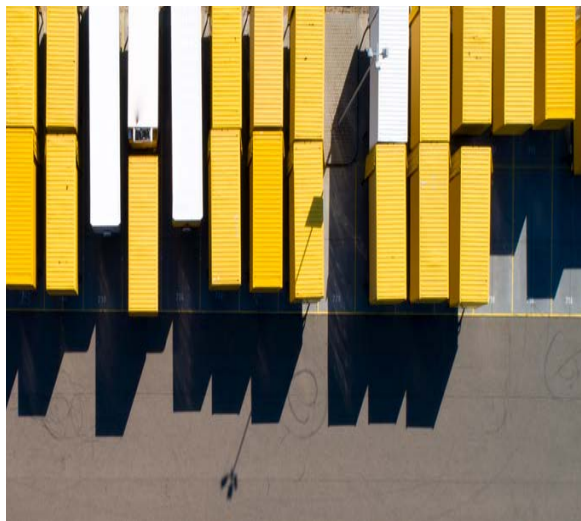


SINGAPORE
SALARY
GUIDE



2020

ABOUT KELLY SERVICES

Kelly Services Singapore is a holistic workforce solutions provider, working with Singapore's leading companies to recruit the finest talent available. Complementing our general staffing capability, Kelly also offers great expertise in the sourcing of specialised professionals across technical disciplines such as Engineering, Technology and Science, as well as functional specialties for Finance, HR, Sales & Marketing, Procurement and Banking.

ABOUT CAPITA

Founded in 2007, Capita is a recruitment expert and premium staffing provider for international companies in Singapore and across Asia. Encompassing permanent placements, contract and temporary staffing and payroll services across all industry sectors, Capita's highly personalised services ensure that clients find the right talent to meet their needs.

ABOUT PERSOL SINGAPORE

PERSOL Singapore, previously known as Intelligence Asia, is one of the fastest growing HR service providers in Singapore. PERSOL Singapore leverages on its strong database of Japanese and Japanese-speaking candidates to provide tailored workforce solutions primarily to Japanese companies in Singapore.

Kelly Services Singapore, Capita and PERSOL Singapore operate under the PERSOLKELLY company, a joint venture between PERSOL Holdings and Kelly Services, forming one of the largest HR Solutions companies in APAC with its headquarters in Singapore.

ABOUT SKILLSFUTURE SINGAPORE (SSG)

A statutory board under the Ministry of Education (MOE) that drives and coordinates the national SkillsFuture movement. The SkillsFuture movement supports the lifelong pursuit of skills mastery, to enable individuals to achieve their potential throughout life and to support Singapore's next phase of economic development.

CONTENTS



SALARIES

Methodology: Salary figures included in the 2020 Singapore Salary Guide are derived by combining the expert market knowledge of senior recruitment professionals within the Kelly, Capita and PERSOL Singapore network, as well as job placement data recorded on the Kelly, Capita and PERSOL Singapore database before COVID-19 was declared a pandemic by the World Health Organisation.

EXECUTIVE OVERVIEW

We are in Phase 2 of Singapore's economy reopening, post-Circuit Breaker period. Both Singapore and her workforce are now gradually recovering from the first wave of COVID-19.

When economic forecasts were announced for Singapore last year, 2020 was projected to be a challenging but modest growth year. The sudden turn of events led to the global economic disruption we see today.

Our tourism, hospitality and aviation sectors were among the first to bear the impact of COVID-19. The sharp drop in tourist arrivals was keenly felt, and once the Circuit Breaker started, ripple effects extended swiftly to retail, food, and transport industries, among others.

Although shoppers and diners are now out and about, normalcy has yet to return. Consumer

spending remains cautious as Singapore sinks into a deeper than expected recession and GDP is expected to contract between -4.0% to -7.0% this year.¹

Sectors that were anticipated to recover in 2020, such as wholesale and retail trade, are experiencing pullbacks in growth due to weaker global demand and supply chain disruptions. Construction, transportation and storage, accommodation and food services, arts, entertainment and recreation, continue to be affected as well.

There is no telling how long Singapore's economic recovery might take, but there are a few bright spots.

On the back of increased demand for medical goods, growth in biomedical manufacturing has surged, and will bolster the manufacturing sector in the months ahead. The resilient finance sector continues to expand, driven by healthy growth in banking and insurance. The information and communication sector too has shown resilience. Firms have kept up demand for IT and digital solutions – a trend we can expect to continue as more companies plan long-term or permanent shifts to remote work.

There are also heartening developments for jobseekers and employers in terms of government support.

[Cont'd on next page]

¹ Ministry of Trade and Industry

EXECUTIVE OVERVIEW

Through four budgets – Unity, Resilience, Solidarity, and most recently the Fortitude Budget – a sum of S\$92.9 billion has been set aside to fight COVID-19 and mitigate its economic impact.² An estimated 100,000 jobs and training opportunities will be created between now and 2021, across sectors including healthcare, early childhood education, transport, ICT and financial services.³ Wage support is available to affected workers, and enhanced support and relief measures are being rolled out for businesses.

It has been a difficult time for the Singapore workforce, so I am sure these support measures have been welcomed by many. Amid the economic slowdown, employees may be experiencing loss in income, furloughs, or unemployment. Some may be especially hard hit. To all who are facing employment challenges at this time, our thoughts and well wishes are with you, and we encourage you to reach out to us if you are in need of job search assistance.

During this period, we hope that our 2020 Singapore Salary Guide will be of help to both jobseekers and employers, in your career development and talent planning needs respectively. Together with SkillsFuture

Singapore, we have supplemented this guide with insights on in-demand skills that are crucial for the future economy.

The salary data provided in this guide was compiled based on actual transactions recorded in the databases of Kelly Services, Capita and PERSOL Singapore earlier this year, before COVID-19 was declared a pandemic by the World Health Organisation.

Hence, there may exist some differences given the currently evolving economic conditions.

However, to employers and HR leaders, we encourage you to use this guide as a roadmap for navigating the complexities of today's job market and workforce, and refresh your approach to talent attraction, retention, and development.

