

# CAREER FAIR IN THE HEARTLANDS

OVER 75  
VACANCIES  
AVAILABLE



**THURSDAY**  
1.30PM - 4.30PM



**VIBRANCE @  
YISHUN**

Blk 145 Yishun St 11  
#01-411 S(760145)  
(Nearest MRT: Yishun)

## 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 (List 1 of 2)

| Position  | Minimum Requirement  | Key Responsibilities   | Working Hours   | Location   |
|---|--|--|---|--|
| <b>Accountant</b>                                       | <ul style="list-style-type: none"> <li>Degree in Accountancy or related discipline</li> <li>2 years of relevant working experience</li> <li>Competent in MS Excel e.g. VLOOKUP, Pivot Table, Charts etc and MS Ppt</li> <li>Work in a team of a fast-pace and challenging working environment</li> </ul>   | <ul style="list-style-type: none"> <li>Support on daily processing and month-end closing</li> <li>Support statutory requirements such as audit, corporate taxation &amp; GST filing</li> <li>Responsible for variance analysis, intercompany reconciliations and fixed assets register</li> <li>Manage yearly budget, monthly forecast, data migration into new accounting software</li> <li>Ad- hoc tasks</li> </ul>  | <ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>8.30am-6pm (Mon-Thu)</li> <li>8.30am-5.30pm (Fri)</li> </ul> </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</li> <li>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               <ul style="list-style-type: none"> <li>Dependant on location of roadshows</li> </ul> </li> </ul> |
| <b>Senior Executive, Policy, Audit &amp; Operations</b> | <ul style="list-style-type: none"> <li>Degree in Business or related discipline or Diploma with at least 5 years of related-working experience</li> <li>Possess internal auditing skills e.g. ISO9001</li> <li>Exposure with Enterprise Risk Management (ERM)</li> <li>Secretarial/Office Administrative skills (intermediate)</li> <li>Multi-task and handle tight deadlines</li> <li>Proficient in Microsoft Office</li> </ul> | <ul style="list-style-type: none"> <li>Perform periodic checks and audits ensuring that policies are adhered to</li> <li>Assume Secretariat role in coordination and preparation of Sub-Committee meeting, include minute taking and circulation of papers</li> <li>Collating, checking and circulating the accuracy of data for reports</li> <li>Establish and maintain the organisation's Quality Management System i.e. production of SOPs</li> <li>Review, recommend policies, methods, processes and techniques for improvements</li> </ul> | <ul style="list-style-type: none"> <li>5-day work week               <ul style="list-style-type: none"> <li>8.30am-6pm (Mon-Thu)</li> <li>8.30am-5.30pm (Fri)</li> </ul> </li> <li>Full-time</li> </ul> | Eunos  |

## MENDAKI SENSE (List 2 of 2)

| Position                           | Minimum Requirement   | Key Responsibilities  | Working Hours   | Location |
|------------------------------------|---|---|---|----------|
| <b>Senior Executive, Education</b> | <ul style="list-style-type: none"> <li>• Diploma with working experience or graduates in any field</li> <li>• Sales experience in education enrichment programmes is advantageous</li> <li>• Quick learner with a can-do attitude</li> <li>• Possess strong presentation and good interpersonal skills</li> </ul> | <ul style="list-style-type: none"> <li>• Carry out sales of education programmes through corporate channels and various marketing efforts (both B2B and B2C)</li> <li>• Devise marketing plan to achieve sales targets</li> <li>• Write programme proposals and prepare presentations for promotions to other organisations and schools</li> <li>• Provide after-sales support and engagement to customers and clients</li> <li>• Plan and execute events of promoting brand awareness and providing continued engagement with customers</li> </ul> | <ul style="list-style-type: none"> <li>• 5-day work week               <ul style="list-style-type: none"> <li>○ 8.30am-6pm (Mon-Thu)</li> <li>○ 8.30am-5.30pm (Fri)</li> </ul> </li> <li>• Full-time</li> </ul> | Eunos    |

