

# EXPLORING OPPORTUNITIES JOB FAIR FOR PMETs

## Job Listings Booklet

**Date** : 17 June 2017  
**Time** : 10:00 a.m. – 4:00 p.m.  
**Venue** : The Grassroots' Club  
Level 2, Dance Studio

## Step-by-Step Job Fair Application Process

1



**Registration.**  
You will be issued a  
Registration  
Form/Number.

2



**Complete the**  
Registration  
form.

3



**Look through the**  
Job Listings for  
details of the job  
vacancies today.

4



**Bring along your**  
**Registration**  
**Form/Number** to  
the respective  
employer booth for  
interview.

5



Return the  
completed  
Registration form  
& Job Listings to  
the **designated**  
**tray** before you  
leave

# COMPANIES LISTING

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## GRAND HYATT SINGAPORE

Job Positions	Qualification	Key Responsibilities	Working Hours	Location
Director of Sales	Diploma	<ul style="list-style-type: none"> <li>Provide leadership in all selling activities within the hotel</li> <li>Work closely with revenue generating departments to maximise sales</li> </ul>	<ul style="list-style-type: none"> <li>8:30am - 6:15pm</li> <li>5-day work week</li> </ul>	Orchard
Accountant	<ul style="list-style-type: none"> <li>Diploma</li> <li>Min 2 years of similar working experience</li> </ul>	Ensure smooth and efficient running of the Accounting Department	<ul style="list-style-type: none"> <li>8:30am - 6:15pm</li> <li>5-day work week</li> </ul>	Orchard
Marketing Communications Manager	<ul style="list-style-type: none"> <li>Diploma</li> <li>Min 2 years of similar working experience</li> </ul>	Responsible to develop, implement, monitor and evaluate the hotel's marketing communications strategy	<ul style="list-style-type: none"> <li>8:30am - 6:15pm</li> <li>5-day work week</li> </ul>	Orchard
Chef De Cuisine	<ul style="list-style-type: none"> <li>Diploma</li> <li>Min 2-4 years of similar working experience or 15 years of culinary experience</li> </ul>	Manage the assigned kitchen and ensure the financial success of the outlet	<ul style="list-style-type: none"> <li>Rotating Shift</li> <li>5-day work week</li> </ul>	Orchard
Sous Chef	<ul style="list-style-type: none"> <li>O Level / WPLN 5</li> <li>Min 2 years work experience as Sous Chef or 4 years as Chef de Partie</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Chef de Cuisine in managing assigned kitchen</li> <li>Manage the kitchen operations and administration</li> </ul>	<ul style="list-style-type: none"> <li>Rotating Shift</li> <li>5-day work week</li> </ul>	Orchard
Assistant Manager - Laundry	<ul style="list-style-type: none"> <li>Diploma</li> <li>Min 2 years of similar working experience</li> </ul>	Ensure smooth operations of the laundry department	<ul style="list-style-type: none"> <li>Rotating Shift</li> <li>5-day work week</li> </ul>	Orchard
Assistant Manager - Grand Club	<ul style="list-style-type: none"> <li>Diploma</li> <li>Min 2 years of relevant working experience</li> </ul>	Manage day-to-day operations of the executive floor and lounge at the hotel.	<ul style="list-style-type: none"> <li>Rotating Shift</li> <li>5-day work week</li> </ul>	Orchard
Assistant Manager - Housekeeping	<ul style="list-style-type: none"> <li>Diploma</li> <li>Min 2 years of similar working experience</li> </ul>	Manage the day-to-day operations of the housekeeping department	<ul style="list-style-type: none"> <li>Rotating Shift</li> <li>5-day work week</li> </ul>	Orchard
Assistant Engineer	<ul style="list-style-type: none"> <li>Diploma</li> <li>General knowledge of all facility and building systems</li> </ul>	Assist in the smooth and efficient running of the Engineering Department in support of all other operating departments	<ul style="list-style-type: none"> <li>Rotating Shift</li> <li>5-day work week</li> </ul>	Orchard

