinatown, Sentosa Island and Marina Bay, making it the ideal choice for business and leisure travellers.

The 476 guest rooms and suites cater to the needs of the most discerning travellers. The Executive floors offer luxurious rooms and suites and the Executive Lounge provides premium privileges and exclusivity. Hotel facilities include an idyllic pool area with water-slides, an outdoor Jacuzzi, two award-winning restaurants and one lobby bar, a 24-hour Fitness Centre, Spa & Sport, a column-less ballroom and seven function rooms.

We invite you to be part of the dynamic team!

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Hotel Front Desk Executive</b>	<ul style="list-style-type: none"> <li>• Excellent Interpersonal skills</li> <li>• Prefer someone with experience in using Opera system</li> <li>• Service oriented individual</li> <li>• Team Player</li> <li>• Able to work shift</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain a friendly and professional image and smile under all circumstances at all times</li> <li>• To provide courteous service to the guests and respond promptly and tactfully to the guest complaints, requests and enquires</li> <li>• To listen attentively to the guests' requests and enquires</li> <li>• To man the Hotel Lobby and interact with the guest</li> <li>• Ensure all arrival and departure VIPs and Suite guests are taken care of, e.g. rooms are readily available with amenities and cards, welcome and escort guests to room, courtesy call 30 minutes after rooming, and one day before departure</li> <li>• Ensure VIP/ Wedding folders are ready before guests' arrival</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work Pattern</li> <li>• 58281</li> </ul>

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		<ul style="list-style-type: none"> <li>• Ensure all pre-arrival and post-departure activities are carried out ensuring highest guests' satisfaction, e.g. VIP Guests' arrival amenities, rooming, update of preferences, courtesy calls, pre-arrival and post-departure e-mails, birthdays</li> <li>• To maintain a friendly, neat and pleasant disposition</li> <li>• To always check personal hygiene and to be well groomed</li> <li>• To ensure close coordination with all other team members from Concierge and Bell Desk, Front Office, Security and all other hotel departments especially with regards to Guest Service Requirements</li> <li>• To maintain and update guest records and preferences in the Opera system</li> <li>• In charge of the arrival and departure of any group activities</li> <li>• Consult or inform departments concerned regarding guest feedback and follow up with actions required</li> <li>• Follow up with departments concerned and confirm that the task has been completed within time range communicated</li> <li>• To check and ensure the Front Desk is fully equipped with all stationary</li> </ul>	
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		<p>and report any equipment malfunction to the respective department and Duty Manager</p> <ul style="list-style-type: none"> <li>• To conduct daily briefing and updating of hotel information</li> <li>• In charge of the Front Desk operation for the entire shift and ensure all task on the same shift are to be completed on time and follow the quality standard</li> <li>• Any other task assigned by the management</li> </ul>	
<p><b>Hotel Call Agent</b></p>	<ul style="list-style-type: none"> <li>• Knowledge in using the FCS system</li> <li>• Knowledge in using the Opera system</li> <li>• Proficient in Microsoft office</li> <li>• Knowledge in using the switchboard</li> <li>• Good interpersonal skills</li> <li>• Has an eye for detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend to incoming calls.</li> <li>• Take messages for in-house guest.</li> <li>• Programming of wake-up calls.</li> <li>• Sending jobs to departments concerned to fulfill guest request.</li> <li>• Receive, acknowledge and relay all incoming calls on the switchboard and telephones, in the department, to the parties concerned in a fast, accurate and courteous manner.</li> <li>• Program the wake-up calls requested with the Hotel computer system.</li> <li>• Ensure that all wake-up calls and reminders are promptly and correctly executed.</li> <li>• Note daily events and new instructions on the white board in the Telephone Department.</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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		<ul style="list-style-type: none"> <li>• Assist in changing faulty phones, where applicable.</li> <li>• Assist guests and team member on relevant enquiries.</li> <li>• Transmit or relay accurately and promptly all messages requested by guests and team member.</li> <li>• Records all long distance calls made through operators and file the overseas call form.</li> <li>• Assist guests and team member for connection on overseas calls.</li> <li>• Report to Superior of any fault or incidence encountered during working hours</li> <li>• Call doctor/ambulance for guests or team member when required and the police or fire-engine when the urgency arises.</li> <li>• Assist with the OJT of new team members.</li> <li>• Furnish maximum information regarding the Hotel to guests and callers or other related parties, provided that the information is not deemed "CONFIDENTIAL" such as management policies, rules and regulations and guest private related information.</li> </ul>	
<p><b>Hotel Front Office Duty Manager</b></p>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Proficient in</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Front Office Manager to supervise the front of</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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	<p>Microsoft office</p> <ul style="list-style-type: none"> <li>• Strong analytical skills</li> <li>• People and Customer oriented</li> <li>• Team Player</li> <li>• Able to work shift</li> </ul>	<p>the house and Club lounge operations</p> <ul style="list-style-type: none"> <li>• In the absence of higher management to make decisions regarding operational problems</li> <li>• Coordinate and work closely with all departments regarding daily requirements in the Front Office operations</li> <li>• Ensure VIP/ Wedding rooms are ready before guests' arrival</li> <li>• Ensure all traces are checked and resolved</li> <li>• Ensure Airlines crews' keycard are in order</li> <li>• To monitor for Travel Agent group arrival</li> <li>• Ensure all check-in and out procedures are followed</li> <li>• Update team members with latest information</li> <li>• Maintain the best relations between management and guests at all times</li> <li>• Ensure guests are given prompt and efficient services at all times by the team members</li> <li>• Handle all guest complaints professionally, satisfying their needs and safeguarding the Hotel's interest</li> <li>• Ensure all arrival and departure VIPs and Suite guests are taken care of such as rooms are ready with amenities and card,</li> </ul>	
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		<p>receive and escort guest to room</p> <ul style="list-style-type: none"> <li>• Monitor closely guest's room folio high balance daily to prevent losses by the Hotel</li> <li>• Ensure proper records are maintained and valuable secured in the Front Office Safe Deposit Box</li> <li>• Responsible for the setting up and updating of the DM's Log Entry, Comm Entry and to report all unusual events to the higher management</li> <li>• Responsible for all emergency procedures and coordinate closely with the Security Department</li> <li>• Responsible for all Master Keys and Emergency Key which are strictly for their use only pertaining to operation requirements</li> <li>• Liase with the IT Department on any faults of the system at times of emergency</li> <li>• Ensure strict control of the operations of the computer systems and peripherals</li> </ul>	
<p><b>Hotel Senior Security Officer</b></p>	<ul style="list-style-type: none"> <li>• Must obtain Senior Security Officer License</li> <li>• WSQ Advance Certificate in Security Supervision preferred</li> <li>• Experienced in CPR and AED, First Aid, fire fighting and crowd control</li> <li>• Previous</li> </ul>	<ul style="list-style-type: none"> <li>• To lead and supervise a team of security officers</li> <li>• To ensure compliance of Hotel Security Policies and Procedures</li> <li>• To assume full responsibilities during shift and to supervise team members in</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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	<p>experience in police force, military police or hotel security preferredy</p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> <li>• Basic investigative skills</li> <li>• Good report writing skills</li> <li>• Good Supervisory skills and guest relations skills</li> <li>• Vigilant and civic minded</li> </ul>	<p>their job and discipline</p> <ul style="list-style-type: none"> <li>• To keep abreast of developments within the hotel and community as they relate to security</li> <li>• To have a clear understanding in current and amended laws, employee’s handbook and all new policies and procedures which may be issued from time to time by the management</li> <li>• To take active role in the implementation of the hotel’s fire plan including use of fire extinguishers and fire fighting peripherals, rendering first aid and duties as member of H.E.A.T.</li> <li>• To maintain high self-discipline and self-motivation</li> <li>• To execute all tasks of a Security Officer.</li> <li>• To conduct briefing for each shift, covering security information, important events or any other matter arising.</li> <li>• To manage and assume full responsibility for the department in the absence of the SE/SM.</li> <li>• To document all incidents occurring in the hotel in connection with crime, subversions, potential liabilities and insurance requirements.</li> <li>• To control the keys,</li> </ul>	
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		<p>lock system, alarm system and fire protection system.</p> <ul style="list-style-type: none"> <li>• To make recommendations to the superiors on security related matters.</li> <li>• To respond properly in any hotel emergency or safety situation.</li> <li>• To observe grooming policy as laid out in the employee's handbook, as well as those set out by the department.</li> <li>• To cooperate efficiently with all departments within the hotel directly or indirectly involved with the Security Department.</li> <li>• To counsel subordinates immediately if they show signs of decline in work performance and if beyond control, refer the matter to SE/SM.</li> <li>• To perform any other duties that may be assigned by the Management.</li> </ul>	
<p><b>Hotel F&amp;B Executive</b></p>	<ul style="list-style-type: none"> <li>• Proficient in Micosoft Office</li> <li>• Excellent in engaging guests for on-going and new promotions.</li> </ul> <p>Ability to upsell covers. Service Orientated individual.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure efficient and effective F&amp;B operation activities and beverage promotions of the outlet</li> <li>• Provide trainings; improve colleagues' knowledge on food, beverage and service</li> <li>• Ensure compliance with corporate and hotel operational policies, guidelines and procedure</li> <li>• Monitor volume of</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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		<p>business and related labor requirement forecast and control</p> <ul style="list-style-type: none"> <li>• Ensure the front and back areas meet standard for cleanliness, proper set up, sufficient supplies and equipment (HACCP)</li> <li>• Monitor food quality, portion control and provides feedback to culinary team</li> <li>• Ensure that established control procedures, liquors' law and regulations are followed</li> <li>• Establish and enforces maintenance, repair, cleaning and re-stocking schedules</li> <li>• Perform any other tasks and duties as may be assigned by the management</li> </ul>	
<p><b>Hotel F&amp;B Server</b></p>	<ul style="list-style-type: none"> <li>• Basic F&amp;B experience</li> <li>• Good Interpersonal skills</li> <li>• Basic upselling skills.</li> <li>• Service Orientated Individual</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Assist Team Leader in a station during operation hours and ensure good teamwork</li> <li>• Takeover duties from previous shift and handover properly to the next shift before signing off</li> <li>• Assist to seat guests and takes orders correctly</li> <li>• To serve all F &amp; B to guests effectively</li> <li>• To set all different meal periods and able to turnover effectively for the next meal period</li> <li>• Perform and accomplish side duties and reports to be submitted</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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		<ul style="list-style-type: none"> <li>• Maintain cleanliness of restaurant, collect requisitions, study and evaluate procedures and suggest improvements to Managers</li> <li>• Takeover and handover of shift duties</li> <li>• Attend daily roll calls / briefings and follow up with any necessary follow ups</li> <li>• Assists in the setting up of the restaurant for the next meal period</li> <li>• Generates sales to meet daily budget</li> <li>• In-charge cleanliness and tidiness of equipment at the service area</li> <li>• To manage a station with another assigned team member or assist a team leader in running a station efficiently and effectively</li> <li>• Presents the F&amp;B menu and upsell</li> <li>• Check all bills before presenting to guests and bid farewell</li> <li>• Observe, evaluate operations and suggest improvements to AM or OM</li> <li>• To perform any other duties that may be assigned by the Management</li> </ul>	
<p><b>Hotel F&amp;B Captain / Senior Captain</b></p>	<ul style="list-style-type: none"> <li>• Basic F&amp; B experience and knowledge in other hotel properties</li> <li>• Good</li> </ul>	<ul style="list-style-type: none"> <li>• Take orders</li> <li>• Provide good customer services to guest</li> <li>• Deliver room</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>



