

#JUMPWITHSENSE
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Over
**900 job
vacancies
available!**


WITH sense
CAREER FAIR

20 APR 2019

10.30AM TO 5PM
KEAT HONG CC
2 CHOA CHU KANG LOOP, 01, 689687

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.

SUPPORTED BY:



EMPLOYER LISTING

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MENDAKI SENSE PTE LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Deputy Manager (MARCOMS)	<ul style="list-style-type: none"> • Degree in Business, Marketing or Mass Communication • Demonstrable experience in marketing, with a positive attitude towards learning • Experience in identifying target audiences & creatively devising & leading marketing campaigns • Practice knowledge of online analytics, to optimise online campaigns & use of digital marketing tools (i.e. Google Analytics, MailChimp, Facebook Ads, SEO) • Good sense of aesthetics, love for great copy & witty communication • Able to manage multiple projects within tight deadlines • Where required, able to work beyond normal work hours (i.e. weekends & public holidays) 	<ul style="list-style-type: none"> • Plan & develop marketing communication strategies & tactics to boost company reputation & drive qualified traffic to our front door • Deploy success marketing campaigns & own implementation - from ideation to execution • Produce valuable & engaging content for press release, website, social media & marketing collaterals to attract & convert our target groups • Maintain MENDAKI SENSE brand website and attend to public reviews (daily) on social media platforms, including posting or uploading latest promotions onto various digital media platforms • Verify and approve all marketing material (printed & digital) for consistency of branding & message • Ensure timely production & delivery of marketing material & electronic direct mailers (eDMs) • Perform daily media monitoring on various channels such as websites, social media, prints, search engines, blogs, magazines • Experiment with a variety of organic & paid acquisition channels like content creation, content curation, pay per click campaigns, event mgmt, publicity, social media, lead generation campaigns, copywriting, performance analysis • Analyse consumer behaviour, to adjust email & advertising campaigns accordingly • Develop SMART key performance objectives to track, review & measure the success of the marketing, communications & public relations programmes • Prepare & manage overall budget & monitor progress (quarter & annual basis) to evaluate performance in meeting the financial objectives • Support growth & development of direct report/s 	<ul style="list-style-type: none"> • Full-time • 5-day work week • 8.30am-6pm (Mon-Thu) • 8.30am-5.30pm (Fri) 	Eunos

MENDAKI SENSE PTE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
ICT Manager	<ul style="list-style-type: none"> Degree in IT Minimum 5 years' experience in a similar capacity Able to work beyond official work hours & on weekends / public holidays when required 	<ul style="list-style-type: none"> Ensure strategic & operational management of the organisation's information & technology needs. Implement & integrate system & technology initiatives necessary to achieve organisational goals. Provide direction & manage the ICT technology infrastructure Oversee the entire computer systems within SENSE & ensure business remain in consistent operations, with limited IT systems breakdowns. Provides support / consultancy services to business units with respect to IT applications procurement for e.g. systems analysis & design, identify gaps in existing application. Work with team members on the review of network architecture & work on the replacement of old or low capacity network system or devices, e.g. firewalls, DNS, switches, routers. Forecast annual department budget to drive business towards a more cost-effective approach. Takes the lead in the preparation & implementing of the Business Continuity plans & IT Disaster Recovery for the organisation. Work closely with the Business Continuity Committee to ensure organisation preparedness in times of crisis. Administer the organization's Google account & ensure timely daily back-ups & sustain connectivity to internet & servers, onsite & offsite, at all times. Ensure timely renewals of IT & systems maintenance contracts 	<ul style="list-style-type: none"> Full-time 5-day work week 8.30am-6pm (Mon-Thu) 8.30am-5.30pm (Fri) 	Eunos
Senior Executive, Policy, Audit & Operations	<ul style="list-style-type: none"> Degree in Business or related discipline <u>or</u> Diploma with at least 5 years of related-working experience Possess internal auditing skills e.g. ISO9001 Exposure with Enterprise Risk Management (ERM) Secretarial/Office Administrative skills (intermediate) Multi-task & handle tight deadlines Proficient in Microsoft Office 	<ul style="list-style-type: none"> Perform periodic checks & audits ensuring that policies are adhered to Assume Secretariat role in coordination & preparation of Sub-Committee meeting, include minute taking & circulation of papers Collating, checking & circulating the accuracy of data for reports Establish & maintain the organisation's Quality Management System i.e. production of SOPs Review, recommends policies, methods, processes & techniques for improvements 	<ul style="list-style-type: none"> Full-time 5-day work week 8.30am-6pm (Mon-Thu) 8.30am-5.30pm (Fri) 	Eunos

MENDAKI SENSE PTE LTD (Cont.)

