

# CAREER FAIR IN THE HEARTLANDS



OVER 100  
VACANCIES  
AVAILABLE



**SATURDAY**  
**11AM - 4PM**



**MENDAKI @**  
**CHOA CHU KANG**

**Blk 813A**  
**Choa Chu Kang Ave 7**  
**#01-571 S(681810)**

## JOB LISTINGS BOOKLET

### 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.

# MENDAKI SENSE

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Corporate Sales Manager</b>	<ul style="list-style-type: none"> <li>• Bachelor in Business or Marketing</li> <li>• 3 years of relevant Business Development experience</li> <li>• Recent strong market knowledge of the private education industry</li> <li>• Excellent verbal and written communication skills</li> <li>• Good leadership, research and negotiation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in setting the company's business development strategies and activities.</li> <li>• Meet clients to understand their training needs and present the company's propositions.</li> <li>• Undertake market research and cost-benefit analysis to assess the viability of potential new business.</li> <li>• Identify new opportunities or product gaps to create growth and expand the company's product and services line.</li> <li>• Manage and follow-up with corporate accounts.</li> <li>• Network to establish partnerships with potential clients or partners.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am-6pm (Mon-Thu)</li> <li>• 8.30am-5.30pm (Fri)</li> <li>• Full-time</li> </ul>	Eunos
<b>Sales Executive</b>	<ul style="list-style-type: none"> <li>• O-Levels and above</li> <li>• 1 year working experience in sales</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve sales targets set and recommend initiatives to generate more sales.</li> <li>• Attend to enquires from clients at roadshows and fairs.</li> <li>• Assist and follow up with potential clients on enrolment updates.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week (Committed to work on weekday evenings and weekends as and when required)</li> <li>• Full-time</li> </ul>	<ul style="list-style-type: none"> <li>• Eunos</li> <li>• Island-wide (Dependant on location of roadshows)</li> </ul>
<b>Community &amp; Family Engagement Executive</b>	Diploma from a recognised institution.	<ul style="list-style-type: none"> <li>• Front counter and administrative duties.</li> <li>• Manage and promote outreach and engagement activities.</li> <li>• Establish and maintain positive relationships with volunteers and community partners.</li> <li>• Provide information and referral services to members of the community.</li> </ul>	<ul style="list-style-type: none"> <li>• 5-day work week (Committed to work on weekday evenings, weekends and PH)</li> <li>• Rotating shift <ul style="list-style-type: none"> <li>– 9.30am-5pm</li> <li>– 3.30pm-9pm</li> </ul> </li> <li>• Full-time</li> </ul>	WISMA Geylang Serai

# CERTIS INTEGRATED SERVICES

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Customer Service Officer (LTA)</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>WPLN Level 5 &amp; Above</li> </ul>	<ul style="list-style-type: none"> <li>Data entry and compilation of documents including statistics and reports.</li> <li>Handle enquiries pertaining to the use of Autopass card, payment of VEP fees.</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-10pm</li> <li>10pm-10am</li> </ul> </li> <li>Full-time</li> </ul>	<ul style="list-style-type: none"> <li>Woodlands Checkpoint</li> <li>Tuas Checkpoint</li> </ul>
<b>Environmental Maintenance Officer (NEA)</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>WPLN Level 5 &amp; Above</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of Gravitraps (Mosquito Traps) at HDB Areas.</li> <li>Manage supplies and logistics of Gravitraps.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>8am-5.30pm</li> <li>Full-time</li> </ul>	South West
<b>Customer Service Officer</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>WPLN Level 4</li> <li>PC Literate</li> </ul>	<ul style="list-style-type: none"> <li>Assist in counter registration.</li> <li>Stand at Gantry Area.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Day shift</li> <li>3 days of work followed by 2 days off</li> <li>Full-time (contract)</li> </ul>	National University Hospital
<b>Cash Management Officer</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>WPLN Level 4</li> </ul>	<ul style="list-style-type: none"> <li>Handle cash with the aid of technology (cash sorting machine).</li> <li>Packing and moving of valuables.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Day Shift: 8am-8pm</li> <li>Night Shift: 8pm-8am</li> <li>4 days of work followed by 2 days off</li> <li>Full-time (contract)</li> </ul>	<ul style="list-style-type: none"> <li>Paya Lebar</li> <li>Commonwealth</li> </ul>
<b>Visitor Experience Ambassador</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>WPLN Level 4</li> </ul>	<ul style="list-style-type: none"> <li>Provide information to visitors.</li> <li>Handle tour groups.</li> <li>Handle ticketing.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>9.30am-7.30pm</li> <li>Full-time</li> </ul>	St Andrew's Rd
<b>Library Shelving Assistant</b>	<ul style="list-style-type: none"> <li>N Level</li> <li>WPLN Level 4</li> </ul>	<ul style="list-style-type: none"> <li>Sorting and shelving of books.</li> <li>Answer visitors' enquiries.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Rotating shift               <ul style="list-style-type: none"> <li>8am-2.30pm</li> <li>2.30pm-9pm</li> </ul> </li> <li>Part-time</li> </ul>	<ul style="list-style-type: none"> <li>Jurong West</li> <li>Jurong East</li> <li>Queenstown</li> </ul>
<b>Healthcare Attendant</b>	<ul style="list-style-type: none"> <li>WPLN Level 3</li> <li>Able to communicate in English</li> </ul>	<ul style="list-style-type: none"> <li>Assist in preparation and serving of meals to patients.</li> <li>Maintain cleanliness and tidiness of ward pantry and fridge.</li> <li>Proper storage of linen and other ward supplies and report shortage to Staff Nurse/Nursing Officer.</li> </ul>	<ul style="list-style-type: none"> <li>5-day work week</li> <li>Rotating shift               <ul style="list-style-type: none"> <li>7am-7pm</li> <li>7pm-7am</li> </ul> </li> <li>Full-time</li> </ul>	Tan Tock Seng Hospital

# ADEMCO SECURITY

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Technical Officer</b>	Diploma in Electrical/ Electronics	To troubleshoot and maintain/service security systems at clients' premises.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8am-6pm</li> <li>• Full-time</li> </ul>	Island-wide
<b>Call Service Officer</b>	N Level	Attend to all calls and alarm signals in a timely and efficient manner, and according to operating procedures.	<ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• Rotating shift</li> <li>• Full-time</li> </ul>	Tiong Bahru
<b>Senior Security Officer</b>	PLRD Security License	<ul style="list-style-type: none"> <li>• Incident response, manage security and safety systems.</li> <li>• Regulating traffic.</li> </ul>	<ul style="list-style-type: none"> <li>• 6-day work week</li> <li>• Day shift               <ul style="list-style-type: none"> <li>– 7am-7pm</li> <li>– 8am-8pm</li> </ul> </li> <li>• Full-time and Part-time</li> </ul>	Island-wide
<b>Security Officer</b>	PLRD Security License	Guarding and patrolling, access and egress control, basic incident response, general screening.	<ul style="list-style-type: none"> <li>• 6-day work week</li> <li>• Day shift               <ul style="list-style-type: none"> <li>– 7am-7pm</li> <li>– 8am-8pm</li> </ul> </li> <li>• Night shift               <ul style="list-style-type: none"> <li>– 7pm-7am</li> <li>– 8pm-8am</li> </ul> </li> <li>• Full-time and Part-time</li> </ul>	Island-wide