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	<p>Interpersonal and leadership skills</p> <ul style="list-style-type: none"> <li>• Service Orientated individual.</li> <li>• Knowledge in Microsoft Office</li> </ul>	<p>service order to guestroom</p> <ul style="list-style-type: none"> <li>• Set-up complete buffet line for private event</li> <li>• Pre set-up with proper arranging for wedding solemnization</li> <li>• Plan, organize and delegate the team during operation</li> <li>• Responsible for inventory count of all operating equipments</li> <li>• Requisite operating equipments accordingly to the par level for operation</li> <li>• Clean tables and chairs before setting the table for every meal period</li> <li>• Open bar</li> <li>• Collect stores daily</li> <li>• Arrange stores accordingly to the respective shelves or cabinet neatly</li> <li>• Clear soiled tray, cutleries and trolley equipments found along lift landings</li> <li>• Send soiled tray and cutleries for washing</li> <li>• Cashing</li> <li>• Answering reservation</li> <li>• Take room service orders</li> <li>• Order stores for daily operation needs</li> <li>• Sending daily arrival amenities for ‘VIP’ guest</li> <li>• Supervise team members</li> <li>• Assist in set-up of private function and arrangement of requirement needs</li> <li>• To perform any</li> </ul>	
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		other duties that may be assigned by the Management	
<b>Hotel Dishwashing Supervisor</b>	<ul style="list-style-type: none"> <li>• Interpersonal Skills</li> <li>• Basic Chemical knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• To set up and clean of operating equipment for daily functions requirements</li> <li>• To maintain and clean kitchen equipment at all kitchen area</li> <li>• To plan staffing to optimize productivity using minimal casual labour wherever necessary</li> <li>• To maintain minimal yet sufficient chemical usage at all ware-washing kitchen areas</li> <li>• To handle smooth operation of banquet and restaurant dishwashing area</li> <li>• To update store inventory</li> <li>• To inspect all Kitchen area with night cleaning Supervisor</li> <li>• To make sure all Operating Equipment are cleaned properly before setting on the buffet area</li> <li>• To report and update inventory of any losses and breakages discovered after functions</li> <li>• To assist in developing and maintaining the highest standard relating to F&amp;B outlets</li> <li>• To replenish beverage items at Café 1 (e.g. milk, sugar, coffee beans and tea bags)</li> <li>• To perform any</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

		other duties that may be assigned by the Management	
<b>Hotel Banquet Server</b>	<ul style="list-style-type: none"> <li>• Service Orientated individual</li> <li>• Physically fit</li> </ul>	<ul style="list-style-type: none"> <li>• To assist in all Banqueting event and also to ensure all other reasonable duties and responsibilities assigned by the supervisors are carry out efficiently and diligently.</li> <li>• Report for duty punctually, wearing the correct uniform and name badge according to the “booking” made</li> <li>• Maintain a high standard of personal appearance and hygiene and safety at all times</li> <li>• Set-up and serve different types of function</li> <li>• Maintain good working relationships with fellow casual labours and supervisors</li> <li>• Carry out any other reasonable duties and responsibilities assigned by the supervisors</li> <li>• Sign on the sign-in / sign-out voucher according to the hours of work done each day</li> <li>• To perform any other duties that may be assigned by the Management</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>
<b>Hotel Assistant Banquet Manager</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Proficient in Microsoft office</li> <li>• Strong analytical skills</li> <li>• Service Orientated individual</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the log book daily.</li> <li>• Conduct weekly department meetings.</li> <li>• Review staff situation on a regular basis in the</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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	<ul style="list-style-type: none"> <li>• Team Player</li> <li>• Able to work shift</li> </ul>	<p>department and replace departed employees,keeping in mind the quarterly business forecast.</p> <ul style="list-style-type: none"> <li>• Adhere to all house rules,regulations and Hotel policies.</li> <li>• Inspect for cleanliness and safe working conditions daily by using a walk-through checklist.Follow up action should be done on defective and substandard items.</li> <li>• Monitor the quality and quantity of all food and beverage items served.</li> <li>• Ensure that no reusable beverage is wasted.</li> <li>• Ascertain that all expenses are in line with planned figures.</li> <li>• Analyze daily reports and rectify any deviations.</li> <li>• Create a conducive work environment so that high employee morale is achieved.</li> <li>• Communicate with all other departments in order to enhance the spirit of teamwork.</li> <li>• Co-ordinate any activity that concerns other departments respectively</li> <li>• Conduct roll call prior to all Banquet event.They should be briefed and information should be given to enable the staff to serve effectively and efficiently.</li> <li>• Ensure that all</li> </ul>	
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		<p>newly hired staff are properly screened and that they receive the Horel’s orientation program,are instructed in all F&amp;B service procedures and are informed of rules and regulations.</p> <ul style="list-style-type: none"> <li>• Develop amd implement training programs and conduct training sessions.</li> <li>• Supervise the on-the-job training of staff so that they can provide the highest standard of service.</li> <li>• Check all employees regularly for the clealiness,appearance and that they take pride in their uniform and outlet team.</li> <li>• Enforce adherence to prescribed service procedures,correcting any deviations through constant on-the-job training and counseling.</li> <li>• Enforce courtesy and efficiency.</li> <li>• Supervise all aspects relating to the operations.</li> <li>• Ensure the attractiveness of the buffet table or the display of food and beverage items is according to event requirement.</li> <li>• Ensure that employees in direct contact with guest have good product knowledge.</li> <li>• Implement and maintain quality standards as they</li> </ul>	
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		<p>relate to sanitation and cleanliness.</p> <ul style="list-style-type: none"> <li>• To perform any other duties that may be assigned by the Management.</li> </ul>	
<p><b>Hotel Demi Chef (Cold Production, Butchery)</b></p>	<ul style="list-style-type: none"> <li>• Must be able to prepare sauces and stocks in accordance to standard recipes</li> <li>• Must have basic food product knowledge.</li> <li>• Willingness to participate in assignments or last minute events.</li> <li>• Ability in working shift or beyond basic working hours .</li> <li>• Ability to cut meats and vegetables in required standards.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Has to be always well prepared and knowledgeable about all recipes, presentations and taste of dishes established by hotel policy</li> <li>• Checks the quality of raw materials in his assigned areas, as well as their storage, handling and usage</li> <li>• Conducts training on all related food preparations, hygiene and grooming standards in conjunction with the Sous Chef</li> <li>• Keep the Sous Chef informed about all aspects of assigned section, including equipment, working environment, colleagues problem and departmental relations</li> <li>• To ensure that all kitchen Mise en Place is prepared according to production plan</li> <li>• Assists Sous Chef in creating and developing new dishes and recipes by keeping up with the latest market trends</li> <li>• To carry out checks of all refrigerator and freezer at least twice daily, for proper functioning and cleanliness</li> <li>• To ensure constant rotation of all stocks in the kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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		<ul style="list-style-type: none"> <li>• To ensure highest standards of hygiene are always adhered to throughout Food preparation</li> <li>• Responsible for the cleanliness of respective section</li> <li>• Ensure all equipment is being maintained and cleaned regularly</li> <li>• Always keep work stations clean, tidy and clear of obstructions</li> <li>• Ensure Mise en Place is always done according to SOP and meets with Sous Chef daily to plan daily Food &amp; Beverage activities</li> <li>• Assist in other food production areas as and when required</li> <li>• Actively participate in all training activities</li> <li>• Ensure full co-operation and good relationship with all other service colleagues and departments</li> <li>• Participate and serve guests during outside catering as and when assigned</li> <li>• To perform any other duties that may be assigned by the Management</li> </ul>	
<p><b>Hotel Senior Sales Manager / Assistant Director of Sales</b></p>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> <li>• Working knowledge of Opera System preferred.</li> <li>• A team player with excellent interpersonal skills</li> <li>• Extensive experience in all aspect of relationship</li> </ul>	<ul style="list-style-type: none"> <li>• Assists in producing, implementing and monitoring action plans to ensure sales targets and revenue objective are achieved for his/ her assigned portfolio.</li> <li>• Analyses current and potential</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30 am to 5.30 pm</li> <li>• 58281</li> </ul>

