

09/10



Singapore Employment Outlook and Salary Guide

A PRACTITIONER'S INSIGHT TO SALARIES ACROSS INDUSTRIES

Contents

3	EXECUTIVE OVERVIEW
4	BANKING & FINANCE
6	CALL CENTRE
8	ENGINEERING & TECHNICAL
10	HEALTHCARE & LIFE SCIENCES
12	HUMAN RESOURCES
14	INFORMATION TECHNOLOGY
16	LOGISTICS & WAREHOUSING
18	OFFICE SUPPORT
20	SALES, MARKETING & ADVERTISING

Executive Overview

We are pleased to present the annual Kelly Services Singapore Employment Outlook and Salary Guide 2009/2010, a comprehensive reference tool on the salary trends, job titles and employment outlook across industries.

The aim of this 'Employment Outlook and Salary Guide' is to provide an insight to the latest salary ranges for various positions across industries in Singapore through a compilation of salaries and job titles. This year, we have revamped our Salary Guide to include the employment outlook for a better perspective of the employment market across industries. The salary ranges are indicative of actual transactions between employers and employees and represent a reflection of the marketplace. The compiled findings are presented in an easy-to-read format.

For 2009, despite the global economic challenges and its increasing impact on Singapore's overall economy, we continue to see a number of opportunities especially in the Healthcare, Bio-Technology, Digital & Telecommunications, Energy and Outsourcing sectors. The battle for specialists in Singapore continues unabated especially in the Healthcare sector with strong demand for medical specialists, nurses, pharmacists and radiographers.

Talent skilled in next-generation Web technologies, Internet and mobile content development are needed as unified communication and enhancements to existing systems continue within the Technology landscape. Development of advanced mobile devices and software has enabled greater levels of interactivity and connectivity, and opened up opportunities in the new digital space. This will ensure job opportunities in the Digital & Telecommunications sectors.

With the \$20.5 billion Resilience Package approved by Parliament in February to encourage employment and help companies remain viable, we expect a year of cautious hiring. Singapore's tepid employment climate and outlook means that remuneration will remain competitive and more organizations will choose performance-based incentives over bonuses to reward employees.

We hope this 'Employment Outlook and Salary Guide 2009/2010' will serve as a handy reference. Please remember that we are here to assist you with current data and human resource solutions for your specific needs.



Linus Kan
Country General Manager

A copy of this guide will be available on our website in June 2009.
Visit us at: www.kellyservices.com.sg

Disclaimer: Monthly salary ranges are subject to economic fluctuations. Monthly salary ranges exclude other bonuses, allowances and Employer CPF contributions.

Banking & Finance

The global financial crisis and its increasing impact on Singapore's overall economy has resulted in a relatively tepid employment climate within the Banking and Finance sector. Although the current economic downtrend has impacted consumers' finances and confidence in investments, more attractive loan packages and reduction in bank's base lending rates are some of the innovative plans to stimulate mortgage business and improve borrowings.

More employers are opting for lower base salaries with performance-based incentives. Reduction in salaries in the Banking & Finance and Insurance industries are viewed as a method to 'control and trim' high salaries and bonus payouts although mid to senior-level managers' job opportunities are scarce in this challenging industry.

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
BANKING					
Bank Teller	'N' levels with CO S / 'O' levels	1-3	Handle high volume of over-the-counter transactions. Assist with customer enquiries, ensure service delivery standards are met & actively promote bank products and services.	1300	1900
Remittance / Settlement / Loans Clerk	'O' / 'A' levels	1-2	Cheque clearance, inward/outward remittances, telegraphic transfer & demand drafts. Accept & confirm forex deals. Process & document housing loan applications.	1500	2000
Collection / Debt Recovery Officer	'O' levels / Diploma	1-3	Review collection procedures and ensure diligent debt recovery. Analyse customers' profile & propose viable solutions. Restructure & negotiate payment. Knowledge in legal/ litigation processes & documentation. Monitor delinquent accounts & collections functions.	1600	2200
Trade Finance Clerk	'O' levels / Diploma	2-3	Process trade finance products with knowledge of various trade instruments e.g Letter of Credit, trade collections & payments, including accompanying payment processes.	1900	2600
Bank Operations Officer	Degree	0-1	Processing of trade settlements. Back-room admin duties.	1800	2600
Customer Service Officer	Diploma / Degree	2-3	Attend to walk-in customers & follow-up on customer service issues as well as identify business potential from existing database.	2000	2800
Mortgage Sales Specialist	Diploma / Degree	2-3	Identify prospective customers through lead generation to achieve desired mortgage and related lending product targets.	2000	3000
Trade Finance Officer	Diploma / Degree	1-2	Supervisory role in the processing of trade finance products.	2200	3000
Personal Financial Consultant / Personal Banker	Diploma / Degree	2-3	Provide advice & recommend investment products according to clients' risk profile. Identify business potential from the execution of sales.	2200	3200
FX Dealer	Diploma / Degree	2-3	Good knowledge of foreign exchange products. Familiar with inter-bank market transaction. Manage the flow and risk of FX pricing. Process inter-bank deposit/ placement deals, futures, FRAs, government bills/bonds and foreign exchange.	2500	5000
Compliance Officer	Degree	2-3	Ensure interpretation & adherence to all regulatory requirements. Conduct & review results of compliance surveillance test plans. Support the implementation and roll-out of compliance-related initiative.	2800	3600
Bank Auditor	Degree	2-3	Report audit findings, evaluate system effectiveness & assess procedural deficiencies. Ensure high level of internal control & system adherence to guard against fraud or procedural non-compliance.	2800	3800
Settlement Officer	Degree	3-5	Settlement of trades (FX/MM), bonds & securities. Liaise with brokers, counter parties & Fund Managers.	3000	4000