# SMRT BUSES (List 1 of 3)

| Position   | Minimum Requirement | Key Responsibilities  | Working Hours   | Location  |
|--|---------------------|---|---|---|
| <b>Deputy Manager, Depot (Resource Management)</b> | Degree              | <ul style="list-style-type: none"> <li>• Provide support to oversee smooth operation of Depot</li> <li>• Monitor night garaging operations and ensure all vehicles are checked before returning</li> <li>• Monitor and ensure smooth running of operations in the deployment of AM and PM duties assigned by the Starter's office</li> </ul>  | <ul style="list-style-type: none"> <li>• 6-day work week</li> <li>• Night Shift</li> <li>• 2.00pm - 11.00pm</li> <li>• Full-time</li> </ul> | <ul style="list-style-type: none"> <li>• Ang Mo Kio</li> <li>• Kranji</li> <li>• Woodlands</li> </ul> |
| <b>Safety &amp; Security Executive</b>             | Degree              | <ul style="list-style-type: none"> <li>• Conduct safety and security audits and risk assessments</li> <li>• Ensure compliance of safety and security measures</li> <li>• Analysis of Bus Captains' driving patterns to improve overall driving capability</li> <li>• Conduct and review workplace safety checks</li> <li>• Advise on follow up action plans</li> </ul>  | <ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am - 6.00pm</li> <li>• Full-time</li> </ul>                         | <ul style="list-style-type: none"> <li>• Ang Mo Kio</li> </ul>  |
| <b>Engineer, Maintenance Planning</b>              | Degree              | <ul style="list-style-type: none"> <li>• Schedule maintenance activities of bus fleet in accordance to bus fleet profile and life cycle cost (LCC) modelling</li> <li>• Monitor and review bus system issues, warranty claim, workshop processes</li> <li>• Review and issue operation and technical bulletin related to bus maintenance</li> <li>• Plan and maximize resource allocation</li> <li>• Plan and control spare parts availability and inventory cost</li> <li>• Plan and monitor repair and maintenance (R&amp;M)</li> <li>• Upkeep maintenance and parts consumption records in SAP system</li> <li>• Analyse data</li> </ul> | <ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am - 6.00pm</li> <li>• Full-time</li> </ul>                         | Island-wide   |

# SMRT BUSES (List 2 of 3)

| Position                        | Minimum Requirement  | Key Responsibilities  | Working Hours  | Location  |
|---------------------------------|--|---|--|---|
| <b>Service Controller</b>       | <ul style="list-style-type: none"> <li>Diploma</li> </ul>            | <ul style="list-style-type: none"> <li>Monitor daily operations of buses to ensure smooth running of bus services</li> <li>Ensure staffs are brief and advise promptly during incidents or emergencies to minimize service delays</li> <li>Manage and resolve public feedback and complaints on breakdown, traffic jam, accident and any passenger related issues</li> </ul>  | <ul style="list-style-type: none"> <li>5-day work week</li> <li>Rotating Shift               <ul style="list-style-type: none"> <li>5.00am - 3.00pm</li> <li>2.00pm - 2.00am</li> </ul> </li> <li>Full-time</li> </ul>   | <ul style="list-style-type: none"> <li>Ang Mo Kio</li> <li>Kranji</li> <li>Woodlands</li> </ul> |
| <b>Technician, Bus Workshop</b> | <ul style="list-style-type: none"> <li>Nitec/Higher Nitec</li> </ul> | <ul style="list-style-type: none"> <li>Perform general maintenance, servicing, overhaul and troubleshooting activities on heavy vehicles to ensure all vehicles operate safely and efficiently</li> <li>Inspect and check all braking systems, carry out rectifications and brakes improvement projects when assigned</li> <li>Undertake periodic preventive maintenance activities and other enhancement projects from time to time</li> </ul> | <ul style="list-style-type: none"> <li>6-day work week</li> <li>Rotating Shift               <ul style="list-style-type: none"> <li>5.00am - 3.00pm</li> <li>3.00pm - 2.00am</li> </ul> </li> <li>Full-time</li> </ul>   | <ul style="list-style-type: none"> <li>Ang Mo Kio</li> <li>Kranji</li> <li>Woodlands</li> </ul> |
| <b>Route Controller</b>         | <ul style="list-style-type: none"> <li>Nitec/Higher Nitec</li> </ul> | <ul style="list-style-type: none"> <li>Travel on buses to perform fare enforcement on commuters, including Cross-Border Service</li> <li>Perform diversion duty</li> <li>Carry out enforcement check at Intermediate Timing Points (e.g. Bus Service Reliability Framework surveys, speed gun check, etc)</li> <li>Provide customer service and relevant information to commuters and Bus Captains at bus stops</li> </ul>                      | <ul style="list-style-type: none"> <li>6-day work week</li> <li>Rotating Shifts               <ul style="list-style-type: none"> <li>6.00am - 3.00pm</li> <li>3.00pm – 11.00pm</li> </ul> </li> <li>Full-time</li> </ul> | <ul style="list-style-type: none"> <li>Ang Mo Kio</li> <li>Kranji</li> <li>Woodlands</li> </ul> |