## KEPPEL DATA CENTRES HOLDING

Job Positions	Qualification	Key Responsibilities	Working Hours	Location
Technical Officer, Data Centre Operations	Diploma / Higher NITEC / NITEC in Mechanical Engineering / Electrical Engineering / Facilities Management or equivalent	<ul style="list-style-type: none"> <li>• Management, operation and maintenance of all facilities equipment / services and building management functions</li> <li>• Supervise facilities management service vendors</li> </ul>	<ul style="list-style-type: none"> <li>• Rotating shift:               <ul style="list-style-type: none"> <li>– 9am - 9pm</li> <li>– 9pm - 9am</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tampines</li> <li>• Serangoon North</li> </ul>
Engineer, Data Centre Operations	Degree / Diploma in Mechanical Engineering / Electrical Engineering / Facilities Management or equivalent	<ul style="list-style-type: none"> <li>• Management, operation and maintenance of all facilities equipment / services and building management functions</li> <li>• Supervise facilities management service vendors and ensure full compliance to the contract scope and expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Rotating shift:               <ul style="list-style-type: none"> <li>– 9am - 9pm</li> <li>– 9pm - 9am</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Tampines</li> <li>• Serangoon North</li> </ul>
Customer Service Officer	<ul style="list-style-type: none"> <li>• N Level / WPLN 4 &amp; above</li> <li>• Min 2 years of similar working experience</li> </ul>	Daily administration of the front desk duties	<ul style="list-style-type: none"> <li>• 8.30am - 6pm</li> <li>• 5-day work week</li> </ul>	<ul style="list-style-type: none"> <li>• Tampines</li> <li>• Serangoon North</li> </ul>

## SMRT

Job Positions	Qualification	Key Responsibilities	Working Hours	Location
Engineer, Safety Reliability & Project	Diploma	<ul style="list-style-type: none"> <li>Plan and execute Engineering Projects on vehicle models</li> <li>Conduct tech investigation and analysis on main causes of vehicle faults/incidents</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.00 pm</li> <li>5-day work week</li> </ul>	AMK Depot
Executive, Technical Training	Diploma	<ul style="list-style-type: none"> <li>Develop and conduct technical training programmes</li> <li>Administer the approved training centre and certified OJT centre</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.00 pm</li> <li>5-day work week</li> </ul>	AMK Depot
Executive, Sales Corporate	Diploma	<ul style="list-style-type: none"> <li>Increase the company's external revenue through corporate business development</li> <li>Develop sales plans, strategies and innovative product offerings</li> <li>Forecast sales and establish cost estimates of the company's product and services and sales operations</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.00 pm</li> <li>5-day work week</li> </ul>	WDL Depot
Operation Executive, Bus Plus	Diploma	<ul style="list-style-type: none"> <li>Manage corporate accounts and clients' expectations</li> <li>Oversee bus fleet maintenance with coordination with Automotive workshop</li> <li>Manage department's policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.00 pm</li> <li>5-day work week</li> </ul>	WDL Depot
Executive, Interchange Manager	Degree	<ul style="list-style-type: none"> <li>Manage interchange daily operations, facilities and security</li> <li>Manage customer service requirements</li> </ul>	<ul style="list-style-type: none"> <li>Office hours</li> <li>5-day work week</li> </ul>	AMK Depot

## SMRT

Job Positions	Qualification	Key Responsibilities	Working Hours	Location
Supervisor, Recruitment	Diploma	<ul style="list-style-type: none"> <li>Conduct out-reach and awareness activities</li> <li>Meet recruitment targets</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.00 pm</li> <li>5-day work week</li> </ul>	Woodlands Depot
Supervisor, Starter	Diploma	Ensure buses and Bus Captains are optimally deployed and operations properly executed	<ul style="list-style-type: none"> <li>Rotating shift:               <ul style="list-style-type: none"> <li>– 430am to 145pm</li> <li>– 130pm to 11pm</li> <li>– 1030pm to 7am</li> </ul> </li> </ul>	Ang Mo Kio Depot/ Kranji Depot
Supervisor, Facilities Management	Diploma	<ul style="list-style-type: none"> <li>Ensures good condition of facilities and respond to breakdown</li> <li>Involves in audits conduct by Authorities</li> <li>Manages project work</li> </ul>	<ul style="list-style-type: none"> <li>Office hours</li> <li>5-day work week</li> </ul>	Kranji Depot
Supervisor, Safety and Security	Diploma	Conduct safety audits, security audits and risk assessments	<ul style="list-style-type: none"> <li>Office hours</li> <li>5-day work week</li> </ul>	Ang Mo Kio Depot
Supervisor, Diesel Operations	Diploma	<ul style="list-style-type: none"> <li>Manage and ensure adequate control for diesel retail sales operations</li> <li>Supervise and coordinate the Diesel Operations Team</li> </ul>	<ul style="list-style-type: none"> <li>Office hours</li> <li>5-day work week</li> </ul>	Woodlands Depot
Supervisor, Missed Trip Validation	Diploma	<ul style="list-style-type: none"> <li>Submission of reports for missed trips</li> <li>Ensures that all operated mileage are accounted for and submitted</li> <li>Validates and justifies operated trips that are not captured in the system</li> <li>Performs data and trend analysis for respective service routes in the zone</li> </ul>	<ul style="list-style-type: none"> <li>Office hours</li> <li>5-day work week</li> </ul>	Woodlands Depot