As your strategic recruitment partner, we are here to help you meet your future workforce needs. We will walk with you through



An estimated 100,000 jobs and training opportunities will be created between now and 2021, across sectors including healthcare, early childhood education, transport, ICT and financial services.

changes in our rapidly evolving manpower landscape, and connect you to the best talents for your organisation. We will get through this period together.

A handwritten signature in black ink, appearing to read 'Foo See Yang'.

Foo See Yang
Managing Director and Country Head,
Singapore

A MESSAGE FROM SKILLSFUTURE SINGAPORE

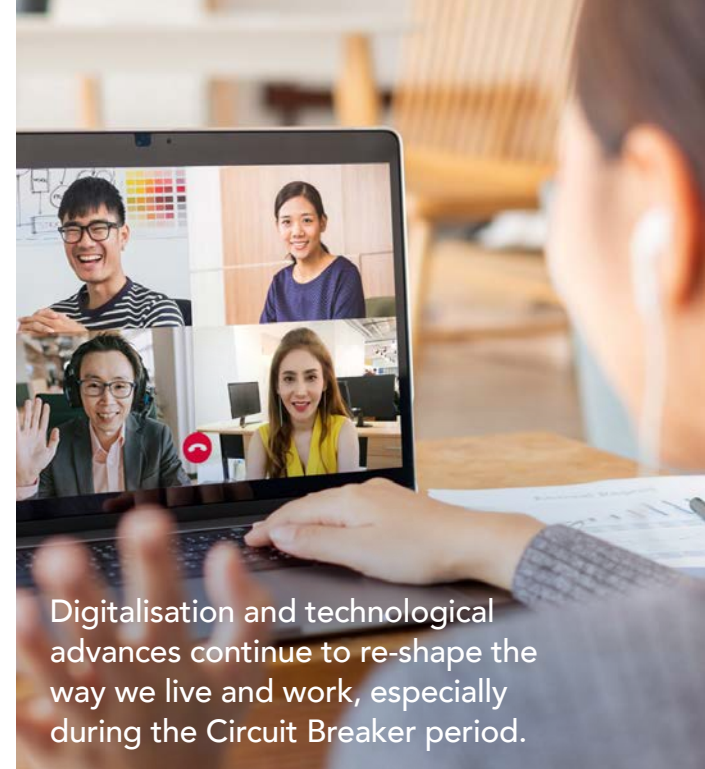
C OVID-19 has brought about a disruption to our economy. It was recently announced that Singapore has entered a technical recession, and the economic impact of COVID-19 may continue to worsen.

Digitalisation and technological advances continue to re-shape the way we live and work, especially during the Circuit Breaker period, when many were not able to work in settings which they were used to. More than ever, Singaporeans will have to be equipped with the relevant skill sets to tap on the opportunities in the future economy. Enterprises have started to bring forward their business transformation plans as they redefine their business models to remain competitive during this period. To do so, they will need to upskill and reskill their workforce.

During this difficult time, the government introduced the SGUnited Jobs and Skills Package which will support close to 100,000 jobseekers. Close to 20,000 jobseekers will be trained under the SGUnited Skills Programme (SGUS)¹, a key pillar of the package. They will acquire relevant industry-skills to enable

them to take on new job opportunities when the economy recovers. In addition to the SGUS, recent and new graduates can tap on the SGUnited Traineeships, and mid-career jobseekers can tap on the SGUnited Mid-Career Traineeships. In addition, the SGUnited Mid-Career Pathways Programme will provide traineeships and training programmes for mid-career jobseekers to gain meaningful industry-relevant experience as a step towards permanent jobs.

I hope this guide will provide jobseekers with insights into the jobs and skills in demand, as well as emerging skills for key sectors. SSG has more than 30 Skills Frameworks² for various sectors, such as Accountancy, Engineering Services and Infocomm Technology. Professionals in these sectors can refer to the Skills Frameworks to chart their training and career journey by referencing to the Career Pathways and Skills Maps. Enterprises can also tap on the frameworks to upgrade their workforce with the resources available, such as customisable HR templates and instructional videos on how the frameworks can benefit enterprises.



Digitalisation and technological advances continue to re-shape the way we live and work, especially during the Circuit Breaker period.

Whether you are a jobseeker, an employee or a self-employed individual, I hope that you will continue to upskill as you chart your career path. I believe Singaporeans will emerge stronger from the current crisis and take on the new opportunities in the post-COVID-19 world.

Gog Soon Joo

Chief Skills Officer, SkillsFuture Singapore

¹ For more information on the SGUnited Skills Programme, please visit <http://www.skillsfuture.sg/sgunitedskills>

² For more information on Skills Framework, please visit <https://www.skillsfuture.sg/skills-framework>

SINGAPORE LABOUR MARKET OUTLOOK

By the first quarter of 2020, the economic fallout from COVID-19 had spilled into the labour market. Initial forecasts for employment were upbeat in 2020, but by then, the labour market had begun to feel the outbreak's early effects.

As of Q1, Singapore's unemployment rate has climbed to its highest in a decade, with total employment reaching its sharpest quarterly decline on record.¹

While there has not been a huge increase in retrenchments, more employers have made temporary adjustments to manpower, such as by placing staff on no-pay leave or cutting their hours. Significantly more employees were placed on short work weeks or temporary layoffs. Workers' average paid hours has also decreased.

Our movement into Phase 2 of Singapore's reopening may offer some relief to businesses, particularly those in retail and F&B, but it should be noted that the full impact of COVID-19 has not been felt yet.

As firms brace for a deeper recession and worsening business conditions, hiring may slow considerably. Many firms are relooking their hiring plans for the year and have put a hold on additional headcount. Declining revenue and logistical difficulties are also hindering hiring processes and relocation plans.

The number of unemployed residents in Singapore could potentially rise to more than 100,000 this year, up from 73,000 last year.² This exceeds the record of 91,000 unemployed residents during the 2003 SARS epidemic. Those who are able to retain their jobs may also suffer under-employment and significant income loss.