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

ABSOLUTE MAINTENANCE SERVICES PTE LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Cleaner	<ul style="list-style-type: none"> No Minimum Education 	<ul style="list-style-type: none"> Cleanliness of the work site 	<ul style="list-style-type: none"> Full-time 6-day Day Shift, Afternoon shift - 8am to 5pm - 2pm to 10pm 	Islandwide

BIG-FOOT LOGISTIC PTE LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Prime Mover Driver	<ul style="list-style-type: none"> Primary PSLE English Pass WPLN Level 4 	<ul style="list-style-type: none"> Trucking of containers from Wharf area to yard & vice versa in PSA. 	<ul style="list-style-type: none"> Full-time 22 Work Days in a month Rotating Shift - 7.30am - 7.30pm - 7.30pm - 7.30am 	PSA Pasir Panjang
Lashing Specialist	<ul style="list-style-type: none"> Primary PSLE English Pass WPLN Level 4 	<ul style="list-style-type: none"> Lashing & unlashng of Containers onboard vessels. Coning & deconning of twist locks from Containers at Wharf area Berthing & unberthing of Vessels. 	<ul style="list-style-type: none"> Full-time 22 Work Days in a month Rotating Shift - 10.30am to 10.30pm - 10.30pm to 10.30am 	Pasir Panjang
Delivery Drivers Class 3/4	<ul style="list-style-type: none"> Primary English Language (spoken & reading) - to understand product names 	<ul style="list-style-type: none"> Delivery of Goods to outlets/ Supermarkets. Handle delivery invoices & CODs. Assisting in loading & unloading operations 	<ul style="list-style-type: none"> Full-time 6-day Day Shift - 7.30am to 5.30pm 	West
Delivery Attendant	<ul style="list-style-type: none"> Primary Spoken/Read English Physically fit as must carry stock 	<ul style="list-style-type: none"> Deliver goods to outlets/supermarkets. Handle delivery Invoices & CODs. Assisting in loading & unloading operations. 	<ul style="list-style-type: none"> Full-time 6-day No Shift - 7.30am to 5.30pm 	Islandwide

CERTIS CISCO SECURITY PTE LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Customer Service Officer	<ul style="list-style-type: none"> N Level 	<ul style="list-style-type: none"> Data entry & compilation of documents including statistics & reports. 	<ul style="list-style-type: none"> Full-time 5-day Rotating Shift <ul style="list-style-type: none"> 10am to 10pm 10pm to 10am 	<ul style="list-style-type: none"> Woodlands Tuas Checkpoint
Library Shelving Assistant	<ul style="list-style-type: none"> N Level WPLN Level 4 	<ul style="list-style-type: none"> Shelving back of books returned by visitors & answering enquiries. 	<ul style="list-style-type: none"> Part-time Rotating Off Days Rotating Shift <ul style="list-style-type: none"> 8am to 2.45pm 2.30pm to 9.15pm 	<ul style="list-style-type: none"> Jurong West Jurong East Bukit Panjang Choa Chu Kang Woodlands
Cash Management Officer	<ul style="list-style-type: none"> N Level WPLN Level 4 	<ul style="list-style-type: none"> Handling of cash with the aid of technology, required to move heavy bags of cash. 	<ul style="list-style-type: none"> Full-time Part-time 5-day Rotation Shift <ul style="list-style-type: none"> 8am to 8pm 8pm to 8am 	<ul style="list-style-type: none"> Paya Lebar Commonwealth
Supervisor	<ul style="list-style-type: none"> N Level WPLN Level 4 	<ul style="list-style-type: none"> To manage Health Attendants, ensuring smooth operations & plan deployment of health attendants. 	<ul style="list-style-type: none"> Full-time 5-day Rotating Shift <ul style="list-style-type: none"> 7am to 7pm 7pm to 7am 	Central
Security Officer	<ul style="list-style-type: none"> Secondary 	<ul style="list-style-type: none"> Operate equipment & vehicles within classed permitted. 	<ul style="list-style-type: none"> Full-time 6-day Rotating Shift <ul style="list-style-type: none"> 7am to 7pm 7pm to 7am 	Islandwide
Aviation Security Officer	<ul style="list-style-type: none"> N Level 	<ul style="list-style-type: none"> Ensuring the safety of all passengers at Changi Airport & conduct screenings on passengers & baggage. 	<ul style="list-style-type: none"> Full-time 6-day Rotating Shift <ul style="list-style-type: none"> 8pm to 8pm 8pm to 8am 	Changi Airport
Auxiliary Police Officer	<ul style="list-style-type: none"> N Level 	<ul style="list-style-type: none"> Safeguard key commercial & government buildings & enforce law & order. 	<ul style="list-style-type: none"> Full-time 6-day Rotating Shift <ul style="list-style-type: none"> 7am to 7pm 7pm to 7am 	Islandwide

FAR EAST MANAGEMENT (PRIVATE) LIMITED

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Laundry Attendant	<ul style="list-style-type: none"> Primary 	<ul style="list-style-type: none"> To sort & process soiled linen / garments as instructed. To operate laundry equipment according to manual. To maintain cleanliness of working area. Any other duties which may be assigned by the Laundry Supervisor. 	<ul style="list-style-type: none"> Full-time 6-day Rotating Shift <ul style="list-style-type: none"> 8am to 4pm 12pm to 8pm 	Gambas Crescent