## SMRT BUSES (List 3 of 3)

| Position           | Minimum Requirement   | Key Responsibilities   | Working Hours   | Location  |
|--------------------|---|--|---|---|
| <b>Trainer</b>     | O level   | <ul style="list-style-type: none"> <li>• Prepare lesson plans, presentation slides and conduct theory lessons</li> <li>• Possess the ability to guide and provide clear instructions, and be comfortable in communicating with various groups of trainees/participants</li> <li>• Passion for coaching and a flair for engaging participants is an advantage</li> </ul>  | <ul style="list-style-type: none"> <li>• 5-day work week</li> <li>• 8.30am - 6.00pm</li> <li>• Full-time</li> </ul>   | <ul style="list-style-type: none"> <li>• Woodlands</li> </ul>   |
| <b>Bus Captain</b> | <ul style="list-style-type: none"> <li>• Secondary</li> </ul> | <ul style="list-style-type: none"> <li>• Perform and ensure assigned bus is operationally ready and clean</li> <li>• Perform first parade tasks before start of duty and last parade tasks at end of duty daily</li> <li>• Perform strictest adherence to bus driving schedules and timings</li> <li>• Ensure strictest compliance to all transportation and traffic rules, regulations and Company's SOPs</li> <li>• Perform any other bus driving duties that may be assigned from time to time</li> </ul> | <ul style="list-style-type: none"> <li>• 6-day work week</li> <li>• Rotating Shift               <ul style="list-style-type: none"> <li>○ 5.00am - 2.00pm</li> <li>○ 2.00pm - 11.30pm</li> </ul> </li> <li>• Full-time</li> </ul> | <ul style="list-style-type: none"> <li>• Ang Mo Kio</li> <li>• Kranji</li> <li>• Woodlands</li> </ul> |

# HELLERMANNTYTON

| Position                   | Minimum Requirement  | Key Responsibilities   | Working Hours   | Location |
|----------------------------|--|--|---|----------|
| <b>Production Operator</b> | <ul style="list-style-type: none"> <li>No Minimum Education</li> <li>WPLN Level 3</li> </ul> | <ul style="list-style-type: none"> <li>Operate machine</li> <li>Packing</li> <li>Able to carry cartons</li> <li>Simple data entry</li> </ul>   | <ul style="list-style-type: none"> <li>5-day work week</li> <li>3 Shifts</li> </ul> <b>3 months training:</b> <ul style="list-style-type: none"> <li>6.45am to 3pm</li> <li>2.45pm to 11pm</li> <li>11.45pm to 7am</li> </ul> | Yishun   |
| <b>QC Assistant</b>        | <ul style="list-style-type: none"> <li>No Minimum Education</li> </ul>                       | <ul style="list-style-type: none"> <li>Inspection</li> <li>Loop Tensile and Loom Test</li> <li>Manual Insertion</li> <li>1st article run inspection, measurement and testing</li> <li>Simple pack and carton weight check</li> </ul> | <ul style="list-style-type: none"> <li>5-day work week</li> <li>3 Shift</li> </ul> <ul style="list-style-type: none"> <li>6.45am to 3pm</li> <li>2.45pm to 11pm</li> <li>11.45pm to 7am</li> </ul>                            | Yishun   |