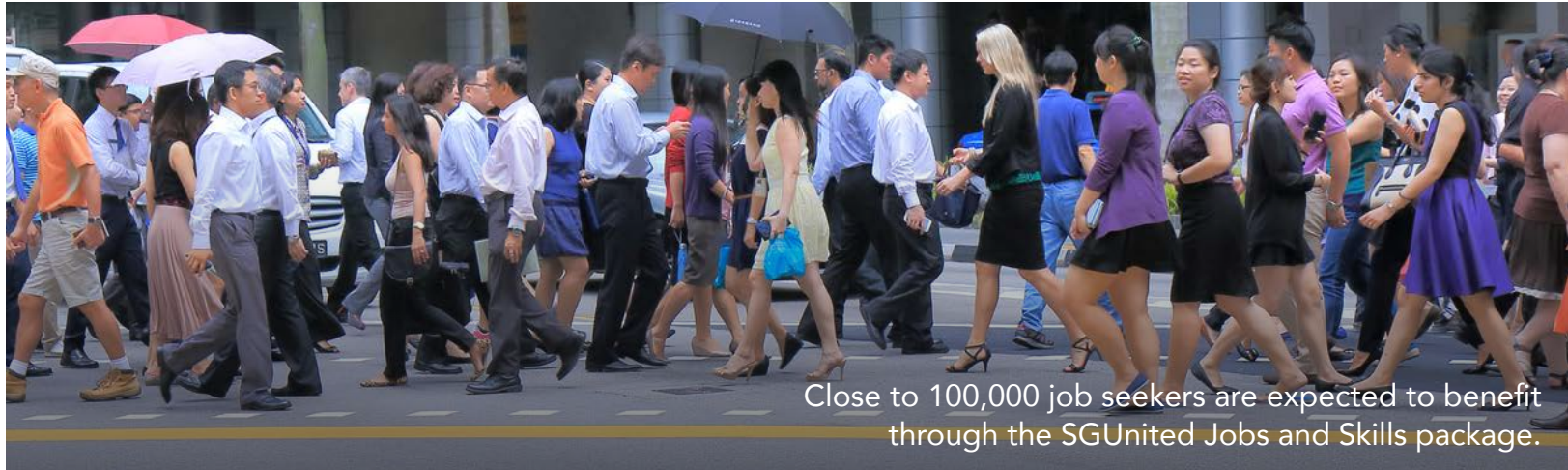
Singapore's workers may face immense challenges this year, but a slew of measures from Singapore's authorities, in concert with the private sector, is expected to alleviate pressures.

[Cont'd on next page]



^{1,2} Ministry of Manpower

SINGAPORE LABOUR MARKET OUTLOOK



Close to 100,000 job seekers are expected to benefit through the SGUnited Jobs and Skills package.

A significant push will be given to support three groups: retrenched and mid-career workers; fresh graduates from the Institute of Technical Education, polytechnics and universities; and self-employed individuals.

Among other funding schemes, the government currently provides wage support to employers through the Jobs Support Scheme, and training and salary support to help jobseekers reskill and take on new jobs.

The new National Jobs Council aims to grow jobs and training opportunities on an

unprecedented scale. Through the SGUnited Jobs and Skills package, close to 100,000 job seekers are expected to benefit through new vacancies, traineeships and skills training over the next 12 months.³

Amidst a weaker job market, fresh and recent graduates can look forward to various opportunities available in the form of increased public sector roles and the SGUnited Traineeships Programme, the latter of which aims to provide up to 21,000 traineeship opportunities that help enable trainees to gain industry experience and

build professional networks while receiving a training allowance.⁴

Mid-career individuals can also benefit from the traineeship programme, along with enhanced hiring incentives and salary support offered to their employers.

These robust support measures signal the government's priorities clearly: saving Singaporeans' jobs, or helping them find new ones, ensuring that Singapore's workforce is well-equipped through the uncertainties ahead, and new opportunities beyond the pandemic.

^{3,4} Workforce Singapore

SALARIES BY FUNCTIONS

Accounting

Customer Service

Human Resources

Office Support

Procurement, Supply Chain & Logistics

Sales & Marketing

ACCOUNTING



While digitalisation has extended its reach into most areas of the economy, the accounting and tax sector has yet to embrace it wholly, let alone reap its full benefits.

Singapore has outdone countries in the region in areas such as international financial reporting standards, but lags behind in others. For example, although electronic invoicing helps combat tax evasion, it is not compulsory in Singapore yet.

However, we can expect the pace of digitisation to pick up as more companies embrace and adopt disruptive technology. The new “ABC” – artificial intelligence, blockchain, and cloud computing – driven by data will have significant impact on the methods, tools and processes used in accountancy. Accordingly, professionals must deepen their understanding of these new areas, and learn how to anticipate and respond to them through a heightened understanding of data analytics.

The use of automation and other technology applications is becoming more common in

companies’ drive for efficiency. With firms expected to adopt technologies at a faster pace, accounting and finance professionals must adapt and upskill to stay ahead of the curve. Critical skill sets that professionals should sharpen include data mining, extraction and faster interpretation of big data. They can also consider picking up programming languages for statistical analysis or big data analytics to gain an edge.

Beyond hard skills, there are other ways accountants and bookkeepers can stay relevant, and even thrive in the face of new technologies.

[Cont’d on next page]

ACCOUNTING

For one, accountants will need to employ more strategic thinking to help businesses innovate and manage new disruptive technology. Just last year, a new Professional Conversion Programme was introduced to support accounting professionals in making mid-career transition to become Management Accountants.¹ An increasingly sought-after position, Financial Analysts are essential in supplying financial and decision-making information in the formulation of business strategies.



