

Networking for Professionals

24 April 2018, 1pm to 4pm

Vacancies Listing

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A AUREUS GROUP PTE LTD

Jobs Bank ID: JOB-2018-0012578

Position: Finance Executive

Job Description:

- Assist Finance Manager in all finance-related duties

Job Requirement:

- Degree
- Minimum 2 years experience in related field.
- Background in Accounting, AR preferred

Working Hours:

Full Time, 9am-7pm

Working Location:

Tai Seng

A AUREUS GROUP PTE LTD

Jobs Bank ID: JOB-2018-0052778

Position: Sales Manager

Job Description:

- Manage sales team to achieve sales target
- Plan sales strategies and train staff members.

Job Requirement:

- Degree
- At least 1-2 years experience in related field.
- Bright personality
- Ability to identify customer needs.

Working Hours:

Full Time, 10am-8pm

Working Location:

Islandwide

B AZTECH TECHNOLOGIES PTE. LTD.

Jobs Bank ID: JOB-2018-0054580
Position: Multimedia Designer

Job Description:

- Responsible for the development and implementation of designs for creative works online and offline
- Video production works (Corporate/ Product Videos)
- Handle digital activities such as SEO, maintaining website, etc.
- Maintain website and brochure designs from conceptualization to realization
- Align all creative artworks using appropriate media and style in accordance to Aztech branding guidelines

Job Requirement:

- Diploma in Art/Multimedia Design or equivalent
- Familiar with video production
- Creative flair with good knowledge in software, programming skills and basic HTML
- Have relevant experience in web design, web coding (HTML, CSS & Joomla)
- Experience with Adobe Premiere Pro, Adobe After effects, Indesign, Adobe Photoshop, Adobe Illustrator
- Preferably with knowledge in Dreamweaver and 3D drawing
- Experience in SEO, SEM

Working Hours:

Full Time

Working Location:

Macpherson

B **AZTECH TECHNOLOGIES PTE. LTD.**

Jobs Bank ID: JOB-2018-0051125

Position: Product Engineer

Job Description:

- Product and firmware testing, create test plans and test reports for evaluation and qualifications of existing and new Aztech Networking products
- Work closely with R&D, marketing and sales teams to support and create marketable products
- Prepare engineering reports by collecting, analyzing, and summarizing data and trends; entering data and generating reports and presentations; performing calculations
- Complies with codes and regulations by complying with requirements; preparing permit applications, plans, and compliance reports.
 - Prepares guidelines by describing operational and testing methods and procedure
 - Analyze market trends and gather competitive information

Job Requirement:

- ITE/ Diploma in Electrical/ Electronic Engineering or a related field
- At least 1-2 years of relevant working experience in product testing and troubleshooting
- Able to work initiatives and perform under tight schedule
- Good verbal and presentation skills
- Team player

Working Hours:

Full Time

Working Location:

Macpherson

B AZTECH TECHNOLOGIES PTE. LTD.

Jobs Bank ID: JOB-2018-0064468

Position: Product Manager

Job Description:

- New Product development and innovation
- Drive market strategies and launch plans
- Analyse market trends and gather competitive information
- Manage internal and external projects schedule to ensure time to market
- Provide timely response to product information request and RFQ
- Provide accurate forecast to suppliers & management
- Responsible to drive cost-down for assigned products
- Monitor the sell-through for assigned products
- Conduct product training to sales team

Job Requirement:

- Diploma/ Degree in Electrical & Electronics Engineering, Telecommunication, Computer Science, Business or related discipline
- Proficient in Words, Excel and PowerPoint
- Minimum 2 years of relevant work experience in product development
- Possess a good knowledge on Datacom and Networking products such ADSL, FTTH, 3G, Wireless, IOT
- Independent, motivated, self-driven and a team player
- Able to multi-task and work in a fast paced environment
- Resourceful and able to meet tight deadlines

Working Hours:

Full Time

Working Location:

Macpherson

B AZTECH TECHNOLOGIES PTE. LTD.

Jobs Bank ID: JOB-2018-0064503

Position: Promoter, Sales

Job Description:

- Promote Aztech range of Home Appliances/ Datacom Networking Products
- Attend to customer enquires
- Update inventory level

Job Requirement:

- O level / WPLN5
- 6-day work week from 1pm to 9pm
- Good communications skills
- Customer and service oriented
- Product training will be provided
- Part-time weekend positions are available

Working Hours:

Full Time

Working Location:

Macpherson

B AZTECH TECHNOLOGIES PTE. LTD.

Jobs Bank ID: JOB-2018-0054927

Position: R&D Manager

Job Description:

- Set direction, investigate and firmware development for networking, wireless and IOT products
- Manage a cross-functional team comprised of algorithm, embedded software, mobile apps and test program engineers
- Support low-level firmware optimization to algorithm development to integration
- Lead technical discussions from concept and definition to implementation and optimization
- Project management in early phases of research and manage milestones and deliverables
- Communicate effectively with internal and external development partners
- Emphasis on responsible design methodology and continual improving the design flow mentoring the team of engineers
- Some international travel will be required

Job Requirement:

- Bachelor/ Master Degree in Electronic or Computer Science
- 5 to 8 years' hands-on experience in Linux, c/C++ and embedded firmware development especially in networking, wireless and IOT products
- Familiar with key chipsets architecture, i.e. Broadcom, QCA, MTK and RTL
- Hands-on skilled in Wireshark, IXIA, CDRouter and ACS troubleshooting will be an advantage
- People management skills
- Conflict resolution of technical deliverables

Working Hours:

Full Time

Working Location:

Macpherson

B AZTECH TECHNOLOGIES PTE. LTD.

Jobs Bank ID: JOB-2018-0064539

Position: Sales Manager

Job Description:

- To canvass and secure new customers for Contract Manufacturing for Electronics/ Plastic products
- Market intelligence research
- Regular follow up with customers

Job Requirement:

- Degree in Electronics/ Tele- Communication/ Computer Science / Business Administration
- Good understanding of Electronics Manufacturing Service (EMS) industry
- Possess good knowledge in manufacturing process in Electronics PCBA and Plastic Tooling/ Injection
- Relevant working experience in EMS industry is a plus
- Ability to work independently to canvass
- Analytical, strategic thinker, resourceful and has good business acumen
- Good communication and interpersonal skills are essential attributes

Working Hours:

Full Time

Working Location:

Macpherson

B AZTECH TECHNOLOGIES PTE. LTD.

Jobs Bank ID: JOB-2018-0064523
Position: Senior R&D Engineer

Job Description:

- Responsible for hardware development for Networking, Wireless and IOT products
- Design, simulate, develop and test electronic modules and systems containing various interfaces, including microcontrollers, SOC, wireless and power control sub system
- Create documentations regarding concepts, specifications, schematics, test reports, verification report etc.
- Involve in the full cycle of development for reference board, modules and products
- Lead robust & reliable design, driving design capability and reliability requirements
- Support on-going product quality improvement
- Communicate regularly on the project activity status to the project team

Job Requirement:

- Degree in Electronic/ Electrical Engineering or relevant discipline
- In-depth electronic hardware design experiences (more than 4 years) in R&D environment
- Able to work independently under tight schedule
- A good team player who works closely with the software, sales and manufacturing teams

Areas of Competencies:

Strong practitioner in the following areas:

- Digital and analogue circuits design in wireless and RF applications including wireless integration
- Power management and green energy technology
- Multi-layer PCB design and testing of complex PCBA
- Design for Test and Design for Manufacturing
- Derating analysis and accelerated test methodology
- Practitioner of DFSS methodology will be an added advantage

Candidate who possesses expert level of the required competences will be considered for Principal Engineer role.

Working Hours:

Full Time

Working Location:

Macpherson

C CHERRYLOFT RESORTS AND HOTELS PTE LTD

Jobs Bank ID: JOB-2018-0064663

Position: Accounts Assistant/Executive/Manager

Job Description:

- Handle the full set of Accounts including accounts receivables, accounts payables, general ledger, bank reconciliation Handle invoicing, petty cash
- Handle stock taking, data entry, preparation of quarterly GST reports, CPF submissions, and payroll calculations
- Assist in cash budgeting, cash flow management, implementing internal audit policies, liaising with external auditors, budget planning, taxation, analysis of financial statements, financial projections
- Staying up-to-date with market trends and coordinating with other departments to achieve the company's mission and goals

Job Requirement:

- Knowledge in QuickBooks will be an advantage
- Familiar with filing tax returns and ACRA returns

Working Hours:

Full Time, 8:30am to 6:30pm

Working Location:

The Cherryloft

C CHERRYLOFT RESORTS AND HOTELS PTE LTD

Jobs Bank ID: JOB-2018-0064664

Position: Assistant Manager

Job Description:

- Overseeing and supervising the entire operations of our lodging establishments, day-to-day running of these establishments, including executing and assisting in Front Desk, Housekeeping, Operations, Events, Sales, Marketing functions.
- Supervise workers, ensure overall customer satisfaction, oversee procurement, overall cleanliness, security, maintenance and other duties requested by the Management.