## AGORA RECRUITMENT

Job Positions	Qualification	Key Responsibilities	Working Hours	Location
Human Resource Manager	<ul style="list-style-type: none"> <li>Diploma and above</li> <li>Min 5 years of similar working experience</li> </ul>	Manage HR policies and overall HR operations of company	Office hours	
Customer Service Executive	<ul style="list-style-type: none"> <li>Diploma and above</li> </ul>	<ul style="list-style-type: none"> <li>Schedule appointments with clients</li> <li>Case Analysis and Preparation</li> <li>Client Development (Servicing and Appreciation)</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Office hours</li> </ul>	Central
Shipping Coordinator cum Admin	<ul style="list-style-type: none"> <li>Diploma</li> <li>Min 2yrs experience</li> </ul>	Prepare freight documents and liaise with suppliers	<ul style="list-style-type: none"> <li>Monday to Friday: 9am - 6.30pm</li> <li>First Saturday of every month: 9.30am - 1pm</li> </ul>	Central
Full Stack Web Developer	Diploma	Upgrading and Maintenance of website.	<ul style="list-style-type: none"> <li>9.30-6.30pm</li> <li>5-day work week</li> </ul>	
Financial Consultant	Diploma	To provide comprehensive insurance advisory services to customers.	<ul style="list-style-type: none"> <li>Flexible</li> <li>No Shift</li> </ul>	Tampines
Staff Nurse	Diploma in Nursing	Specialised knowledge and clinical skills necessary to provide care for people.		Bukit Batok
Centre Manager	Diploma	Plan activities for people going to the centre.		Tampines
Assistant HR Executive	<ul style="list-style-type: none"> <li>Diploma</li> <li>3-5 years of similar working experience</li> </ul>	Managing HR policies and overall HR operations of company.		Bendemeer
Corporate Secretariat	<ul style="list-style-type: none"> <li>Diploma</li> <li>3-5 years of similar working experience</li> </ul>	Provide corporate secretarial services to a range of clients		Katong

## AMERICAN INTERNATIONAL INSURANCE (AIA)

Job Positions	Qualification	Key Responsibilities	Working Hours	Location
Financial Consultant	<ul style="list-style-type: none"> <li>Diploma</li> <li>PC Literate</li> </ul>	Marketing of insurance products	No shift	Island wide

## AETOS HOLDINGS

Job Positions	Qualification	Key Responsibilities	Working Hours	Location
Operations Executive	Diploma & Above	Manage operations	5-day work week	West Coast
IT Executive	Diploma & Above	Manage IT equipments	5-day work week	West Coast
Auxiliary Police Officer (Corporal)	Diploma	<ul style="list-style-type: none"> <li>Traffic enforcement and escort duties</li> <li>Security and safety duties</li> </ul>	<ul style="list-style-type: none"> <li>6-day work week</li> <li>Rotating shift</li> </ul>	Island-wide
Protection Officer	Secondary & Above	<ul style="list-style-type: none"> <li>Screening and checking duties</li> <li>Patrolling and guard duties</li> </ul>	<ul style="list-style-type: none"> <li>6-day work week</li> <li>Rotating shift</li> </ul>	Island-wide

## SEED INSTITUTE

Job Positions	Qualification	Key Responsibilities	Working Hours	Location
Trainee Childcare Teacher	Diploma (undergo OJT leading to Diploma in Early Childhood Care and Education (Childcare))	Work with children from 18 months to 6 years old	<ul style="list-style-type: none"> <li>7am-7pm</li> <li>5.5-day work week</li> </ul>	Island-wide
Trainee Preschool Teacher	O Level / WPLN 5 (undergo OJT leading to Diploma in Early Childhood Care and Education)	Work with children from 18 months to 6 years old	<ul style="list-style-type: none"> <li>7am-7pm</li> <li>5.5-day work week</li> </ul>	Island-wide
Trainee Assistant Preschool Teacher	N Level / WPLN 4 & Above (undergo OJT leading to WSQ Advanced Certificate in Early Childhood Care and Education)	Work with children from 18 months to 4 years old	<ul style="list-style-type: none"> <li>7am-7pm</li> <li>5.5-day work week</li> </ul>	Island-wide