HOT JOBS FOR 2020

Accountant/ Assistant Accountant

Accounts Assistant

Accounts Payable Executive

Accounts Payable Officer/ Assistant

Senior Accountant

Finance Assistant

Financial Analyst/ Senior Financial Analyst

**Senior Manager/
Manager, Financial Planning & Analysis**



HOT SKILLS*

Accounting

Budgeting

SAP

Financial Reporting

Finance

Business Innovation






Data Analytics

Disruption Management




Technology Adoption and Innovation

¹ Workforce Singapore | *Commonly-demanded skills by employers, and emerging skills, as identified by SSG

Salary Range (per month)
Unit: SGD

		QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
ACCOUNTING					
Accountant/ Assistant Accountant		Diploma/ Degree	1-3	2,600	4,300
Accounts Assistant		'N'/'O' Levels/ Diploma	1-3	2,100	4,000
Accounts Payable Executive		Diploma/ Degree	1-4	2,500	4,200
Accounts Payable Officer/ Assistant		'N'/'O' Levels/ Diploma	1-3	2,500	4,200
Accounts Receivable Executive		Diploma/ Degree	1-4	2,500	4,200
Accounts Receivable Officer		'N'/'O' Levels/ Diploma	1-3	2,500	4,200
Senior Accountant		Degree	3-6	5,000	8,000
Senior Accounts Executive/ Accounts Executive		Diploma/ Degree	1-4	2,500	5,000
Senior Accounts Manager/ Accounts Manager		Degree	3-5	4,300	7,400
Senior Accounts Officer/ Accounts Officer		Diploma/ Degree	1-4	2,500	4,200

FINANCE

Chief Financial Officer		Degree/ Master	>15	20,000	26,000
Finance Assistant		Diploma	1-3	2,200	3,400
Finance Controller		Degree	10-15	9,000	18,000
Finance Director		Degree	>15	15,000	20,000
Finance Executive/ Senior Finance Executive		Degree	2-5	2,800	5,800
Finance Manager/ Assistant Finance Manager		Degree	5-8	6,000	10,000
Financial Analyst/ Senior Financial Analyst		Degree	3-7	4,500	7,000
Regional Finance Manager		Degree	5-8	6,500	12,700
Senior Manager/ Manager, Financial Planning & Analysis		Degree	7-12	7,500	12,000

Salary Range (per month)
Unit: SGD

	QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
INTERNAL AUDIT				
Audit Manager	Degree	5-8	8,000	12,000
Auditor	Degree	3-6	4,500	7,000
TAXATION				
Tax Associate	Degree	4-8	4,700	6,000
Tax Manager	Degree	8-12	7,000	10,000
Tax Director	Degree	>15	15,000	19,500
TREASURY				
Senior Manager/ Manager Treasury	Degree	5-8	8,500	14,000
Treasury Analyst/ Senior Treasury Analyst	Degree	3-6	5,000	8,000
Treasury Executive/ Assistant	Diploma/ Degree	2-5	3,600	4,800
Treasury Coordinator	Diploma/ Degree	1-3	2,400	3,000

CUSTOMER SERVICE



Customer service excellence is rising across eight service sectors in Singapore, increasing significantly for the third consecutive year in 2019. In particular, the food and beverage (F&B), tourism, and air transport sectors have made the most gains.

Although these findings indicate that industry efforts to elevate service levels have been effective, companies cannot rest on their laurels; standards continue to evolve in today's increasingly competitive and fast-changing business environment.

This year, to cushion the impact of the COVID-19 outbreak on services sectors including tourism, F&B and retail, redeployment programmes will aid employers in retaining and re-skilling workers.¹

More companies are also embarking on initiatives that improve product offerings in addition to customer experience, especially in banking and telecommunications. Customers have an abundance of options to choose from today, which also raises customer expectations and reduces customer loyalty, making it

imperative for companies to start raising service standards or risk losing out.

Within Southeast Asia, Singapore excels in delivering omni-channel customer service, especially in the retail, travel, and financial services, but falls behind on a global level.

Companies can leverage open, digital platforms to close the gap and more easily manage customer data across all customer touchpoints. By using technologies such as AI, companies

[Cont'd on next page]

¹ Singapore Budget 2020

CUSTOMER SERVICE



can benefit from reduced man hours and resolve customer issues more quickly. Further developments in machine intelligence may create AI that is more empathic, cognitive and affective, enabling AI assistants to respond and connect better with customers.

Such technologies may free workers' time from manual and time-consuming tasks, but they are ultimately no substitute for the human touch. Even with new technologies becoming incredibly sophisticated, human interaction remains the core of customer service.

The combination of technology and skilled customer service professionals will instead lead to new and enhanced jobs being created. Companies should strive to offer services that are human-centric, but empowered by modern technology.

With the onslaught of disruptive technologies, customer services professionals will gain an edge by honing skill sets such as Change Management, Customer Experience Management, Data Analytics and Internet of Things Management.



HOT JOBS FOR 2020

Customer Care Consultant

Customer Service Assistant/ Officer

Telesales Officer



HOT SKILLS*

Customer Service

Customer Contact

Administrative Support

Data Entry

Administrative Functions

Change Management

Customer Experience Management




Data Analytics

Internet of Things Management

Service Innovation

*Commonly-demanded skills by employers, and emerging skills, as identified by SSG

CUSTOMER SERVICE

				Salary Range (per month) Unit: SGD	
		QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
Call Centre Team Manager		Degree	3-5	4,100	6,800
Concierge/ Helpdesk Officer		'N'/'O' Levels/ Diploma	1-2	1,800	2,900
Customer Care Consultant		Diploma	1-5	2,200	3,600
Customer Care Consultant (Foreign Speaking)		Diploma	1-5	2,800	4,600
Customer Service Assistant/ Officer		'N'/'O' Levels/ Diploma	1-3	1,800	3,300
Senior Customer Service Executive / Customer Service Executive		'N'/'O' Levels/ Diploma	1-3	2,500	3,900
Customer Service Manager		Degree	3-5	4,100	6,200
Customer Service Officer (Foreign Speaking)		Diploma	1-3	2,800	3,800
Guest Relation Officer		'N'/'O' Levels/ Diploma	1-2	1,800	3,300
Head of Contact Centre		Degree	>5	5,500	6,800
Telesales Executive		'N'/'O' Levels/ Diploma	1-3	1,900	2,300
Telesales Officer		'N'/'O' Levels/ Diploma	1-3	1,800	2,300

HUMAN RESOURCES



Human Resources (HR) is increasingly seen as a critical partner to business, playing a vital role in driving workforce development and transformation for business success.

