

#JUMPWITHSENSE  
#JOMKESENSE

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

NO	COMPANY	PAGE NO
1	MENDAKI SENSE PTE LTD	3
2	ABSOLUTE MAINTENANCE SERVICES PTE LTD	5
3	BIG-FOOT LOGISTIC PTE LTD	5
4	CERTIS CISCO SECURITY PTE LTD	6
5	FAR EAST MANAGEMENT (PRIVATE) LIMITED	6
6	GRAB	7
7	GREAT EASTERN FINANCIAL ADVISORS (GEFA)	7
8	ISS FACILITY SERVICES PTE LTD	8
9	JOLLIBEAN FOODS PTE LTD	9
10	NTUC FOODFARE CO-OPERATIVE LTD	10
11	PROSEGUR SINGAPORE PTE LTD	11
12	SMRT BUSES LTD	11
13	ST ENGINEERING MANAGEMENT SERVICES PTE LTD	13
14	SMRT TEL PTE LTD	15

# MENDAKI SENSE PTE LTD

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

## MENDAKI SENSE PTE LTD (Cont.)

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

## MENDAKI SENSE PTE LTD (Cont.)

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 programme is advantageous</li> <li>Quick learner with a can-do attitude</li> <li>Possess strong presentation &amp; good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Carry out sales of education programmes through corporate channels &amp; various marketing efforts (both B2B &amp; B2C)</li> <li>Devise marketing plan to achieve sales targets</li> <li>Write programme proposals &amp; prepare presentations for promotions to other organisations &amp; schools</li> <li>Provide after-sales support &amp; engagement to customers &amp; clients</li> <li>Plan &amp; execute events of promoting brand awareness &amp; providing continued engagement with customers</li> </ul>	<ul style="list-style-type: none"> <li>Full-time</li> <li>5-day work week</li> <li>8.30am-6pm (Mon-Thu)</li> <li>8.30am-5.30pm (Fri)</li> </ul>	Eunos

## ABSOLUTE MAINTENANCE SERVICES PTE LTD

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

## BIG-FOOT LOGISTIC PTE LTD

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

## CERTIS CISCO SECURITY PTE LTD

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

## FAR EAST MANAGEMENT (PRIVATE) LIMITED

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

## FAR EAST MANAGEMENT (PRIVATE) LIMITED (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Delivery Driver</b>	<ul style="list-style-type: none"> <li>• Possess Class 3 or 4 Driving License, with good driving records</li> <li>• Minimum 3 years of experience as Delivery Driver</li> <li>• Familiar with major roads in Singapore</li> <li>• Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• To perform daily collection and delivery of Central Laundry items</li> <li>• To maintain the general cleanliness of the vehicle which shall include car washing</li> <li>• To carry out any other duties as assigned by the management or its representative from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• 6-day</li> <li>• Day Shift</li> <li>- 9am to 6pm</li> </ul>	Gambas Crescent
<b>F&amp;B Waiter / Waitress</b>	<ul style="list-style-type: none"> <li>• N Level</li> </ul>	<ul style="list-style-type: none"> <li>• Greet guests graciously with eye contact, smile &amp; good posture.</li> <li>• Provide prompt &amp; excellent customer service to guests.</li> <li>• Recommend &amp; upsell menu items as well as advise guests on any ongoing promotions.</li> <li>• Anticipate &amp; comply with the needs of guests &amp; meet daily operation needs</li> <li>• Ensure that inventory stock-take is done consistently &amp; accurately</li> </ul>	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• 6-day</li> <li>• Rotating Shift</li> <li>- 10am to 9pm</li> </ul>	Islandwide
<b>F&amp;B Cook / Senior Cook</b>	<ul style="list-style-type: none"> <li>• N Level</li> </ul>	<ul style="list-style-type: none"> <li>• Cook &amp; plate food items accurately to specifications</li> <li>• Monitor &amp; complete par level of mise-en-place &amp; food items after each meal period.</li> <li>• Ensure areas of responsibility are clean, tidy &amp; organized.</li> <li>• Ensure proper hygiene practices &amp; storage methods are always followed</li> <li>• Assist in daily purchasing &amp; receiving of goods.</li> <li>• Assist in monthly inventory counts &amp; recording of food wastage</li> </ul>	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• 6-day</li> <li>• Rotating Shift</li> <li>- 10am to 9pm</li> </ul>	Islandwide

## GRAB

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

## GREAT EASTERN FINANCIAL ADVISORS (GEFA)

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

# ISS FACILITY SERVICES PTE LTD

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



## ISS FACILITY SERVICES PTE LTD (Cont.)

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

## JOLLIBEAN FOODS PTE LTD

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

# NTUC FOODFARE CO-OPERATIVE LTD

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

## NTUC FOODFARE CO-OPERATIVE LTD (Cont.)

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

## PROSEGUR SINGAPORE PTE LTD

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

## SMRT BUSES LTD

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

# SMRT BUSES LTD (Cont.)

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

## SMRT BUSES LTD (Cont.)

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

## ST ENGINEERING MANAGEMENT SERVICES PTE LTD

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

# ST ENGINEERING MANAGEMENT SERVICES PTE LTD (Cont.)

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

## ST ENGINEERING MANAGEMENT SERVICES PTE LTD (Cont.)

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

## SMRT TEL PTE LTD

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

## SMRT TEL PTE LTD (Cont.)

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



## SMRT TEL PTE LTD (Cont.)

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

## SMRT TEL PTE LTD (Cont.)

Position	Minimum Requirement	Key Responsibilities	Working Hours	Location
<b>Manager, Community Engagement Corporate &amp; Social Responsibility (CECSR)</b>	Degree or Diploma in General Discipline	<ul style="list-style-type: none"> <li>• Manage Grassroots &amp; Community Engagement.</li> <li>• 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.</li> <li>• Work with schools on Student Ambassadors, Arts &amp; Performance &amp; Back of House Tour assignments.</li> <li>• Develop &amp; 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 &amp; sustain a gracious &amp; collegial commuting culture; reinforce the public's opinion &amp; belief that STEL is working in the best interests of commuters &amp; making travelling in the system a more compelling option for residents in the vicinity of each station.</li> <li>• 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 &amp; targets that may be objectively measured e.g. number of pledges by commuters to give up their seat to a person in need.</li> <li>• Initiate a Hospital Visitors Initiative (HVI) by reaching out to hospitals near TEL stations Woodlands South, Napier &amp; Outram Park i.e. Woodlands General Hospital, Gleneagles &amp; Singapore General Hospital. HVI comprises a wheel chair bay, reducing escalator speed, priority queue stickers at Platform Screen Doors (PSD) &amp; lifts &amp; partnering the said hospitals for a Wheelchair Shuttle Service.</li> </ul>	8.15am to 5.45pm	Kim Chuan Depot

## SMRT TEL PTE LTD (Cont.)

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

## SMRT TEL PTE LTD (Cont.)

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