Job Requirement:

- Diploma
- Able to lead your co-workers
- Good in problem solving skills

Working Hours:

Full Time, 8:30am to 6:30pm

Working Location:

CherryLoft Resorts

C CHERRYLOFT RESORTS AND HOTELS PTE LTD

Jobs Bank ID: JOB-2018-0064660
Position: Assistant Operations Manager

Job Description:

- Supervise the day-to-day operations of the chalet
- Solving problems on the spot and ensuring maximum guest satisfaction
- Conducting checks on facilities, control of all costs and stock inventory to ensure cost savings
- Ensure high standards of occupational health & safety, hygiene, customer service

Job Requirement:

- Diploma

Working Hours:

Full Time, 8:30am to 6:30pm

Working Location:

CherryLoft Resorts

C CHERRYLOFT RESORTS AND HOTELS PTE LTD

Jobs Bank ID: JOB-2018-0052129
Position: Event, Sales and Marketing Executive

Job Description:

- Develop key sales and marketing strategies to drive business growth and revenue through sales of the chalet rooms
- Play an important role in ensuring that CherryLoft Resorts becomes a lively hangout place for Singaporeans through event sales, planning and execution
- Generate sales leads proactively and manage contracting opportunities within the travel industry

Job Requirement:

- Diploma
- Knowledge in Photoshop & Illustrator will have an advantage

Working Hours:

Full Time, 8:30am to 6:30pm

Working Location:

CherryLoft Resorts

C CHERRYLOFT RESORTS AND HOTELS PTE LTD

Jobs Bank ID: JOB-2018-0064646

Position: Manager

Job Description:

- Reporting to the Chief Executive, your responsibility involve overseeing and supervising the entire operations of our lodging establishments, day-to-day running of these establishments, including executing and assisting in Front Desk, Housekeeping, Operations, Events, Sales, Marketing funtions.
- Required to supervise workers, ensure overall customer satisfaction, oversee procurement, overall cleanliness, security, maintenance and other duties requested by the Management.

Job Requirement:

- Degreea
- Able to lead your co-workers
- Good in problem solving skills

Working Hours:

Full Time, 8:30am to 6:30pm

Working Location:

The Cherryloft

C CHERRYLOFT RESORTS AND HOTELS PTE LTD

Jobs Bank ID: JOB-2018-0064661
Position: Operations Manager

Job Description:

- Supervise the day-to-day operations of the chalet
- Solving problems on the spot and ensuring maximum guest satisfaction
- Conducting checks on facilities, control of all costs and stock inventory to ensure cost savings
- Ensure high standards of occupational health & safety, hygiene, customer service

Job Requirement:

- Degree

Working Hours:

Full Time, 8:30am to 6:30pm

Working Location:

CherryLoft Resorts

D **EPROM DATA SYSTEMS PTE LTD**

Jobs Bank ID: JOB-2017-0306567
Position: Business Development Executive

Job Description:

- To do sales process.
- Assist to support and follow-up in sales process when needed.
- Work towards pre-defined KPIs.
- Conduct outbound and handle inbound calls.
- Report to and support senior Account or Sales Executive, Manager.
- Manage online platforms such as live chat or chatbot on sales related matters.
- Ad-hoc duties as assigned.

Job Requirement:

- O or A Levels, NITEC.
- 2 to 3 years of working experience.
- Corporate IT background an advantage.
- Comfortable with using technologies, social media platforms.
- Neat and tidy in sales process
- Enjoy communication
- Ability to initiate conversation
- Minimal travelling for internal sales
- Independent and yet enjoys teamwork and great disposition.

Working Hours:

Full Time, 930am to 630pm, No Shift

Working Location:

King George's Ave

D **EPROM DATA SYSTEMS PTE LTD**

Jobs Bank ID: JOB-2017-0154946
Position: Hybrid Cloud Consultants

Job Description:

Actively prospect for new clients in cloud computing sign-ups, professional services
Upsell to existing clients, renewal of subscription
Segment industry in sectors, domains or functions to better strategise client acquisition efforts in identified solutions
Prepare presentation material where necessary to illustrate the business value of cloud computing and professional services
Able to articulate ideas, put ideas onto paper, turn theory into action
Prepare proposal, quotation
Follow-through of sales life cycle
Prepare regular management reports and update with key stakeholders
Drive towards pre-defined KPIs

Job Requirement:

A level
Diploma in any discipline (Dip in IT has added advantage. Those without academic qualifications but with suitable working experience are welcome to apply)
3 to 5 years of working experience (minimum of 2 years in IT space)
This is a results-driven role. Must be independent and a self-starter
Pleasant disposition and ability to work in a team
Possesses good work ethics and decorum
Enjoys communication with various stakeholders
Ability to initiate conversation is essential
Ability to lead client-facing engagements
Understands the basics of LAN/WAN and cyber-security components
Understands the elementary concepts of firewall, IDP, IPS, DLP, WAF
Familiar with the foundational concepts of cloud computing; SaaS, IaaS, Active (Seat) Usage
Knowledge of Azure, Office 365 are essential
Knowledge of AWS, Google and other cloud apps are advantages
Ability to connect proposed IT solutions to business outcomes, such as productivity mapping, security benefits to business reputation and brand awareness, are advantages
Tele-commute arrangement

Working Hours:

Full Time, 930am to 630pm, No Shift

Working Location:

King George's Ave

D **EPROM DATA SYSTEMS PTE LTD**

Jobs Bank ID: To be advised

Position: Inside sales and web platforms administrator

Job Description:

Knowledge in content management systems (CMS), ability to handle online and social media platforms, having digital knowledge in B2B settings an advantage, part-time, flexible arrangement, 1 to 2 years experience

Job Requirement:

A level

Working Hours:

Full Time, 930am to 630pm, No Shift

Working Location:

King George's Ave

D **EPROM DATA SYSTEMS PTE LTD**

Jobs Bank ID: JOB-2017-0154944
Position: Managed IT Service Sales Manager

Job Description:

- Actively prospect for new clients
- Upsell to existing clients, renewal of managed IT service contracts
- Segment industry in sectors, domains or functions to better strategise client acquisition efforts
- Prepare presentation material where necessary to illustrate the business value of managed IT services
- Prepare proposal, quotation
- Follow-through of sales life cycle
- Prepare regular management reports and update with key stakeholders
- Support team-mates as a manager and provide guidance in business development, sales activities
- Managed pre-defined individual and team KPIs

Job Requirement:

- Diploma in any discipline (Dip in IT has added advantage. Those without academic qualifications but with suitable working experience are welcome to apply)
- 4 to 6 years of working experience in IT outsourced domain
- This is a results-driven role. Must be independent and a self-starter
- Pleasant disposition and ability to work and lead in a team
- Possesses good work ethics and decorum
- Enjoys communication with various stakeholders
- Ability to initiate conversation is essential
- Ability to lead client-facing engagements
- Understands IT infrastructure environment
- Understands the elementary concepts of network security
- Familiar with the foundational concepts of cloud computing
- Knowledge of AWS, Azure, Office 365, Google apps are advantages
- Ability to connect proposed managed IT solutions to business outcomes, such as productivity mapping, security benefits to business reputation and brand awareness, are essential
- Ability to propose, negotiate, renew multi-year Managed IT services contracts
- Tele-commute arrangement

Working Hours:

Full Time, 930am to 630pm, No Shift

Working Location:

King George's Ave

D **EPROM DATA SYSTEMS PTE LTD**

Jobs Bank ID: JOB-2017-0306572
Position: Network Systems Engineer

Job Description:

- Provide Hardware, Software, Desktop / Server, Onsite/ in-house support, services.
- Prepared to learn new skills in supporting new product and services.
- Ad-hoc duties as assigned.

Job Requirement:

- A level
- Minimum 2 years of IT infrastructure experience in IT hardware (eg. server, networking, LAN, WAN, wireless etc.).
- Possess networking solutions security knowledge.
- Familiar with Windows environment.
- Able to go on-sites and enjoys mobility.
- Independent and yet enjoys teamwork and great disposition.