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	<p>Management.</p> <ul style="list-style-type: none"> <li>• Strong understanding of customer’s business and market dynamics.</li> </ul>	<p>markets/trends, coordinates all activities to maintain and increase revenue through added business volume and increase rate</p> <ul style="list-style-type: none"> <li>• Procures new and repeat business for the hotel by monitoring contact with corporate, governments / embassies and professional associations with local, domestic and international markets.</li> <li>• Maintains contact with planners, corporate procurements, incentive buyers, airlines, tour operators and wholesalers, through personal sales calls, telephone contacts and written communications (relevant to your assignment).</li> <li>• Implements special programs to achieve greater productivity through increasing average rate, increasing occupancy, increasing business volume during difficult periods and increasing and maximizing food and beverage banqueting sales, spa and transportation revenue.</li> <li>• Monitor key accounts and bookers/customers</li> <li>• Co-ordinate the development of all promotional material</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Monitors competitor activities and conduct market research</li> <li>• Maintains close liaison with Global Sales and Accor network to ensure we receive proper corporate consideration, direction and support.</li> <li>• Attend majors related functions to promote sales for the hotel</li> <li>• Promotes the hotel as often as possible through entertaining, conducting site inspections, presentations, etc. of the hotel.</li> <li>• Meets with guests from major producers / organizers of big events staying in the hotel to ensure customer satisfaction</li> <li>• Establishes and continuously updates mailing lists/database</li> <li>• Organizes and attends major sales/ PR related functions within the hotel</li> <li>• Provide after-sales service and in particular to ensure all guests complaints brought to management's attention and communicate with the respective departments if necessary for proper handling. Ensure that all complaints are reviewed, investigated and follow-up action is initiated</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Entertain clients with the object to secure business or strengthen ties when required - complete weekly entertainment with minimum two ENT per week</li> <li>• Assist in production of GM report, sales activity report &amp; contribute in S&amp;M monthly report.</li> <li>• Maximize all Accor sales tools, e.g. ResPlus, Famous Agents, Accor Live Limitless &amp; Meeting Planner</li> <li>• Inspire others to excel by clearly communicating business values and direction, recognizing good performance and providing managerial support</li> <li>• Develop potential of junior team members through coaching and development opportunities to build organization capability for the future</li> <li>• Provide supervision of job functions assigned to junior members and check the effectiveness to each staff when completed.</li> </ul>	
<p><b>Hotel Chief Engineer</b></p>	<ul style="list-style-type: none"> <li>• Good management and supervisory skills</li> <li>• Ability to undertake work pressure and correspond independently with contractors</li> <li>• Preferably possess a Fire Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Directs the operations of the Engineering Department with the assistance of skilled technicians to maintain the mechanical, electrical, civil, structural aspects and</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30 am to 5.30 pm</li> <li>• 58281</li> </ul>

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	<p>Certificate (optional)</p> <ul style="list-style-type: none"> <li>• Good</li> </ul> <p>Interpersonal Skills</p>	<p>furnishings therein to the required standards.</p> <ul style="list-style-type: none"> <li>• Directs the Engineering Department and accomplishes the following with the assistance of technicians - Preventive and corrective maintenance of all mechanical equipment and systems, Preventive and corrective maintenance of all electrical equipment and systems, Preventive and corrective maintenance of all audio and video equipment systems.</li> <li>• Maintains civil, structural aspects and furnishings in accordance to required standards.</li> <li>• Establishes and maintains fire safety programs and fire crew.</li> <li>• Prepares annual budget for the department expenses.</li> <li>• Initiates cost control programs.</li> <li>• Carries out planning, organizing, staffing and directing efforts to ensure efficient operation of the department.</li> <li>• Coordinates with all department heads regarding maintenance administration matters.</li> <li>• Coordinates with architects, M&amp;E</li> </ul>	
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		<p>consultants and various government departments for project approval, executions and licenses etc. as directed by General Manager.</p> <ul style="list-style-type: none"> <li>• In-charge of quotation requisition for major projects and jobs beyond the department's capacity and ensures proper execution via effective supervision.</li> <li>• To assign &amp; monitor tasks of the Engineering staff.</li> <li>• To prepare liaise &amp; communicate with other departments, contractors and suppliers.</li> <li>• To conduct daily briefing.</li> <li>• To manage POMECS expenses, forecasts and budget.</li> <li>• To ensure the Preventive Maintenance works are carrying out accordingly</li> <li>• Any other adhoc duties as and when assigned by the Management.</li> </ul>	
<p><b>Hotel Laundry Attendant</b></p>	<ul style="list-style-type: none"> <li>• Good Interpersonal Skills</li> <li>• Understanding of Laundry machines and techniques.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure all linen and garments are washed as per standard specified.</li> <li>• To ensure all laundry supplies and materials stock levels are maintained</li> <li>• To maintain quality of clothes laundered and see established formulas are being adhered to.</li> <li>• To be completely familiarize with policies and</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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		<p>procedures set forth by the hotel</p> <ul style="list-style-type: none"> <li>• To ensure daily operations of the laundry is carried out as per the procedures set</li> <li>• To carry out cleaning of all garments, uniforms and linen items given to the laundry for the day</li> <li>• To be able to wash, press or dryclean as per the duty assigned.</li> <li>• To perform daily and continuous checks on all clothes laundered for cleanliness and quality</li> <li>• To ensure all standards for using the machines are followed</li> <li>• To report any defects in machine or garments found</li> <li>• To supervise proper care and use of equipments, machines and washing supplies.</li> <li>• To carry out any other duties assigned by the management</li> </ul>	
<p><b>Hotel Catering Sales Manager</b></p>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> <li>• Good Interpersonal Skills</li> <li>• Sales driven individual</li> <li>• Team player</li> </ul>	<ul style="list-style-type: none"> <li>• Promote and sell all functions of the catering and events to achieve the optimum departmental revenue targets</li> <li>• Procures new business for the hotel by establishing leads from internet, printed materials, relevant industry documents and follow ups. Establishes and</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30 am to 5.30 pm</li> <li>• 58281</li> </ul>

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		<p>continuously updates mailing lists/database</p> <ul style="list-style-type: none"> <li>• Secures repeat business for the hotel by maintaining contacts with travel agencies, professional conference organizers / associations, destination management companies, commercial houses, government bodies, and corporate accounts, through personal sales calls, telephone contacts and written communications (relevant to the industry assignment).</li> <li>• Promotes the hotel as often as possible through entertaining, conducting site inspections, tour familiarizations &amp; hotel presentations, etc. Organizes and attends major sales/ PR related functions, and/or trade shows when directed.</li> <li>• Analyses historical &amp; other statistical information; and monitors competitor activities, and use this information when developing strategies, comparing industry practices vs. hotel's practices. Keeps aware of trends, systems, practices for rates, package details, audio visual equipment, IT &amp; communication systems, etc. through trade literature, hotel show and site visits.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Creates and implements special programs / packages / promotions to achieve greater productivity through increasing average rate per cover, increasing occupancy (Maximize Utilization of Function Space), Increasing business volume during non-peak periods, Upselling and maximizing food and beverage banqueting sales, room rental, AV &amp; miscellaneous revenue.</li> <li>• Main liason person between clients/ planners, and the hotel operational departments, for all event &amp; catering logistics from planning to execution to after-sales stages.</li> <li>• Provide after-sales service and to ensure all guests' feedback are brought to management's attention and communicated with the respective departments necessary for proper handling. Ensure that all negative feedback are reviewed, investigated and follow-up action is initiated</li> <li>•</li> </ul>	
<p><b>Hotel Chef De Partie (Pastry)</b></p>	<ul style="list-style-type: none"> <li>• Must be able to prepare sauces and stocks in accordance to standard recipes</li> <li>• Must have basic food product knowledge.</li> <li>• Willingness to</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the preparation and checking of food according to the Standard Operation Procedure, as well as assisting the Sous Chef wherever</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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	<p>participate in assignments or last minute events.</p> <ul style="list-style-type: none"> <li>• Ability in working shift or beyond basic working hours .</li> <li>• Ability to cut meats and vegetables in required standards.</li> </ul>	<p>possible</p> <ul style="list-style-type: none"> <li>• To prepare and submit all food requisitions and transfers to the Sous Chef to ensure proper controls</li> <li>• To train and motivate subordinates while maintaining communication between team mates</li> <li>• To co-ordinate with the stewarding department for day to day operational requirements and cleanliness</li> <li>• The Chef de Partie influences the skills, knowledge, attitude, communication and team spirit of his assigned areas, ensuring the effective use of:             <ul style="list-style-type: none"> <li>• Inter kitchen communication meetings</li> <li>• Technical knowledge and job skills training for all food produced within the assigned kitchen and the effective use of provided materials</li> <li>• Create enthusiasm for training and development amongst his team members</li> <li>• Motivates and leads by example</li> <li>• Communication of food trends and market needs to his team</li> <li>• Communication of local requirements,</li> </ul> </li> </ul>	
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		<p>food sanitation, safety regulations and others to his team</p> <ul style="list-style-type: none"> <li>•</li> <li>• Has to be always well prepared and knowledgeable about all recipes, presentations and taste of dishes established by hotel policy</li> <li>•</li> <li>• Checks the quality of raw materials in his assigned areas, as well as their storage, handling and usage</li> <li>•</li> <li>• Conducts training on all related food preparations, hygiene and grooming standards in conjunction with the Sous Chef</li> <li>•</li> <li>• Keep the Sous Chef informed about all aspects of assigned section, including equipment, working environment, colleagues problem and departmental relations</li> <li>•</li> <li>• Attends kitchen meetings in absence of the Sous Chef and counsels team mate if necessary</li> <li>• To ensure that all kitchen Mise en Place is prepared according to production plan</li> <li>•</li> <li>• Assists Sous Chef in creating and developing new dishes and recipes by keeping up with the latest market trends</li> </ul>	
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		<ul style="list-style-type: none"> <li>•</li> <li>• To carry out checks of all refrigerator and freezer at least twice daily, for proper functioning and cleanliness</li> <li>•</li> <li>• To ensure constant rotation of all stocks in the kitchen</li> <li>•</li> <li>• To ensure highest standards of hygiene are always adhered to throughout Food preparation</li> <li>•</li> <li>• Responsible for the cleanliness of respective section</li> <li>•</li> <li>• Ensure all equipment is being maintained and cleaned regularly</li> <li>•</li> <li>• Always keep work stations clean, tidy and clear of obstructions</li> <li>•</li> <li>• Ensure Mise en Place is always done according to SOP and meets with Sous Chef daily to plan daily Food &amp; Beverage activities</li> <li>•</li> <li>• Assist in other food production areas as and when required</li> <li>•</li> <li>• Actively participate in all training activities</li> <li>•</li> <li>• Ensure full co-operation and good relationship with all other service colleagues and departments</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Participate and serve guests during outside catering as and when assigned</li> <li>• To perform any other duties that may be assigned by the Management</li> </ul>	
<p><b>Hotel Bartender</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of classic and artisan cocktails and mixology</li> <li>• Well informed with regards to the fast moving trends of the F&amp;B scene</li> <li>• Good Interpersonal Skills</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure efficient and effective F&amp;B operation activities of the outlet</li> <li>• To assist Outlet Manager in F&amp;B beverage promotions</li> <li>• To assist Outlet Manager in outlet beverage menu update</li> <li>• To assist Outlet Manager in beverage training schedule and topics</li> <li>• To assist in beverage trainings and improve beverage knowledge of colleagues</li> <li>• Ensure that quality standards are met and service distinctiveness is practiced</li> <li>• Participate in meetings on financial, operational, service and ad hoc issues</li> <li>• Ensure revenue is maximized and labor costs and expenses are in control</li> <li>• Ensure the front and back areas meet standard for cleanliness, proper set up, sufficient supplies and equipment</li> <li>• Monitor food quality, portion control and provides</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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		<p>feedback to culinary team</p>	
<p><b>Hotel Assistant Outlet Manager</b></p>	<ul style="list-style-type: none"> <li>• Proficient in Micosoft Office</li> <li>• Excellent in engaging guests for on-going and new promotions. Ability to upsell to the customers. Service Orientated individual.</li> <li>• Good analytical skills</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• To assist Outlet Manager in F&amp;B beverage promotions and food and beverage menu update</li> <li>• Provide trainings; improve colleagues' knowledge on food, beverage and service</li> <li>• Ensure that quality standards are met and service distinctiveness is practiced</li> <li>• Prepare annual outlet's budget and update monthly forecast with Outlet Manager</li> <li>• Ensure revenue is maximized and labor costs and expenses are in control</li> <li>• Monitor volume of business and related labor requirement forecast and control</li> <li>• Ensure the front and back areas meet standard for cleanliness, proper set up, sufficient supplies and equipment (HACCP)</li> <li>• Monitor food quality, portion control and provides feedback to culinary team</li> <li>• Ensure that established control procedures, liquors' law and regulations are followed</li> <li>• Establish and enforces maintenance, repair, cleaning and re-stocking schedules</li> <li>• Perform any other tasks and duties as</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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		<p>may be assigned by the Outlet Manager</p>	
<p><b>Hotel Senior Banquet Captain</b></p>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> <li>• Good Interpersonal Skills</li> <li>• Service Orientated individual.</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Assist and ensure the set – up of the function room is according to the requirements as outlined by the Banquet Manager.</li> <li>• Ensure that all pre requisitions for the functions are counter checked correct and ready for the setting-up when the time arrives.</li> <li>• To meet up with the host of the event and to tie down the details before event commence.</li> <li>• Co-ordinate with the guest/ host and Chef to have a clear understanding of the menu served for the day so as to avoid confusion, an error or disruption of service procedures.</li> <li>• Respond to guest complaints or demands immediately with tact and sincerity. Keep the Banquet Manager informed of guests incidents during or after the function.</li> <li>• Conduct roll call of the function to the server before the function begins,highlighting special pointers where necessary.</li> <li>• Conduct routine check within the function area before each function and ensure all mise-en-place are done correctly and well.</li> <li>• Check and control</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work pattern</li> <li>• 58281</li> </ul>