FAR EAST MANAGEMENT (PRIVATE) LIMITED (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Delivery Driver	<ul style="list-style-type: none"> No Minimum Education Class 3 & Class 4 License 	<ul style="list-style-type: none"> Conduct safety audits, security audits & risk assessments. Assist managers to ensure compliance of safety & security measures that are aligned with the company's guidelines & regulations. Assist in the analysis of Bus Captains' driving patterns to improve overall driving capability. Conduct & review workplace safety checks. Subsequently, advise on follow up action plans. 	<ul style="list-style-type: none"> Full-time 6-day Day Shift - 9am to 6pm 	Gambas Crescent
F&B Waiter / Waitress	<ul style="list-style-type: none"> N Level 	<ul style="list-style-type: none"> Greet guests graciously with eye contact, smile & good posture. Provide prompt & excellent customer service to guests. Recommend & upsell menu items as well as advise guests on any ongoing promotions. Anticipate & comply with the needs of guests & meet daily operation needs Ensure that inventory stock-take is done consistently & accurately 	<ul style="list-style-type: none"> Full-time 6-day Rotating Shift - 10am to 9pm 	Islandwide
F&B Cook / Senior Cook	<ul style="list-style-type: none"> N Level 	<ul style="list-style-type: none"> Cook & plate food items accurately to specifications Monitor & complete par level of mise-en-place & food items after each meal period. Ensure areas of responsibility are clean, tidy & organized. Ensure proper hygiene practices & storage methods are always followed Assist in daily purchasing & receiving of goods. Assist in monthly inventory counts & recording of food wastage 	<ul style="list-style-type: none"> Full-time 6-day Rotating Shift - 10am to 9pm 	Islandwide

GRAB

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Grab Driver	<ul style="list-style-type: none"> No Minimum Education, N Level, O Level WPLN Level 5 & Above 	<ul style="list-style-type: none"> Be a Grab driver to have the freedom to spend & control your earnings, freedom to pursue passion & freedom to socialize. 	<ul style="list-style-type: none"> Full-time Part-time Flexibility 	Islandwide

GREAT EASTERN FINANCIAL ADVISORS (GEFA)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Financial Consultant	<ul style="list-style-type: none"> Diploma, Degree 	<ul style="list-style-type: none"> Sales & managing of Client's Investment & Insurance Portfolio 	<ul style="list-style-type: none"> Full-time Part-time Depends on client availability 	Islandwide

ISS FACILITY SERVICES PTE LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Housekeeper	<ul style="list-style-type: none"> No Minimum Education WPLN Level 3 Customer Service Oriented 	<ul style="list-style-type: none"> Provide high standard of hygiene & cleanliness within the customer premise Perform basic cleaning duties including but not limited to wiping tables, wiping windows, vacuuming carpets, pantry cleaning, clearing trash bins & tea-lady duties Meet the cleanliness & hygiene standard & ensure compliance to Health & Safety Environmental procedures & practices. Report accidents/incidents promptly. Handle cleaning equipment such as blower, vacuum cleaner & other general household cleaning equipment. Check equipment regularly & alert superior of any faulty machines. Undertake any duties/projects as assigned by the Superior 	<ul style="list-style-type: none"> Full-time Part-time 5-day, 5.5-day, 6-day Rotating Shift <ul style="list-style-type: none"> 7am to 4pm 1pm to 9pm 	Islandwide
Porter	<ul style="list-style-type: none"> N Level, O Level, A Level, NITEC / Higher NITEC WPLN Level 5 & Above Customer Service Oriented Must understand English PC Literate 	<ul style="list-style-type: none"> Assist in the reception of patients by provision of wheelchairs/ trolleys & their transfer from ambulance & to ensure proper transfer & lifting techniques Deliver & collect medical records to & from HIMS (Health Information Management System) & to ensure confidentiality is maintained with case sheets transported safely & securely. Collect & deliver specimens including X-ray films & blood specimens to the pathology department or other institution Assist in performing mortuary duties when required. Undertake any duties/ projects etc. as assigned by the Superior(s) 	<ul style="list-style-type: none"> Full-time Part-time 5-day, 6-day Rotating Shift <ul style="list-style-type: none"> 7am to 3pm 1pm to 9pm 	Islandwide
Bed Discharge	<ul style="list-style-type: none"> No Minimum Education WPLN Level 5 & Above Customer Service Oriented 	<ul style="list-style-type: none"> Perform cleaning procedure accordingly to adhere to Environment Health & Safety requirements in respect of uniforms & safety work practices as well as procedures to provide a clean & safe environment. Observe safety rules & regulations. Promptly report accidents/ incidents to the superior without delay. Collect rubbish from area under care & dispose them at the rubbish disposal location. Mop clean all floors using the 2 in 1 mopping system. Perform "under bed" cleaning for each bed upon patients discharge 	<ul style="list-style-type: none"> Full-time Part-time 5-day, 6-day Rotating Shift <ul style="list-style-type: none"> 7am to 4pm 1am to 9pm 	Islandwide

ISS FACILITY SERVICES PTE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Linen Attendant	<ul style="list-style-type: none"> No Minimum Education WPLN Level 3 Able to climb up & down, able to carry heavy load 	<ul style="list-style-type: none"> Pack & distribute cleaned linen/curtains. Ensure linen "norm" is accurately packed into linen trolleys before delivery to wards/departments. Push linen trolleys to AGV (Automated guided vehicle) bay according to AGV schedule. Receiving of cleaned linen/curtains from vendor's vehicle. Changing of normal & infectious soiled curtains at patients' areas (consultation/treatment rooms, ICUs, Isolation rooms, normal patient cubicle, etc.) Collection of infectious soiled linen at patients' areas (consultation/treatment rooms, ICUs, Isolation rooms, normal patient cubicle, etc.) from ward holding room to soiled linen room Undertake any duties/ projects etc. as assigned by the Superior(s). 	<ul style="list-style-type: none"> Full-time 5-day, 6-day Rotating Shift - 7am to 3pm - 1pm to 9pm 	Islandwide
General Cleaner	<ul style="list-style-type: none"> No Minimum Education Customer Service Oriented 	<ul style="list-style-type: none"> Perform basic cleaning duties including but not limited to wiping tables, wiping windows, vacuuming carpets, pantry cleaning, clearing trash bins & tea-lady duties. Meet the cleanliness & hygiene standard & ensure compliance to Health & Safety Environmental procedures & practices. Report accidents/incidents promptly. Handle cleaning equipment such as blower, vacuum cleaner & other general household cleaning equipment. Check equipment regularly & alert superior of any faulty machines. Manage stock level & maintain neat & organized janitorial/ store areas. Undertake any duties/ projects as assigned by the Superior. 	<ul style="list-style-type: none"> Full-time Part-time 5-day, 6-day No Shift, Rotating Shift - 7am to 3pm - 1pm to 9pm 	Islandwide