Working Hours:

Full Time, 930am to 630pm, No Shift

Working Location:

King George's Ave

D **EPROM DATA SYSTEMS PTE LTD**

Jobs Bank ID: To be advised
Position: Pre-sales Consulting Manager

Job Description:

Knowledge in cybersecurity, on-prem and cloud network infrastructure, 2 to 3 years

Job Requirement:

A level

Working Hours:

Full Time, 930am to 630pm, No Shift

Working Location:

King George's Ave

D EPROM DATA SYSTEMS PTE LTD

Jobs Bank ID: JOB-2017-0174676
Position: SYSTEMS ENGINEER (Senior)

Job Description:

- Implement IT infrastructure on WAN, LAN, VPN, Wireless, Server, Networking, etc. provide solutions.

Job Requirement:

- A level
- knowledgeable on window server.
- with backup solutions, anti-virus knowledge.
- have microsoft AD, exchange experience.
- need experience in configuring router, firewalls, switches, wireless access point.
- with certification: MCSE, CCNA Cisco.
- willing to upgrade knowledge through trainings, certification.
- Good work attitude, proactive, independent and yet enjoys teamwork and great disposition.

Working Hours:

Full Time, 930am to 630pm, No Shift

Working Location:

King George's Ave

E FAR EAST HOSPITALITY

Jobs Bank ID: JOB-2018-0056174
Position: Assistant Manager, Digital Marketing

Job Description:

- Champion and implement the group's strategies for brand websites and UX, and drive best practices
- Ensure effective functioning, overall integrity and integration of brand websites and e-commerce platforms
- Lead and project manage the development of new web assets, including organising user requirement workshops, prepare and conduct user testing, and maintaining project documentation
- Lead regular and timely enhancements of websites and e-commerce platforms. You will manage budgets and interface with internal stakeholders, IT department and various digital agencies.
- Work closely with team members to identify opportunities, generate actionable insights, implement tests and tools for lead generation, conversion rate optimisation and UX optimisation
- Regular management reporting on key performance metrics and results of enhancements/optimisations
- Day-to-day responsibilities will include: website content updates, maintenance and troubleshooting, website and tag management governance, creation of user guides and internal training.

Job Requirement:

- Diploma
- Minimum 3-5 years of experience in Digital Marketing
- Track record of digital project management experience and/or website and Content Management System (CMS) management
- Hands-on experience with Sitecore Experience Management would be a significant advantage
- Knowledge of Google Analytics and HTML will be preferred

Working Hours:

Full Time, 9am to 6pm, No Shift

Working Location:

Central Square

E FAR EAST HOSPITALITY

Jobs Bank ID: JOB-2017-0297982

Position: Catering Manager

Job Description:

- Promote the property and is accountable for booking individual and/or group business and converting it into profits for the property.
- Respond promptly to all telephone and walk-in enquiries about events and catering space, and possess good knowledge in all banquet spaces, facilities and capabilities of the competitive market to secure events for the property.
- Conduct tours of the property with event planners and potential guests/customers.
- Keep well informed about the operations of the property and market trends, as well as the competition
- Hunt for new sales leads and promotes the property through networking, cold calling site inspections, and presentations et cetera to build the guests/customers based.

Job Requirement:

- Diploma
- Sales oriented

Working Hours:

Full Time, 9am to 6pm, No Shift

Working Location:

Various

E FAR EAST HOSPITALITY

Jobs Bank ID: JOB-2018-0056175

Position: Duty Manager

Job Description:

- Supervise sections in Front Office - reception, cashier, telephone, reservation and baggage services. Monitor the junior staff's conduct and job performance and to ensure that all staff project a positive corporate image to guests.
- Perform duties pertaining to security - Directing guests reporting incidents, thefts, or any offences to the Security department for assistance and handle matters concerning guest's undesirable conduct in rooms / public areas or undesirable persons loitering around in co-ordination with the security department.
- Maintain cash float amount in accordance with expected occupancy. Authorise rate and room changes, paid outs, cash advances, acceptance of cheques according to procedures and credit policies.
- Responsible for training of all reception staff including planning, organising and conducting OJT. Monitor room inventory closely to ensure maximum utilisation of rooms to generate higher revenue.
- Assist Sales to maximise revenue and occupancy from group allotments.

Job Requirement:

- Diploma
- Customer Service Oriented

Working Hours:

Full Time, Rotating Shift

Working Location:

Various

E FAR EAST HOSPITALITY

Jobs Bank ID: JOB-2017-0297978
Position: Guest Service Executive

Job Description:

- Work closely with the Assistant Manager and provides courteous services to guests and responds efficiently and tactfully to guests' complaints, requests and enquiries. Provide courteous and efficient service and if possible to comply with each and every guest request.
- Handle cashiering functions and adhere to the Front Office Standard Policies & Procedures Maintain good guest relations with in-house guests at all times.
- Handle guest feedbacks promptly according to established procedures and report to supervisor for further follow up when necessary. Glitch reports are to be written when necessary.
- Ensure guest room security, emergency and fire procedures; encourage the use of Safe Deposit boxes (EI-Safe) and adhere to policies & procedures for their use.
- Be familiar with hotel facilities and functions as well as major city attractions and events; provide guests with accurate information as requested. Ensure a professional and courteous working relationship and maintain an effective flow of communication with all hotel personnel.

Job Requirement:

- Diploma
- Customer Service Oriented

Working Hours:

Full Time, 9am to 6pm, No Shift

Working Location:

Various

E FAR EAST HOSPITALITY

Jobs Bank ID: JOB-2018-0068824
Position: Human Resource Business Partner

Job Description:

- Attend weekly Ops meetings with respective business units / properties.
- Consult with line management providing HR guidance when appropriate. Analyze trends and metrics in partnership with HR group to develop solutions, programs and policies.
- Manage and resolve complex employee relations issues. Conducts effective, thorough and objective investigations. Maintain in depth knowledge of legal requirements related to day-to-day management of employees such as Employment Act / Labor related information etc, reducing legal risks and ensuring regulatory compliance. Partner with legal department as needed/required.
- Provide day to day performance management guidance to line management (coaching, counseling, career development, disciplinary actions). Work closely with management and employees to improve work relationships, build morale, increase productivity and retention.
- Provides HR Policy guidance and interpretation. · Develop contract terms for new hires, promotions, transfers.

Provide guidance and input on business unit restructures, workforce planning, succession planning. Identify training needs for business units and individual executive coaching needs. Participate in evaluation and monitoring of success of training programs. Follow-up to ensure training objectives are met through Touch Points

Job Requirement:

- Minimum of 8 years of experience in HR and at least 2 years in HRBP role with a Bachelor Degree in HR

Working knowledge of multiple human resource disciplines including compensation practices, organizational diagnosis, employee and union relations, diversity, performance management, local employment act or labor law.

- Proficiency in Microsoft Excel
- Excellent consulting skills and client management and business literacy skills.
- Strong conflict management skills and interpersonal and negotiation skills.
- Excellent verbal and written communication skills.
- Develop strong trusting relationships in order to gain support and achieve results.
- Effectively envision, develop, and implement new strategies to address competitive, complex business issues.
- Manage multiple business units in multiple locations. Manage multiple conflicting priorities.
- Ability to understand issues domestically and communicate effectively.
- Be flexible and available to interact with employees at all levels. · Be self-directed and motivated.
- Take initiative to identify and anticipate client needs and make recommendations for implementation.

Working Hours:

Full Time, 9am to 6pm, No Shift

Working Location:

Orchard Parade Hotel

E FAR EAST HOSPITALITY

Jobs Bank ID: JOB-2017-0297958
Position: Manager, Communications

Job Description:

- Report to Head of Marketing Communications and oversee executive to provide Marcom and PR support for assigned portfolios. Provide strategic direction and execution of all communication materials for the assigned portfolios
- Maintain and refresh the branding and visual identity guidelines of the assigned brand. Develop brand guidelines and ensure consistent adherence to guidelines for all marketing materials (online & offline) and activities.
- Conduct market research on competitive services and firms. Develop and maintain content including videos and photographs of assigned portfolios on company's website and where required.
- Create and update collaterals, presentations, brochures, product sheets, fact sheets, case studies, white papers, web contents, newsletters, signage, ads and sales tools. Create various marketing materials to be used across various media platforms, developing creative concepts for consideration.
- Develop and execute social media strategies that help to promote the respective brands, promote their offerings and develop advocates. Explore, recommend, use and optimize communication methods, vehicles and technologies to engage audiences and market segment.
- Work closely with GMs and Corporate/Field Sales to develop new campaigns for the respective market segment. Responsible for art directing, storyboarding and message development for creative design work for various online and offline ads, signage and marketing materials. Work on marketing tools in support of field sales teams for their events such as tradeshow, customer and partner events, industry events, sales training sessions and other corporate events.
- Direct PR agencies to develop PR strategies and activities to build and enhance the brand values of the hotels and service residences under his/her charge. Activities include but not limited to, media familiarization, media enquiries, media giveaways, media events, media engagement etc. Under the direction of the Head of Marketing Communications, will receive work assignments based on current/adhoc campaign plans.