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		<p>the timing of meal courses during function. No omission or errors in the process of service should occur. If it does occur, resolve the problem promptly.</p> <ul style="list-style-type: none"> <li>• Report and update the inventory of any losses and breakages which are discovered after the function.</li> <li>• Have good knowledge of F&amp; B pick up charts and be able to answer any queries from the guest and staff.</li> <li>• To assist in developing and maintaining the highest standard of quality relating to F&amp;B services, presentation for all meetings and functions.</li> <li>• Ordering of stocks for food and beverage and guest supplies stationnaires for daily operations</li> <li>• To maintain and to monitor on the operating equipments as to ensure that the equipment are handle in proper manner.</li> <li>• To perform any other duties that may be assigned by the Management.</li> </ul>	
<p><b>Hotel Senior Dishwasher</b></p>	<ul style="list-style-type: none"> <li>• Good Interpersonal Skills</li> <li>• Team Player</li> <li>• Able to work shift</li> <li>• Kitchen equipment, chemical and machine knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Replenish hand towel for kitchen, sanitizer and chemical when it is running low</li> <li>• Polish silverware for banquet functions</li> <li>• Minimize</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work Pattern</li> <li>• 58281</li> </ul>

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		<p>breakages and handle chemical safely</p> <ul style="list-style-type: none"> <li>• Clean kitchen chiller and freezer</li> <li>• Collecting garbage</li> <li>• Maintaining cleanliness of the compactor room</li> <li>• Maintaining sufficient melammineware and fiatware for smooth operation at assigned outlet</li> <li>• Keep kitchen floor dry and clean at all times</li> <li>• Assist supervisor for smooth daily operations and banquet functions support</li> <li>• To perform any other duties that may be assigned by the Management</li> </ul>	
<p><b>Hotel Reservation Agent</b></p>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> <li>• Independent and Pro-active team player</li> <li>• Good Interpersonal Skills</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure reports are actioned upon every start of shift</li> <li>• Traces to be checked at the start of shift and cleared by the end of shift</li> <li>• Manage Reservations Email Inbox (Reservations, Tour and Website) and answer phone calls</li> <li>• Liaise with other department and to ensure revenue is maximized with inventory availability and correct pricing</li> <li>• Ensure reservations are created with accuracy by the rates committed and information received</li> <li>• Ensure amendments and cancellations of bookings are actioned</li> </ul>	<ul style="list-style-type: none"> <li>• 8 am to 6 pm (Mon to Fri), 8 am to 4.45 pm (Sat)</li> <li>•</li> <li>• OR</li> <li>•</li> <li>• 8.30 am to 6.15 pm (Mon to Fri)</li> <li>• 58281</li> </ul>

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		<p>upon with accuracy and timely manner</p> <ul style="list-style-type: none"> <li>• Ensure correct market segmentation of bookings created</li> <li>• Mode of guarantee of every booking to be ensued after booking confirmation</li> <li>• To collect pre-payment upon confirmation for bookings confirmed under non-refundable policy</li> <li>• To provide quotations with correct inventory availability and pricing</li> <li>• Maintain service standards when liaising with internal and external guests</li> <li>• Knows Hotel's products and services, room types as well as location and layout.</li> <li>• Knows the credit policy of Hotel.</li> <li>• Process Advance Deposits, modifications and cancellations promptly and timely</li> <li>• Any other duties assigned to by the Management</li> </ul>	
<p><b>Hotel Purchasing Executive</b></p>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> <li>• Independent and Pro-active team player</li> <li>• Good Interpersonal Skills</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Sourcing of products requested by department and obtain at least 3 competitive quotes from the suppliers.</li> <li>• Preparing a comparative analysis of suppliers' prices in a comparison summary chart.</li> <li>• Responsible for purchasing duties such as handling of purchase orders,</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30 am to 5.30 pm</li> <li>• 58281</li> </ul>



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		<p>creation of article codes and updating of price quotations for market list and general supplies items.</p> <ul style="list-style-type: none"> <li>• Ensure all purchase requisitions and orders are handled on time. Respond immediately to order or supply arising to out of stock, late delivery, shortage of stock in the market and unsatisfactory items to the departments.</li> <li>• To maintain filing of quotations, purchase orders and catalogues.</li> <li>• Establish professional relationships with suppliers, internal team and other departments.</li> <li>• Ensure all regular purchasing duties are carried out adhering to policy and procedures with high integrity.</li> <li>• Ensure all hotel's controls and procedures are in place at all times.</li> <li>• Perform any other duties that may be assigned from time to time or by the manager.</li> </ul>	
<p><b>Hotel Audio Visual Technician</b></p>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> <li>• Independent and Pro-active team player</li> <li>• Good Interpersonal Skills</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Self introduce &amp; meet up with event organizer to assist in Audio Visual requirement as per Banquet Event Order (BEO) at all times</li> <li>• Ensuring equipment requires for events is ample &amp; in working condition.</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work Pattern</li> <li>• 58281</li> </ul>

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		<p>Report to Senior Banquet / Banquet Manager if equipment is not ample or not in working condition</p> <ul style="list-style-type: none"> <li>• Ensuring improvement, proper storage on all audio visual services and equipment according to the standards and requirements set by Senior Banquet / Banquet Manager</li> <li>• To attend to complaints from event guests</li> <li>• To standby and liaise with guest's request as and when required</li> <li>• Function room air con scheduling and maintenance weekly follow up</li> <li>• Beverages inventory / ordering</li> <li>• General store inventory / ordering</li> <li>• OE assets inventory / maintenance</li> <li>• To perform any other duties that may be assigned by the Management</li> </ul>	
<p><b>Hotel Housekeeping Attendant</b></p>	<ul style="list-style-type: none"> <li>• Good Interpersonal Skills</li> <li>• Independent and Pro-active team player</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• To clean guestrooms, surrounding/ public area according to standards established by the hotel</li> <li>• To ensure all guestrooms, corridors, pantries, surrounding, public areas are kept neat and tidy at all times</li> <li>• To sign in &amp; out for work at the beginning and end of shift</li> <li>• To be responsible for keys and walkie talkie assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Work Pattern</li> <li>• 58281</li> </ul>

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		<ul style="list-style-type: none"> <li>• To report any loss or damage to furniture, fixtures, or equipment immediately</li> <li>• To report any unusual happenings on around to superiors</li> <li>• To clean bedrooms and bathrooms of the assigned guest rooms, public and service areas as assigned.</li> <li>• Dust and vacuum the rooms and guest corridors.</li> <li>• Set trolley and linen cupboards.</li> <li>• Complete the weekly Crash Program</li> <li>• Attend any training sessions organized.</li> <li>• Ensure all Lost property is handed in to the housekeeping office.</li> <li>• Report all defects in the rooms and BOH.</li> <li>• Assist in quarterly linen inventory</li> <li>• To maintain all equipment and to keep the equipment store neat.</li> <li>• To perform any other duties assigned</li> </ul>	
<p><b>Hotel Assistant Security Manager</b></p>	<ul style="list-style-type: none"> <li>• Experienced in CPR and AED, First Aid, fire fighting and crowd control</li> <li>• Previous experience in police force, military police or hotel security preferred</li> <li>• Proficient in Microsoft Office</li> <li>• Good report writing and analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>• To assist the Security Manager to manage and organize the Security Department.</li> <li>• To mentor team members and constantly review training &amp; OJT programs to keep abreast of security development needs.</li> <li>• Timely submission of monthly reports on</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30 am to 5.30 pm</li> <li>• 58281</li> </ul>

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	<ul style="list-style-type: none"> <li>• Good management and supervisory skills</li> <li>• Vigilant and civic minded</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p>security activities, accounts of collections, failure rates of equipment, continual improvement projects, statistics of crime rates and other matters deemed necessary.</p> <ul style="list-style-type: none"> <li>• Ensure accurate accounts of cash &amp; cheque collections and records of all financial transactions in the department.</li> <li>• Oversee the carpark operational activities such as traffic management, security of vehicles, vandalism &amp; mischief to vehicles, traffic directional signages, wheel clamping of illegally parked vehicles and possible terrorist threats as and when advised by the Authorities, etc.</li> <li>• Initiate service recovery to customer (both internal and external) complaints and tactful management of disputes arising out of operational needs and requirements.</li> <li>• Report all building defects to the appropriate departments for prompt actions. Collate all information and reports from the duty officers for referrals to respective departments. Initiate prompt reports of incidences/accidents.</li> <li>• Respond to all emergencies and</li> </ul>	
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		<p>initiate relevant operating procedures as and when required</p> <ul style="list-style-type: none"> <li>• Assist Fire Safety Manager in the enforcement of all aspects of fire safety management.</li> <li>• Administrate basic HR support for the team members in the department e.g. medical and annual leave submission.</li> <li>• To maintain high self-discipline and self-motivation.</li> <li>• To perform any other duties that may be assigned by the Management.</li> </ul>	
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## #8 SEOUL GARDEN GROUP

Seoul Garden Group (“SGG”) is an established F&B group of companies with Seoul Garden Grill and Steamboat Buffet & Seoul Garden Hot Pot outlets in Singapore, Malaysia, Brunei and Vietnam.