JOLLIBEAN FOODS PTE LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Service Crew	<ul style="list-style-type: none"> No Minimum Education Primary, Secondary English & Bahasa Malaysia (Spoken & Written) 	<ul style="list-style-type: none"> Food & Beverage Store Operations. 	<ul style="list-style-type: none"> Full-time Part-time Temporary 5.5-day, 6-day Day Shift, Night Shift, Rotating Shift 7am - 10pm 	Islandwide

NTUC FOODFARE CO-OPERATIVE LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Junior Sous Chef	<ul style="list-style-type: none"> O Level PC Literate Customer Service Oriented Speak & Write English 	<ul style="list-style-type: none"> To plan & carry out kitchen operations efficiently, in accordance with company. Standards, while maintaining stakeholders' relationships closely. 	<ul style="list-style-type: none"> Full-time 6-day Rotating Shift 	Tekong Camp
Security Officer	<ul style="list-style-type: none"> Secondary With valid Security License 	<ul style="list-style-type: none"> Provide guard & patrolling services. Handle security incidents & services. 	<ul style="list-style-type: none"> Full-time / Part-time 6-day, Relief (Part-time) officer will be 2-3 days in a week Day Shift & Night Shift - 8am to 8pm - 8pm to 8am 	Islandwide
Cook	<ul style="list-style-type: none"> No Minimum Education Customer Service Oriented 	Cooking, serving, washing & housekeeping.	<ul style="list-style-type: none"> Full-time 5-day Rotating Shift - 8am to 6pm - 4am to 2pm 	Tekong Camp
Security Supervisor	<ul style="list-style-type: none"> Secondary Security license (Completed PLRD Supervisor emplacement) 	Supervise security officer.	<ul style="list-style-type: none"> Full-time 6-day Day Shift & Night Shift - 8am to 8pm - 8pm to 8am 	<ul style="list-style-type: none"> Bugis Little India
Retail Assistant	<ul style="list-style-type: none"> N Level, O Level NITEC / Higher NITEC WPLN Level 3, Level 4, Level 5 & Above 	<ul style="list-style-type: none"> Selling / promoting merchandise & perform sales transactions. Replenish merchandise. 	<ul style="list-style-type: none"> Full-time / Part-time 5-day Rotating Shift - 10am to 7.30pm - 12.45pm to 10.15pm - 10am to 10.15pm 	Islandwide
Drinks Stall Assistant	<ul style="list-style-type: none"> No Minimum Education Basic Food Hygiene Certificate 	Brew coffee & tea, sales of canned drinks & cashiering duties.	<ul style="list-style-type: none"> Full-time / Part-time 6-day Rotating Shift - 6am to 2pm - 2pm to 10pm 	Islandwide
Service Crew	Primary	Serve food & beverages to customers accordingly.	<ul style="list-style-type: none"> Full-time 6-day Rotating Shift - 10am to 10pm 	Islandwide
Prata Maker cum Service Crew	<ul style="list-style-type: none"> No Minimum Education Primary English (Read & Spoken) Prata maker skill 	Make prata, prepare food & beverage, toast bread, cashier & housekeeping.	<ul style="list-style-type: none"> Full-time 6-day Rotating Shift 	Changi Airport
Service Crew (Halal)	<ul style="list-style-type: none"> Primary Secondary Able to read & speak simple English, customer service oriented. 	<ul style="list-style-type: none"> Prepare food & beverage, toast bread, cashier & housekeeping. 	<ul style="list-style-type: none"> Full-time Part-time 6-day Rotating Shift 	Safra@ Mount Faber

NTUC FOODFARE CO-OPERATIVE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Service Crew (Cafe)	<ul style="list-style-type: none"> Secondary N Level WPLN Level 3 Basic Food Hygiene Cert., or must attend Food Hygiene Course. 	<ul style="list-style-type: none"> Food & Drinks Preparation & Cashiering Duties. 	<ul style="list-style-type: none"> Full-time Part-time 6-day Rotating Shift - 6.30am - 9.30pm - 7am to 10.30pm 	Islandwide
Retail Assistant	<ul style="list-style-type: none"> Secondary WPLN Level 3 Basic Food Hygiene Cert. 	<ul style="list-style-type: none"> Drinks preparation & toast bread. 	<ul style="list-style-type: none"> Full-time Part-time 6-day Rotating Shift - 6am to 2pm - 7am to 3pm - 2pm to 10pm 	<ul style="list-style-type: none"> Bukit Panjang Pasir Ris Kampong Admiralty

