

# JOB LISTINGS

## DATE

27 JULY 2018 (FRIDAY)

## TIME

10.30AM-6.00PM

## VENUE

BISHAN COMMUNITY CLUB

## CAREER FAIR APPLICATION PROCESS



**Complete the e-Registration form**  
On-line / On-site.



**Look through the Job Listings** for details of the job vacancies available during the Career Fair.



**Approach the respective employer booth** for interview.

## **PARTICIPATING EMPLOYERS**

<b>NO</b>	<b>ORGANISATION</b>
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- |           |                                    |
|-----------|------------------------------------|
| <b>1</b>  | <b>AIA</b>                         |
| <b>2</b>  | <b>BHG</b>                         |
| <b>3</b>  | <b>BURGER KING</b>                 |
| <b>4</b>  | <b>CEVA LOGISTICS</b>              |
| <b>5</b>  | <b>GRAND HYATT</b>                 |
| <b>6</b>  | <b>KH SECURITY</b>                 |
| <b>7</b>  | <b>PINNACLE CREDIT</b>             |
| <b>8</b>  | <b>NTUC HEALTH</b>                 |
| <b>9</b>  | <b>RMA GROUP</b>                   |
| <b>10</b> | <b>VENTURE GREEN</b>               |
| <b>11</b> | <b>WAVELINK MARITIME INSTITUTE</b> |

## AIA

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Financial Services Consultant</b>	Diploma	Provide financial advice based on clients' financial and protection needs.	Flexible working hours.	Island-wide

## BHG *(List 1 of 2)*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Merchandising Executive (Beauty)</b>	<ul style="list-style-type: none"> <li>Diploma</li> <li>3 years of relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Plan events and promotions</li> <li>Sourcing and buying</li> <li>Monitor market trends and consumer behaviour</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Mon-Fri: 9am-6.30pm</li> <li>Full-time</li> </ul>	Beach Road
<b>Store Admin Assistant</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>PC Literate</li> </ul>	<ul style="list-style-type: none"> <li>Provide administrative support to store manager</li> <li>Perform data entry and other administrative duties</li> <li>Answer calls and make in-store announcements</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Rotating shift:                             <ul style="list-style-type: none"> <li>10am-7.30pm (AM shift)</li> <li>12.45pm-10.15pm (PM shift)</li> <li>10am-10.15pm (Full shift)</li> </ul> </li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Choa Chu Kang</li> <li>Jurong</li> </ul>
<b>Retail Assistant</b>	<ul style="list-style-type: none"> <li>N Level</li> </ul>	<ul style="list-style-type: none"> <li>Selling/ promoting merchandise and perform sales transaction</li> <li>Replenish merchandise and perform housekeeping duties</li> <li>Participate in inventory stock-take</li> </ul>	Full-time: <ul style="list-style-type: none"> <li>5-day work week</li> <li>Rotating shift:                             <ul style="list-style-type: none"> <li>10am-7.30pm (AM shift)</li> <li>12.45pm-10.15pm (PM shift)</li> <li>10am-10.15pm (Full shift)</li> </ul> </li> </ul> Part-time: <ul style="list-style-type: none"> <li>4-day work week (shift)</li> <li>3 weekends (shift)</li> </ul>	Island-wide

## BHG *(List 2 of 2)*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Delivery Driver</b>	<ul style="list-style-type: none"> <li>Secondary</li> <li>3 years of delivery experience in retail</li> </ul>	<ul style="list-style-type: none"> <li>Physical check of goods according to SKUs and quantities</li> <li>Sending goods to all outlets</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Mon-Fri: 9am-6.30pm</li> <li>Sat (once a month): 9am-1pm</li> <li>Full-time</li> </ul>	Bugis
<b>Receiving Co-ordinator</b>	<ul style="list-style-type: none"> <li>Secondary</li> <li>2 years of store experience</li> </ul>	<ul style="list-style-type: none"> <li>Perform receiving/returning of goods from stores/ vendors</li> <li>Check goods received and price tagging</li> <li>Data entry and store keeping</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Mon-Fri: 9am-6.30pm</li> <li>Sat (once a month): 9am-1pm</li> <li>Full-time</li> </ul>	Bugis
<b>Cashier</b>	Secondary	Perform cashier duties, including processing customer's purchases and transactions.	<ul style="list-style-type: none"> <li>5-day work week                             <ul style="list-style-type: none"> <li>Rotating shift:                                     <ul style="list-style-type: none"> <li>10am-7.30pm (AM shift)</li> <li>12.45pm-10.15pm (PM shift)</li> <li>10am-10.15pm (Full shift)</li> </ul> </li> </ul> </li> <li>Full-time</li> <li>Part-time</li> </ul>	Bugis
<b>Customer Service Assistant</b>	Secondary	<ul style="list-style-type: none"> <li>Provide customer service for Customer's feedback/complaints, gift wrapping/redemptions</li> <li>Prepare monthly sales reports</li> <li>Make public announcements for customers when required</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Mon-Fri: 9am-6.30pm</li> </ul>	

# BURGER KING

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>IT Executive</b>	<ul style="list-style-type: none"> <li>Diploma in Information/ computer technology or related disciplines</li> <li>3 years of relevant IT working experience</li> </ul>	<ul style="list-style-type: none"> <li>On-site and helpdesk support</li> <li>Maintenance to servers and company network infrastructure</li> <li>Perform systems backup and recovery</li> <li>Conduct training on IT system</li> <li>Source and Purchase IT Equipment</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Mon-Fri: 9am-6pm</li> <li>Full-time</li> </ul>	Ang Mo Kio
<b>Restaurant Manager</b>	Diploma	Manage restaurant operations (10-45 employees) and obtain desired restaurant outcomes.	<ul style="list-style-type: none"> <li>6-day work week</li> <li>Rotating shift</li> <li>Full-time</li> </ul>	Island-wide
<b>Assistant Manager</b>	Diploma	Provide support in managing the daily operations of a restaurant.	<ul style="list-style-type: none"> <li>6-day work week</li> <li>Rotating shift</li> <li>Full-time</li> </ul>	Island-wide
<b>Assistant Accountant</b>	<ul style="list-style-type: none"> <li>Diploma in Accountancy/ ACCA or equivalent</li> <li>Bilingual</li> </ul>	<ul style="list-style-type: none"> <li>Handle full set of accounts</li> <li>Prepare monthly closing and financial reports and handle cash flow management</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Mon-Fri: 9am-6pm</li> <li>Full-time</li> </ul>	Ang Mo Kio
<b>Purchasing Executive</b>	NITEC/ Higher NITEC in Supply Chain	<ul style="list-style-type: none"> <li>Source for vendors</li> <li>Perform procurement activities</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Mon-Fri: 9am-6pm</li> <li>Full-time</li> </ul>	Ang Mo Kio
<b>Team Member (Kitchen Crew/ Service Crew)</b>	1 year of similar working experience	<ul style="list-style-type: none"> <li>Perform duties at various workstations</li> <li>Process orders</li> <li>Food preparation</li> <li>Ensure cleanliness of restaurant area</li> <li>Unload and stock inventory items</li> </ul>	<ul style="list-style-type: none"> <li>6-day work week</li> <li>Rotating shift</li> <li>Full-time</li> <li>Part-time</li> </ul>	Island-wide

# CEVA LOGISTICS

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Ocean Freight Officer</b>	O Level	<ul style="list-style-type: none"> <li>Process shipments and all related activities</li> <li>Document preparation and traffic coordination</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Mon-Thu: 8.30am-5.45pm</li> <li>Fri: 8.30am-5.30pm</li> <li>Sat (Alternate): 8.30am-12.30pm</li> <li>Full-time</li> </ul>	Alps Avenue
<b>Customer Service Officer</b>	O Level	Provide customer service to assigned customer with the knowledge of customer requirements.	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Mon-Thu: 8.30am-5.45pm</li> <li>Fri: 8.30am-5.30pm</li> <li>Sat (Alternate): 8.30am-12.30pm</li> <li>Full-time</li> </ul>	Jurong Pier
<b>Logistics Admin Assistant</b>	N Level	<ul style="list-style-type: none"> <li>Perform general office administration</li> <li>Enter and update data in system</li> <li>Monthly report preparation</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Mon-Thu: 8.30am-5.45pm</li> <li>Fri: 8.30am-5.30pm</li> <li>Sat (Alternate): 8.30am-12.30pm</li> <li>Full-time</li> </ul>	Island-wide
<b>Logistics Assistant</b>	<ul style="list-style-type: none"> <li>Secondary</li> <li>Forklift License</li> </ul>	Responsible for receiving area.	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Rotating shift</li> <li>Full-time</li> </ul>	Island-wide

## GRAND HYATT *(List 1 of 2)*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Event Concierge Manager</b>	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• Degree</li> <li>• 2 years of experience in Banquet or Event Management</li> <li>• 1 year experience in supervisory/ team leader role</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Events Organisers</li> <li>• Lead the Event Concierge Team and running of the department</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Day Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Event Concierge Coordinator</b>	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• Degree</li> <li>• 1 year of experience in Banquet or Event Management</li> </ul>	Ensure the efficient and effective management of Events Organisers.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Day Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Assistant Engineer</b>	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• Degree</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>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Host</b>	Diploma	Assist to ensure the smooth and efficient running of the Front Office within the Rooms Division.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Chef de Cuisine</b>	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• 2 years of experience as Chef de Cuisine or 15 years of culinary experience</li> </ul>	Manage the assigned kitchen (Chinese Banquet Kitchen) and ensure the financial success of the outlet.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Technician</b>	<ul style="list-style-type: none"> <li>• NITEC</li> <li>• Higher NITEC</li> <li>• 2 years of work experience in similar capacity</li> </ul>	Perform general maintenance and repair works and other fixtures and equipment to ensure smooth operations.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> </ul>	Orchard

## GRAND HYATT *(List 2 of 2)*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Sous Chef</b>	<ul style="list-style-type: none"> <li>• O Level</li> <li>• 2 years of 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 the assigned kitchen</li> <li>• Planning, organising, directing and controlling the Kitchen operation and administration</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Demi Chef</b>	O Level	Assists the Sous Chef and Chef de Cuisine in ensuring compliance to culinary standards.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Chef De Partie</b>	<ul style="list-style-type: none"> <li>• O Level</li> <li>• Prior supervisory experience in leading a team</li> </ul>	Assists the Sous Chef and Chef de Cuisine in ensuring compliance to culinary standards.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Assistant Chinese Chef</b>	<ul style="list-style-type: none"> <li>• O Level</li> <li>• Prior supervisory experience in leading a team</li> </ul>	Assists the Sous Chef and Chef de Cuisine in ensuring compliance to culinary standards.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Bell Captain</b>	O Level	Assist in the smooth and efficient running of the Bell Desk within the Rooms Division.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Assistant Stewarding Supervisor</b>	<ul style="list-style-type: none"> <li>• Secondary</li> <li>• 2 years of work experience in hotel operations.</li> </ul>	Assists the Stewarding Manager in ensuring the efficient and economic operation of the Stewarding Department.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> </ul>	Orchard
<b>Spa Attendant</b>	<ul style="list-style-type: none"> <li>• Secondary</li> <li>• 2 years of relevant work experience</li> </ul>	Ensure the overall cleanliness of the Spa and attend to guests or club members.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> <li>• Part-time</li> </ul>	Orchard
<b>Housekeeping Attendant</b>	Secondary	Ensure the cleanliness of the hotel's guest rooms and floors, corridors and surrounding back areas.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating Shift</li> <li>• Full-time</li> <li>• Part-time</li> </ul>	Orchard
<b>Mooncake Packer &amp; Salesperson</b>	Good command of spoken English and Mandarin	Assist in the sale, packaging and/or delivery of mooncakes.	<ul style="list-style-type: none"> <li>• Rotating Shift</li> <li>• Part-time</li> </ul>	Orchard



## KH SECURITY

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Senior Security Supervisor</b>	<ul style="list-style-type: none"> <li>Primary</li> <li>WPLN 4</li> <li>Valid PLRD License</li> </ul>	<ul style="list-style-type: none"> <li>Enforcement duties and manage security systems</li> <li>Incident management and reporting</li> <li>Conduct security audits and risk assessment</li> </ul>	<ul style="list-style-type: none"> <li>Day/ Night Shift</li> <li>Full-time</li> <li>Part-time</li> </ul>	Island-wide
<b>Senior Security Officer</b>	<ul style="list-style-type: none"> <li>Primary</li> <li>WPLN 4</li> <li>Valid PLRD License</li> </ul>	<ul style="list-style-type: none"> <li>Enforcement duties and manage security systems</li> <li>Incident Response</li> </ul>	<ul style="list-style-type: none"> <li>Day/ Night Shift</li> <li>Full-time</li> <li>Part-time</li> </ul>	Island-wide
<b>Security Supervisor</b>	<ul style="list-style-type: none"> <li>Primary</li> <li>WPLN 4</li> <li>Valid PLRD License</li> </ul>	<ul style="list-style-type: none"> <li>Enforcement duties and manage security systems</li> <li>Incident management and reporting</li> <li>Execute evacuation plans and exercises</li> </ul>	<ul style="list-style-type: none"> <li>Day/ Night Shift</li> <li>Full-time</li> <li>Part-time</li> </ul>	Island-wide
<b>Security Officer</b>	<ul style="list-style-type: none"> <li>Primary</li> <li>WPLN 4</li> <li>Valid PLRD License</li> </ul>	<ul style="list-style-type: none"> <li>Enforcement duties</li> <li>Incident Response</li> </ul>	<ul style="list-style-type: none"> <li>Day/ Night Shift</li> <li>Full-time</li> <li>Part-time</li> </ul>	Island-wide

## PINNACLE CREDIT

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Credit Control Executive</b>	<ul style="list-style-type: none"> <li>Secondary</li> <li>WPLN 4</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and follow-up with customers on credit accounts</li> <li>Update and maintain the credit control system</li> </ul>	<ul style="list-style-type: none"> <li>Rotating Shift                             <ul style="list-style-type: none"> <li>9am-6pm</li> <li>11am-8pm</li> </ul> </li> <li>Alternate Saturday                             <ul style="list-style-type: none"> <li>9am -6pm</li> </ul> </li> <li>Full-time</li> <li>Part-time</li> </ul>	<ul style="list-style-type: none"> <li>Bugis</li> <li>Ubi</li> </ul>
<b>Admin Assistant</b>	<ul style="list-style-type: none"> <li>Secondary</li> <li>WPLN 4</li> <li>Proficient in Microsoft Office</li> <li>1 year relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with clients on account receivables</li> <li>Prepare monthly invoices and reconciliation of accounts</li> </ul>	<ul style="list-style-type: none"> <li>8.30am-6.15pm</li> <li>5-day work week</li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Bugis</li> <li>Ubi</li> </ul>

## NTUC HEALTH *(List 1 of 3)*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Nurse Manager</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>Valid practicing certificate issued by SNB</li> <li>Valid BCLs certification</li> </ul>	<ul style="list-style-type: none"> <li>Direct care of the residents</li> <li>Ensure adequate manpower resourcing</li> <li>Oversee induction programmes and preceptorship for new staff</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>7.30am-5pm</li> <li>8am-5.30pm</li> <li>8.30am-6pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> </ul>	East
<b>Centre Manager/ Assistant Centre Manager</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>5 years' experience in management with government agencies</li> </ul>	Manage and supervise a team of support staff to ensure the smooth operations of the Day Care Centre.	<ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>7.30am-5pm</li> <li>8am-5.30pm</li> <li>8.30am-6pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> </ul>	East / West
<b>Staff Nurse (Nursing Home)</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>Valid Practicing certificate issued by SNB</li> <li>Valid BCLs certification</li> <li>Registered Nurse with 2 years of similar working experience</li> </ul>	<ul style="list-style-type: none"> <li>Provide nursing services</li> <li>Supervise, train and develop care staff</li> <li>Prepare clinical documentation, records co-ordination and updates</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Rotating Shift               <ul style="list-style-type: none"> <li>7.30am-4.30pm</li> <li>12pm-9pm</li> <li>9pm-8.30am</li> </ul> </li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Jurong West</li> <li>Geylang East</li> <li>Chai Chee</li> </ul>
<b>Community Nurse (Day Care)</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>Registered Nurse with SNB</li> </ul>	Provide care through care management, assessment, planning, implementation and evaluation of nursing care to meet the needs of the clients.	<ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>7.30am-5pm</li> <li>8am-5.30pm</li> <li>8.30am-6pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>East</li> <li>Central</li> <li>West</li> </ul>
<b>Executive, Partnership Development &amp; Client Relations</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>2 years' experience in community healthcare</li> <li>Experience in volunteerism and service quality work</li> </ul>	Promote and spearhead community outreach and service quality initiatives.	<ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>7.30am-5pm</li> <li>8am-5.30pm</li> <li>8.30am-6pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Geylang East</li> <li>Chai Chee</li> </ul>

## NTUC HEALTH *(List 2 of 3)*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Centre Supervisor (Day Care)</b>	<ul style="list-style-type: none"> <li>Diploma</li> <li>Supervisory and operation experience</li> </ul>	<ul style="list-style-type: none"> <li>Plan and coordinate centre's programmes and activities for the elderly</li> <li>Manage a team of support staff</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>7.30am-5pm</li> <li>8am-5.30pm</li> <li>8.30am-6pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>West</li> <li>East</li> </ul>
<b>Centre Supervisor (Senior Activity Centre)</b>	Diploma	<ul style="list-style-type: none"> <li>Oversee daily operations and ensure smooth running of the centre</li> <li>Organise activities and programmes for the Seniors</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Mon-Fri: 9am-6pm</li> <li>Sat: 9am-1pm</li> <li>Full-time</li> </ul>	Telok Blangah
<b>Care Associate (Home Care)</b>	O Level	<ul style="list-style-type: none"> <li>Provide home-based personal care services</li> <li>Assist clients with their daily activities</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>7.30am-5pm</li> <li>8am-5.30pm</li> <li>8.30am-6pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> <li>Part-time</li> </ul>	Island-wide
<b>Operations Assistant, Transport &amp; Facilities</b>	<ul style="list-style-type: none"> <li>O Level</li> <li>English literate</li> <li>Class 3 driving license</li> </ul>	<ul style="list-style-type: none"> <li>Transportation of residents and items of the nursing home</li> <li>Maintenance of the assigned vehicle</li> <li>Provide support to the facilities and the security team</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>8am-5.30pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> </ul>	Chai Chee
<b>Driver cum Care Support</b>	<ul style="list-style-type: none"> <li>Secondary</li> <li>Vocational License</li> <li>Driving experience</li> </ul>	<ul style="list-style-type: none"> <li>Transportation of clients to and from their residence to the centre</li> <li>Assist clients with their daily activities and attend to their needs</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>7.30am-5pm</li> <li>8am-5.30pm</li> <li>8.30am-6pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Bukit Merah</li> <li>Punggol South</li> <li>Serangoon</li> <li>Geylang Serai</li> <li>Boon Lay</li> <li>Radin Mas</li> </ul>
<b>Programme Assistant</b>	<ul style="list-style-type: none"> <li>O Level</li> <li>PC Literate</li> </ul>	<ul style="list-style-type: none"> <li>Support in the smooth running of the centre</li> <li>Perform administrative duties and coordination of activities</li> </ul>	<ul style="list-style-type: none"> <li>5.5-day work week</li> <li>Mon-Fri: 9am-6pm</li> <li>Sat: 9am-1pm</li> <li>Full-time</li> </ul>	Redhill

## NTUC HEALTH *(List 3 of 3)*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Operations Assistant, Facilities</b>	<ul style="list-style-type: none"> <li>NITEC/ Higher NITEC</li> <li>English Literate</li> <li>Able to lift heavy items</li> </ul>	General maintenance of the home.	<ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>8am-5.30pm</li> <li>9.30am-7pm</li> </ul> </li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Geylang East</li> <li>Chai Chee</li> </ul>
<b>Dental Assistant</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>PC Literate</li> </ul>	<ul style="list-style-type: none"> <li>Prepare clinical area and dental room</li> <li>Handle and store sterile items</li> <li>Assist in treatment procedures</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Mon-Fri: 8.30am-6pm</li> <li>Sat:               <ul style="list-style-type: none"> <li>8.30am-12pm</li> <li>8.30am - 3pm</li> </ul> </li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Raffles Place</li> <li>Orchard</li> <li>Bedok</li> </ul>
<b>Care Assistant (Day Care)</b>	<ul style="list-style-type: none"> <li>Secondary</li> <li>WSQ Certificate in Healthcare Support (Nursing Care)</li> </ul>	<ul style="list-style-type: none"> <li>Assist and participate in centre's activities and functions</li> <li>Assist the elderly in their daily activities and needs</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week (subject to rostering)               <ul style="list-style-type: none"> <li>7.30am-5pm</li> <li>8am-5.30pm</li> <li>8.30am-6pm</li> <li>9am-6.30pm</li> </ul> </li> <li>Full-time</li> </ul>	Island- wide
<b>Health Attendant</b>	<ul style="list-style-type: none"> <li>Primary</li> <li>English Literate</li> <li>Able to speak dialect, will be of advantage</li> </ul>	Support and assist in providing care and attending to resident's needs.	<ul style="list-style-type: none"> <li>6-day work week</li> <li>Rotating shift               <ul style="list-style-type: none"> <li>7.30am-3.30pm</li> <li>1pm-9pm</li> <li>9pm-8.30am</li> </ul> </li> <li>Full-time</li> <li>Part-time</li> </ul>	<ul style="list-style-type: none"> <li>Jurong West</li> <li>Geylang East</li> <li>Chai Chee</li> </ul>
<b>Centre Assistant (Cleaner)</b>	<ul style="list-style-type: none"> <li>Primary</li> <li>Experience in cleaning services or housekeeping</li> <li>Can speak and understand simple English</li> </ul>	Perform daily housekeeping activities.	<ul style="list-style-type: none"> <li>5-day work week (subject to rostering)               <ul style="list-style-type: none"> <li>7.30am-5pm</li> <li>8am-5.30pm</li> <li>9am-6pm</li> </ul> </li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Bukit Merah</li> <li>Geylang Serai</li> <li>Boon Lay</li> <li>Radin Mas</li> </ul>

## RMA GROUP *(List 1 of 2)*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Network Engineer</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>CCNA is preferred</li> <li>4 years' of related working experience</li> </ul>	<ul style="list-style-type: none"> <li>Accountable for Network Operations Configuration and maintenance of Layer 2 and Layer 3 Switches</li> <li>Administration, support &amp; maintenance of campus-wide network infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.30am-6pm</li> <li>Full-time</li> </ul>	Central
<b>Assistant Manager (Quality Management)</b>	<ul style="list-style-type: none"> <li>Degree</li> <li>2 years of working experience in a contact centre and/or customer service environment</li> <li>Bilingual</li> </ul>	<ul style="list-style-type: none"> <li>Review, refresh and document processes, doctrines and SOPs/guidelines</li> <li>Help to handle feedback and provide case resolution in accordance to service standards</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.30am-6pm</li> <li>Full-time</li> </ul>	King's George Avenue
<b>Analyst Programmer</b>	<ul style="list-style-type: none"> <li>Diploma</li> <li>Programming Knowledge (C++, C#, ASP.Net)</li> <li>2 years of related working experience</li> </ul>	<ul style="list-style-type: none"> <li>Design, build and test solutions for various modules</li> <li>Perform post-rollout maintenance work</li> <li>Conducting User Acceptance Tests (UAT) prior to rollout of applications</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.30am-6pm</li> <li>Full-time</li> </ul>	Central
<b>ICT Executive</b>	<ul style="list-style-type: none"> <li>Diploma</li> <li>Knowledge in Microsoft applications, Adobe Photoshop, Photography and Videography</li> </ul>	<ul style="list-style-type: none"> <li>Manage ICT/ AV equipment</li> <li>Manage the Learning Management System tools and resources</li> <li>Plan and implement ICT programme</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>7.30am-5pm</li> <li>Full-time</li> </ul>	Island-wide
<b>Marketing Executive</b>	<ul style="list-style-type: none"> <li>Diploma</li> <li>Proficient in Microsoft Applications</li> </ul>	Develop copywriting for website, marketing channels and drip feed communications.	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8.30am-6pm</li> <li>Full-time</li> </ul>	Changi

## RMA GROUP *(List 2 of 2)*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>ICT Trainer</b>	<ul style="list-style-type: none"> <li>Diploma in related disciplines</li> <li>Instructor's Registration with MOE</li> <li>Proficient in Microsoft applications and photo and video editing</li> <li>1 year of related working experience</li> </ul>	<ul style="list-style-type: none"> <li>Plan and conduct trainings on ICT tools/ e-learning platforms and the use of ICT and AV equipment</li> <li>Review training programmes</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>7.30am-5pm</li> <li>Full-time</li> </ul>	Island-wide
<b>Admin Assistant</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>Proficient in Microsoft Applications</li> </ul>	Provide administrative duties, provide front-line customer service, handle walk-in and phone enquiries.	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8am-5pm</li> <li>Full-time</li> </ul>	Island-wide
<b>Teacher Assistant</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>Proficient in Microsoft Applications</li> </ul>	Preparation of teaching resources, science experiment resources and maintain cleanliness of the science laboratory.	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8am-5pm</li> <li>Full-time</li> </ul>	Island-wide
<b>Call Operator</b>	N Level	Receive incoming emergency calls, retrieve incident location from caller, perform telephone triaging and medical advisories to callers.	<ul style="list-style-type: none"> <li>Rotating shift:               <ul style="list-style-type: none"> <li>Day 1: 8am-8pm</li> <li>Day 2: 8pm-8am</li> <li>Day 3 &amp; 4: Off day</li> </ul> </li> <li>Full-time</li> </ul>	Ubi
<b>Data Entry Scanning Officer</b>	PC Literate	Data entry, scanning, filing and packing of documents.	<ul style="list-style-type: none"> <li>Full-time               <ul style="list-style-type: none"> <li>Mon-Fri: 8am-530pm</li> </ul> </li> <li>Part-time:               <ul style="list-style-type: none"> <li>3 weekdays, 6hrs/day</li> <li>Permanent weekends:</li> </ul> </li> <li>8am-5.30pm</li> </ul>	Ubi

## VENTURE GREEN

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Landscape Supervisor</b>	<ul style="list-style-type: none"> <li>NITEC / Higher NITEC</li> <li>Diploma in Horticulture</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with clients, internal project team, subcontractors and suppliers to ensure smooth operations of assigned works</li> <li>Responsible for quality and productivity of work crew</li> </ul>	<ul style="list-style-type: none"> <li>8.30am-5.30am</li> <li>5.5-day work week</li> <li>Full-time</li> </ul>	Island-wide
<b>Landscape Technician</b>	<ul style="list-style-type: none"> <li>Secondary</li> <li>WSQ Certificate in Landscape Operations</li> </ul>	<ul style="list-style-type: none"> <li>Perform Horticultural works</li> <li>Carry out proper and safe horticultural waste disposal</li> <li>Watering of plants</li> <li>Removal of weeds or unwanted plants</li> <li>Cutting or pruning of plants</li> </ul>	<ul style="list-style-type: none"> <li>8.30am-5.30am</li> <li>5.5-day work week</li> <li>Full-time</li> </ul>	Island-wide
<b>Stationed Gardener</b>	No Education	<ul style="list-style-type: none"> <li>Watering of plants</li> <li>Removal of weeds or unwanted plants</li> <li>Cutting or pruning of plants</li> </ul>	<ul style="list-style-type: none"> <li>8.30am-5.30am</li> <li>5.5-day work week</li> <li>Full-time</li> </ul>	Island-wide

## WAVELINK MARITIME INSTITUTE

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Marine Engineer</b>	NITEC/ Higher NITEC	Operation and maintenance of engines and systems onboard foreign going vessels.	Rotating Shift	Foreign Going
<b>Deck Officer</b>	N Level	Navigation and cargo work onboard foreign going vessels.	Rotating Shift	Foreign Going