This year, the HR function has taken on a far more visible role in helping businesses cope with rapidly evolving organisational demands, such as overseeing remote working arrangements, managing layoffs, and developing return-to-work plans.

Since the start of Circuit Breaker in April, businesses in Singapore have been in the midst of their largest ever work-from-home

trial. Business continuity planning has become a priority for HR professionals, who have to work in increasingly close collaboration with business, communications and other functions to minimise risks and disruptions throughout the current epidemic, and the subsequent economic recovery period ahead.

Employers and HR leaders have had to make difficult decisions, placing employees on shorter work hours or furloughs, and letting staff go. Government support in the form of wage subsidies and Employer Reliefs may alleviate the situation, but more tough calls will have to be made as the economic situation worsens.

While further retrenchments and wage reductions may be inevitable, HR professionals must work closely with employers to manage layoffs with great empathy and compassion. This includes ensuring fair retrenchment packages for staff who have been let go, and where possible, supporting retrenched employees in their search for new jobs.

COVID-19 has also sparked a seismic shift in our mindsets towards working from home. Previously, most employers viewed remote working as a distant possibility, and employees, as a welcome perk enjoyed once a week or so. COVID-19 has accelerated this digital transition; work from home has become the “new normal”, forcing organisations to accelerate their adoption of new technologies and solutions to enable remote employees.

Even after the pandemic, 9 in 10 Singapore employees would like to continue working from home in some capacity.¹ As remote work becomes a permanent possibility for many companies, Organisational Culture Development will increasingly come into focus. HR must adapt organisational environments, office cultures and practices to meet these changing

[Cont'd on next page]

¹ Straits Times

HUMAN RESOURCES



employee demands, while empowering employees to achieve their best work outcomes.

It is timely then, that HR technology solutions are also becoming more accessible and affordable. In Singapore alone, an estimated 200 HR tech firms have received US\$1.4 billion in private funding.² These technology solutions can help HR professionals level up their capabilities through providing real-time analytics, supporting data-driven decisions, and more. Given that technology will be a key enabler of a remote work future, HR professionals must deepen their understanding of Technology Integration, Analytics and Insights, to build an engaged and productive workforce.

In the digital economy, new skills are necessary to succeed at work. The HR department's support is crucial in the drive to upskill and reskill employees, and in helping employees achieve better results in skills acquisition and mastery.

Business and HR leaders should be equal partners in the workforce transformation journey. Their joint efforts, be it through redesigning jobs for a digital or remote future, facilitating career transitions or bridging skills gaps, will empower employees to excel in new and exciting growth areas and drive future business success.



HOT JOBS FOR 2020

HR Business Partner

HR Generalist/ Specialist

Regional HR Manager

Talent Acquisition Lead



HOT SKILLS*

Talent Acquisition

Stakeholder Management

Onboarding

Employer Branding




Internal Mobility

Organisational Culture Development

Organisational Strategy Development

Skills Framework Adoption

² Ministry of Manpower | *Commonly-demanded skills by employers, and emerging skills, as identified by SSG

			Salary Range (per month) Unit: SGD	
			MIN	MAX
QUALIFICATIONS	EXPERIENCE (YEARS)			
COMPENSATION & BENEFITS				
C&B Manager/ Assistant Manager	Degree	5-8	6,700	9,000
C&B Senior Executive / Executive	Diploma/ Degree	1-4	2,700	4,200
Recognition Program Specialist	Diploma/ Degree	2-5	2,900	4,000
HUMAN RESOURCES				
HR Assistant/ Officer	Diploma/ Degree	1-4	2,300	3,300
HR Associate	Diploma/ Degree	2-5	3,100	4,300
HR Business Partner 	Degree	3-7	4,300	11,500
HR Director/ Assistant Director	Degree/ Master	>10	8,000	15,000
HR Generalist/ Specialist 	Diploma/ Degree	2-5	2,700	5,500
HR Manager/ Assistant Manager	Diploma/ Degree	3-7	4,100	8,500
HR Senior Executive/ Executive	Diploma/ Degree	1-4	2,500	5,200
Regional HR Director	Degree	>10	10,000	18,000
Regional HR Manager 	Degree	5-10	6,500	10,000
Senior Employee Relations Consultant	Degree	5-10	8,500	11,000


Salary Range (per month)
Unit: SGD

QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
----------------	--------------------	-----	-----

TRAINING & DEVELOPMENT

Manager/ Assistant Manager, Learning & Development	Degree	4-7	4,800	7,800
Learning & Development Senior Executive/ Executive	Diploma/ Degree	3-5	3,700	5,500
Learning & Development Administrator	Diploma/ Degree	1-2	2,500	3,250
Training Coordinator	Diploma/ Degree	2-3	2,800	3,500
Training Manager/ Assistant Manager	Degree	3-7	3,800	6,600

TALENT ACQUISITION/RECRUITMENT

Recruiter/ Senior Recruiter	Diploma/ Degree	2-10	3,500	8,800
Recruitment Executive	Diploma/ Degree	1-4	2,800	4,000
Specialist (Recruitment & Engagement)	Diploma/ Degree	2-4	3,500	4,800
Talent Acquisition Lead 	Diploma/ Degree	3-5	4,300	7,500
Manager, Talent Acquisition	Degree	3-5	4,500	8,000
Trainer	Degree	3-5	3,200	6,000

OFFICE SUPPORT



Office support professionals are often the unsung heroes of companies across all industries. While sometimes overlooked, office support staff form the backbone of any company's operations; they are indispensable in keeping the office running efficiently and smoothly, and support a variety of business functions.

Professionals in administrative positions are routinely called upon to manage many moving parts and deal with challenging situations at the same time. Often, they even go above and beyond the call of duty to perform tasks.

Today, they are also expected to operate a range of new technological tools. As these become increasingly integrated in office environments, professionals may be expected to adopt more technologies and adapt to new ways of working.