PROSEGUR SINGAPORE PTE LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Senior Security Supervisor	<ul style="list-style-type: none"> O Level Valid PLRD License (with relevant PWM grade) 	<ul style="list-style-type: none"> In-charge of CCTV Centre/ Central Alarm Monitoring Centre/ Fire Command Centre Conduct Security & Risk Assessment Higher Supervision 	<ul style="list-style-type: none"> Full-time 6 days Day/Night Shift - 8am to 8pm - 8pm to 8am 	Central
Security Supervisor	<ul style="list-style-type: none"> O Level Valid PLRD License (with relevant PWM grade) 	<ul style="list-style-type: none"> Incident Management & Reporting Direct Supervision Execute Plans & Exercises 	<ul style="list-style-type: none"> Full-time 6 days Day/Night Shift - 8am to 8pm - 8pm to 8am 	Central
Senior Security Officer	<ul style="list-style-type: none"> O Level Valid PLRD License (with relevant PWM grade) 	<ul style="list-style-type: none"> Incident Response Manage Security & Safety Systems Regulate Traffic Monitor CCTV/Central Alarm/Fire Command Centre Assist State/Auxiliary Police in Law Enforcement Key Press Management 	<ul style="list-style-type: none"> Full-time 6 days Day/Night Shift - 8am to 8pm - 8pm to 8am 	Central Area
Security Officer	<ul style="list-style-type: none"> O Level 	<ul style="list-style-type: none"> General Screening Guarding & Patrolling Access & Egress Control Basic Incident Response 	<ul style="list-style-type: none"> Full-time 6 days Day/Night Shift - 8am to 8pm - 8pm to 8am 	Central

SMRT BUSES LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Deputy Manager, Depot (Resource Management)	<ul style="list-style-type: none"> Degree Relevant experience in a similar environment, preferably in transportation. Problem-solving & analytical skills to interpret financial & operations performance. Strong communication, presentation & leadership skills. Positive attitude & willingness to work OT. 	<ul style="list-style-type: none"> Provide support to Depot Manager in overseeing the smooth operation of Depot & ensuring all SOPs are strictly adhered to. Monitor night garaging operations. Monitor & ensure smooth running of operations in the deployment of AM/PM duties assigned by the Starter's office. Ensure all vehicles are checked by Garaging Team before returning for revenue service. 	<ul style="list-style-type: none"> Full-time 6-day work week Night Shift - 2pm to 11pm 	<ul style="list-style-type: none"> Ang Mo Kio Kranji Woodlands

SMRT BUSES LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Safety & Security Executive	<ul style="list-style-type: none"> • Degree • 1-3 years of working & supervisory experience. • Relevant safety & security experience is preferred. 	<ul style="list-style-type: none"> • Conduct safety audits, security audits & risk assessments. • Assist managers to ensure compliance of safety & security measures that are aligned with the company's guidelines & regulations. • Assist in the analysis of Bus Captains' driving patterns to improve overall driving capability. • Conduct & review workplace safety checks. • Subsequently, advise on follow up action plans. 	<ul style="list-style-type: none"> • Full-time • 5-day work week • 8.30am to 6pm 	Ang Mo Kio
Engineer, Maintenance Planning	<ul style="list-style-type: none"> • Degree • Strong team player with good communication skills. • Having a strong sense of urgency, self-motivated individual. • Proficient in Microsoft excel. • Basic knowledge in SAP will be added advantage. 	<ul style="list-style-type: none"> • Schedule maintenance activities of bus fleet in accordance to bus fleet profile & life cycle cost (LCC) modelling. • Monitor & review bus system issues, warranty claim, workshop processes & propose changes. • Review & issue operation & technical bulletin related to bus maintenance • Plan & maximize resource allocation for workshops including technician, infrastructure & equipment based on maintenance schedule. • Plan & control spare parts availability & inventory cost based on maintenance schedule • Plan & monitor repair & maintenance (R&M) budget against expenditure in accordance to maintenance schedule. • Upkeep maintenance & parts consumption records in SAP system. • Involve in analyzing of data related to fleet maintenance. 	<ul style="list-style-type: none"> • Full-time • 5-day work week • No Shift • 8.30am to 6pm 	<ul style="list-style-type: none"> • Ang Mo Kio • Kranji • Woodlands
Service Controller	<ul style="list-style-type: none"> • Diploma • Proficient with MS Office. 	<ul style="list-style-type: none"> • Monitor daily operations of buses to ensure smooth running of bus services. • Ensure staffs are brief & advise promptly during incidents or emergencies to minimize service delays. • Manage & resolve public feedback & complaints on breakdown, traffic jam, accident & any passenger related issues. 	<ul style="list-style-type: none"> • Full-time • 5-day work week • Rotating Shift <ul style="list-style-type: none"> - 5am to 3pm - 2pm to 2am 	<ul style="list-style-type: none"> • Ang Mo Kio • Kranji • Woodlands
Trainer	<ul style="list-style-type: none"> • O Level • Minimum 1-2 years of experience as bus/truck/car training instructor or simulator training. • Basic knowledge of Microsoft Office. • Preferably with Class 4/5 license. 	<ul style="list-style-type: none"> • You will need to prepare lesson plans as well as presentation slides & conduct theory lessons. • You will need to possess the ability to guide & provide clear instructions & be comfortable in communicating with various groups of trainees/participants. <p>Passion for coaching & a flair for engaging participants is an advantage.</p>	<ul style="list-style-type: none"> • Full-time • 5-day work week • 8.30am - 6pm 	<ul style="list-style-type: none"> • Ang Mo Kio • Kranji • Woodlands