Our Vision is for Seoul Garden Group to become a Global Company delivering great Korean International Dining Experience delighting our guest of all Nations.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Service Assistant</b>	<ul style="list-style-type: none"> <li>• Able to speak English well</li> <li>• Able to work on weekends, eve of and PH</li> <li>• Physically fit, to stand on your feet throughout scheduled shifts and to work in a fast-paced environment</li> <li>• Comfortable with technology, to guide guests</li> <li>• Team player, to work well with others</li> </ul>	<ul style="list-style-type: none"> <li>• Attend to guests, manage queue and walk-in</li> <li>• Work closely with team members to deliver an excellent dining experience for all guests</li> <li>• Work closely with team members to maintain cleanliness throughout restaurant</li> </ul>	<ul style="list-style-type: none"> <li>• up to 44 hours</li> <li>• Various locations</li> </ul>
<b>Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>• Physically fit to be able to stand throughout scheduled shift and to carry some heavy</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare orders and maintain quality, and presentation of food served</li> <li>• Receive, inspect</li> </ul>	<ul style="list-style-type: none"> <li>• up to 44 hours</li> <li>• Various locations</li> </ul>

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	<p>weight</p> <ul style="list-style-type: none"> <li>• Able to work on weekends, eve of and PH</li> <li>• Able to speak and read simple English</li> <li>• Prior experience in commercial kitchen is an advantage</li> <li>• Team player, to work well with others</li> </ul>	<p>and arrange stock accordingly</p> <ul style="list-style-type: none"> <li>• Maintain hygienic, sanitary &amp; safe work environment</li> <li>• Maintain and upkeep work tools and equipment</li> <li>• Clean and set up work area for handover</li> <li>• Minor dishwashing required</li> </ul>	
<b>Management Trainee</b>	<ul style="list-style-type: none"> <li>• Physically fit, with good stamina to stand throughout scheduled shift. Able to read, write and converse well to work with team and to communicate with customers</li> </ul>	<ul style="list-style-type: none"> <li>• Assist RM overseeing and managing operations, in areas not limited to inventory control, upkeeping and maintenance of outlet and equipment.</li> <li>• Learn to manage shifts in rotation with RM and asst RM.</li> </ul>	<ul style="list-style-type: none"> <li>• up to 44 hours</li> <li>• Various locations</li> </ul>

## #9 Yishun Health Campus

Yishun Health Campus is a network of medical institutions and health facilities of the National Healthcare Group in the north of Singapore. It comprises Admiralty Medical Centre, Khoo Teck Puat Hospital and Yishun Community Hospital.

With innovation in our corporate DNA and an international award winning Global Workplace Healthcare programme for our staff, there are many valued opportunities for you to grow with us. Take up one of these roles to redefine care with us, the Yishun Health way!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Pharmacy Assistant</b>	<ul style="list-style-type: none"> <li>• Nitec</li> </ul>	<ul style="list-style-type: none"> <li>• You will assist the Pharmacists In the processing of Medication orders for inpatient and outpatient dispensing. This job scope includes typing, labelling and distribution of drug supplies to the wards and other</li> </ul>	<ul style="list-style-type: none"> <li>• Morning / Afternoon Shift</li> <li>• 768828</li> </ul>

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		departments with the hospital	
<b>Therapy Assistant</b>	<ul style="list-style-type: none"> <li>• HMI Certificate in Therapy Support</li> </ul>	<ul style="list-style-type: none"> <li>• A therapy assistant will assist the therapists in the areas of preparation for therapy session, implementation of therapy as instructed by the therapist supervision of patient and maintenance of rehabilitation equipment</li> <li>• Roles and responsibilities.                             <ul style="list-style-type: none"> <li>• 1. Assist in preparation of patient for treatment</li> <li>• 2. Assist in preparation of and setting of rehabilitation equipment for treatment.</li> <li>• 3. Assist in teaching and supervision of therapeutic exercises as prescribed by therapists</li> <li>• 4. Assist in preparation and application of electrical modalities as prescribed by therapists</li> <li>• 5. Assist in lifting and transferring of patients</li> </ul> </li> <li>• Administrative                             <ul style="list-style-type: none"> <li>• 1. Maintenance and cleaning of rehabilitation equipment</li> <li>• 2. Checking and updating inventory</li> <li>• 3. Maintain cleanliness and order of rehabilitation gyms</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Morning / Afternoon Shift</li> <li>• 768828</li> </ul>

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<b>Telecare Officer</b>	<ul style="list-style-type: none"> <li>• Diploma</li> </ul>	<ul style="list-style-type: none"> <li>• ThINk (Telehealth Integrated Network) Centre is a new telehealth programme in Yishun Health, which aims to provide accessible care to Yishun Health's patients and their caregivers, on a 24 hours a day, 7 days a week basis, to provide care coordination, case management, tele-triage, as well as chronic disease education and health coaching services</li> <li>• Case Management and Care Co-ordination</li> <li>• Provide seamless case co-ordination for patients across the continuum of care from Yishun Health healthcare facilities and into the community</li> <li>• Chronic Disease Education and Health Coaching</li> <li>• Provide chronic disease education and health coaching to patients with complex health issues and assessing their ability to cope with their chronic conditions.</li> <li>• Tele-triaging</li> <li>• Provide post discharge outgoing call to patient by 48 working hours and subsequent outgoing calls as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Morning / Afternoon Shift</li> <li>• 768828</li> </ul>
<b>Podiatry Assistant</b>	<ul style="list-style-type: none"> <li>• Nitec</li> </ul>	<ul style="list-style-type: none"> <li>• Assists podiatrists in day-to-day operations, in patients, outpatients and in the</li> </ul>	<ul style="list-style-type: none"> <li>• Morning</li> <li>• 768828</li> </ul>



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		<p>community</p> <ul style="list-style-type: none"> <li>• Assists podiatrists in clinic operations, manufacture, and modification of products for dispensation to patients</li> <li>• Assist podiatrists in nail surgery procedures in outpatients</li> <li>• Assist in transfer of patients to treatment couch and escorting patients in and out of treatment room.</li> </ul>	
<p><b>Executive Assistant, Operation Admin   CIFO</b></p>	<ul style="list-style-type: none"> <li>• Diploma</li> </ul>	<p>• MAJOR DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> <li>• (A) SPECIFIC</li> <li>• To assist with data preparation related tasks such as data compilation, data extraction from relevant source and data cleaning for presentation to management.</li> <li>• Creating charts, graphs and reports based on data analysis.</li> <li>• To help in the collation of data for the preparation of statistical report.</li> <li>• To support the generation of data in clinical care settings for clinical care excellence, patient safety and operational efficiency.</li> <li>• To support in department administrative tasks such as filing, minutes taking and other related administrative tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am 6pm</li> <li>• 768828</li> </ul>

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		<p>To arrange and coordinate meetings and other sessions such as setting up of laptops, prepare meeting rooms, attendance list, minutes of meeting and other related duties.</p> <ul style="list-style-type: none"> <li>• To support in the coordination and assisting in department functions and events</li> <li>• (B) GENERAL</li> <li>• Align the department's goals with the business goals of the hospital.</li> <li>• Support all corporate activities.</li> <li>• Any other job responsibilities as assigned by supervisor.</li> </ul>	
<p><b>Executive, Operation Admin   CIFO</b></p>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• The Executive will be responsible for planning, facilitating and implementing value-based care for patients through the use of process improvement tools. Oversee the operations of assigned departments, managing resources and providing leadership to ensure an efficient, personalized service in a pleasant and comfortable environment.</li> <li>• MAJOR DUTIES AND RESPONSIBILITIES</li> <li>• (A) SPECIFIC</li> <li>• 1. Facilitate and lead the process of patient value improvement in</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am 6pm</li> <li>• 768828</li> </ul>