Job Requirement:

- Diploma
- Experience in managing external agencies such as PR, creative and media, and external vendors and partners such as printers, publishing house etc
- Excellent written and spoken English are a must. Good written and spoken Mandarin will be a plus.
- Must be proficient in MS Office tools such as Word, Excel, Outlook, PowerPoint, etc
- Three or more years' of experience in Marketing/Public Relations within a reputable hotel brand, chain or equivalent, with at least 1 year experience of managing a direct report
- Proven media relations experience. Knowledge of online marketing will be helpful

Working Hours:

Full Time, 9am to 6pm, No Shift

Working Location:

Central Square

E FAR EAST HOSPITALITY

Jobs Bank ID: JOB-2017-0297993
Position: Sales Manager - Hotels

Job Description:

- Manage a portfolio of Corporate clients and achieve monthly sales targets.
- Build long term business relationships with Corporate Clients by providing consistent sales services, follow up on inquiries and rapport building.
- Analyze and present weekly Sales Report and Account Portfolio on a quarterly basis.
- Handle inquiries and manage communication within the hotel and with clients.

Job Requirement:

- Diploma
- Sales oriented

Working Hours:

Full Time, 9am to 6pm, No Shift

Working Location:

Various

E FAR EAST HOSPITALITY

Jobs Bank ID: JOB-2017-0297970
Position: Sales Manager - Serviced Residences

Job Description:

- Market a portfolio of 9 serviced residences in Singapore.
- Expand and build long term business relationships with existing business by providing consistent sales services, telephone sales, visits, following up on inquiries and rapport building through corporate events.
- Identify and develop new business in assigned cluster through telemarketing, sales activities, market research and networking.
- Formulate and implement marketing strategies and sales activities to maximise revenue opportunity.

Job Requirement:

- Diploma
- Sales oriented

Working Hours:

Full Time, 9am to 6pm, No Shift

Working Location:

Central Square

E FAR EAST HOSPITALITY

Jobs Bank ID: JOB-2017-0297992
Position: Senior Executive, Digital Marketing

Job Description:

- Project manage the development of brand websites from conceptualisation to launch to maintenance, including organising user requirement workshops, prepare and conduct user testing, and maintaining project documentation
- Manage and update brand websites to ensure content accuracy and content fit
- Support the implementation of user experience strategies and enhancements
- Support demand generation activities by identifying content opportunities and developing content to address them
- Data analysis - generate actionable insights for improving content marketing efforts and website optimisation using web analytics tool
- Day-to-day responsibilities will include: website content updates, maintenance and troubleshooting, website governance, creation of user guides and internal training

Job Requirement:

- Diploma
- Experience in managing digital marketing

Working Hours:

Full Time, 9am to 6pm, No Shift

Working Location:

Central Square

F i2s BUSINESS SOLUTIONS PTE LTD

Jobs Bank ID: JOB-2018-0069265
Position: Business Development Consultant

Job Description:

Develop new businesses and opportunities through prospecting and cold calling
Build a strong customer base with team support
Liaise with potential clients and maintain good relations with existing clients
Assist in the company's sales strategies
Initiate and coordinate development of action plans to potential clients
Assist with clients' queries on company's products and services
Identifying and generating new leads from target business segments
Converting new leads to pipelines
Strategizing and executing activities to penetrate into the target segments
Seeking and developing further market knowledge through engagement with clients, and apply information back to the business and Sales team
Work closely with Marketing as part of sales deliverables, and participate in client and trade events
Producing and reporting your measurable sales activities results on a weekly basis

Job Requirement:

Background in Sales & Marketing ; Business Management

Working Hours:

Full & Part Time, 9am to 6pm, No Shift

Working Location:

D01 Cecil, Marina, People's Park, Raffles Place

F **i2s BUSINESS SOLUTIONS PTE LTD**

Jobs Bank ID: JOB-2018-0069295
Position: Business Development Manager

Job Description:

Develop new businesses and opportunities through prospecting and cold calling
Prospect for potential new clients and turn this into increased business.
Cold call as appropriate within your market or geographic area to ensure a robust pipeline of opportunities.
Meet potential clients by growing, maintaining, and leveraging your network.
Identify potential clients, and the decision makers within the client organization.
Research and build relationships with new clients.
Present new products and services and enhance existing relationships.
Work with technical staff and other internal colleagues to meet customer needs.
Arrange and participate in internal and external client debriefs.
Set up meetings between client decision makers and company's practice leaders/Principals.
Plan approaches and pitches.
Work with team to develop proposals that speaks to the client's needs, concerns, and objectives.
Participate in pricing the solution/service.
Handle objections by clarifying, emphasizing agreements and working through differences to a positive conclusion.
Use a variety of styles to persuade or negotiate appropriately.
Present an image that mirrors that of the client.
Track and record activity on accounts and help to close deals to meet these targets.
Work with marketing staff to ensure that prerequisites (like prequalification or getting on a vendor list) are fulfilled within a timely manner.
Ensure all team members represent the company in the best light.
Present business development training and mentoring to business developers and other internal staff.

Job Requirement:

2-3 Years work experience in Business Management; Sales & Marketing

Working Hours:

Full & Part Time, 10am to 6pm, No Shift

Working Location:

D01 Cecil, Marina, People's Park, Raffles Place

F **i2s BUSINESS SOLUTIONS PTE LTD**

Jobs Bank ID: JOB-2018-0069475
Position: HR Recruitment Consultant

Job Description:

- ~ Manage social media recruitment platforms.
- ~ Work with external partners such as recruitment firms and institutions as an additional source of recruitment channel.
- ~ Represent company to participate in campus recruitment to create brand awareness as well as to recruit fresh graduates.
- ~ Coordinate and conduct interviews for candidates with hiring managers.
- ~ Prepare job offers, employment contracts and on-boarding administrations for selected applicants.
- ~ Develop recruitment strategies across all regions.
- ~ Work closely with local Human Resources Partners to implement recruitment strategies.
- ~ Review efficiency of recruitment processes to ensure consistency in practice across all regions.
- ~ Explore market best practices and introduce new initiatives where necessary to improve process.
- ~ Maintain relationship with external partners such as recruitment firms and institutions as additional source of recruitment channel.
- ~ Review and align employment practices with the local government regulations.

Job Requirement:

Human Resource, Recruitment and Selection; screening

Working Hours:

Full & Part Time, 10am to 6pm, No Shift

Working Location:

D01 Cecil, Marina, People's Park, Raffles Place

F i2s BUSINESS SOLUTIONS PTE LTD

Jobs Bank ID: JOB-2018-0069335
Position: IBM Blueprism Consultant

Job Description:

Blue-prism hands-on development experience, Experience in OCR Tools – Google Tesseract, Microsoft MODI
Banking operations process automation projects experience
Experience in Private banking related projects
Experience in Process review and optimization
Leads with 5 years of experience with at least 2 years in handling RPA projects specifically in Blue-prism
Developers with 3-6 years of experience with at least 2 years in handling RPA projects specifically in Blue-prism
Preferably worked in Agile delivery projects
Preferably worked for Banking projects in Operations process automation
Hands-on experience with DevOps and CDCI tools
Strong analytical, design and troubleshooting and problem solving skills

Job Requirement:

Leads with 5 years of experience with at least 2 years in handling RPA projects specifically in Blue-prism
Developers with 3-6 years of experience with at least 2 years in handling RPA projects specifically in Blue-prism

Working Hours:

Full & Part Time, 10am to 6pm, No Shift

Working Location:

D01 Cecil, Marina, People's Park, Raffles Place

F **i2s BUSINESS SOLUTIONS PTE LTD**

Jobs Bank ID: JOB-2018-0069510

Position: J2ee Developer

Job Description:

Fluent coding in JavaScript and related technologies such as Java Platform, Enterprise Edition, Java beans and Java Server Pages, as well as HTML, CSS and databases.

Meeting the specific challenges of coding in Java, such as developing applications that are both efficient and error free

Design and develop software applications using HTML4/5(Bootstrap); JavaScript; XML; CSS2/3; JQuery; Android/iOS on Mobile Platforms.

Design and implement front-end business applications

Writing tested and documented JavaScript, HTML and CSS

Make design and technical decisions for AngularJS projects.

Develop application code and unit test in the AngularJS, Rest Web Services for the Application Development Center.

Job Requirement:

Engage in software and architectural development activities

Transform requirements into stipulations

Develop and design software based on requirements

Experience in Java application development, testing, debugging and implementation.