We foresee hybrid office support roles – where professionals may take on additional functions outside of an administrative scope – to continue to be a key trend for 2020. With digitisation and data adoption progressing and scaling quickly, there will be growing demand for office support professionals with data skill sets, such as data

mining and modelling, or research data analysis, to support data functions.

Given the broad variety of tasks that office support professionals are expected to deliver on, those that can contribute to process improvement and optimisation, as well as productivity improvement, will be highly valued assets to any organisation.

Furthermore, their support in implementing business continuity plans will be invaluable to ensure that operations continue to run smoothly during the COVID-19 outbreak.

OFFICE SUPPORT



HOT JOBS FOR 2020

Executive Secretary/ PA



HOT SKILLS*

Secretarial Skills

Administrative Support

Travel Arrangements

Appointment Setting

Scheduling

Data Mining and Modelling


Research Data Analysis

Technology Adoption and Innovation

Technology Integration

*Commonly-demanded skills by employers, and emerging skills, as identified by SSG

OFFICE SUPPORT

			Salary Range (per month) Unit: SGD	
	QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
Admin Executive (Foreign Speaking)	Diploma	1-3	2,200	4,500
Administrative Assistant/ Coordinator	'N'/'O' Levels	1-5	1,700	4,300
Administrative Executive	Diploma	1-3	1,900	2,500
Business Coordinator	Diploma/ Degree	1-4	2,200	3,400
Data Entry	'N'/'O' Levels	1-3	1,500	2,200
Driver	'N'/'O' Levels	1-5	1,800	4,000
Executive Secretary/ PA 	'N'/'O' Levels/ Diploma	3-7	1,900	6,300
Facilities Coordinator/ Executive	Diploma/ Degree	1-5	2,800	4,500
Librarian	'N'/'O' Levels	1-5	2,500	4,500
Mailroom Officer	'N'/'O' Levels	1-5	1,400	2,500
Office Administrator/ Assistant	'N'/'O' Levels/ Diploma	1-5	2,200	4,400
Office Manager	Diploma/ Degree	3-8	4,000	8,800
Receptionist	'N'/'O' Levels	1-5	2,000	4,400
Secretary	'N'/'O' Levels/ Diploma	1-5	2,600	5,800
Lease Administration Executive	'N'/'O' Levels/ Diploma	1-3	2,400	3,200
Personal Driver	'N'/'O' Levels/ Diploma	1-3	2,600	4,000

PROCUREMENT, SUPPLY CHAIN & LOGISTICS



Global megatrends and developments are changing the face of the supply chain and logistics industries.

The spread of COVID-19 has had far-reaching implications for global supply chains, especially for businesses that are heavily dependent on exports. Businesses can only hope for the global outbreak to stabilise soon for a return to normal activity.

In the aftermath of the outbreak, we expect businesses to look closely at diversifying their supply chains to build resilience against future shocks of similar scale.

Emerging new trade opportunities in the region, the rise of digitalisation and the Fourth Industrial Revolution are among other trends making significant impact on Singapore's supply chain and logistics sectors, which must transform and adapt to these changes. Already a leading

logistics hub, the country was ranked the world's busiest transshipment port, second busiest port in total cargo tonnage handled, and 12th busiest airport by cargo traffic in 2018.¹

With the rapid rise of e-commerce in recent years, Singapore has also become a prime location for e-commerce players looking to gain a foothold in the region, resulting in positive spillover effects on the 3PL and logistics sector.

[Cont'd on next page]

¹ The World Bank

PROCUREMENT, SUPPLY CHAIN & LOGISTICS

The e-commerce market is poised to grow to US\$9.5 billion this year, in the wake of COVID-19.² New opportunities will surely present themselves, such as the burgeoning e-commerce demand for business to consumer retail purchase deliveries.

Although this development bodes well, there are concerns surrounding fragmentation within the industry, which is heavily dominated by traditional players, and the continued dearth of manpower. For the country to maintain its edge as a leading logistics hub, transformation is a necessity, as is the upgrading of skills and technology.

Technology adoption is progressing noticeably slower than other sectors. However, logistics companies in Singapore are making active efforts with manpower development and digitalisation, harnessing a range of technologies including automation, digital platforms, data analytics and machine learning. They are also providing on-the-job training and learning opportunities, and nurturing young talent through the SkillsFuture Work-Study Programme.³

A new wave of digitally savvy leaders – second and third generation business owners – have also emerged and are spearheading the adoption of technology in their companies. More of such transformation efforts can certainly be expected.

Professionals that possess emerging technology skill sets, such as Autonomous Logistics Design and Application, Technology Application, as well as Technology Infrastructure Management and Integration will be in high demand in the coming years.

The future of logistics lies with successful digitalisation and manpower development. Ultimately, it will take a major push for productivity, and the upskilling and retraining of workers, to ensure growth in a manpower-lean industry.