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		<p>assigned microand meso-level patient flows.</p> <ul style="list-style-type: none"> <li>• 2. Build linkages and coordinate cross-department workflows and processes to enable smooth patient flow.</li> <li>• 3. Partner various stakeholders and departments to implement and operationalize transformational initiatives.</li> <li>• 4. Systemize the process of measuring patient outcomes across assigned service lines.</li> <li>• 5. Monitor and review key performance indicators and ensure optimum utilization of resources.</li> <li>• 6. Work closely with clinical care teams and other support departments on issues relating to workflows and patient services.</li> </ul> <p>• (B) GENERAL</p> <ul style="list-style-type: none"> <li>• 1. Align the department's goals with the business goals of the hospital.</li> <li>• 2. Support all corporate activities and community projects.</li> <li>• 3. Embrace continuous improvement as our way of life by improving and refining work performance on a daily basis.</li> </ul>	
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<p><b>Executive Assistant, Operation Admin   SOC Flow</b></p>	<ul style="list-style-type: none"> <li>• Diploma</li> </ul>	<ul style="list-style-type: none"> <li>• The Health and Social Care Officer will be responsible for supporting the multidisciplinary team in the Specialist Outpatient Clinic in processes related to the coordination of care for patients.</li> <li>• MAJOR DUTIES AND RESPONSIBILITIES</li> <li>• (A) SPECIFIC</li> <li>• 1. Provide administrative and coordination support to care coordinators, social workers and nurses in management of patients in the Specialist Outpatient Clinic (SOC):             <ul style="list-style-type: none"> <li>• a. Conduct assessment of patients/caregivers using relevant assessment surveys</li> <li>• b. Liaise with care team, patients and their families to initiate and coordinate appropriate referrals to internal departments and external parties e.g. community partners.</li> <li>• c. Scheduling of appointments and liaise with Customer Contact Centre and respective SOC, where needed.</li> <li>• d. Engage and follow-up with patients and their families to gather relevant information required to put up referrals for services, schemes or financial assistance, where</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am 6pm</li> <li>• 768828</li> </ul>
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		<p>needed and when necessary.</p> <ul style="list-style-type: none"> <li>• 2. Work closely with the multidisciplinary team to support the coordination of care for identified patients in SOC.</li> <li>• 3. Ensure timely follow up with patients/caregivers on plans or activities as required by the multidisciplinary team, including the documentation of such communications with patients and their families.</li> <li>• 4. Provide operational administrative support to the multidisciplinary team where needed, including data extraction and data processing.</li> <li>• (B) GENERAL</li> <li>• 1. Embrace continuous improvement by participating in improvement initiatives.</li> <li>• 2. Maintain electronic information record of patient as established by organization.</li> <li>• 3. Carry out other duties as assigned by the supervisor or Head of Department.</li> </ul>	
<p><b>Executive, Operation Admin   SOC Flow</b></p>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• The Operations Analyst will be responsible for planning, facilitating and implementing value-based care for patients through the</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am 6pm</li> <li>• 768828</li> </ul>

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		<p>use of process improvement tools. Oversee the operations of assigned departments, managing resources and providing leadership to ensure an efficient, personalized service in a pleasant and comfortable environment.</p> <ul style="list-style-type: none"> <li>• MAJOR DUTIES AND RESPONSIBILITIES</li> <li>• (A) SPECIFIC</li> <li>• 1. Identify and solve issues relating to patient process flows through analysis of data and information.</li> <li>• 2. Analyse data for anomalies, trends and opportunities for improvement.</li> <li>• 3. Systemize the process of retrieval of patient value compass indicators across service lines and patient process flows.</li> <li>• 4. Participate in efforts to improve patient processes and business capabilities.</li> <li>• 5. Apply available tools to enhance the visualisation of indicators for care teams and to build patient value dashboards.</li> <li>• 6. Work closely with various healthcare providers and other team members to improve data standardization, data quality and</li> </ul>	
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		<p>assurance, as well as data governance.</p> <ul style="list-style-type: none"> <li>• (B) GENERAL</li> <li>• 1. Align the department's goals with the business goals of the hospital.</li> <li>• 2. Support all corporate activities.</li> </ul>	
<b>Executive, SOC Services</b>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• The Executive / Senior Executive will be responsible for overseeing the operations of assigned departments, managing resources and providing leadership to ensure an efficient, personalized service in a pleasant and comfortable environment. Plan, implement and support the hospital's daily operational functions, including special projects.</li> <li>• MAJOR DUTIES AND RESPONSIBILITIES</li> <li>• (A) SPECIFIC</li> <li>• CLINIC OPERATIONS</li> <li>• 1. Overall responsible in ensuring a smooth operation with focus on access to care, customer service and efficiency</li> <li>• 2. Support the department and "walk the ground" to ensure patient services are delivered in a pleasant and comfortable environment. To manage patient crowd and mobilize manpower if</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am 6pm</li> <li>• 768828</li> </ul>

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		<p>necessary. This includes working with the Nurse Clinician in the daily operational needs.</p> <ul style="list-style-type: none"> <li>• 3. Overall responsible in appointment management, which includes overseeing clinic appointment work queue, managing provider resource and appointment templates.</li> <li>• 4. Oversee patient feedback and frontline personnel as assigned. Train staff to rectify service lapses and develop alternative plans. Encourage and reinforce the Speak Up for Safety Culture through planned communication sessions.</li> <li>• 5. Streamline work processes, maintain operational and service standards in clinics, working closely with Nurse Clinicians, Doctors and other departments.</li> <li>• 6. Collaborate with A&amp;E, Inpatient, Peri-ops and support departments to ensure safe and seamless patient and information flows. Design initiatives and improve patient-centric work processes.</li> <li>• 7. Responsible for preparation, review and updates of key performance indicators and</li> </ul>	
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		<p>management reports in alignment with the hospital’s strategic plans / YH Unified Care Model.</p> <ul style="list-style-type: none"> <li>• 8. Identify service discrepancy trends/ issues and provide recommendations to SOC Services HOD.</li> <li>• 9. Ensure that clinic assets are in optimal working condition; through planned review cycles and collaboration with users, BME and FM teams. Facilitate the review of budget-related matters with Service Operations.</li> <li>• 10. Ensure accurate billings of services in clinics.</li> <li>• 11. Ensure systems used in clinics are in optimal working condition; through review of system enhancement and troubleshooting of system issues.</li> <li>• 12. Monitor and facilitate improvement projects through regular reviews with stakeholders.</li> <li>• 13. Assist the Clinical and Operations HOD in the review, implementation and enforcement of Business Continuity Plan (BCP) and Data Protection measures (PDPA).</li> <li>• 14. Participate in risks review initiatives (Enterprise Risk Management, Hazard Identification,</li> </ul>	
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		<p>Patient Safety Walkabout) with stakeholders and execute measures to mitigate risks.</p> <ul style="list-style-type: none"> <li>• 15. Draft, review, update and implement Department SOP and SWI according to MOH guidelines and YH Policies.</li> <li>• (A) GENERAL</li> <li>• 1. Be a leader in embracing change.</li> <li>• 2. Align department's goals with the business goals of the hospital.</li> <li>• 3. Support staff development, build and groom a strong team with succession planning.</li> <li>• 4. Support all corporate activities, as well as motivate and encourage staff participation in community projects.</li> </ul>	
<p><b>Executive, Service Operations</b></p>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• The Executive / Senior Executive will be responsible for overseeing the operations of assigned departments and managing resources to ensure an efficient, personalized service in a pleasant and comfortable environment. Plan, implement and support the hospital's daily operational functions, including special projects.</li> <li>• MAJOR DUTIES AND RESPONSIBILITIES</li> <li>• (A) SPECIFIC</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am 6pm</li> <li>• 768828</li> </ul>

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		<ul style="list-style-type: none"> <li>• 1. Ensure efficient operation of services in alignment with the hospital's strategic plans</li> <li>• 2. Develop and monitor key performance indicators and ensure optimum utilization of resources.</li> <li>• 3. Design new services and improve patient-centric work processes.</li> <li>• 4. Identify service discrepancy and work on process improvement.</li> <li>• 5. Support the Head of Department in the review, implementation and enforcement of Business Continuity Plan (BCP) and data protection measures for department.</li> <li>• 6. Assist to manage, monitor and control identified risk and including the implementation of mitigation plans.</li> <li>• 7. Ensure patient services are delivered in a pleasant and comfortable environment.</li> <li>• 8. Work closely with doctors and other support departments on issues relating to workflows and patient services.</li> <li>• 9. Responsible for preparation, review and updates of management reports and statistics. Work in concert with appointed personnel and Admin Assistants</li> </ul>	
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		<p>on the data acquisition and preparation.</p> <ul style="list-style-type: none"> <li>•</li> <li>• (B) GENERAL</li> <li>•</li> <li>• 1. Be a leader in embracing change.</li> <li>•</li> <li>• 2. Align the department's goals with the business goals of the hospital.</li> <li>•</li> <li>• 3. Support staff development activities.</li> <li>•</li> <li>• 4. Support all corporate activities.</li> <li>•</li> <li>• 5. Foster continuous improvement as our way of life by encouraging staff efforts at improving processes to achieve operational excellence.</li> </ul>	
<p><b>Executive, Education Development Office   GME</b></p>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• The Executive will be responsible to support the Education Development Office by assisting and coordinating in the area of posting and evaluation, faculty activities, orientation of House Officers, program planning and scheduling, examinations and teaching activities.</li> <li>• Support the supervisor in the area of operations &amp; administrative support for postgraduate educational activities for post-graduate Year 1 (PGY1)</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am 6pm</li> <li>• To check with employer</li> </ul>