SMRT BUSES LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Bus Captain	<ul style="list-style-type: none"> Secondary Possess Class 3/4 with minimum 1 year of good & safe driving records. Perform shift duties. 	<ul style="list-style-type: none"> Perform & ensure assigned bus is operationally ready & clean to provide a safe, smooth & pleasant ride for passengers. Perform first parade tasks before start of duty & last parade tasks at end of duty daily. Perform & strictest adherence to all bus driving schedules & timings at all times. Ensure strictest compliance to all transportation & traffic rules & regulations as well as Company's stipulated Operational Standards & Procedures. Perform any other bus driving duties that may be assigned from time to time. 	<ul style="list-style-type: none"> Full-time 6-day work week Rotation Shift <ul style="list-style-type: none"> - 8am to 2pm - 2pm to 11.30pm 	<ul style="list-style-type: none"> Ang Mo Kio Kranji Woodlands
Technician, Bus Workshop	<ul style="list-style-type: none"> Nitec / Higher Nitec At least 2 years of working experience in the related field. Positive attitude & willingness to work OT. 	<ul style="list-style-type: none"> Perform general maintenance, servicing, overhaul & troubleshooting activities on heavy vehicles to ensure all vehicles operate safely & efficiently. Inspect & check all braking systems, carry out rectifications & brakes improvement projects when assigned. Undertake periodic preventive maintenance activities & other enhancement projects from time to time. 	<ul style="list-style-type: none"> Full-time 6-day work week Rotating Shift <ul style="list-style-type: none"> - 5am to 3pm - 3pm to 2am 	<ul style="list-style-type: none"> Ang Mo Kio Kranji Woodlands
Route Controller	<ul style="list-style-type: none"> Nitec / Higher Nitec Able to converse in English. Able to perform shift work. 	<ul style="list-style-type: none"> Travel on our bus along our service routes to perform fare enforcement on commuters, including Cross-Border Service. Perform diversion duty Carry out enforcement check at Intermediate Timing Points (e.g. Bus Service Reliability Framework surveys, speed gun check, etc). Provide customer service & relevant information to commuters & Bus Captains at bus stops. 	<ul style="list-style-type: none"> Full-time 6-day work week Rotating Shift <ul style="list-style-type: none"> - 6am to 3pm - 3pm to 11pm 	<ul style="list-style-type: none"> Ang Mo Kio Kranji Woodlands

ST ENGINEERING MANAGEMENT SERVICES PTE LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Assistant / Associate Engineer (Testing & Commissioning)	<ul style="list-style-type: none"> NITEC / Higher NITEC 	<ul style="list-style-type: none"> Assist Telephone Engineer in preparation & testing Back End & Field End equipment. Troubleshooting. Updating of drawings & termination list & Single line drawing. Preparation of Racks for Client inspection prior to delivery to site. 	<ul style="list-style-type: none"> Full-time Contract 5-day Shift Work Rotating Shift 	Islandwide
Assistant / Associate Engineer (Power)	<ul style="list-style-type: none"> NITEC / Higher NITEC 	<ul style="list-style-type: none"> Assist Power Engineer in: <ul style="list-style-type: none"> - UPS & AC Distribution Boards testing, Troubleshooting & Updating of drawing & termination list & Single line drawing. 	<ul style="list-style-type: none"> Full-time Contract 5-day Shift Work Rotating Shift 	Islandwide

ST ENGINEERING MANAGEMENT SERVICES PTE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Assistant / Associate Engineer (Public Address)	NITEC / Higher NITEC	<ul style="list-style-type: none"> Assist CBN engineer in the following: <ul style="list-style-type: none"> - Single line drawings - Racking of equipment - System Testing - Troubleshooting - Fiber optic cable testing 	<ul style="list-style-type: none"> Full-time Contract 5-day Shift Work Rotating Shift 	Islandwide
Assistant / Associate Engineer (Communication Backbone Network)	NITEC / Higher NITEC	<ul style="list-style-type: none"> Assist PA system engineer in preparation & testing <ul style="list-style-type: none"> - Back End & Field End equipment. - Troubleshooting. - Updating of drawings, preparing termination list & Single line drawing. - Racking. 	<ul style="list-style-type: none"> Full-time Contract 5-day Shift Work Rotating Shift 	Islandwide
Assistant / Associate Engineer (IT Security)	NITEC / Higher NITEC	<ul style="list-style-type: none"> Assist IT Security Engineer in system configuration & testing. 	<ul style="list-style-type: none"> Full-time 5-day Shift Work Rotating Shift 	Islandwide
Assistant / Associate Engineer (Radio System)	NITEC / Higher NITEC	<ul style="list-style-type: none"> Assist Radio Engineer in <ul style="list-style-type: none"> - Radio system testing - RF coverage testing - System configuration - Racking - Single Line Drawing 	<ul style="list-style-type: none"> Full-time Contract 5-day Shift Work Rotating Shift 	Islandwide
Associate System Engineer (Communication Systems)	NITEC / Higher NITEC	<ul style="list-style-type: none"> Assists the system engineer on the project activities. Participates in factory & integration testing & on-site testing & commissioning. Performs site survey. Prepares test reports. Job scope involves one of the following communication systems: - <ul style="list-style-type: none"> - Communication Backbone Network/ LAN - Radio System - CCTV System - Public Address System - Telephone/PABX System 	<ul style="list-style-type: none"> Full-time Contract 5-day Shift Work Rotating Shift 	Islandwide
Associate Testing & Commissioning Engineer	NITEC / Higher NITEC	<ul style="list-style-type: none"> System Testing to ensure that the system is working based on the test specifications Responsible to ensure that the tested product is ready for delivery Site & Shift work would be involved 	<ul style="list-style-type: none"> Full-time Contract 5-day Shift Work Rotating Shift 	Islandwide
Associate Testing & Commissioning / Field Engineers	NITEC / Higher NITEC	<ul style="list-style-type: none"> Responsible for verification & validation process, product testing & commissioning of completed systems & its documentation. Liaise with Customer & internal team members to ensure good co-ordination, planning, documentation & meeting project test schedule. Responsible for site troubleshooting, analysis, reporting, documentation & punch-list follow-up Provide test report & perform requirement V & V activity. 	<ul style="list-style-type: none"> Full-time 5-day Shift Work Rotating Shift 	Islandwide