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Secretary	'O' / 'A' levels	3-5	Support a team of Senior Managers in travel arrangements & meetings.	2600	4000
Senior Secretary	Diploma	Min 6	Support Heads of Department or top-level Executives. Travel arrangements, report preparations and scheduling of Manager(s) schedule. Taking of minutes and other secretarial duties.	4000	6000
Securities / Equities Dealer	Degree Holder	3-5	Support relevant teams and responsible for executing global equities, fixed income and structured products through brokers. Update market information. To work closely with operations staff to resolve trade discrepancies.	3500	6000
FINANCE					
Accounts Clerk	'O' levels / Certificate	1-3	Balance expenses, data entry & basic accounts support. Filing, photocopying, faxing & other administrative duties.	1500	1800
Payroll Clerk	'O' levels / LCCI	1-2	Calculate & prepare payroll, taking into account overtime & deductions such as tax, CPF, insurance payments, etc.	1600	2200
Credit Control Clerk	'O' levels / Diploma	1-2	Manage accounts receivables. Prepare reports of loans and accounts that are delinquent and forward reports for legal action.	1600	2000
Accounts Assistant	'O' levels / Certificate	1-3	Record & compile summaries of organisation's financial transactions for management purposes. Assist in full set of accounts.	1800	2400
Credit Control Officer	Diploma / Degree	2-4	Contact customers. Send follow-up inquiries. Negotiate with past due accounts for debt recovery.	1800	3000
Accounts Supervisor	LCCI Higher / Diploma / Professional Certificate	2-4	Supervise full set of accounts. Assist in the analysis of financial statements & year-end closing/audits.	2400	3600
Accounts Payable Manager	Degree	5-6	Ensure timely payment of vendor invoices, expense vouchers & maintain accurate control reports. Staff management.	2800	4200
Financial Analyst	Degree	2-3	Report & analyse financial & operating data.	3000	4500
Credit Control Manager	Diploma / Degree	4-6	Determine credit worthiness of clients. Formulate credit and collection policy. Negotiate with past due accounts. Take appropriate action against delinquent accounts. Supervisory duties.	3200	5500
Auditor	Degree / Professional Certificate	2-4	Ensure authenticity & accuracy of financial statements, especially assets & liabilities. Analyse samples of work done & conduct procedural interviews.	3000	4800
Accountant	Degree / Professional Certificate	4-5	In-charge of general accounting that involves the preparation of statistical data & financial reports concerning profits, cash & inventory. Analyse, report & provide advice on financial dealings or organisations/individuals. Advise on associated record-keeping & compliance requirements.	4000	6500
Finance Manager	Degree	6-7	Prepare financial reports, i.e. income, expenses, capital usage & cash-flow. Preparation of strategic plans, budgets & financial forecasts. Develop accounting and management policies & procedures.	5500	8500
Administrator	Diploma / Degree	3-5	Contribute to the smooth and efficient operations of the office by undertaking all of the day-to-day office administration functions. Support teams and provide basic support roles to secretaries.	2600	3800
Office Manager	Diploma	Min 6	Ensure operations run smoothly. Vendor management, basic procurement of office supplies, general HR duties, reconciliations, report preparations and general administration.	3800	4500

HOT JOB IN BANKING & FINANCE

Call Centre

The Call Centre industry continues to grow significantly in Singapore and across Asia Pacific, although there is a trend of relocating Call Centres to Malaysia, Philippines and India. With the global economic challenges, shared services will continue to be used by global companies to manage and save cost.

Call Centre agents and helpdesk analysts remain in demand due to their value as key contact points for businesses and their ability in providing one-stop service to customers. Call Centre agents are trained to cross-sell products and to project a professional image as they play a key role in generating revenue for the organization. The availability of multi-lingual employees strengthens Singapore's position in the Call Centre industry.