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		<p>Programs (for House Officers).</p> <ul style="list-style-type: none"> <li>• Support the faculty development activities and monitoring of budget for optimisation of funding allocated.</li> <li>• MAJOR DUTIES AND RESPONSIBILITIES</li> <li>• (A) SPECIFIC</li> <li>• Supporting the Education Development Office (EDO), a Program Administrator main duties and responsibilities shall include:             <ul style="list-style-type: none"> <li>• 1) Program Management                 <ul style="list-style-type: none"> <li>• a. Conduct PGY1 orientation</li> <li>• b. Coordinate the timely completion of PGY1's training assessment</li> <li>• c. Understand the requirements set by MOH, Training and Assessment Standard Committee (TASC) and assist the Program Director (PD) in ensuring that program meets the requirements</li> <li>• d. Timely preparation and submission of reports to the Performance Review Subcommittee (PRC), TASC and NHG Residency.</li> <li>• e. Being the single point of contact for PGY1s and faculty members</li> <li>• f. Establish program policies and procedures with the PD and direct</li> </ul> </li> </ul> </li> </ul>	
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		<p>workflow for administrative paperwork, records and filing systems for the program</p> <ul style="list-style-type: none"> <li>• g. Provide secretariat support to Program sub-committees including PRS, remediation and meetings etc.</li> <li>• h. Manage the records of Faculty and trainees' training time for audit and reimbursement purposes</li> <li>• i. Budget and manage the budget allocated to the program and assist the ADIO and Deputy Director in ensuring financial prudence</li> <li>• 2) Data Collection and Analysis for Continuous Improvement             <ul style="list-style-type: none"> <li>• a. Oversee the collection and analysis of data from faculty / trainees' feedback</li> <li>• b. Oversee the generation of feedback and analytical reports</li> <li>• c. Liaise with internal and external stakeholders to collect and review feedback data from trainees and faculty</li> <li>• d. Business Process Improvement and decision making through data analyses</li> </ul> </li> <li>• 3) Management of PGY1s             <ul style="list-style-type: none"> <li>• a. Administration and coordination of PGY1s' welfare and rotations.</li> </ul> </li> </ul>	
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		<ul style="list-style-type: none"> <li>• b. Logistical support to track duty hours, completion of evaluations forms, mandatory modules and common modules and training requirements.</li> <li>• (B) GENERAL</li> <li>• Program Administrator will also be required to support the Education Development Office on             <ul style="list-style-type: none"> <li>• a. Logistic support during Open House and ah-hoc event like Education Award</li> <li>• b. Secretariat support for internal and external meetings</li> <li>• c. Publicity support, inclusive of content and materials collation</li> <li>• d. Provide supports for exams and workshop when required</li> <li>• e. Lead and participate in assigned initiatives and projects to achieve the institution’s vision, mission and strategic objectives</li> <li>• f. Actively contribute in the development of graduate medical education and health professions education in NHG</li> <li>• g. Actively contribute to the development of other colleagues and the team</li> <li>• h. Logistical and administrative</li> </ul> </li> </ul>	
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		<p>support for any other NHG-, hospital-, and EDOWide events</p> <ul style="list-style-type: none"> <li>• i. Other ad hoc duties and projects assigned by Program Director, ADIO and Deputy Director from time to time</li> </ul>	
<p><b>Senior Executive, Allied Health Services &amp; Pharmacy</b></p>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• The Senior Executive is responsible for supporting the co-ordination of activities under the Allied Health Services &amp; Pharmacy (AHS&amp;P) and supporting the Deputy Director (DD) in day-to-day tasks.</li> <li>• MAJOR DUTIES AND RESPONSIBILITIES</li> <li>• (A) SPECIFIC</li> <li>• 1. Support DD, AHS&amp;P in day-to-day activities and tasks.</li> <li>• 2. Ensure efficient operation of services under AHS&amp;P in alignment with the hospital's strategic plans.</li> <li>• 3. Develop and monitor key performances indicators and ensure optimal utilization of resources.</li> <li>• 4. Assist with administrative processes of meetings &amp; appointments, such as booking of equipment and venues, co-ordination of meeting dates, minutes writing, tabulation of agendas for meetings etc.</li> <li>• 5. Support</li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am 6pm</li> <li>• 768828</li> </ul>



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		<p>administrative and personnel matters relating to Allied Health &amp; Pharmacy departments, such as preparation of sponsorship acceptance letters.</p> <ul style="list-style-type: none"> <li>• 6. Work closely and co-ordinate with other Allied Health HODs to meet deliverables under the AHS&amp;P.</li> <li>• 7. Assist Allied Health HODs in implementation of key services and work processes, identify service discrepancy and initiate process improvements.</li> <li>• 8. Responsible for drafting of clinical papers, policies and presentation slides under the AHS&amp;P, to support work delivered under AHS&amp;P.</li> <li>• 9. Provide support to DD, AHS&amp;P and other Allied Health HODs by leading in data extraction, collation, analysis &amp; submissions. (E.g.: Clinical KPIs, DPIA, ERMs, EHIs etc.)</li> <li>• 10. Serve as both internal and external point-of-contact for AHS&amp;P related talk requests and liaise with various HODs as necessary. Provide all administrative support for official tenders / RFQs with MMDs when appropriate.</li> <li>• 11. Serve as both internal and external</li> </ul>	
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		<p>point-of-contact between AHS&amp;P and community partners on projects related to AHS&amp;P work.</p> <ul style="list-style-type: none"> <li>• 12. Support pandemic related work in AHS&amp;P and serve as point-of-contact between AHS&amp;P, HR and HCC for submissions (E.g.: collation of manpower, staff status etc) and take on pandemic-roles when necessary.</li> <li>• 13. Support the leads in the various portfolios under AHS&amp;P and play active role in supporting all administrative and developmental activities             <ul style="list-style-type: none"> <li>• a) Clinical competency &amp; PDPA governance</li> <li>• Support the portfolio lead and work with various HODs and leads to ensure all clinical competency framework are developed and adhered to</li> <li>• Perform minimally annual audits on departments on compliance to respective competency framework policies and JCI SQE standards</li> <li>• Serve as point-of-contact for HODs and leads for co-ordination of NHG courses on workplace based assessment</li> <li>• Support the</li> </ul> </li> </ul>	
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		<p>portfolio lead and work with various HODs and leads to ensure dissemination of PDPA related guidelines and recommendations</p> <ul style="list-style-type: none"> <li>• Serve as point-of-contact for HODs and leads on PDPA related enquiries and the Data Protection Office</li> <li>• Conduct minimally annual audits on departments on PDPA compliance</li> <li>• Work with various HODs and leads to reduce PDPA breach and support implementation of mitigation measures</li> <li>• b) Training &amp; Research</li> <li>• Support the portfolio lead in maintaining the database of Training &amp; Research activities</li> <li>• Support the portfolio lead in maintaining the database of Kaizen activities</li> <li>• Provide logistical and admin support for the smooth running of the activities under this portfolio (E.g.: minutes writing, hosting meeting sessions, sending out invites, clearing agenda etc.)</li> <li>• Provide logistical and administrative support in the organisation of training events and liaising with participants attending the</li> </ul>	
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		<p>training (E.g.: hosting &amp; creating zoom events, creation of registration &amp; evaluation forms, consolidating feedback, analysis of results, helping with EDM, liaising with speakers, preparing summaries of past and upcoming events for newsletters / work plans / other publications etc.)</p> <ul style="list-style-type: none"> <li>• Support the portfolio lead in development of training modules and content (E.g.: training materials, e-modules etc.)</li> <li>• Support other work under Training &amp; Research portfolio</li> <li>• c) Specialisation &amp; Progression</li> <li>• Support the portfolio lead in all administration work and logistics</li> <li>• d) Care Transformation &amp; Integration</li> <li>• Support the portfolio lead in all administration work and logistics</li> <li>• e) Special Projects</li> <li>• Support the portfolio lead in smooth operations and administrative of celebration of AHP professional days (E.g.: co-ordination of hanging of banners, creation of EDMs, coordinating visits to department)</li> <li>• Support the portfolio lead in creation of EDMs, newsletters and</li> </ul>	
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		<p>other ad hoc requests when necessary</p> <ul style="list-style-type: none"> <li>• Collaborate and liaise with HR and MMD on the purchase of AHP gifts annually</li> <li>• Provide logistical, administrative support for all sessions hosted by AHS&amp;P (i.e. Work plan, tea sessions, focus group sessions etc.)</li> <li>• Serve as point-of-contact with HR for all cultural events nomination submissions and lead to collate nominations by HODs</li> <li>• Update photos / files in intranet for access by staff</li> <li>• Maintain the AHS&amp;P intranet share point site, provide access to staff as required and review access list regularly</li> <li>• Lead and support all welfare-related activities organized by AHS&amp;P office (E.g.: Christmas celebration etc.)</li> <li>• Serve as point-of-contact with Corp Comms for internal branding and publications related to AHS&amp;P</li> <li>• Support other work under Special Projects portfolio</li> <li>• GENERAL</li> <li>• 1. Support corporate activities or ad hoc projects, particularly those relevant to AHS&amp;P</li> <li>• 2. Align AHS&amp;P</li> </ul>	
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		<p>goals with business goals of hospital.</p> <ul style="list-style-type: none"> <li>• 3. Any other tasks as deemed appropriate by the DD, AHS&amp;P.</li> <li>• 4. Embrace continuous improvement as our way of life by improving and refining</li> <li>• work performance on a daily basis.</li> </ul>	
<b>Manager, Inpatient Services</b>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• The manager will be responsible for leading/ supporting the Head of Department (HOD) in overseeing the operations of Inpatient Services, managing resources and providing leadership to ensure operational efficiency and excellence in resource utilisation. Plan, implement and support the hospital's daily ward operational functions including special projects.</li> <li>• SPECIFIC</li> <li>• 1. Lead/ support the HOD in overseeing the entire management of operations</li> <li>• involving the following the units of Inpatient Services:                             <ul style="list-style-type: none"> <li>• Bed Management Unit</li> <li>• (BMU), Discharge Command Centre (DCC), Ward Estate Management and</li> <li>• Patient Care Unit(PCU)in alignment with the hospital's strategic plans.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 8.30am 6pm</li> <li>• 768828</li> </ul>

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		<ul style="list-style-type: none"> <li>• 2. Lead/ support the HOD in overseeing the department's executives, frontline and</li> <li>• ancillary personnel as assigned. Train staff to rectify service lapses and develop             <ul style="list-style-type: none"> <li>• alternative plans.</li> </ul>             Encourage and reinforce the Speak Up for Safety Culture             <ul style="list-style-type: none"> <li>• through planned communication sessions.</li> </ul> </li> <li>• 3. Lead/ support the HOD in ensuring efficient and effective operations and drive             <ul style="list-style-type: none"> <li>• optimum utilisation of resources in alignment of hospital's strategic plans.</li> </ul> </li> <li>• 4. Lead/ support the HOD in managing and improving the patient flow by working             <ul style="list-style-type: none"> <li>• with stakeholders (clinical and non-clinical teams) to ensure right siting, timely</li> <li>• delivery of care and seamless ward experience for the patients.</li> </ul> </li> <li>• 5. Do forward planning and develop strategies to optimise patient flow and bed             <ul style="list-style-type: none"> <li>• resources by maintaining the statistical database and having the capability to</li> <li>• generate statistical reports for monitoring and</li> </ul> </li> </ul>	
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		<p>analysing of data trends and</p> <ul style="list-style-type: none"> <li>• insights.</li> <li>• 6. Lead in the review, implementation and enforcement of Business Continuity Plan</li> <li>• (BCP) and data protection measures for department.</li> <li>• 7. Responsible for preparation, review and updates of key performance indicators</li> <li>• and management reports in alignment with the hospital's strategic plans.</li> <li>• 8. Identify service discrepancy trends/ issues and provide recommendations to</li> <li>• Directors,</li> <li>• 9. Monitor and facilitate improvements/ initiatives through regular reviews with</li> <li>• stakeholders.</li> <li>• 10. Collaborate with A&amp;E, Perl-Ops, Specialist Outpatient Clinic (SOC) and other</li> <li>• supporting departments to ensure safe and seamless patient and information</li> <li>• flows. Design initiatives and improve patient-centric work processes.</li> <li>• 11. Ensure people, systems and infrastructure are ready for the Next-Generation</li> <li>• Electronic Medical Records</li> </ul>	
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		<p>(NGEMR)/future systems when it goes live.</p> <ul style="list-style-type: none"> <li>• 12. Participate in risks review initiatives (Enterprise Risk Management, Hazard</li> <li>• Identification, Patient Safety Walkabout) with stakeholders and execute</li> <li>• measures to mitigate risks.</li> <li>• 13. Ensure that in patient assets are in optimal working condition; through planned</li> <li>• review cycles and collaboration with users, Biomedical Engineering (BME) and</li> <li>• Facilities Management (FM) teams, Facilitate the review of budget-related</li> <li>• matters in the wards.</li> <li>• 14. Ensure systems used in Inpatient Services are in optimal working condition;</li> <li>• through review of system enhancement and troubleshooting of system issues.</li> </ul>	
<p><b>Patient Service Associate</b></p>	<ul style="list-style-type: none"> <li>• N/O/ Diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Always ensure service readiness of the clinic.</li> <li>• 2. Assist patient with registration, billing, collection of payment and appointment scheduling.</li> <li>• 3. Be accountable for the cash float money and counter collections and its</li> </ul>	<ul style="list-style-type: none"> <li>• To check with employer</li> <li>• 4500</li> </ul>