ST ENGINEERING MANAGEMENT SERVICES PTE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Associate Testing & Commissioning Engineer	NITEC / Higher NITEC	<ul style="list-style-type: none"> Conduct on-site testing & commissioning of signalling equipment Ensuring all applicable project & regulatory safety requirements are observed during test activities Identifying abnormal system conditions, investigating causes & recommending solutions Analysing test results & preparing test documentation 	<ul style="list-style-type: none"> Full-time Contract 5-day Shift Work Rotating Shift 	Islandwide
Admin Executive	<ul style="list-style-type: none"> O Level 	<ul style="list-style-type: none"> Support the Project Division on administrative matters eg submission of progress report, documentation control, travel arrangements, etc Track & follow through the Purchasing Process & follow up on logistics matters. To coordinate all work process / tasks for the Division 	<ul style="list-style-type: none"> Full-time 5-day No Shift 8am to 6pm 	Ang Mo Kio

SMRT TEL PTE LTD

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Engineering Maintenance Manager, SIG&PSD	<ul style="list-style-type: none"> Degree or Diploma in Engineering Discipline 	<p>As a Maintenance Manager of a signalling unit working on the live railway, you'll play an important role in ensuring your teams' safety while carrying out preventive & corrective maintenance activities.</p> <p>Desired Criteria:</p> <ul style="list-style-type: none"> Technical Knowledge of signalling operational concepts & interlocking principles. Experience of organizing & controlling the safe & efficient delivery of work Excellent communication skills in person & in writing Knowledge of discipline-specific maintenance, inspection, faulting & renewal techniques Knowledge of relevant standards, procedures & instructions Ability to work under pressure <p>Preferred Criteria:</p> <ul style="list-style-type: none"> Experience in working on Alstom's URABALIS U400 Signalling System Previous working experience in other capacity such as Signalling System Engineer, Designer or Tester would be advantageous. 	8.15am to 5.45pm	Kim Chuan Depot

SMRT TEL PTE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Engineering Maintenance Manager, Quality Assurance	Degree or Diploma in Engineering Discipline	<p>As a Maintenance Manager (QA) on the live railway, you'll play an important role in supporting the Department in ensuring safety & quality are the forefront of all preventive & corrective maintenance activities.</p> <p>Desired Criteria:</p> <ul style="list-style-type: none"> • Experience in carrying out technical & safety audits • Excellent communication skills, both in person & in writing • Knowledge of discipline-specific maintenance, inspection, faulting & renewal techniques • Knowledge of relevant standards, procedures & instructions • Ability to work under pressure <p>Preferred Criteria:</p> <ul style="list-style-type: none"> • Experience in working on the different Telecommunication subsystems that exist within the railway. • Previous working experience in other capacity such as Telecoms System Engineer, Designer or Tester would be advantageous. 	8.15am to 5.45pm	Kim Chuan Depot
Engineer, Tools & Analytical	Degree or Diploma in Engineering Discipline	<p>You are an enthusiastic applied researcher/developer with a Possess strong academic background in Software development & applications. You will be able to sift & analyse data from multiple angles, looking for trends that highlight problems or opportunities. You are then able to compile these into workable requirements & develop innovative solutions.</p> <p>Desired Criteria</p> <ul style="list-style-type: none"> • Demonstrable knowledge in software development & applications such as R, SAS, Python, Java, C/C++, Pearl & SQL • Knowledge in implementing client to server network communications • Excellent communication skills, both in person & in writing technical reports. • Ability to work under pressure <p>Preferred Criteria:</p> <ul style="list-style-type: none"> • Software Developers from other industries are encouraged to apply. • Experience in AI would be advantageous. 	8.15am to 5.45pm	Kim Chuan Depot

