

Course Title: Nitec in Business Services
Officer-in-charge: Ms Chloe Chai
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Course Duration: 2 years

Off-The-Job Training: ITE College Central/ ITE College West

Course Objective: You can play an important role in an organisation by taking up this course. You will learn to organise business events, make travel arrangements, arrange meetings, and process office documents. Discover how to deliver the "Wow" service through efficient info processes and good records management.

S/N	Name of Company	Company Address	Postal Code	Salary of Fresh Applicants	Salary of Applicants (Completed National Service)	Types of working hours	Details of working hours	Trainee's Job Title / Job Role	Number of working days per week	Post-Training Bond (if any)	Post-Training Bond Duration (if applicable)	Additional Requirements (if any)	Fringe Benefits Offered (if any)
1	ACE Marketing Services Pte Ltd	203 (Wing A) Henderson Road Henderson Industrial Park #07-03	159546	\$1,200	\$1,200	Regular Office Hours	8.30am To 6pm	Admin Assistant	5	No	Nil	IT Literate, Knowledge On Microsoft Office Tools Is A Must.	Nil
2	Alphawave Technology (S) Pte Ltd	115 King George's Ave Ann Chuan Building #06-01	208561	\$1,400	\$1,500	Regular Office Hours	0900 To 1815	Admin Assistant	5	No	No		
3	Aver Asia (S) Pte Ltd	No 14 Benoi Place	629953	\$1,200	-	Regular Office Hours	08:00 To 18:00 (M-Thu), 08:00 To 17:00 (Fri)	Admin Assistant	5				
4	Dentalplus Clinic Pte Ltd	Blk 78B Telok Blangah Street 32 #01-21 (Within Walking Distance To Telok Blangah MRT)	102078	\$1,200	\$1,200	Regular Office Hours	Rotation Shift : Weekdays 8.30am To 6.30pm .Sat/Sunday 9am To 6 pm	Patient Service Associates	5	No	No	Uniform Provided. Preference For Organised, Dependable Candidate To Join The Fast Growing, Fun, Loving, Patient-Centred And Techno-Savvy Dental Group.	Monthly Performance Incentive Of \$100 Will Be Awarded For Full Compliance Of Punctuality N Attendance . Special Staff Discount For Dental Treatments .
5	Elite Creation	23 New Industrial Road, Solstice Business Center #02-07	536209	\$1,200	\$1,200	Shift work	10am - 7pm on weekday / 9am - 6pm on weekend	Business Development Executive Trainee	5.5				
6	Eng Lee Equipment Pte Ltd	7 Kian Teck Drive	628824	\$1,200	\$1,200	Regular Office Hours	0830-1730	Trainee	5	No			
7	Excel Car Services Pte Ltd	No. 1 Sixth Lokyang Road	628099	\$1,400	\$1,400	Regular Office Hours	0800 To 1700	Admin/Clerk	5.5	No			
8	Indigo Education Group Pte Ltd	170 Upper Bukit Timah Road, Bukit Timah Shopping Centre #08-02	588179	\$1,400	\$1,400	Shift Work	Weekday: 11am - 7pm Weekend: 830am - 6:30pm	Customer Service Executive	5	No			
9	Invade Industry Pte Ltd	71 Oxley Rise Mox @ Oxley #02-17	238698	\$1,200	\$1,500	Shift Work	Mostly 10am To 6pm	Assistant, Campaigns/Activations	5	No			
10	Jean Yip Salon Pte Ltd	50 Kaki Bukit Place #07-01	415926	\$1,200	\$1,300	Regular Office Hours	1000 To 1900	Business Trainee	6	No	NA	NA	CPF Plus Prospects Of Longer Term Employment After Successfully Completing The Course.
11	Kwang Yeow Heng Pte Ltd	30 Alexandra Lane #08-01 Skylight Building	119982	\$1,200	\$1,400	Regular Office Hours	Monday To Friday 9am To 5.30pm Saturday 9am To 1pm (Nov To Feb)	Admin Cum Accounts Assistant	5.5			Fluent In Both English & Mandarin, Need To Communicate With Mandarin Speaking Clients.	
12	Long Dragon Pte Ltd	2 Kallang Pudding Road Mactech Industrial Building #09-12	349307	\$1,250	\$1,350	Regular Office Hours	0900 To 1730	Sales And Marketing Associate	5.5	Yes	1		
13	Megastar Shipping Pte Ltd	4 Leng Kee Road, Sis Building #02-07	159088	\$1,400	\$1,400	Regular Office Hours	Mon - Fri 9am - 6pm, Saturday 9am-1pm	Customer Service Assistant		Alternate Saturday	No		10 Days Annual Leave, 14 Days MC, Performance Bonus
14	Prelude Corporate Services Pte. Ltd.	6001 Beach Road, Golden Mile Tower #15-01	199589	\$1,200	\$1,200	Regular Office Hours	9.30 am To 6.30 pm	Accounts Assistant	5	No	No		
15	Rohde & Schwarz Asia Pte Ltd	9 Changi Business Park Vista #01-01	486041	\$1,200	\$1,200	Regular Office Hours	8.30am To 6pm	Quality Management Trainee	5	Yes	6 Months		