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		<p>safekeeping.</p> <ul style="list-style-type: none"> <li>• 4. Reconcile all transaction for the day and assist in the cashier closing.</li> <li>• 5. Deputise supervisor and oversee handover confirmation during the absence of the             <ul style="list-style-type: none"> <li>• supervisor.</li> </ul> </li> <li>• 6. Perform patient care services such as taking weight and height for the patients.</li> <li>• 7. Demonstrate proper use and maintenance of equipment/machines. Report to the             <ul style="list-style-type: none"> <li>• appropriate authority for services if the equipment/machine is faulty.</li> <li>• Operational (Consultation room)</li> </ul> </li> <li>• 1. Adhere to room assignments given by Nurse Manager/Senior Staff Nurse.</li> <li>• 2. Perform the following basic nursing procedures/activities             <ul style="list-style-type: none"> <li>• a. Ensure consultation rooms are ready including adequate inventory of forms,                 <ul style="list-style-type: none"> <li>• stationery and equipment are in good condition.</li> </ul> </li> <li>• b. Retrieve and return patient's record before and after appointment.</li> <li>• c. Chaperone doctors and provide language translation during consultation.</li> <li>• d. Prepare and</li> </ul> </li> </ul>	
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		<p>assist patient for physical examination or minor procedures to be done</p> <ul style="list-style-type: none"> <li>• by the doctor.</li> <li>• e. Perform simple patient care services such as taking vital signs and record in the             <ul style="list-style-type: none"> <li>• patient's notes.</li> <li>• f. Collection of specimens</li> </ul> </li> <li>• 3. Provide coordination of appointments with other clinics/hospitals where possible.</li> <li>• 4. Give clear and accurate post-consultation instructions to patients pertaining to             <ul style="list-style-type: none"> <li>• investigations, follow-up, and others relevant information.</li> </ul> </li> <li>• 5. Accompanying patients to other departments when necessary.</li> <li>• 6. Co-ordinate patients' appointment when doctor is on leave or contact patients when the             <ul style="list-style-type: none"> <li>• doctor is away on urgent I medical leave</li> </ul> </li> <li>• 7. Assist Nursing team to handle emergency first aid and activate code blue when necessary.</li> <li>• 8. Record informative, accurate and concise entries on patients' record.</li> </ul>	
<p><b>Patient Information Associate</b></p>	<ul style="list-style-type: none"> <li>• N/O/ Diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Identify, handle and resolve caller enquires using all modes of communication such</li> </ul>	<ul style="list-style-type: none"> <li>• To check with employer</li> <li>• 4500</li> </ul>

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		<ul style="list-style-type: none"> <li>• as calls, SMS, email, web chat and fax,</li> <li>• Apply customer service policies and educate callers on services offered, including</li> <li>• providing pre-consult advice and/or information to callers</li> <li>• Assist doctor and patient in changes of appointments by re-scheduling</li> <li>• appointments in the outpatient computer system and establish contact with patients</li> <li>• to inform them of the changes.</li> <li>• Maintain confidentiality of patient's information and adhere to PDPA guidelines.</li> <li>• Responsible and responsive to patient's feedback/complaint before referring to</li> <li>• Supervisor, Executives or Manager.</li> <li>• To contribute as part of a team to deliver contact centre goals of TSF 80% in 20s</li> <li>• and 85% or higher in call quality score.</li> </ul>	
<p><b>Enrolled Nurse</b></p>	<ul style="list-style-type: none"> <li>• Hold a valid registration with the Singapore Nursing Board</li> <li>• Possess a NITEC in Nursing</li> <li>• Candidates with acute hospital experience is an advantage</li> <li>• Able to work 3-rotating shifts and on</li> </ul>	<ul style="list-style-type: none"> <li>• As an Enrolled Nurse, you will Join a team of well-trained professional staff to administer personalised and quality person-centred care in nursing area eg inpatient wards. In addition, you will provide professional</li> </ul>	<ul style="list-style-type: none"> <li>• 3-rotating shifts</li> <li>• 768024</li> </ul>

	<p>weekends and public holidays</p> <ul style="list-style-type: none"> <li>• Fresh graduates is welcome too.</li> </ul>	<p>nursing care, educate patients and their family and perform related duties as required.</p>	
<b>Staff Nurse</b>	<ul style="list-style-type: none"> <li>• Hold a valid registration with the Singapore Nursing Board</li> <li>• Possess a Diploma/Degree in Nursing</li> <li>• Candidates with acute hospital experience is an advantage</li> <li>• Able to work 3-rotating shifts and on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• As a Staff Nurse, you will Join a team of well-trained professional staff to administer personalised and quality person-centred care in nursing areas eg inpatient wards. You will also perform the following task: <ul style="list-style-type: none"> <li>• Provide professional nursing care, educate patients and their family and perform related duties as required.</li> <li>• Supervise and coach a team of nurses to provide optimal care and service to patients.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 3-rotating shifts</li> <li>• 768024</li> </ul>
<b>Healthcare Assistant (Inpatient Ward)</b>	<ul style="list-style-type: none"> <li>• Secondary School Education</li> <li>• Able to converse in Simple English for interaction with patients</li> <li>• Ability to stand for long hours</li> </ul>	<ul style="list-style-type: none"> <li>• As a Healthcare Assistant, you will perform basic patient care activities as follows: <ul style="list-style-type: none"> <li>• Sponging patients / bed bath / toilet bath</li> <li>• Changing diapers</li> <li>• Serving food &amp; clearing trays</li> <li>• Attending to patients' calls</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 3-rotating shifts</li> <li>• 768024</li> </ul>
<b>Patient Care Officer</b>	<ul style="list-style-type: none"> <li>• Diploma in any discipline with or without working experiences or NITEC/ A level with at least 5 years of working experience</li> <li>• Comfortable with direct patient care duties</li> </ul>	<ul style="list-style-type: none"> <li>• The Patient Care Officer is a service professional who will work closely with our doctors, nurses and allied-health staff to provide quality care service and end-to-end care coordination for our patients. The main</li> </ul>	<ul style="list-style-type: none"> <li>• 2 or 3 Rotating Shifts</li> <li>• 768828</li> </ul>

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		<p>job duties will consist of the following:</p> <ul style="list-style-type: none"> <li>• Caregiving Duties (80% of Jobscope) Provide caregiving duties and support to patients, in collaboration with other healthcare professionals.</li> <li>• Service Management Engage patients and their family members/visitors to understand their needs and manage their expectations in the area of service delivery</li> <li>• Operations/Admin Support Overall management of clerical and operational support in a ward and ensuring facilities (Medical, non-medical and IT equipments) are safe and functional.</li> </ul>	
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## #10 Training Provider

- SkillsFuture Advice

## #11 e2i services

### e2i Services

- Career Coaching & Job Matching

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

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

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

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

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

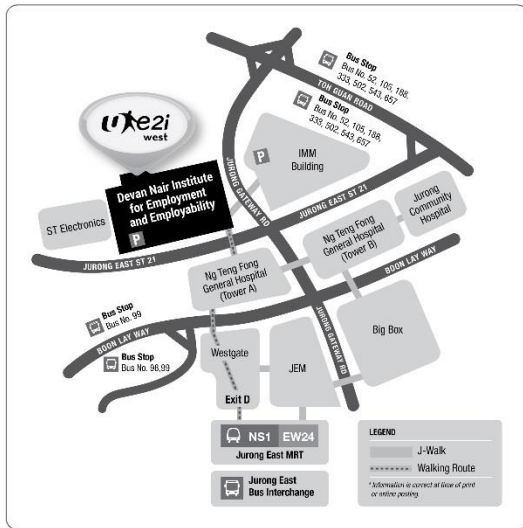


You can also reach them at the following centres (By appointment only):



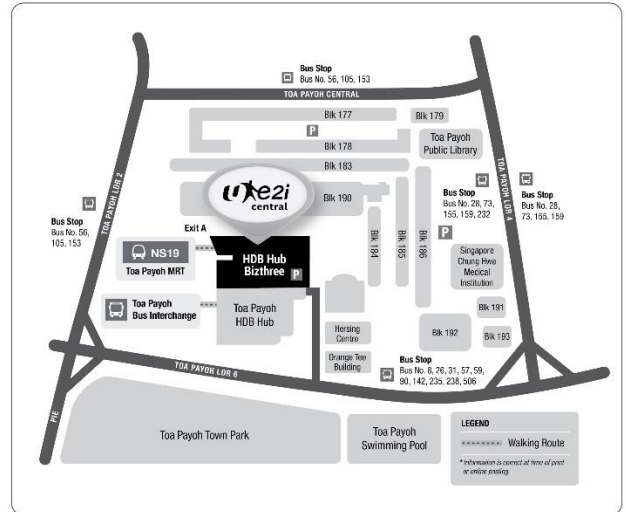
**e2i west**

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



**e2i central**

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



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

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

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<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**  
 (e.g. Temporary, part-time jobs, operators, packer roles)  
<https://bit.ly/jsc-ja-nonpmet>