Familiar with J2ee, Bootstrap, AngularJS

Working Hours:

Full & Part Time, 10am to 6pm, No Shift

Working Location:

D01 Cecil, Marina, People's Park, Raffles Place

F i2s BUSINESS SOLUTIONS PTE LTD

Jobs Bank ID: JOB-2018-0069590
Position: Junior Software Engineer

Job Description:

I2s Business Solutions Pte Ltd is looking for recent graduates and junior software engineers to join our project team working on a large mission critical project that will help transform our client's business. This Software Developer Trainee role is an entry level position and will be involved in programming, testing, debugging, documenting, and maintaining software applications as per defined standards in an environment that continuously introduces leading-edge technologies.

Required:

- Knowledge of programming in Java, OOPs concepts, Web development etc.
- Understanding of databases, data structures, SQL
- Understanding of test automation trends, technologies, methods is an advantage.
- Excellent teamwork and interpersonal skills
- Strong written and verbal communication skills

We Offer:

Exciting Projects: Come and be a part of our RPA (Robotic Process Automation Team), you will be working with clients across all industries and sectors, we offer an opportunity to work on market-defining products using the latest technologies.

Collaborative Environment: Expand your skills by collaborating with a diverse team of highly talented people in an open, laidback environment.

Professional Development: On-project training and dedicated Mentor will communicate with you regularly to help you realize your professional goals.

Excellent Benefits: We provide our Employees with competitive compensation and benefits

Job Requirement:

Programming experience such as java, C++, PHP, VB.Net,

Working Hours:

10am to 6pm

Working Location:

D01 Cecil, Marina, People's Park, Raffles Place

F i2s BUSINESS SOLUTIONS PTE LTD

Jobs Bank ID: JOB-2018-0069408
Position: Sales and Marketing Consultant

Job Description:

Works as an independent consultant or as part of a consultancy firm to provide marketing expertise to clients
Researches industries, markets, demographics, trends, sales results, and other data related to the client's products or services
Analyses details of competitor offerings, including specifications, market share, pricing, and promotional materials
Creates detailed reports with research findings and analysis to inform marketing strategies
Provides written documents and verbal presentations for each client to guide the creation of new marketing plans and strategies
Recommends specific marketing approaches and spending budgets to achieve the client's desired sales goals
Helps come up with new product and service offerings to increase shares in new or existing markets
Assists marketing managers and directors in coming up with focused branding, positioning, and marketing tools for each product or service
Works within the client's budget to produce effective promotional materials and advertising opportunities
Tracks sales and feedback and adjusts marketing strategies as necessary
Establishes marketing tracking methods to help each client evaluate performance over time

Job Requirement:

Background in Sales & Marketing ; Business Management

Working Hours:

Full & Part Time, 10am to 6pm, No Shift

Working Location:

D01 Cecil, Marina, People's Park, Raffles Place

F i2s BUSINESS SOLUTIONS PTE LTD

Jobs Bank ID: JOB-2018-0069583

Position: Software Engineer

Job Description:

Job Responsibilities: Develops information systems by designing, developing, and installing software solutions.

Software Engineer Job Duties:

- Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions.
- Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.
- Prepares and installs solutions by determining and designing system specifications, standards, and programming.
- Hands on experience in programming experience such as java, C++, PHP, VB.Net, etc.
- Improves operations by conducting systems analysis; recommending changes in policies and procedures.
- Obtains and licenses software by obtaining required information from vendors; recommending purchases; testing and approving products.
- Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

Software Engineer Skills and Qualifications: Analyzing Information, General Programming Skills, Software Design, Software Debugging, Software Documentation, Software Testing, Problem Solving, Teamwork, Software

Job Requirement:

Programming experience such as java, C++, PHP, VB.Net,

Working Hours:

Full & Part Time, 10am to 6pm, No Shift

Working Location:

D01 Cecil, Marina, People's Park, Raffles Place

G **I-SPRINT INNOVATIONS PTE LTD**

Jobs Bank ID: JOB-2018-0055776
Position: Pre Sales Consultant (AccessReal)

Job Description:

- Lead discussions with enterprise customers in Singapore on the use of latest technologies to solve their business problems.
- Execute technical customer engagements, produce design and implementation proposals.
- Continue to develop technical capabilities and knowledge in the space of IoT, Big Data, Digital Marketing and Information Security.
- Identify and help engage with key partners in different domains (e.g. packaging, publishing, marketing agency) and maximize the values each partner could bring.
- Ensure customer satisfaction.
- Based in Singapore, but actively involved in communicating with our technical and sales teams in China and Hong Kong.

Job Requirement:

- BA/BS degree or equivalent, advanced degree highly desirable with less working experience.
- 3 years business experience with relevant computer applications, logistics, or digital marketing solutions. Previous professional experience with any of the following will be a plus: Label printing, Packaging, ERP, and/or WMS.
- Ability to translate business requirements into product features.
- Demonstrate excellent verbal and written communication; needs analysis, positioning, business justification, closing techniques.
- Ability to persuade others through presentations, demonstrations, and written communication.
- Ability to travel as needed.

Working Hours:

Full Time

Working Location:

Upper East Coast

G **I-SPRINT INNOVATIONS PTE LTD**

Jobs Bank ID: JOB-2018-0055780
Position: Pre Sales Consultant / Manager

Job Description:

- Present to customers the company's technical architecture and technology.
- Maintain demo system for presentation to customers.
- Developing Proof of Concepts on Company's products.
- Developing responses to RFIs, RFPs, Tenders an SOW.
- Developing Solution Architecture based on Customer's requirements.
- Liaise with other departments and external partners on technical matters.
- Research on industry and technology trends to help improve and innovate current solution offerings.

Job Requirement:

- Degree
- Good exposure in web / N-tier application solutions design concept and architecture especially on J2EE platform
 - Strong writing and oral communication skills
 - Ability to identify crucial points, perform technical fit/gap analysis
 - Knowledge of Identity and Access Management(IAM)/Single SignOn/ Credential Managment/ information security technologies and certifications(CISSP,CISA) are highly desirable
 - At least 3 year(s) of working experience in the related field is required for this position.
 - Ability to work independently as well as be a team player

Working Hours:

Full Time

Working Location:

Upper East Coast

G **I-SPRINT INNOVATIONS PTE LTD**

Jobs Bank ID: JOB-2018-0055778

Position: Sales Manager (Enterprise Solution Selling) & Channel

Job Description:

- Responsible for the sales of Credential Management, Strong Authentication and Single Sign-On solutions to enterprise customers through our channel partners and distributors in Singapore.
 - Work closely with pre-sales and technical team to pitch i-Sprint security solutions to end customers.
 - Develop and execute an effective channels strategy which will enable i-Sprint to meet our revenue targets..
 - Work closely with our channel partner to engage with and gain commitment to sell and promote i-Sprint solutions to their end customers.
 - Together with our partner, to conduct (a) partner sales training workshops to enable the partners to sell i-Sprint solutions effectively; and (b) regular i-Sprint solution updates.
 - Develop and implement action plans with channel partners to achieve and exceed the sales objectives i.e. nurture new businesses, build a sustainable and strong sales pipeline.
 - Take the lead with our partners to meet with the end customers' decision makers to identify and qualify opportunities; generate the interest and buy-in for i-Sprint solutions; put together the tender proposal and close the deal with the channel partners.
 - Conduct regular fortnightly reviews of the channels sales forecast and pipeline with partners to ensure proactive sales follow up, lead and coordinate pre-sales support resources working towards closing the deals.

Job Requirement:

- Bachelor's Degree required.
- At least 5-7 years' IT software, solutions and/or services sales experience
- Previous experience in enterprise security solution selling with specialization in Enterprise Credential Management, Strong Authentication and Single Sign-On Solutions to end customers in Singapore will be a plus.
 - Previous success in engaging with and managing channel partners over medium-term sales campaigns in a fast-paced, consultative and competitive market.
 - Has Key industry and customer (CxO) relationships.
 - Strong and proven track record in channel sales and account management.
 - Strong problem resolution with good leadership, decision making and analytical skills.
 - Excellent communication and presentation skills.
 - Familiarity with consultative / solution selling methodologies also preferred.