SMRT TEL PTE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Manager, Plans & Asset Management Office	Degree or Diploma in General Discipline	<ul style="list-style-type: none"> • Putting in place necessary systems, processes, HR & training levers to shape the workforce behaviour towards continuous learning & forward-looking culture. • Tracking company performance with respect to Operating Performance Standards, Maintenance Performance Standards, Key Performance Indicators & other contractual indicators including Committed Obligations for performance management improvement. • Implement ISO44001 framework to guide company's collaborative culture & working relationship with Regulator & industry partners. • Conduct internal quality audits to ensure data information & documents within the Asset Information Systems are compliant with the defined requirements, standards, & procedures. • Ensure timely development of Strategic Asset Management Plan & liaising with Regulator with regards to planning & implementing asset replacements, modifications, & enhancements. 	8.15am to 5.45pm	Kim Chuan Depot
Manager, Investigation & Compliance	Degree or Diploma in Engineering Discipline	<ul style="list-style-type: none"> • Plan, develop & execute risk-based audit & inspection programme as well as internal management systems audits, with focus on safety & quality for SMRT Thomson-East Coast Line (STEL) covering the following: <ul style="list-style-type: none"> - Work activities to ensure compliance with safety legal & regulatory requirements, standards & codes as well as SMRT safety policy, rules & STEL's operating procedures & work instructions - Compliance with SMRT Health, Safety & Environment Management System - Validate ground compliance to established operating document & past audit findings - Develop & maintain relevant corporate documentation pertaining to ISO policies - Validate mitigating factors to risks identified in Enterprise Risk Management analysis with Internal Audit Division - Conduct investigation into incidents, including WSH accidents & near misses, at STEL & update STEL Management of the investigation findings & required follow-up actions 	8.15am to 5.45pm	Kim Chuan Depot

SMRT TEL PTE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Manager, Community Engagement Corporate & Social Responsibility (CECSR)	Degree or Diploma in General Discipline	<ul style="list-style-type: none"> • Manage Grassroots & Community Engagement. • Drive the Adopt A Station (AAS) Programme by reaching out to schools in the vicinity of TEL stations with an objective of encouraging gracious behaviour within stations. • Work with schools on Student Ambassadors, Arts & Performance & Back of House Tour assignments. • Develop & implement appropriate engagement activities to increase the public's affinity with public transportation system (including station infrastructure), among residents in the vicinity of each station; initiate & sustain a gracious & collegial commuting culture; reinforce the public's opinion & belief that STEL is working in the best interests of commuters & making travelling in the system a more compelling option for residents in the vicinity of each station. • Develop a detailed community engagement plan for the above for submission to the Authority by Quarter 4 of each year to achieve the Community Engagement objectives. The plan should include specific, tangible call-to-actions & targets that may be objectively measured e.g. number of pledges by commuters to give up their seat to a person in need. • Initiate a Hospital Visitors Initiative (HVI) by reaching out to hospitals near TEL stations Woodlands South, Napier & Outram Park i.e. Woodlands General Hospital, Gleneagles & Singapore General Hospital. HVI comprises a wheel chair bay, reducing escalator speed, priority queue stickers at Platform Screen Doors (PSD) & lifts & partnering the said hospitals for a Wheelchair Shuttle Service. 	8.15am to 5.45pm	Kim Chuan Depot

SMRT TEL PTE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Senior Executive, Media & Communications	Degree or Diploma in General Discipline	<ul style="list-style-type: none"> Media Engagement via media releases to major print & broadcast media during a train service disruption. Public communications via SMRT Twitter & SMRT Connect. Develop & implement appropriate public communications campaigns to increase the public's affinity with public transportation system (including station infrastructure), among residents in the vicinity of each station; initiate & sustain a gracious & collegial commuting culture; reinforce the public's opinion & belief that STEL is working in the best interests of commuters & making travelling in the system a more compelling option for residents in the vicinity of each station. Develop a detailed specific, tangible call-to-actions & targets public communications plan for the above for submission to the Authority by Quarter 4 of each year to achieve the objectives. The plan should include that may be objectively measured e.g. number of pledges by commuters to give up their seat to a person in need. Ensure that information to public is clear, relevant, timely effective & easy to understand for affected commuters to make informed decisions. 	8.15am to 5.45pm	Kim Chuan Depot
Senior Executive, Customer Relations	Degree or Diploma in General Discipline	<ul style="list-style-type: none"> Manage the team that responds to feedback received from various channels i.e. email, Facebook, feedback forms, letters, website, hotline in a timely & effective manner i.e. turnaround time in response to written feedback within 7 calendar days & service level of answering calls within 20 seconds. Ensure that all feedback received from the various channels are captured, case created & routed to the relevant investigator, investigations are conducted based on information provided & cases are closed only when resolutions are provided. Determine root cause of feedback & resolve them in a timely manner with the relevant department(s). Use findings of such feedback & integrate these to inculcate a culture of continuous improvement of our service delivery Build trust among commuters that their feedback is taken seriously & acted upon in a timely manner. 	8.15am to 5.45pm	Kim Chuan Depot

SMRT TEL PTE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
Engineer, Engineering Performance & Support	Degree or Diploma in Engineering Discipline	<ul style="list-style-type: none"> • Ensure that the strip-down of systems are performed quarterly to find root cause of faults & improve maintenance regimes • Provide inputs to the MMS design, to facilitate accurate & comprehensive data capturing • Perform trend analysis for system-level failures & defects • Ensure the implementation of the Shake-Down Program with all discipline as preventive measures • Propose engineering initiatives focused at driving system-level reliability & performance enhancement, & develop engineering methodologies & processes to be consistently applied across the branches • Formulate an inspection checklist jointly with the maintenance branches as a form of quality check to improve performance 	8.15am to 5.45pm	Kim Chuan Depot