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Sales Outbound / Telemarketer (entry level)	'O' / 'A' levels	0-1	Responsible for setting up appointments & sales. Handle outbound calls for selling a product or service, typically with respect to quotas or sales goals. May be responsible for specific accounts or geography.	1500	1800
Sales Outbound / Telemarketer (experienced)	'A' levels / Diploma	2-3	Responsible for setting up appointments & sales. Handle outbound calls for selling a product or service, typically with respect to quotas or sales goals. May handle specific accounts or geography. Typically handle key accounts & more difficult situations. To lead, teach, guide and/or motivate teams through the call process if necessary.	1800	2500
Customer Service Officer - Inbound (entry level)	'O' / 'A' levels / Diploma	0-1	Handle incoming calls (orders, enquiries, complaints) and direct calls for further problem resolution.	1500	1800
Customer Service Officer - Inbound (experienced)	Diploma / Degree	1-2	Handle incoming calls (orders, enquiries, complaints) and direct calls for further problem resolution. Handle larger clients of 1st level escalation. Lead, teach, guide and/or motivate teams through the call process if necessary.	1600	2200
Helpdesk	'A' levels / Diploma	1-2	Screen and/or service requests, compile problem reports & provide solutions to complex issues as required.	1800	2300
Call Centre Supervisor / Team Leader	Diploma / Degree	2-3	Oversee team of junior & senior officers. Motivate team, roster planning & handle staffing issues such as disciplinary & performance counselling.	2800	3500
Call Centre Trainer	Diploma / Degree	2-3	Work with HR & Call Centre Manager to provide training on systems, procedures & product knowledge. Facilitate & plan training schedules.	3000	4500
Operations Manager	Diploma / Degree	3-4	Oversee all aspects of operations. Report to Call Centre Manager. Handle internal inquiries & divisional operations.	3800	5000
Call Centre Manager / Head	Degree	3-4	Implement service strategies. Oversee daily operations as well as marketing, sales & IT. Ensure service levels are met. Plan workflow & structure. Solve escalated complaints. Motivate & lead teams. Work with HR to assist in recruiting, staff appraisals & training. Good project management skills.	5000	10000
NATIVE-SPEAKING POSITIONS – CALL CENTRE					
JAPANESE					
Customer Service Representative	Degree	-	Handle incoming calls (orders, enquiries, complaints) and direct calls for further problem resolution. Lead, guide and/or motivate teams through the call process if necessary.	2700	3800
Helpdesk Analyst	Degree	-	Responsible for providing high level technical support and training for client applications. Assist in the resolutions of client technical problems and/or apply real time solutions.	2800	4000

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Sales Outbound / Telemarketer	Degree	-	Handle outbound calls for selling a product or service, typically with respect to quotas or sales goals. Qualify prospects and produce quality leads.	2700	3200
Team Leader / Supervisor	Degree	-	Oversee team of agents. Motivate team, roster planning & handle staffing issues such as disciplinary & performance counselling.	4000	6000
KOREAN					
Customer Service Representative	Degree	-	Handle incoming calls (orders, enquiries, complaints) and direct calls for further problem resolution. Lead, guide and/or motivate teams through the call process if necessary.	2500	3500
Helpdesk Analyst	Degree	-	Responsible for providing high level technical support and training for client applications. Assist in the resolution on client technical problems and/or apply real time solutions.	2800	4000
Sales Outbound / Telemarketer	Degree	-	Handle outbound calls for selling a product or service, typically with respect to quotas or sales goals. Qualify prospects and produce quality leads.	2500	3000
Team Leader / Supervisor	Degree	-	Oversee team of agents. Motivate team, roster planning & handle staffing issues such as disciplinary & performance counselling.	3800	5500
OTHER LANGUAGES					
Customer Service Representative	Degree	-	Handle incoming calls (orders, enquiries, complaints) and direct calls for further problem resolution. Lead, guide and/or motivate teams through the call process if necessary.	2000	2700
Helpdesk Analyst	Degree	-	Responsible for providing high level technical support and training for client applications. Assist in the resolution of client technical problems and/or apply real-time solutions.	2300	3200
Sales Outbound / Telemarketer	Degree	-	Handle outbound calls for selling a product or service, typically with respect to quotas or sales goals. Qualify prospects and produce quality leads.	1800	2500
Team Leader / Supervisor	Degree	-	Oversee team of agents. Motivate team, roster planning & handle staffing issues such as disciplinary & performance counselling.	3000	4000

HOT JOB IN CALL CENTRE

Engineering & Technical

Most MNCs and firms in Singapore have paused the hiring of engineers with the cautious outlook on the Shipping and Oil & Gas industries. However, sectors such as Power, Energy and Wastewater treatment maintain a moderate approach to hiring of engineers with specific skills, while contract and temporary job offers continue with project cycles.

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Engineering Director	PHD/MSc/ MBA	>10	R&D, design and patent for company product. Oversee and lead entire engineering teams (QA, R&D, Design, Failure Analysis) to success. Master Black Belt holder. Financial management.	10000	14000
Engineering Manager	PHD/MSc/ MBA Degree	>10	R&D, design and patent for company product. Lead entire engineering team (R&D, QA). Lead and oversee engineering team. Master Black Belt/ Black Belt holder. Conduct induction training. Product development.	7000	9000
Procurement Manager	MSc/Degree	>8	Strategic sourcing of suppliers and materials. Proficient in mechanical, electrical, electronics parts. >50% travel.	6000	8000
Embedded System/Design Principal Engineer	MSc/Degree	>8	R&D and product development & design in embedded system architecture design, programming and project management. Proficient in C/C++ programming and porting of Standard C program to TI DSP and Intel XScale architecture. Knowledge of Unix/Linux systems architecture, TCP/IP networking, data communications and information surveillance security.	8000	10000
Planning Manager	MSc/MBA	>3	Operations management in engineering/manufacturing. Execute and roll out plans.	6000	9000
Material Manager	MSc/Degree	5-8	Generate clear-to-build quantity plan based on orders. Expedite with buyers on material shortages & ensure availability. Monitor inventory performance to meet goals set.	6000	10000
Lead Supplier Development Engineer	MSc/Degree	3-5	Lead a team of Supplier Development Engineer. Knowledge in Supply Chain and Sheet Metal, Castings, Cable Assembly, Hardware, PCB for telecommunication, computers, video/ audio/entertainment, industrial control equipment, testing and instrumentation, medical devices and products. Knowledge of quality management, CQE and ISO 9000. Lead Assessor.	4000	6000
Senior Design Engineer (Automation)	Degree	>5	Design & develop machine & pneumatic control, handlers for lead frame / PCB / CPU test equipment industries. Knowledge of ProE, DOE, DFMEA, FMEA, UPH simulation and structure. Prepare design proposal.	4000	6000
Regional Marketing/ Sales Manager	Degree/ Diploma	5-8	Sales and marketing experience in electronics, components, ICs/ Pumps & Valves / HVAC industry.	5000	9000
Program Manager	Degree/ Diploma	5-8	Plan and introduce products regionally and internationally. 3rd language (Japanese/Korean) a must. Business development managing and planning. Channel building.	4500	9000
Project Manager	Degree/ Diploma	5-8	Projects execution in Oil & Gas, Petrochemical, Chemical, Civil & Structural, Solar, Energy, Wastewater Treatment sectors. Electrical & electronics system design & integration, troubleshooting, testing, installation and commissioning. Hands-on experience in energy, water, infrastructure, solar, inverters, battery, UPS, diesel generators and power system.	6500	9000

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Industrial/ Capacity Engineer	Degree/ Diploma	5-8	Planning of production floor layout to enable efficient process & material flow. Implement low cost manufacturing.	3000	6000
Electrical Design Engineer	Degree/ Diploma	3-5	Design of electrical diagrams for upgrades or modifications. Design machine control systems and panels. Experience with AutoCad, PLC, SCADA. Proficient in solar, inverters, battery, UPS, generators and power automation system.	3000	5000
Mechanical Design Engineers	Degree/ Diploma	3-5	Jig & Fixture design. Hands on experience in automation design & mechanical integration in semiconductor & hard disk drive industries. Dimensioning controls. AutoCad 2D/3D, Inventor/Solid Works.	3000	5000
PCB Design Engineer	Degree/ Diploma	3-5	Proficient in Mentor Graphic, Orcad, Cadence, Protel, PAD, Zuken, CADSTAR. Strong knowledge in PCB fabrication fundamentals and principles with R&D experience.	3000	5000
Project Engineer	Degree/ Diploma	3-5	Engineering projects execution. Electrical & Electronics system design & integration, troubleshooting, testing, installation and commissioning. Hands-on experience preferable in solar PV, servicing inverters, battery chargers, UPS, diesel generators, and/or other power system components.	3000	5000
Manufacturing Supervisor	Degree/ Diploma	3-5	Liaise with operators, line leaders & other supporting departments to carry out production/manufacturing operations & projects. Monitor & coordinate machines installation setup. Monitor production issues to ensure targets are met & quality issues minimized.	3000	5000
Firmware/ Software Engineer	Degree/ Diploma	3-5	Proficient in Wireless, RF, 2G/3G, WCDMA, CDMA, GSM, GPRS, WIFI, WIMAX cellular, EDGE, HSDPA, HSUPA, Embedded Software development (C, Assembly language in Windows, Linux or VxWorks).	4000	5000
Piping Design Engineer	Degree/ Diploma	3-5	Piping design for Oil & Gas, Water/Wastewater Treatment, Chemical, Energy.	3000	6000
Field Application Engineer	Degree/ Diploma	3-5	Failure analysis locally or overseas. Provide technical support.	3000	5000
Systems Design Engineer	Degree/ Diploma	3-5	Product development support/system level design/ failure analysis.	3000	5000
Development Engineer	Degree/ Diploma	3-5	Product design, building automation or HVACR, electro-mechanical systems and modules. Familiar with 2D & 3D-CAD system. Hands-on experience in engineering drawing, part assembly, machining, electro-mechanical system. Testing & commissioning.	3000	5000
Service Engineer	Degree/ Diploma	3-5	Technical servicing, support, enquiries for customers onsite locally & regionally. Resolve technical & quality issues.	3000	5000
Production Engineer	Degree/ Diploma	3-5	Responsible for the areas of productivity improvement, process efficiencies, cost reduction and facility layout. Manages all aspects of the development and implementation of production projects. Prepare cost analysis for project evaluation for COO, Regional VP, GMO and plant management. Maintain an up-to-date knowledge of related machinery and equipment for possible operation applications and assist plants in machinery and equipment specification. Monitor assigned plant's compliance to policies and procedures.	3000	5000
Equipment Engineer	Degree/ Diploma	3-5	Provide sales & service to local & international customers. Prepare quotation, presentation material, sales analysis report, customer complaints report, etc.	3000	4500
Sales Engineer	Degree/ Diploma	3-5	Provide sales & service to local & international customers. Prepare quotation, presentation material, sales analysis report, customer complaints report, etc.	3000	5000
QA Engineer	Degree/ Diploma	3-5	Plan and direct activities in development, application and maintenance of quality standards. Monitor and maintain Quality Assurance activity experience with CE, FDA, ISO13485, ISO 16949.	3000	4500
Electrical & Instrumentation/ Control Engineer	Degree/ Diploma	3-5	Design and modification of E&I equipments/machines. Proficient in PLC, SCADA, DCS hardware & software. Design power electrical circuits. Well versed in AC, stepper & servo motors. Multi-axis matrix positioning controls knowledge.	3000	5000
Mechanical Engineer	Degree/ Diploma	3-5	Strong analytical skills in design process. Proficient in Pro-E CAD modeling skills.	3000	4500
Process Engineer	Degree/ Diploma	3-5	To develop process for new products & improve product process for current products. Knowledge of SPC, DOE & FMEA.	3000	4500
Electrical Engineer	Degree/ Diploma	3-5	Design of electrical diagrams for upgrades or modifications. Design machine control systems and panels. Experience with AutoCad.	3000	4500
Planner	Degree/ Diploma	3-5	Regularly schedule/plan production. Plan production manufacturing loadings include work in process and ship dates to meet customer demands. Respond to customer enquiries.	3000	4000

Healthcare & Life Sciences

This industry will see more hiring in 2009 as more research hubs are being set up and medical tourism remains popular in Singapore. As specific skills are required for this industry, the battle for specialists in Singapore continues unabated with opportunities for medical specialists, nurses, pharmacists and radiographers. More training programs are also being identified to overcome the talent crunch in Healthcare & Life Sciences sectors.

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Chief Scientific Officer	Ph.D	5-6	Oversee overall research and development.	10000	15000
Regional Business Development Director - Pharmaceutical	BS/MS Degree in Chemistry or Chemical Engineering and an MBA	5-7	Identify and deliver business alliances/acquisitions consistent with strategic business development plans. Drive Pharmaceutical end-use strategy.	13000	15000
Quality Auditor	BS Degree in Life Sciences	4-10	Conduct cGMP audits of third-party vendors. Communicate critical cGMP findings and perform 'for cause' audits as requested by quality operations.	6000	9000
Manager - Quality Assurance	MS Degree in Biochemistry, Microbiology, Pharmacy	5-7	Exposure to Quality Assurance requirements as per local and international regulatory norms and experience in handling Biotech related Quality Assurance. Exposure to international regulatory audits of US FDA.	7000	8000
Product Manager	BS Degree in Life Sciences	4-8	Initiate and co-ordinate strong and creative marketing plans to achieve sales target of each product portfolio.	5000	7000
Clinical Site Manager	BS Degree in Life Sciences, Pharmacy, Nursing	3-5	Monitor the progress of assigned Investigator sites by maintaining close contact with site personnel and site monitors. Coordinate data management activities.	6000	8000
Analytical Chemist	Bachelor of Applied Science	8-10	Review all validation protocol & supervise a group of laboratory personnel. Knowledge of HACCP.	6000	7000
Technical Sales Support / Account Manager	BS Degree in Microbiology, Biochemistry or Pharmacology	2-5	Technical service and support of customers and account management. Implement strategy for product end use.	4000	6000
Sales Account Manager	BS Degree in Food Tech, Chemistry	5-6	Identify potential customers by building an internal and external network, market research and commercial contacts. Propose solutions to suit customers' requirements.	5000	7000
Regulatory Affairs Manager	BS Degree in Pharmacy/ Pharmacology. Registered with the Singapore Pharmacy Board	2-3	Handles the full spectrum of Pharmaceutical product registration services. Adhere to requirements of HSA and other regulatory bodies.	4000	5000
Regional Head QA - APAC, ME & Africa	Pharmacy, Biology or Chemistry degree	8-10	Develop QA organisation, increase QA and compliance awareness.	10000	15000
Regional Director - Global Regulatory Sciences	Ph.D or MD, Health Sciences	5-6	Implement regulatory strategies & file plans for development and life-cycle products.	10000	15000
Clinical Data Manager	Degree in Life Sciences, Pharmacy or Nursing	3-5	Data management activities related to clinical trials.	4500	6000

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Dairy End - Use Manager	Graduate in Food, Science and Tech.	5-6	Sales & marketing of dairy products.	8000	11000
Medical Relationship Manager	Degree in Science, Nursing or Medicine	3-4	Develop & manage a network of key opinion leaders.	5500	7000
Laboratory Manager	BS in Medical Tech., MT (ASCP) certification	5-6	Manage daily operations of the laboratory.	5000	7000
Medical Technologist	BS in Medical Tech.	2-3	Perform all manual & automated testing.	2300	3500
Research Officers	Degree in Chemistry	2-3	Synthesis of functional dyes and semi-conductors.	2500	3500
Nurses	Diploma in Nursing	2-3	Basic nursing duty in wards.	2500	4000
Medical Director	MBBS / MRCP	8-10	Oversee doctors and management.	15000	20000
Registrar (General Medicine)	MBBS	5-6	Patient Management	7000	11000
Specialist (Consultant)	MBBS sub specialty training	5-6	Patient Management & Consultation.	12000	25000
Cardiologist	MBBS, sub specialty training	5-6	Patient Management & Consultation.	25000	NA
Geriatrician	MBBS, sub specialty training	5-6	Patient Management & Consultation.	25000	NA
Ophthalmologist	MBBS, sub specialty training	5-6	Patient Management & Consultation.	30000	NA
Senior Consultant (Medical Doctor)	MBBS	5-6	Patient Management & Consultation.	25000	NA
Consultant (Medical Doctor)	MBBS	5-6	Patient Management & Consultation.	18500	NA
Staff Nurse	Diploma in Nursing, SRN.	2-3	Basic nursing duties in wards.	1920	3000
Product Manager	BS Degree in Life Sciences	4-8	Initiate and co-ordinate strong and creative marketing plans to achieve sales target of each product portfolio.	4500	6500
Regulatory Affairs and Quality Manager	BS Degree in Pharmacy registered with the Singapore Pharmacy Board	2-11	Analyse product quality issues, ensure effective counter-measures and preventive action as well as ensure in-process quality standards are in place.	4000	8000
Business Development Manager (Log)	Degree pref. in Pharmacy/ Healthcare/ Business	3-5	Plan & hunt for potential customers. Meet sales targets & quotas. Develop consulting service/ product according to market needs.	5000	7000
Product Specialist	BSc Degree	3-5	Identify customers by building an internal and external network, market research and commercial contacts.	4000	6500
Sales Manager	BSc Degree	5-12	Plan & manage business strategies. Meet sales targets & quotas. Develop consulting service/product according to market needs. Co-ordinate activities of sales team. Monitor budget achievement. Prepare forecasts.	5000	7000
Pharmacist	BS Degree in Pharmacy registered with the Singapore Pharmacy Board	1-3	Help the organisation to reduce industrial wastage. Ensure that products and services meet the specification and standards. Job duties include: Study product specification, inspection of materials used. Inspection of finished goods. Analyse quality assurance data, implement quality improvement procedures. Compile reports.	2800	4500
Medical Representative	BSc Degree	2-4	Identify customers by building an internal and external network, market research and commercial contacts.	2600	3200
Regulatory Pharmacist	BS Degree in Pharmacy registered with the Singapore Pharmacy Board	2-3	Handle the full spectrum of pharmaceutical product registration services. Adhere to requirements of HSA and other regulatory bodies.	3500	4200
Compound Pharmacist	BS Degree in Pharmacy registered with the Singapore Pharmacy Board	2-3	Handle the full spectrum of pharmaceutical product registration services. Adhere to requirements of HSA and other regulatory bodies.	3500	4200

Human Resources

Human Resources (HR) has increasingly played a more strategic and business partner role in organizations. With the changing markets, HR expertise on up-skill programs, training, career development, competitive compensation and benefits are some of the areas critical to many organizations today. With the deepening global recession, most employers have adopted a rather cautious and moderate approach to hiring. HR practitioners will need to keep themselves updated on evolving trends and innovative recruitment and retention strategies in a shrinking recruitment market. The hiring trend in Singapore's changing market has culminated in most organizations being more careful in selecting candidates. HR plays a pivotal role in identifying talents that will shape the organization's growth. Practitioners experienced in a full spectrum of HR capabilities are continually in demand despite the current economic downturn.

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Compensation & Benefits Specialist	Diploma / Degree	3-6	Design, plan & implement compensation and benefits for staff. Evaluate on effectiveness of schemes.	2500	5000
HR Assistant	'O' levels / Certificate	1-2	General HR admin duties. Maintenance of leave/medical records. Coordinate interviews.	1400	2000
HR Officer / Executive / Senior Executive	Diploma / Degree	3-6	Active screening & recruitment of staff. Coordinate recruitment ads. Ensure consistent benefits & compensation practice.	2400	3800
Training Executive / Senior Executive	Diploma / Degree	2-5	Conduct company training programmes. Knowledge of commonly used concepts, practices & procedures. Source for external trainers.	2300	4500
Assistant HR Manager	Diploma / Degree	5-6	Assist with HR Manager in implementing HR policies & procedures.	3800	5000
Training Manager	Degree	5-6	Design, plan & implement training programmes; policies & procedures; and career development programmes.	3500	6200
HR Manager	Diploma / Degree	6-10	Design, plan & implement HR policies & procedures. In-charge of recruitment, salary & staff benefits. Performance evaluation. Determine & enforce government regulations. Supervise team of HR executives.	5000	10000

HOT JOB IN HUMAN RESOURCES



Information Technology

Information technology is at the heart of Singapore and despite the downturn, projects such as Intelligent Nation 2015 (iN2015) in next-generation networks have been implemented to improve Singapore's IT competitiveness. Talent skilled in next-generation Web technologies, Internet and mobile content development are in demand as unified communication and enhancements to existing systems are still being carried out. Start-up and established firms will continue to battle for top IT talent. Contract and temporary positions have gained momentum and this is a trend which will continue throughout 2009 as employers prefer the flexibility of placing candidates with specific skills in special projects. A sizeable base of IT shared services and outsourcing companies continue to ensure a reasonable market for IT talents. Another facet of IT outsourcing that remains strong is software application development and support.