HOT JOBS FOR 2020

Logistics Assistant/ Coordinator

Documentation Coordinator

Senior Supply Chain Executive/ Executive



HOT SKILLS*

Logistics

Forklift Operation

SAP



Supply Chain Knowledge

Administrative Support


Autonomous Logistics Design and Application

Technology Application

Technology Infrastructure Management and Integration

				Salary Range (per month) Unit: SGD	
		QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
LOGISTICS/ WAREHOUSE					
Director/ Assistant Director, Logistics		Degree	10-16	11,000	18,000
Forklift Driver		'N'/ 'O' Levels	1-5	1,350	2,300
Logistics Assistant/ Coordinator		Diploma	1-3	1,400	3,000
Manager/ Assistant Manager, Logistics		Degree	5-8	4,600	8,000
Packer		'N'/ 'O' Levels	1-5	1,000	1,500
Senior Logistics Executive/ Executive		A' Levels/ Diploma/ Degree	1-5	2,100	4,900
Store Manager		Diploma	2-5	3,000	4,000
Store Specialist/ Associate		'N'/ 'O' Levels	1-2	2,000	2,500
Storekeeper		'N'/ 'O' Levels	1-3	1,600	2,600
Warehouse Assistant		'N'/ 'O' Levels	1-2	1,300	2,300
Warehouse Manager		Diploma/ Degree	3-8	3,000	6,000
Warehouse Officer		Diploma	2-3	1,900	2,200
Warehouse Supervisor		Diploma/ Degree	3-5	2,600	4,500
OPERATIONS/ SHIPPING					
Documentation Coordinator		'N'/ 'O' Levels	2-5	2,200	3,800
Fleet Management Specialist		'N'/'O' Levels/ Diploma	2-5	3,000	3,500
Operations Assistant/ Officer		'N'/'O' Levels/ Diploma	1-3	2,400	3,600
Operations Manager		Degree	3-7	5,000	8,000
Senior Operations Executive/ Executive		Diploma	3-5	3,100	5,500
Shipping Administrator/ Coordinator		'N'/'O' Levels/ Diploma	1-3	2,500	3,400

PROCUREMENT, SUPPLY CHAIN & LOGISTICS

			Salary Range (per month) Unit: SGD	
	QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
PROCUREMENT/ PURCHASING				
Export Executive	Diploma	1-4	2,100	3,600
Junior/ Assistant Buyer	Diploma/ Degree	1-3	2,300	3,200
Senior Purchasing Executive/ Executive	Diploma/ Degree	3-5	2,600	4,400
Procurement Executive	Diploma/ Degree	2-5	2,800	4,200
Procurement Manager	Degree	6-8	4,500	6,000
Export Manager/ Assistant Manager	Diploma/ Degree	3-5	4,300	5,600
Senior Buyer/ Buyer	Diploma/ Degree	4-6	4,400	6,500
SUPPLY CHAIN				
Customer Service Officer/ Representative	'N'/'O' Levels/ Diploma	1-3	1,800	3,300
Order Entry Support/ Analyst	'N'/'O' Levels/ Diploma	1-3	2,400	2,900
Planner	Diploma/ Degree	3-5	3,700	5,800
Quality Assurance Inspector	'N'/'O' Levels/ Diploma	1-3	2,000	3,500
Senior Supply Chain Executive/ Executive 	Diploma/ Degree	1-5	2,200	4,600
Specialist Manufacturing	Degree	2-5	3,500	4,500
Supply Chain Coordinator	Diploma	1-3	2,300	3,200
Supply Chain Manager/ Assistant Manager	Diploma/ Degree	5-10	5,000	8,500

SALES & MARKETING



Given the fast-changing nature of the digital and social media landscape, new developments, platforms and trends are always emerging. Some of these have the potential to dramatically change the game.

For example, Google's announcement of its plans to phase out third-party cookies in two years will shake up the digital marketing and advertising industries. The move has industry-wide implications, rendering many marketing tools redundant, and compelling industry professionals to reshape their strategies, innovate and find new ways forward.

In the social media sphere, new platforms such as TikTok are on the rise and cultivating a new breed of "Generation Z" content creators. The popularity of influencer marketing also shows no signs of abating, in spite of recent survey findings that 47% of social media influencers in Singapore are involved in fraud.¹ In fact, Singapore's YouTube influencers have built thriving businesses that generate million-dollar revenues.

Expectations will weigh on marketing professionals to craft effective influencer marketing strategies, utilising the right

platforms, to achieve measurable outcomes. With COVID-19 dampening tourism spending, along with domestic consumer spending, marketers will also be pressed to come up with new and innovative strategies to boost sales.

Singapore is enjoying strong e-commerce growth with total online spend increasing by more than 20% each year,² and e-commerce players will only stand to gain from regional developments, such as the explosive growth of mobile markets across Southeast Asia.

[Cont'd on next page]

SALES & MARKETING



Even as companies venture into e-commerce, they have not stopped looking offline to drive online sales. Customer interactions today take place in both brick-and-mortar stores and on online platforms, converting offline customers into online shoppers and vice versa. It has become all the more important for brands to embrace omnichannel marketing and ensure a more integrated customer experience across multiple channels.

Marketing professionals will be increasingly expected to hone specialised competencies in Social Media Management, Digital Marketing, and E-Commerce Campaign Management to thrive in digital and integrated environments.

More importantly, with the marketing landscape in a constant flux of change, professionals must take a pro-active approach to consistently refresh their digital knowledge and sharpen their competencies.



HOT JOBS FOR 2020

Campaign Manager

Digital Marketing Executive

Digital Marketing Manager

Digital Marketing Specialist

Account Manager



HOT SKILLS*

Sales

Digital Marketing

Marketing

Account Management

Customer Service

Data Analytics

Data Management

Delivery Optimisation

E-Commerce Campaign Management





Social Media Management

*Commonly-demanded skills by employers, and emerging skills, as identified by SSG

Salary Range (per month)
Unit: SGD

	QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
CREATIVE				
CAD Designer	Diploma/ Degree	2-5	3,500	5,000
Creative Director	Degree	6-9	9,000	12,000
Creative Manager	Degree	4-7	6,000	9,200
Graphics Designer	Diploma/ Degree	2-5	2,450	5,200
Senior Design Consultant	Diploma/ Degree	4-6	4,200	6,100
UX Designer	Diploma/ Degree	2-5	4,000	5,000
Web Designer	Diploma/ Degree	1-5	2,300	4,000
EVENTS				
Conference Manager	Degree	5-8	6,000	8,000
Events Executive	Diploma/ Degree	1-3	2,100	2,600
Events Manager	Degree	3-6	3,000	4,400

