

**Walk-in Interview for Healthcare & Hotel Sectors**  
**15 January 2019**

**Vacancies Listing**

<b>SN</b>	<b>Company</b>	<b>Page No.</b>
<b>A</b>	<b>Global Premium Hotels Limited</b>	
1	IT Executive (Infrastructure)	02
2	Housekeeping Supervisor	02
3	Building Technician	03
4	Hotel Front Desk Executive	03
5	Admin Assistant (Temp)	04
6	Room Steward / Chambermaid	04
7	Painter	05
<b>B</b>	<b>UEMS Solutions Pte Ltd</b>	
1	Healthcare Housekeeper	06
2	Healthcare Porter	07
3	Cleaner	07

A	Global Premium Hotels Limited
1	<p><b>Position:</b> IT Executive (Infrastructure)</p> <p><b>Job description:</b></p> <ul style="list-style-type: none"> <li>• Provide IT technical support to users on computer hardware, software and network</li> </ul> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma in Computer Studies/Science or related fields of study;</li> <li>• Minimum 1 years of relevant working experience</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 9am to 6.30pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• Alexandra Road</li> </ul>
2	<p><b>Position:</b> Housekeeping Supervisor</p> <p><b>Job description:</b> Management and administration of room attendants</p> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• Minimum N level / WPLN4 &amp; above</li> <li>• Supervisory skill with 1 year relevant experience in housekeeping</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: 8-Hour Shift</li> <li>• Rotating Shift</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• Island-wide</li> </ul>

A	Global Premium Hotels Limited
3	<p><b>Position:</b> Building Technician</p> <p><b>Job description:</b></p> <ul style="list-style-type: none"> <li>Attend to complaints/testing and inspection of breakdown of services within the hotel premises.</li> </ul> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>Minimum 'O' Level, Nitec or equivalent &amp; above</li> <li>1 to 2 years of relevant working experience, preferably with hands-on experience in building related or hospitality industry</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>Full Time: No shift work</li> <li>8-hour shift</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>Island-wide</li> </ul>
4	<p><b>Position:</b> Hotel Front Desk Executive</p> <p><b>Job description:</b></p> <ul style="list-style-type: none"> <li>Promote guests' loyalty to our hotels by providing guests with a pleasant experience during their stay with us</li> </ul> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>Min GCE 'N' levels or Nitec &amp; above</li> <li>With relevant experience in customer service preferred</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>Full Time</li> <li>7:30am to 7:30pm</li> <li>7:30pm to 7:30am</li> <li>10:00am to 7:30pm</li> <li>7.30am to 5.00pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>Island-wide</li> </ul>

A	Global Premium Hotels Limited
5	<p><b>Position:</b> Admin Assistant (Temp)</p> <p><b>Job description:</b></p> <ul style="list-style-type: none"> <li>Assist with data-entry for new system and provide administrative support for the Revenue Department</li> </ul> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>Minimum Secondary / WPLN3 &amp; above</li> <li>Computer literacy, proficient in MS Office</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>Full Time: No shift work</li> <li>9am to 6.30pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>Alexandra Road</li> </ul>
6	<p><b>Position:</b> Room Steward / Chambermaid</p> <p><b>Job description:</b></p> <ul style="list-style-type: none"> <li>Housekeeping of the assigned rooms; maintain the cleanliness of the hotel</li> </ul> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>No formal education &amp; above</li> <li>Able to speak basic English</li> <li>Physically fit</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>Full Time: 8-hour shift</li> <li>Rotating shift</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>Island-wide</li> </ul>

A	Global Premium Hotels Limited
7	<p><b>Position:</b> Painter</p> <p><b>Job description:</b></p> <ul style="list-style-type: none"><li>• Perform painting work at hotel property</li></ul> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"><li>• Minimum Primary education &amp; above</li><li>• 1 to 2 years working experiences, preferably with relevant hands-on experience in building related or hospitality industry</li></ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"><li>• Full Time: Rotating Shift</li><li>• 9am to 6pm</li></ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"><li>• Island-wide</li></ul>

1 **Position:** Healthcare Housekeeper

**Job description:**

- To perform daily housekeeping tasks (such as bed cleaning and making, toilet washing, high dusting, surface wiping, floor sweeping and mopping, replenish of consumable items, clearing of rubbish, etc...)
- To multi-task and perform any other projects such as project cleaning using machines as and when required.

**Job requirements:**

- No formal education & above

<p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 7am to 3pm / 1pm to 9pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• KK Hospital</li> </ul>	<p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 8am to 5pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• Renci Hospital</li> </ul>
<p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 7am to 4pm / 10am to 7pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• Woodlands Care Home</li> </ul>	<p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 7am to 3pm / 3pm to 11pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• Khoo Teck Puat Hospital</li> </ul>
<p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 7am to 3pm / 3pm to 11pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• Yishun Community Hospital</li> </ul>	<p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 7am to 3pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• Assisi Hospice</li> </ul>

<b>B</b>	<b>UEMS Solutions Pte Ltd</b>					
2	<p><b>Position:</b> Healthcare Porter</p> <p><b>Job description:</b></p> <ul style="list-style-type: none"> <li>• With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required</li> <li>• With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required</li> <li>• With the help of ward staff, assist fall risk patients on and off wheelchairs.</li> <li>• Send patients to ancillary departments for treatment / examination.</li> <li>• Accompany patients to allied health departments for treatment/examination, where required.</li> <li>• Send and collect equipment/specimens/blood/x-rays films/case records from allied health/ancillary departments.</li> </ul> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• No formal education &amp; above</li> <li>• Able to use smart phone, speak simple English</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 7.30am to 11.30am / 2pm to 6pm / 3pm to 7pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• Changi General Hospital</li> </ul>					
3	<p><b>Position:</b> Cleaner</p> <p><b>Job description:</b></p> <ul style="list-style-type: none"> <li>• To perform daily housekeeping tasks (such as toilet washing, office cleaning, high dusting, surface wiping, floor sweeping and mopping, replenish of consumable items, clearing of rubbish, etc...)</li> <li>• To multi-task and perform any other projects such as project cleaning using machines as and when required.</li> </ul> <table border="1" data-bbox="165 1346 1497 2072"> <tr> <td data-bbox="165 1346 831 1711"> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• No formal education &amp; above</li> <li>• Able to handle machinery</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: Night Shift</li> <li>• 10.30pm to 8am</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• East Point Mall</li> </ul> </td> <td data-bbox="831 1346 1497 1711"> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• No formal education &amp; above</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 8am to 4pm &amp; 8am to 12pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• UE Bizhub Central</li> </ul> </td> </tr> <tr> <td data-bbox="165 1711 831 2072"> <p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• No formal education &amp; above</li> <li>• Able to speak English</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 7am to 3pm / 3pm to 11pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• WeWork</li> </ul> </td> <td data-bbox="831 1711 1497 2072"></td> </tr> </table>		<p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• No formal education &amp; above</li> <li>• Able to handle machinery</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: Night Shift</li> <li>• 10.30pm to 8am</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• East Point Mall</li> </ul>	<p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• No formal education &amp; above</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 8am to 4pm &amp; 8am to 12pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• UE Bizhub Central</li> </ul>	<p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• No formal education &amp; above</li> <li>• Able to speak English</li> </ul> <p><b>Working hours:</b></p> <ul style="list-style-type: none"> <li>• Full Time: No shift work</li> <li>• 7am to 3pm / 3pm to 11pm</li> </ul> <p><b>Working locations:</b></p> <ul style="list-style-type: none"> <li>• WeWork</li> </ul>	
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