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Helpdesk Analyst	Diploma/ Degree	1-3	Remotely troubleshoot problems through e-mail/telephone by taking over the control of users' terminals via LAN/WAN connections. Plan, coordinate & support business processes, systems & end-users.	2500	3500
Analyst Programmer / Software Engineer	Diploma/ Degree	2-5	Design, code & test programmes to support application systems development plan.	3500	5000
Systems / Network Administrator	Degree	2-5	Administer & operate LAN & WAN networks, system management & hardware support.	3500	5500
Business / Systems Analyst	Degree	3-5	Perform systems feasibility studies, analysis & design. Translate business rules and requirements into system specifications. Work closely with Engineers & Technical Support to resolve customer issues. Provide technical application support to users.	4500	6500
Database Administrator	Degree	4-7	Responsible for administration & technical maintenance of the company's distributed database system.	5500	8000
Technical Consultant	Degree	3-6	Track problems & changes. Continuity of ownership & documentation of IT operational problems from occurrence to resolution, including post-resolution analysis. Provide solutions to IT-related service problems.	4000	7000
Software QA / Test Analyst	Degree	3-5	Testing, certifying and auditing software products.	3500	6000
Applications Consultant (Functional)	Degree	5-8	Provide functional or technical consulting on the implementation of software applications including ERP, CRM, SCM, PLM, etc. Must have relevant domain knowledge in order to map processes to applications and vice versa.	5500	10000
Systems Engineer (Windows)	Degree	3-6	Support enterprise systems. Experienced in windows platform (Active directory, exchange, virtualisation etc.)	4500	8000
Network Engineer	Degree	3-6	Configure, implement and support enterprise systems.	4500	8000
Data-warehousing Consultant	Degree	3-8	To develop data-mining techniques, database architecture & production support. Assist administrators and developers.	4500	8000
IT Manager	Degree	5-10	Oversee the smooth running of IT systems. Troubleshoot & assist the organisation in any IT matters or problems. Good knowledge of new IT developments in the required fields.	6500	9000
Project Manager	Degree	4	Plan, direct & execute project management activities for an area/division. Monitor progress against schedule & project budget. Allocate appropriate resources to deliver projects results. Interface between project delivery team and end-users.	6000	8500
Inside Sales Representative	Degree / Higher Diploma	3-5	To identify leads and generate sales using telephone and internet technologies.	3500	6000

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Pre-sales Consultant	Degree	3-5	Help in the sales of IT products or services by providing proof of concepts and demonstrations to customers, RFP participation and solution architecting.	5000	8000
Post-sales Consultant	Degree	3-5	Responsible for product implementation, ongoing technical support and maintenance. May be required to work onsite with customers and provide regular updates.	5000	8000
Account Manager/ Sales Manager	Degree	5	Able to build & grow sales for an IT product or services company over a given geography or industry vertical and exceed sales quotas. Identify, qualify & close sales opportunities through prospecting & cross marketing of IT products and services to existing & new customers.	5000	8000
Security Consultant	Degree	5-7	Technical consultant specialising in IT security technology. Conducts application and system security health-checks, risk assessment, identity & firewall management.	5000	8000
IT Auditor	Degree	5-7	Planning and executing of audits of information systems, platforms, operating procedures and fraud management.	5000	8000
Marketing Manager	Degree	5-7	Perform a combination of marketing functions such as channel or product marketing, strategy & business planning, advertising & promotions, lead generation, event management, integrated marketing communications, public relations & corporate communications, market analysis & reporting.	6500	9500
Solutions Architect	Degree	5-10	Provide pre and post sales support in an IT vendor environment by developing the technical architecture and design of systems or applications. Provide technical leadership and subject matter expertise in various stages of the sales and project delivery lifecycle.	6500	10000
Enterprise & Architect	Degree	7-12	Design IT systems setup.	8000	14000
Web Server Administrator	Degree	3-6	A good understanding of web-based application with strong Unix/Windows Operating Systems and scripting skills. Technical support of Web/Application servers such as Apache/ TomCat/ WebSphere/ Weblogic/ SunONE, etc.	3500	6000
Storage Consultant	Degree	3-7	Provide subject matter expertise and technical support on hardware/ software requirements of storage products including SAN, NAS, Backup and Recovery, Capacity planning / application sizing, Business Continuity and Disaster Recovery, Operating Systems Administration.	4500	8500
Regional Sales Director	Degree / MBA	7-10	Take charge of sales team and meet sales quota. Develop business model to drive sales.	15000	20000
Unit Sales Manager	Degree	7-8	Provide direction and support to a team of account managers to meet sales quota.	10000	13000
Channel / Alliances Sales Manager	Degree	7-8	Drive partnership relationships in order to achieve revenue targets. This will involve managing existing partners and also recruiting new ones.	10000	13000
Country Manager	Degree	8-12	Responsible for country business operations, development of strategic plans and profit & loss of business unit.	13000	18000

HOT JOB IN INFORMATION TECHNOLOGY

Logistics & Warehousing

Singapore posted a 19.8% year-on-year reduction in containers handled at its port terminals in February due to the slump in global trade. As most cargo operations have taken steps to mitigate the impact of falling freight demand, more companies are outsourcing logistics aimed at cost and time reduction and increased geographical coverage. With freight traffic declining, employers within this industry have been cautious in their hiring and recruitment opportunities remain scarce.

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Warehouse/ Store Assistant / Operations Assistant	'O' / 'N' levels	1-3	Basic warehouse operations. Receive, stock-take & packing duties.	1100	1700
Shipping Assistant	'O' levels / Certificate	1-3	Prepare shipping documentation. Knowledge of LC/BL. Ensure smooth delivery & handle customers' enquiries. Verification of freight invoices, cycle count, etc.	1300	2200
Warehouse Supervisor	'O' / 'N' levels	3-5	Manage warehouse operations. Receive, stock-take, pack. Ensure timely shipment.	1600	2500
Operations Executive	Diploma / Degree	2-3	Manage warehouse operations & ensure proper documentation. Plan cargo schedules. Inventory control/management and reconciliation of suppliers' invoices.	2300	3000
Shipping Supervisor	Diploma / Degree	4-5	Organise receiving & issuing of goods. Manage shipping operations & ensure proper documentation. Ensure quantity & quality of goods.	1800	2800
Warehouse Manager	Diploma / Degree	4-5	Plan for efficient storage & systematic retrieval. Manage all warehouse activities. Proper upkeeping of the store and warehouse. Identify reliable and cost efficient freight forwarders.	3500	6000
Distribution Manager	Degree	6-7	Manage ordering & distribution of goods. Ensure timely deliveries to maximise sales. Liaise with the forwarder on the timing of arrival of goods.	4500	6500

HOT JOB IN LOGISTICS & WAREHOUSING



Office Support

Organizations are seeking capable and well-rounded candidates who can handle receptionist, administration and basic accounting tasks. Employers also prefer those who can add value by multi-tasking across several functions.

While there has been some reduction in headcount and salaries, these exercises are more 'fat-trimming' than deep retrenchment exercises. Talent who can handle a diverse portfolio are viewed as valuable to the organization's growth.

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Mail Room Assistant	'N' / 'O' levels	1-2	Mail delivery & collection. Run simple errands.	1100	1500
Receptionist / Front Office Assistant	'N' / 'O' levels Certificate	1-3	Attend to customers. Attend to phone calls. Administrative duties.	1500	2000
Personal Driver	'N' / 'O' levels	2-3	Chauffeur high-ranking management or visitors. Run errands.	1500	2000
Administrative Assistant / Coordinator	'N' / 'O' levels Certificate	1-3	Sort & distribute mail. Prepare simple business correspondence & reports. Attend to telephone enquiries & visitors. Filing.	1300	2000
Secretary	PSC / Diploma	2-4	Schedule appointments, travel arrangements & attend to phone calls. Clerical work & administrative duties.	2200	3500
Executive Secretary	PSC / Diploma	3-5	Support senior management. Take minutes of meetings. Execute routine secretarial assignments.	3500	5000
Administration Officer / Manager	Degree / Diploma	4-6	Responsible for office administration & management, i.e. human resources, office lease, property facilities & records. Assign work to other clerical employees & ensure conformance to office policies.	3500	6000

HOT JOB IN OFFICE SUPPORT



Sales, Marketing & Advertising

Sales, Marketing & Advertising is essential in most, if not all, industries. With the global recession deepening, marketing and selling their goods and services has become a huge challenge for businesses. Organizations are placing more emphasis on branding and advertising to meet sales targets as consumers are more cautious in their spending. With the upcoming Integrated Resorts, more retail outlets at Changi Airport Terminal 3 and Singapore Government's emphasis on improving service levels and promoting Singapore as a retail hub, there is continued demand for talent in the Sales, Marketing & Advertising Industry. Candidates will need specific skills such as market research, creativity, product knowledge, and the ability to think 'out-of-the box' and produce results. Although employers continue to hire, expectations to meet targets are higher with more focus on revenue-generating performance. Lower base salaries with performance-based incentives and commission are being offered to talent within the sales division. Marketing and Advertising talents with the ability to differentiate their brands and create strong employer branding with limited budgets remain in demand in this changing market.

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Promoter / Retail Assistant	'O' / 'N' levels	1-2	Promote products in store or over the counter.	1400	1800
Sales Coordinator	'O' / 'N' levels	2-3	Coordinate client leads & customer sales. Process sales order.	1600	2300
Market Researcher	Diploma / Degree	2-4	Collect & analyse information to assist in marketing.	2000	2300
Customer Service Executive	Diploma / Degree	2-3	Attend to customer enquiries. Service existing customers and their needs. Visit customers when necessary.	2200	3000
Marketing Executive	Diploma / Degree	2-5	Marketing of new or existing products and services. Collate market trends for product development. Liaise with advertising agencies and suppliers. Production of marketing materials.	2500	4000
Marketing Manager	Higher Diploma / Degree	4-5	Actively plan and implement marketing initiatives. Ensure that all marketing plans are executed.	4200	7000
Brand / Product Manager	Higher Diploma / Degree	3-4	Conceptualise & execute activities for brand positioning. Determine product pricing. Maintain & direct product's image in the market.	3500	5000
Sales Executive	Diploma / Degree	1-3	Lead generation. Sell products & services. Prepare & submit proposals.	2000	3500
Advertising Manager	Diploma / Degree	4-5	Develop company's advertising strategy according to brand / product / corporate policies. Liaise with advertising agencies.	3500	5200
PR Executive	Degree	1-5	Assist the PR Manager in executing communication activities.	2200	3500
PR Manager	Degree	1-5	Plan & develop communication strategies. Promote complete information flow within the organisation & build positive media & public relations.	4500	6000
Sales Manager	Degree	5-7	Plan & develop communication strategies. Meet sales targets & quotas. Develop consulting service / product according to market needs. Coordinate activities of sales team. Monitor budget achievement. Prepare budget forecasts.	3500	7000

HOT JOB IN SALES, MARKETING & ADVERTISING



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