Salary Range (per month)
Unit: SGD


		QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
MARKETING					
Brand Executive		Diploma/ Degree	1-3	2,700	4,400
Brand Manager/ Assistant Manager		Degree	5-7	4,500	6,200
Campaign Manager		Degree	4-6	3,800	6,200
Digital Marketing Executive		Degree	1-5	2,800	4,700
Digital Marketing Manager		Degree	3-7	6,000	11,000
Digital Marketing Specialist		Degree	3-5	4,500	6,000
Market Data Analyst		Diploma/ Degree	3-6	3,300	5,700
Market Research Associate		Degree	2-5	2,500	4,600
Market Research Manager		Degree	5-9	6,000	8,300
Marketing Assistant/ Coordinator/ Officer		Diploma	1-3	1,900	2,800
Marketing Manager/ Assistant Manager		Diploma/ Degree	4-6	4,000	6,000
Regional Marketing Director		Degree/ Masters	>10	13,000	18,000
Regional Marketing Executive		Degree	4-5	3,800	5,000
Regional Marketing Manager		Degree	6-10	8,300	10,000
SEM Strategist		Degree	3-5	3,500	5,000
Senior Marketing Executive/ Executive		Diploma/ Degree	1-7	2,300	6,700
Senior Marketing Manager		Diploma/ Degree	5-7	6,100	8,500

SALES & MARKETING

Salary Range (per month)
Unit: SGD

	QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
PROJECT MANAGEMENT				
Project Administrator	Diploma/ Degree	1-2	2,000	2,500
Project Manager/ Assistant Manager	Degree	3-5	4,000	7,300
Project Specialist	Diploma/ Degree	2-4	2,800	5,000
PUBLIC RELATIONS & COMMUNICATIONS				
Communications Specialist	Degree	3-5	3,500	4,800
Copywriter	Diploma/ Degree	3-5	3,500	4,500
Corporate Communications Manager/ Assistant Manager	Degree	3-5	5,000	6,000
Corporate Communications Senior Executive/ Executive	Diploma/ Degree	1-3	2,500	4,800
Director of Corporate Communications	Degree/ Masters	>10	11,000	16,000
Manager/ Assistant Manager, Communications & Engagement	Degree	4-7	4,500	6,800
Public Relations Manager/ Assistant Manager	Degree	3-5	4,800	7,000
Public Relations Senior Executive/ Executive	Diploma/ Degree	2-3	3,000	4,200
RETAIL				
Driver	'N'/'O' Levels	1-5	2,600	3,500
Merchandise	'N'/'O' Levels/ Diploma	1-5	1,800	2,600
Retail Sales Associate/ Assistant	'N'/'O' Levels	1-5	1,600	2,800
Sales Territory Manager	Diploma/ Degree	5-8	4,500	7,500

Salary Range (per month)
Unit: SGD

		QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
SALES & BUSINESS DEVELOPMENT					
Account Manager		Diploma/ Degree	3-5	3,600	6,800
Corporate Sales Manger/ Assistant Manager		Diploma/ Degree	2-3	4,000	6,000
General Manager/ Head of Sales/ Business Development Head		Degree	>12	15,000	20,000
Regional Sales/ Business Development Director		Degree	8-12	13,000	15,500
Regional Sales/ Business Development Manager		Degree	6-10	7,000	12,000
Sales Officer		'N'/'O' Levels/ Diploma	1-3	2,100	3,500
Sales/ Business Development Director		Degree	8-12	8,000	13,500
Sales/ Business Development Executive		Diploma/ Degree	3-5	2,800	6,000
Sales/ Business Development Manager		Degree	6-10	6,000	10,000
Sales/ Business Development Manager (Foreign Speaking)		Degree	3-5	6,500	10,000
Senior Sales Coordinator/ Coordinator		Diploma/ Degree	1-3	2,100	3,500
Senior Sales Executive/ Executive		Diploma/ Degree	2-3	2,300	4,700

SALARIES BY INDUSTRIES

Banking & Finance

Engineering & Technical

FMCG & Retail

Healthcare & Life Sciences

Information Technology

Japan Desk

BANKING & FINANCE



Singapore's financial industry has remained largely resilient amid COVID-19. The digitalisation of financial transactions has gained pace. More institutions have adopted deeper end-to-end digitalisation, and shifted business operations and activities to digital platforms. The sector achieved strong growth in the first quarter of 2020, but is expected to be slower through the rest of the year, given that underlying economic activity will be weak.

Singapore's largest banking liberalisation in two decades is still on track for fruition by 2021, a move that will shake up Singapore's banking sector. Technology firms and non-banking

companies will be challenging traditional players in this digital banking race, which now has 14 eligible players competing for five licenses.¹ The pandemic is unlikely to deter established players from throwing their hat into the ring, but they will likely make changes to their digital bank strategy. Upon issuance of the license, potentially in the second half of the year, digital banks might come online as soon as twelve months later.

Consumers will have more banking options available to them, while industry professionals will benefit from new job opportunities, as digital banks will need to hire for different functions at various stages of development.

These digital banks will not only strengthen Singapore's banking ecosystem, but could pose serious competition to traditional banks. According to Forrester survey findings, about a fifth of Singaporeans would consider switching to digital-only banks within the next two years. The introduction of new players will also accelerate the banking industry's growth, forcing incumbents to step up, innovate and differentiate their offerings.

Meanwhile, Singapore's fintech scene is coming into maturity in spite of the challenging environment. Foreign investors are drawn to

[Cont'd on next page]

¹ Monetary Authority of Singapore

BANKING & FINANCE

Singapore's fintech ecosystem due to the sector's high potential and strong government backing, coupled with Singapore's attractive business environment, and position as a gateway to the region.

In H1 2020, Singapore based companies have raised an impressive S\$462 million in funding, up 19% from the first half of the year before.² Retail banking was another attractive cluster for investors, bagging S\$67 million in equity funding.³

As Singapore recovers from COVID-19, fintech has the opportunity to accelerate the digitalisation of financial services. The financial services sector is already expected to be heavily impacted by data analytics and automation in the next few years. A third of 121 job roles will be transformed as technology replaces a significant proportion of tasks, especially repetitive ones.⁴ Bank tellers, traders and policy servicing officers may be significantly affected by new technologies.

Amid technological disruption, help is on hand for industry professionals to upgrade their skills. A new Technology in Finance

Immersion Programme will provide structured training and attachment in leading financial institutions for professionals keen on starting careers in technology. More recently, a Skills Framework for Financial Services was also unveiled to chart skills and progression pathways for professionals. Data Analytics, