

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

NO	ORGANISATION
-----------	---------------------

- | | |
|-----------|------------------------------------|
| 1 | AIA |
| 2 | BHG |
| 3 | BURGER KING |
| 4 | CEVA LOGISTICS |
| 5 | GRAND HYATT |
| 6 | KH SECURITY |
| 7 | PINNACLE CREDIT |
| 8 | NTUC HEALTH |
| 9 | RMA GROUP |
| 10 | VENTURE GREEN |
| 11 | WAVELINK MARITIME INSTITUTE |

AIA

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

BHG *(List 2 of 2)*

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

BURGER KING

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

CEVA LOGISTICS

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

GRAND HYATT *(List 1 of 2)*

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

GRAND HYATT *(List 2 of 2)*

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Sous Chef	<ul style="list-style-type: none"> • O Level • 2 years of work experience as Sous Chef or 4 years as Chef de Partie 	<ul style="list-style-type: none"> • Assist the Chef de Cuisine in managing the assigned kitchen • Planning, organising, directing and controlling the Kitchen operation and administration 	<ul style="list-style-type: none"> • 5-day work week • Rotating Shift • Full-time 	Orchard
Demi Chef	O Level	Assists the Sous Chef and Chef de Cuisine in ensuring compliance to culinary standards.	<ul style="list-style-type: none"> • 5-day work week • Rotating Shift • Full-time 	Orchard
Chef De Partie	<ul style="list-style-type: none"> • O Level • Prior supervisory experience in leading a team 	Assists the Sous Chef and Chef de Cuisine in ensuring compliance to culinary standards.	<ul style="list-style-type: none"> • 5-day work week • Rotating Shift • Full-time 	Orchard
Assistant Chinese Chef	<ul style="list-style-type: none"> • O Level • Prior supervisory experience in leading a team 	Assists the Sous Chef and Chef de Cuisine in ensuring compliance to culinary standards.	<ul style="list-style-type: none"> • 5-day work week • Rotating Shift • Full-time 	Orchard
Bell Captain	O Level	Assist in the smooth and efficient running of the Bell Desk within the Rooms Division.	<ul style="list-style-type: none"> • 5-day work week • Rotating Shift • Full-time 	Orchard
Assistant Stewarding Supervisor	<ul style="list-style-type: none"> • Secondary • 2 years of work experience in hotel operations. 	Assists the Stewarding Manager in ensuring the efficient and economic operation of the Stewarding Department.	<ul style="list-style-type: none"> • 5-day work week • Rotating Shift • Full-time 	Orchard
Spa Attendant	<ul style="list-style-type: none"> • Secondary • 2 years of relevant work experience 	Ensure the overall cleanliness of the Spa and attend to guests or club members.	<ul style="list-style-type: none"> • 5-day work week • Rotating Shift • Full-time • Part-time 	Orchard
Housekeeping Attendant	Secondary	Ensure the cleanliness of the hotel's guest rooms and floors, corridors and surrounding back areas.	<ul style="list-style-type: none"> • 5-day work week • Rotating Shift • Full-time • Part-time 	Orchard
Mooncake Packer & Salesperson	Good command of spoken English and Mandarin	Assist in the sale, packaging and/or delivery of mooncakes.	<ul style="list-style-type: none"> • Rotating Shift • Part-time 	Orchard

KH SECURITY

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

PINNACLE CREDIT

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

NTUC HEALTH *(List 1 of 3)*

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

NTUC HEALTH *(List 2 of 3)*

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

NTUC HEALTH *(List 3 of 3)*

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

RMA GROUP *(List 1 of 2)*

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

RMA GROUP *(List 2 of 2)*

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

VENTURE GREEN

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

WAVELINK MARITIME INSTITUTE

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