Working Hours:

Full Time

Working Location:

Upper East Coast

G **I-SPRINT INNOVATIONS PTE LTD**

Jobs Bank ID: JOB-2018-0055773
Position: Senior Software Engineer

Job Description:

- Designing and developing Identity, Credential, and Access Management solutions for FSI, governments, telcos, etc.
 - Maintaining existing applications
 - Third level support

Job Requirement:

- Degree
- Highly proficient in Java programming
- Possessing deep understanding in object oriented programming
- Possessing deep understanding in database (RDBMS) design
- Experience in developing web app by using Java technology (e.g. servlet)
- Experience in developing concurrent server side app with Java
- Possessing knowledge with enterprise servers, e.g. Websphere, Weblogic, Tomcat
- Possessing knowledge with directory server, e.g. MS AD
- Possessing knowledge with enterprise communication protocol, e.g. SOAP, XMLRPC and Restful API
- Possessing knowledge with security concept, or identity and access management, or cryptography protocol
- Knowing GWT framework is a plus
- Knowing DDD pattern is a plus

Working Hours:

Full Time

Working Location:

Upper East Coast

G **I-SPRINT INNOVATIONS PTE LTD**

Jobs Bank ID: JOB-2018-0055775

Position: Software Engineer

Job Description:

- Be part of a R&D team developing security product for international market.
- Provide third level support for our customers.

Job Requirement:

- Newly graduate (less than a year) with Degree from local university, majoring in informatics or computing.
 - Programming enthusiast.
 - Fast learner and have strong will to study.
 - Good attitude, team player and can work independently.
 - Applicants must submit abstract of their final project in the application, maximum two pages.
 - Applicants that are active in coding competition / activity like Google Code Jam, TopCoder, HackerRank, Project Euler, etc, are highly preferable. Please state his/her account in the application.
 - Selection process will comprise of:
 - Coding test by using Java.
 - Presenting their final project.

Working Hours:

Full Time

Working Location:

Upper East Coast

G **I-SPRINT INNOVATIONS PTE LTD**

Jobs Bank ID: JOB-2018-0053340

Position: Software Engineer (R&D on image/camera processing)

Job Description:

Research and development of counterfeit detection algorithm. The candidate will work in a team comprising of Product Manager, Sales Manager, Product/Software Architect, Server Developers, iOS/Android App Developers and Quality Assurance Engineers.

Job Requirement:

- Degree
- 3~5 years' experience with R&D in image or camera processing
- Experience with OpenCV library
- Experience with image alignment, in particular perspective transformation
- Experience with image scaling and interpolation
- Experience with thresholding and image binarization
- Experience with hash computation
- Analytical mind
- Independent
- C/C++

Good to have:

- Experience with DFT (Discrete Fourier Transform)
- Experience with watermarking
- Experience with cost function for minimization problem
- Experience with machine learning
- Experience with Java
- Experience with QR Code
- Good in mathematics and physics

Interested candidate please submit your updated resume in MS WORD Format to: caroline.tay@i-sprint.com with your current & expectation salary.

- Good working environment
- Career advancement opportunities
- Immediate position

Working Hours:

Full Time

Working Location:

Upper East Coast

G **I-SPRINT INNOVATIONS PTE LTD**

Jobs Bank ID: JOB-2018-0055768

Position: Technical Consultant cum Customer Support

Job Description:

You will need to be hands-on and engage with the following project activities:

- Undertake all aspect of system implementation, support and customization of solutions to meet the client requirements
- Provide consultation and coach channel partners or clients regarding the usage of our product features or the implementation of customized components to address clients requirements
- Other ad hoc task assigned

Job Requirement:

- Degree
- Familiar with Oracle WebLogic, IBM WebSphere or Tomcat
- Familiar with RDBMS basic administration and operation i.e. Oracle, Microsoft SQL Server, etc
- Experience with one or more directories such as Active Directory, IBM Directory Server, SunONE Directory Server and Novell e-Directory
- Good communication and interpersonal skills
- Regional exposure with overseas travelling i.e. Thailand, Hong Kong, Taiwan, etc for project assignment

Working Hours:

Full Time

Working Location:

Upper East Coast

G **I-SPRINT INNOVATIONS PTE LTD**

Jobs Bank ID: JOB-2018-0055777

Position: Technical Writer

Job Description:

- Work with internal teams to obtain an in-depth understanding of the product and documentation requirements
- Create and maintain the information architecture
- Produce high-quality documentation that meets applicable standards and is appropriate for its intended audience
- Write easy-to-understand user interface text, online help and developer guides
- Perform product testing / integration testing.
- Review product documentation

Job Requirement:

- Degree
- Minimum of 2 years working experience in technical writing or documentation.
- Ability to deliver high quality documentation paying attention to detail
- Ability to quickly grasp complex technical concepts and make them easily understandable in text and pictures
- Excellent written skills in English
- Knowledge in security (cryptography, network security, single-sign on) or banking processes (segregation of duties, role-based access control, two factor authentication) will be a major advantage

Expectations

- Willing to share & learn the knowledge and experience with others
- Self motivated team player

Working Hours:

Full Time

Working Location:

Upper East Coast

H RPAT PTE LTD

Jobs Bank ID: JOB-2018-0065250

Position: Business Development Consultant (SME)

Job Description:

- Cold calling to customers to generate business leads
- Develop cross-selling opportunities with our technology partners
- Develop the company offer bringing expertise on products and recruitment solutions in order to optimize deals and sales according to actual and potential customers' needs
- Seek out new opportunities and turn them into business, build a strong sales pipeline and achieve the company sales target and forecast
- Develop and execute sales pipeline on all our products portfolio
- Organize sales and marketing campaigns and events
- Present fitting products and services to clients and prepare commercial offers
- Maintain and develop high-level prospect and customer relationships in order to retain existing business and develop new opportunities
- Intelligence gathering on customers and competitors

Job Requirement:

- O level / WPLN5
- At least 3 years of relevant working experience in sales or account managing SMEs
- Sales, Customer Service background

Working Hours:

Full Time & Part Time, 830am to 6pm, No Shift

Working Location:

Chinatown

H RPAT PTE LTD

Jobs Bank ID: To be advised
Position: IT Sales Business Executive

Job Description:

- Cold calling to customers to generate business leads
- Develop cross-selling opportunities with our technology partners
- Develop the company offer bringing expertise on products and recruitment solutions in order to optimize deals and sales according to actual and potential customers' needs
- Seek out new opportunities and turn them into business, build a strong sales pipeline and achieve the company sales target and forecast
- Develop and execute sales pipeline on all our products portfolio
- Organize sales and marketing campaigns and events
- Present fitting products and services to clients and prepare commercial offers
- Maintain and develop high-level prospect and customer relationships in order to retain existing business and develop new opportunities
- Intelligence gathering on customers and competitors

Job Requirement:

- O level / WPLN5
- With / Without Sales experience are welcome

Working Hours:

Full Time & Part Time, 830am to 6pm, No Shift

Working Location:

Chinatown

H RPAT PTE LTD

Jobs Bank ID: JOB-2018-0065271

Position: Mangement Trainee (Business Development)

Job Description:

- Planning and implementing marketing strategies of the company
- Assist the business development manager in new avenues of business
- Conducting market research
- Monitoring our daily and monthly performance
- Building client rapport and fostering client relationships
- Handling/service current accounts
- Handle daily operations activities such as attending to queries from customers in relation to billing and other materials

Job Requirement:

- O level / WPLN5
- Fresh/Entry level

Working Hours:

Full Time & Part Time, 830am to 6pm, No Shift

Working Location:

Chinatown

H RPAT PTE LTD

Jobs Bank ID: JOB-2018-0065262

Position: Management Trainee for Digital Sales and Marketing Executive (Online and Social Media Marketing)

Job Description:

- Manage daily social media activities and build profiles to drive engaging conversations
- Work with other members of the team to develop suitable content for social engagement
- Respond to users' comments and build engage in conversations on other platforms
- Support the events and marketing team to identify the best social media platforms for paid outreach
- Measure the effectiveness of campaigns to further fine-tune and extend impact

Job Requirement:

- NITEC / Higher NITEC
- Fresh/Entry level
- Knowledge in Marketing

Working Hours:

Full Time & Part Time, 830am to 6pm, No Shift

Working Location:

Chinatown

H RPAT PTE LTD

Jobs Bank ID: JOB-2018-0065246

Position: Management Trainee for Human Resource (Recruiter / HR Executive)

Job Description:

- Visits companies to view workplace conditions and meet with workers.
- Advice human resource personnel and provide solutions on employment related matters.
- Assist in negotiating collective agreements, employment issues and policies.
- Plan and organise union events for union members and their families.
- Define talent management plan.
- Identify talent management approaches and develop goals.
- Design and implement talent management framework and processes.
- Work closely with the management regarding talent management strategy to ensure smooth roll out of strategy.

Job Requirement:

- Diploma
- Fresh/Entry level
- HR background

Working Hours:

Full Time & Part Time, 830am to 6pm, No Shift

Working Location:

Chinatown

H RPAT PTE LTD

Jobs Bank ID: JOB-2018-0065277

Position: Management Trainee for Information Technology Outsourcing (Project Executive / Manager)

Job Description:

- Project Management
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Manages day-to-day operational aspects of a project and scope.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies our methodology and enforces project standards.
- Prepares for engagement reviews and quality assurance procedures.
- Minimizes our exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately
- Communication
- Facilitates team and client meetings effectively.
- Holds regular status meetings with project team.
- Keeps project team well informed of changes within the organization and general corporate news.
- Effectively communicates relevant project information to superiors.
- Delivers engaging, informative, well-organized presentations.
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

Job Requirement:

- Degree
- Fresh/Entry level
- Project management, IT knowledge

Working Hours:

Full Time & Part Time, 830am to 6pm, No Shift

Working Location:

Chinatown

I TAK PRODUCTS & SERVICES PTE. LTD.

Jobs Bank ID: To be advised
Position: Assistant, Finance

Job Description:

- Assist in accounts payable and receivable
- Assist in daily banking
- Performs Accpac accounting transactions
- Performs ad-hoc job related duties when assigned

Job Requirement:

- Minimum GCE O levels / LCCI / CAT
- PC literate and good in MS Excel
- Candidate with Accpac experience is a plus

Working Hours:

Full Time

Weekdays (Monday to Friday)

8.30am to 5.30pm

Alternate Saturday

8.30am to 12.30pm

Working Location:

41 Sungei Kadut Ave

I TAK PRODUCTS & SERVICES PTE. LTD.

Jobs Bank ID: To be advised
Position: Executive, HR & Admin

Job Description:

Recruitment Activities (40%)

- Initiate recruitment activities for non-managerial level positions including job fairs
- Screen and forward CVs' to hiring managers
- Contact and conduct interview with hiring managers
- Offer candidate and prepare appointment letters
- Apply work passes & arrange medical check-up for foreign employees
- Notify related departments on new hire preparation & announcement
- Brief non-managerial staff on the terms and conditions stated in the Letter of Appointment
- Prepare all necessary work equipment for new hires and update of all necessary data into HRIS/Excel
- Work closely with line managers/supervisors for staff performance and disciplinary issues
- Conduct workplace counselling for rank-and-files employees
- Update of lateness report for Management
- Prepare warning letters
- Coordinate new staff orientation with HOD

Travel Booking & Other Administration Role (40%)

- Travel booking (flights and hotels) for all staff including subsidiary companies
- Purchase of travel insurance when necessary
- Ensure compliance with Travel Policy & Procedures
- Assist in monitoring Management's calendar
- Represent HR in the Safety Committee and ensure compliance in HR aspect
- Assist in adhoc HR projects

Job Requirement:

- Diploma
- Must have at least one year recruitment experience and at least two years of experience in travel booking and arrangement
 - Be able to work independently and as a team
 - Meticulous and willing to go the extra mile to get work done
 - Good interpersonal, written and communication skills

Working Hours:

Full Time

Weekdays (Monday to Friday)

8.30am to 5.30pm

Alternate Saturday

8.30am to 12.30pm

Working Location:

41 Sungei Kadut Ave

I TAK PRODUCTS & SERVICES PTE. LTD.

Jobs Bank ID: To be advised
Position: Executive, Supply Chain Management

Job Description:

- 1) Handle full scope of import and export procedures
- 2) Provide point-of-contact with customers for orders, shipment and other customer enquiries including attending to complaints on non-conformance products
- 3) Plan timely inventory for products and secondary raw materials designated by optimum order quantity base on rate of consumption and averaging stock with available products capability
- 4) Ensure shipment reliability with back-up of raw materials availability at suppliers' facilities to produce end products to meet organization requirement without endangering the flow of supply
- 5) Monitor and procure raw materials for current design or to alert suppliers to replenish their raw materials inventory
- 6) Facilitate and coordinate with Product Development Department and Branding & Marketing Department to establish new design or product codes
Coordinate with Operations/ Quality Team on defects and product discrepancies and feedback to suppliers for corrective actions
- 7) Prepare monthly reports for Management and records minutes of meetings
- 8) Other Duties as assigned by HOD

Job Requirement:

- Diploma
 - At least 2 years of relevant experience in supply chain management
 - Team player who possess aptitude to work well independently
 - Diploma in Supply Chain Management/ Procurement/Logistics
 -) Knowledge in import and export documents, L/C negotiation & FTAs
 - Good written and communication skills
 - Proficient in Ms. Office

Working Hours:

Full Time
Weekdays (Monday to Friday)
8.30am to 5.30pm
Alternate Saturday
8.30am to 12.30pm

Working Location:

41 Sungei Kadut Ave

J TSL MARKETING & DISTRIBUTORS (S) PTE LTD

Jobs Bank ID: To be advised
Position: Sales cum online executive

Job Description:

- Assist to get new customer as well online duties

Job Requirement:

- N level / WPLN4
- Min.2 year in sales experience and able to serve customer with a smile
 - Marketing background preferred
 - Outspoken

Working Hours:

Full Time, 930am to 630pm, No Shift

Working Location:

Jurong

J TSL MARKETING & DISTRIBUTORS (S) PTE LTD

Jobs Bank ID: To be advised
Position: Sales Manager

Job Description:

- Manage Singapore and Malaysia mkt

Job Requirement:

- A level
- Min 3 years in sales supervisory position
- Leadership skills

Working Hours:

Full Time, 930am to 630pm, No Shift

Working Location:

Jurong

J TSL MARKETING & DISTRIBUTORS (S) PTE LTD

Jobs Bank ID: To be advised

Position: Sales Merchandiser cum promoter

Job Description:

- Assist to push and arrange stocks from time to time

Job Requirement:

- N level / WPLN5
- Min.2 year in sales experience and able to serve customers with a smile
- Sales background preferred

Working Hours:

Part Time, 930am to 11pm, Rotating Shift

Working Location:

Islandwide

J TSL MARKETING & DISTRIBUTORS (S) PTE LTD

Jobs Bank ID: To be advised
Position: Sales Technician

Job Description:

- Assist to get new customer as well doing machine maintenance in Malaysia Johor Bahru

Job Requirement:

- N level / WPLN4
- Min.2 year in sales experience and able to serve customer with a smile
- Preferably familiar with Reheon machine and R&D

Working Hours:

Full Time, 11am to 8pm, No Shift

Working Location:

Jurong

K **TWG TEA**

Jobs Bank ID: JOB-2018-0061099
Position: Assistant F&B Retail Manager

Job Description:

- Assist Store Manager in managing the operations of the Salon & Boutiques ensuring daily smooth operations
- Ensure all staff are meeting the Company grooming standards and mointer all standard of procedures are adhered on daily basis
- Prepare the Roster on a weekly basis
- Ensure all service staff are communicated correctly and meeting all established standards of service consistently
- Responsible for offerings a friendly and efficient services to all guests and attending to customers' needs, complaints and enquires
- Process guest orders to ensure that all items are prepared and served promptly
- Direct and coordinate the activities between kitchen and service staff
- Supervise tea services and catered events, ensuring neatness and cleanliness of service ware
- Assists in setup and clear down of the front and back of Salon & Boutique operations
- Ensure food saftey regulations are followed as according to NEA's policy
- Ensure waste is minimized and properly recorded
- Handling of cash, POS system and report of take-in-cash when on duty
- Responsible for recording daily sales report, ensuring all food and beverage items and products are accounted for
- Organise all documentations and reports on shift work on a daily basis
- Responsible of ordering of stocksm inventory control, and ensure latest products and updated product catalogue are in the Salon & Boutique
- Have the aesthetics and able to create eye-catching merchandise disply that led the customer through theentire Salon & Boutique

Job Requirement:

- Degree
- Minimum 3 to 5 years of experience in F&B / Retail operations, preferably in luxury goods industry
- Pleasant and well-groomed
- Good communication and interpesonal skills
- High initiative and positive attitude
- 5 days work week only including weekends / public holidays
- Only Singaporeans need to apply

Working Hours:

Full Time

Working Location:

Cecil, Marina, People's Park, Raffles Place

K **TWG TEA**

Jobs Bank ID: JOB-2018-0061149
Position: Assistant Sales Manager / Sales Manager

Job Description:

- Manager major key corporate account / develop new business with corporate clients
- Target market by developing, implementing and executing sales action plans and strategies
- Source for new and appropriate clients
- Prepare quotation and proposals to clients
- Monitor sales and follow up with clients
- Project accurate representation of Company to clients
- Liaise with warehouse and logistic colleagues to ensure timely delivery of goods
- Liaise with Finance to ensure timely invoicing and payments are received from clients
- Process purchase and sales orders
- Prepare periodic reporting

Job Requirement:

- Degree holder in Business or related field
- Experience of the F&B industry, ideally experience of the luxury goods industry
- International Sales and Business Development Experience is a must
- A minimum of 4 years relevant experience • Ability to build strong business rapport at all levels
- Strong organizational and analytical skills
- Able to work under pressure and tight deadlines
- Be cheerful and well-groomed at all times
- Hardworking and reliable
- Adaptable and flexible

Working Hours:

Full Time

Working Location:

Queenstown, Tiong Bahru

K **TWG TEA**

Jobs Bank ID: JOB-2018-0068933
Position: F&B / Retail Associate

Job Description:

- Responsible for offering a friendly and efficient services to all guests
- Process guests orders to ensure that all items are prepared and served promptly
- Assists in setup and clear down of the front and back of TWG Tea Salons and Boutiques operations
- Ensure food safety regulations are followed as according to NEA's policy
- Promote and sell our range of food and beverage items and products to walk-in customers
- Attending to customers' needs and enquiries
- Receiving and checking of inventory of goods and supplies
- Handling of gift wrapping during this festive season

Job Requirement:

- Diploma
- Any relevant experience in F&B / Retail operations, preferably in luxury goods industry
- Pleasant and well-groomed
- Good communication and interpersonal skills
- This position is hands-on, customer focused role and as such we require someone with drive, efficiency and assertiveness
- High initiative and positive attitude

Working Hours:

Full Time

Working Location:

Islandwide

K **TWG TEA**

Jobs Bank ID: JOB-2018-0068880
Position: IT Executive (Applications)

Job Description:

- Support regional countries in technical development / enhancements of Company's software application
- Deliver well-designed program and solution that meet users' requirement based on the business process
- Install, configure, testing, training and support of deployed software solution
- Establishing a clear and detailed documentation, manuals and technical reports
- Prioritize, work independently, and meet with objectives with little supervision
- Provide end-user day to day support and training for application software

Job Requirement:

- Diploma / Degree in Computer Science, Software engineering or other similar discipline.
- Programming experience in Navision, NET and SQL windows scripting will have added advantage
- Commitment to working in cross-functional teams
- Team Player with strong communication skills
- Applicants must be fluent in spoken Chinese & English (to liaise with Chinese speaking associates)

Working Hours:

Full Time

Working Location:

Cairnhill, Orchard, River Valley

K **TWG TEA**

Jobs Bank ID: JOB-2018-0068892
Position: IT Support Engineer

Job Description:

- Windows Server Administration and support
- Network/Firewall/VPN maintenance and support
- Email server administration and support
- IT Security (inclusive of hardware, software, Network and users access)
- PC/ POS system support (Office and Retail Outlets)
- Hardware/software purchases and License compliance
- Intranet Support

Job Requirement:

- Diploma / ITE in computer related curriculums with 1 – 3 years of working experience
- Some basic knowledge of Windows servers / Network / Firewall
- Experience in configuring and troubleshooting network connectivity / email issues
- Good communications and problems solving skills
- Team player and be independent in executing work-related jobs

Working Hours:

Full Time

Working Location:

Cairnhill, Orchard, River Valley

K TWG TEA

Jobs Bank ID: JOB-2018-0068848

Position: Logistics Executive

Job Description:

- Attend to enquiries (i.e. rates / charges, shipment tracking, availability of purchase orders from overseas for pick-up and uplift schedule, overseas contacts)
- Prepare sales documents (i.e. quotations, standing instructions, routing order, sales lead)
- Follow-up on shipment availability
- Follow-up on shipment documentation requirements (i.e. packing list, commercial invoice, certificate of origin) Sales Administration
- Provide administrative assistance for the sales team
- Track and generate customer performance reports
- Prepare sales strategies
- Provide sales back up support
- Support and assist on rate request quotation (RFQ), contract management and bid activities
- Additional functions mandated by Management

Job Requirement:

- Minimum Diploma holders
- Relevant experience in shipping and logistics is preferred
- Good communication and interpersonal skills
- Self-motivated and strong initiative, good learning mind-set

Working Hours:

Full Time

Working Location:

Queenstown, Tiong Bahru

K **TWG TEA**

Jobs Bank ID: JOB-2018-0061144
Position: Senior / Sales Executive

Job Description:

- To assist the Sales department in preparing the Sales Order and other internal documents as required
- To match customer PO with sales informatino provided by the Sales department
- Handle order administration
- Handling day to day paperwork and liaising with Fiance, Warehousing, 3rd party couriers
- Support the overall Sales team to achieve its objectives by listening to customer requirements
- Prepares reports by collecting, analyzing, and summarizing information
- Maintaining and developing good relationship with existing customes through regular phone contact, emails or their personal contacts
- Rsponding to incoming email and phone enquiries

Job Requirement:

- Diploma or Degree Holder
- PC Literate - particularly Microsoft Office and Outlook
- Excellent eye for detail
- Be able to input data accurately
- Excellent communication skills
- Customer Service Orientated
- Able to work under pressure and tight deadlines
- Hardworking and reliable, adaptable and flexible
- Pleasant personality - able to work in a team
- Affinity with the products
- Able to commence work immediately

Working Hours:

Full Time

Working Location:

Anson, Tanjong Pagar

K **TWG TEA**

Jobs Bank ID: JOB-2018-0061046
Position: Store Manager (North Asia)

Job Description:

- Overall, provide prompt updates to the Area Manager to discuss the Salon & Boutique priorities and opportunities
- Ensure and be accountable for profitability of the Salon & Boutique by growing sales and controlling costs of goods, inventory levels, labor, supplies and expenses
- Brand knowledge and maintaining image of TWG Tea
- Enforce Salon & Boutique operating procedures
- Ensure proper staff coverage, scheduling according to the needs of the Company while maintaining target labor costs
- Promote a safe work practices habits, identifying and resolving potential safety hazards, operational inconsistencies and in any staff or customer incidents, documents accidents, conducts initial investigation and determination of root cause in the interest of maintaining a safe work environment
- Responsible for reporting to the management and authorities in case of store theft
- Responsible of ordering of stocks, inventory control, and ensure latest products and updated product catalogue are in the Salon & Boutique
- Maintain high cleanliness standards consistently throughout the store in the areas of store appearance, merchandise and equipment
- Maintain a clean well-merchandised Salon & Boutique, following visual presentation plans and standards
- Provide appropriate counseling and disciplinary action to staff who fail to meet the Company performance standards
- Prompt submissions of HR documentations; weekly and monthly roster, attendance sheet, punch cards, and medical certificates
- Any other adhoc duties assigned

Job Requirement:

- Diploma
- Minimum 5 years of experience in F&B and retail operations, preferably in fine-dining and luxury goods industry
- Willing to travel overseas for short term work assignments
- Pleasant and well-groomed
- Strong leadership, communication and interpersonal skills
- Customer service and results oriented
- High initiative and positive attitude

Working Hours:

Full Time

Working Location:

Islandwide

K **TWG TEA**

Jobs Bank ID: JOB-2018-0061125

Position: TWG Tea Trainer

Job Description:

To assist with the design, facilitation or co-facilitation of learning and development initiatives that enable employees at all levels to develop relevant competencies that allow them to perform their roles to the standards required at TWG Tea. To instill sense of pride and passion that enables each employee to become brand ambassador for TWG Tea.

- Follow instructions / guidance from Senior Training and Operations Manager with regards to all learning and development / training issues at TWG Tea
- Demonstrate ability to facilitate all relevant workshops and initiatives included in the TWG Tea learning and development curriculum to a professional standard (as laid out in the relevant TWG Tea facilitator guides)
- Proactively gather feedback from the Senior Training and Operations Manager regarding your ability to facilitate to the TWG Tea standard
- Ensure that training offered to Corporate Sales partners are facilitated to the same standard as those offered at the Tea Institute
- Ensure that all learning and development duties in Singapore (Tea Institute & Corporate Partners) are executed before agreeing to / embarking on trips to facilitate training / sessions to TWG Tea locations outside of Singapore
- Facilitate / co-facilitate "Train the Trainer" workshops for any operation employees that are required to deliver practical "on the job" training for TWG Tea
- Support the Senior Training and Operations Manager to ensure all employees that attend "Train the Trainer" workshops are evaluated using the correct TWG Tea evaluation tool and that the required standard is reached before employee is endorsed to facilitate / deliver practical training in the operation
- Any other adhoc duties assigned

Job Requirement:

- Diploma/Degree Business Administration or related field
- Trainer Certification would be advantage
- Experience of the F&B industry, ideally experience of the luxury goods industry
- A minimum of 2 - 3 years' experience as a training and development professional in a corporate environment
- Ability to build strong business rapport at all levels
- Excellent platform / presentation skills with the ability to conduct and follow structured training programs
- Able to work independently, under pressure and tight deadlines

Working Hours:

Full Time

Working Location:

Queenstown, Tiong Bahru