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EMPLOYER LISTING

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BIGFOOT LOGISTIC

| Position | Minimum Requirement | Key Responsibilities | Working Hours | Location | Technical Skills (TSC) | Generic Skills (GSC) |
|--------------------------------|--|--|--|---|---|---|
| Prime Mover Driver | <ul style="list-style-type: none"> Primary & Above No medical history Physically fit (to handle outdoor job environment) Not colour blind Singapore Driving License Class 3 equivalent and above | Drive and Operate the Prime Mover Safely and Proficiently in PSA's Pasir Panjang Terminal. | Rotating Shift <ul style="list-style-type: none"> 7.30am-7.30pm 7.30pm-7.30am | PSA Pasir Panjang | Service Planning & Implementation Level 3 Logistics – Customer Service Level 1 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |
| Class 3 Delivery Driver | <ul style="list-style-type: none"> Primary & above Valid Class 3 Driving License Physically Fit to carry items (up to 20 KG) Able to read and speak English | <ul style="list-style-type: none"> Deliver goods to outlets/ supermarkets Handle delivery invoices and cash on Delivery Assist in loading and unloading operations Packing of items Shrink wrapping | <ul style="list-style-type: none"> Full-time 6-day work week Rotating shift 7.30am - 5.30pm | <ul style="list-style-type: none"> Jurong Islandwide | Service Planning & Implementation Level 3 Logistics – Customer Service Level 1 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |
| Van Delivery Driver | <ul style="list-style-type: none"> Primary & above Valid Class 3 Driving License Physically Fit to carry items (up to 20 KG) Able to read and speak English No medical history (due to work environment) Required to enter Cold-room | <ul style="list-style-type: none"> Deliver goods to residential/ commercial outlets/ supermarkets Handle delivery invoices Assist in loading and unloading operations Picking & Packing of items | <ul style="list-style-type: none"> Full-time 6-day work week Day Shift 7.30am - 5.30pm | <ul style="list-style-type: none"> Ubi Jurong Islandwide | Service Planning & Implementation Level 3 Logistics – Customer Service Level 1 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |
| Delivery Attendant | <ul style="list-style-type: none"> Primary & above Physically Fit to carry items (up to 20kg) Able to read and speak English No medical history (due to work environment) | <ul style="list-style-type: none"> Deliver goods to residential/ commercial outlets/ supermarkets Handle delivery invoices Assist in loading and unloading operations Picking & Packing of items | <ul style="list-style-type: none"> Full-time 6-day work week Day Shift 7.30am - 5.30pm | <ul style="list-style-type: none"> Jurong Tampines | Service Planning & Implementation Level 3 Logistics – Customer Service Level 1 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |
| Wharf-Side Specialist | <ul style="list-style-type: none"> Primary & above WPLN Level 4 Outdoor work environment Not required to work at height | <ul style="list-style-type: none"> Handle vessels berthing/unberthing Coning and deconing of twistlocks from containers at wharf area | <ul style="list-style-type: none"> Full-time Rotating shift Day & Night shift 10.30am - 10.30pm 10.30pm - 10.30am | <ul style="list-style-type: none"> PSA Pasir Panjang | Service Planning & Implementation Level 3 Logistics – Customer Service Level 1 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |

HARVEY NORMAN

| Position | Minimum Requirement | Key Responsibilities | Working Hours | Location | Technical Skills (TSC) | Generic Skills (GSC) |
|---------------------------------|--|--|---|-------------|---|---|
| Senior Cashier / Cashier | <ul style="list-style-type: none"> Secondary Education Cashiering experience is preferred Detailed and meticulous with figures | <ul style="list-style-type: none"> Handle payment transactions at point-of-sale system Handle frontline customer enquiries & phone call queries Reconcile daily payment balance, cash & credit card collections | Full-time: 11am - 9.30pm | Island-wide | Customer Experience Management Level 2 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |
| Retail Associate | <ul style="list-style-type: none"> Secondary Education Experience in customer service and retail preferred Customer Service oriented PC Literate Knowledge of electronics and computers products preferred | <ul style="list-style-type: none"> Attend to walk-in customer Provide shoppers with professional sales and product advice Maintain and provide good customer service level at all times Provide prompt follow up on required actions, customer's issues/ enquiries/ deliveries Carry out daily area cleaning Ensure products are well merchandised | Full-time: 11am - 9.30pm | Island-wide | Customer Experience Management Level 2 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |
| Warehouse Storekeeper | <ul style="list-style-type: none"> 2 years experience in warehouse and storage operations related fields Knowledge of basic stock inventory procedures Physically strong & fit to carry bulky products Willing to work extended hours when required Forklift Certificate will be an added advantage | <ul style="list-style-type: none"> To carry out general warehouse duties Maintain good housekeeping in warehouse Attached to major road show events to assist hosting managers To assist delivery of goods & documents to retail stores | <ul style="list-style-type: none"> Full-time AM Shift: 7.30am-3.00pm PM Shift: 3.30pm-8.45pm Alternate Saturday: 7.3am-4.30pm | West area | Service Planning & Implementation Level 3 Logistics – Customer Service Level 1 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |
| Driver | <ul style="list-style-type: none"> 2 years experience in warehouse and storage operations related fields Knowledge of basic stock inventory procedures Physically strong & fit to carry bulky products Willing to work extended hours when required Class 3 license | <ul style="list-style-type: none"> To carry out general warehouse duties Maintain good housekeeping in warehouse Attached to major road show events to assist hosting managers To assist delivery of goods & documents to retail stores | <ul style="list-style-type: none"> Full-time AM Shift: 7.30am-3.00pm PM Shift: 3.30pm-8.45pm Alternate Saturday: 7.3am-4.30pm | West area | Service Planning & Implementation Level 3 Logistics – Customer Service Level 1 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |

PERTAPIS EDUCATION & WELFARE CENTRE

| Position | Minimum Requirement | Key Responsibilities | Working Hours | Location | Technical Skills (TSC) | Generic Skills (GSC) |
|-------------------------------|---|--|---|----------|--|--|
| Social Work Associate | <ul style="list-style-type: none"> Degree (preferably in Social work /Psychology) 2 years experience PC Literate English spoken & written Good in report writing . | <ul style="list-style-type: none"> Provide case management support as well as plan, review and conduct rehabilitative programs for the residents. Render professional social work services and advice to clients and their families. Assist in planning and implementing existing and new program. . | <ul style="list-style-type: none"> Full-time Office hours Monday to Friday Saturday - ½ day | | People Change Management Personal Effectiveness Level 4 | Facilitate Effective Communication and Engagement at the Workplace Apply Emotional Competence to Manage Self and Team |
| Preschool Teacher | <ul style="list-style-type: none"> Diploma in Early Childhood Care & Education – [DECCE / DECCE-T/DECCE-T (Conversion)] or Diploma in Preschool Teaching (DPT) or it's equivalent. Registered and certified by EDCA as L2 preferred 1 year of teaching experience in a childcare/ pre-school | <ul style="list-style-type: none"> Strengthen Early Learner's learning and development through partnering with parents and teachers Support Early Learner's holistic development through contributing proactively Equip Early Learners with life skills values Scaffold Early Learner's exploration of their world through providing them with a safe, supportive & stimulating environment. | <ul style="list-style-type: none"> Full-time Monday to Friday (office hours) Saturday (half-day) | | <i>Refer to National Institute for Early Childhood Development / KLC International Institute</i> | |
| Youth Guidance Officer | <ul style="list-style-type: none"> Diploma and above 2 years experience PC Literate English spoken & written Good in report writing . | <ul style="list-style-type: none"> Provide care and physical supervision of residents. Oversee the implementation of daily programmes of the Homes/Centre. Assist in programmes with residents. . | <ul style="list-style-type: none"> Full-time Shifts hours, including weekends and overnight shifts Rotating Shift (3 Shifts) | | People Change Management Personal Effectiveness Level 4 | Facilitate Effective Communication and Engagement at the Workplace Apply Emotional Competence to Manage Self and Team |
| Welfare Officer | <ul style="list-style-type: none"> Diploma in any discipline Possess a responsible and caring attitude Non-Smoker | <ul style="list-style-type: none"> Assist to formulate, develop and implement programmes for residents Participate in the development of individual care plans of residents Schedule program activates and coordinates support services | <ul style="list-style-type: none"> Full-time Shifts hours, including weekends and overnight shifts Rotating Shift (3 Shifts) | | People Change Management Personal Effectiveness Level 4 | Facilitate Effective Communication and Engagement at the Workplace Apply Emotional Competence to Manage Self and Team |
| Welfare Attendant | <ul style="list-style-type: none"> Secondary Education and above 2 years experience PC Literate English spoken & written Good in report writing | <ul style="list-style-type: none"> To assist with the daily chores of the Home To maintain the cleanliness and hygiene of the Home / Centre. To ensure that areas / tasks are carried out under the instruction of the Head of Home. | <ul style="list-style-type: none"> Full-time Shifts hours, including weekends and overnight shifts Rotating Shift (3 Shifts) | | People Change Management Personal Effectiveness Level 4 | Facilitate Effective Communication and Engagement at the Workplace Apply Emotional Competence to Manage Self and Team |
| Cook | <ul style="list-style-type: none"> Primary Education and above 2 years experience PC Literate English spoken & written Good in report writing Food & Hygiene Certified | <ul style="list-style-type: none"> Prepare simple meals according to the menu, when required Serve food to children Assists in ordering of groceries Replenishes water supply in classroom | Full-time | | Service Planning & Implementation Level 3 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |

SHINERS FACILITIES

| Position | Minimum Requirement | Key Responsibilities | Working Hours | Location | Technical Skills (TSC) | Generic Skills (GSC) |
|--|---|---|--|-------------|---|---|
| Cleaning Supervisor & Team Leader | <ul style="list-style-type: none"> PC literate Able to operate cleaning machinery | <ul style="list-style-type: none"> Supervise cleaners to ensure work is carried out as Scheduled Manpower deployment plan, prepare work schedule & able to perform ad-hoc job assigned. | <ul style="list-style-type: none"> Full-time 6-day work week Day Shift: 7am - 5pm/ 8am - 6pm Weekend & Public Holiday | Island-wide | Service Planning & Implementation Level 3 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |
| Office Cleaner | <ul style="list-style-type: none"> PSLE and above PC literate Able to operate cleaning machinery | <ul style="list-style-type: none"> Office Cleaner | <ul style="list-style-type: none"> Full-time 5-day work week Day Shift: 7am - 5pm/ 8am - 6pm | Island-wide | Service Planning & Implementation Level 3 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |
| Cleaner | <ul style="list-style-type: none"> Able to communicate in English | <ul style="list-style-type: none"> Condo Cleaner (Compound sweeper, Facility cleaner, Block Cleaner) | <ul style="list-style-type: none"> Full-time 6-day work week Day Shift 7am - 5pm Weekend & Public Holiday | Island-wide | Service Planning & Implementation Level 3 | Solve Problems and Make Decisions at Operations Level Skillsfuture for Digital Workplace |