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16	Rosen International (S) Pte Ltd	10, Ubi Crescent #04-89 Ubi Techpark, Lobby E	408564	\$1,200	\$1,300	Regular Office Hours	0900 To 1800 Hrs	Operations Assistant	5	No	Na		
17	RSL Shipping Pte Ltd	4 Leng Kee Road, SIS Building #02-07	159088	\$1,400	\$1,400	Regular Office Hours	Mon - Fri 9am - 6pm, Saturday 9am-1pm	Account Assistant	Alternate Saturday	No			10 Days Annual Leave, 14 Days MC, Performance Bonus
18	S G Motor Pte Ltd	Apt Block 325 913 Bukit Timah Road	589623	\$1,400	\$1,400	Regular Office Hours	0800 To 1700	Admin/Clerk	5.5	No			
19	Salestrade Corporation (S) Pte Ltd	18 Boon Lay Way, Tradehub 21 #07-132	609966	\$1,200	\$1,300	Regular Office Hours	0830 To 1800	Sales Development Representative	5	Yes	12 Months	-	-
20	Sinic Pte Ltd	Toa Payoh Industrial Park Blk 1004 #01-1495	319076	\$1,400	\$1,400	Regular Office Hours	Monday To Friday 8.30am To 6.00pm	Marketing Executive (Trainee)	5	No	No	Preferable Post-NS For Male Applicants	AL-14days, ML-14 days, Attendance Incentive, Commission,
21	Smilepoint Dental Centre Pte Ltd	43 Jalan Merah Saga #01-64 (Next To Holland Village Mrt Exit A)	102078	\$1,200	\$1,200	Regular Office Hours	Rotation Shift : Weekdays 8.30am To 6.30pm ,Sat/Sunday 9am To 6 pm	Patient Service Associates	5	No	No	Uniform Provided, Preference For Organised , Dependable Candidate To Join The Fast Growing, Fun ,Loving, Patient Centred And Techno-Savvy Dental Group	Monthly Performance Incentive Of \$100 Will Be Awarded For Full Compliance Of Punctuality & Attendance. Special Staff Discount For Dental Treatments.
22	Talentvis Singapore Pte Ltd	218 Orchard Road #09-01 Orchard Gateway@Emerald	238851	\$1,200	\$1,200	Regular Office Hours	0900 To 1800	Trainee	5	No			
23	TCP Global Pte Ltd	30 Loyang Way #02-03	508769	\$1,200	\$1,200	Regular Office Hours	0900 To 1800	Business Service & Engineering Mechanics	5.5				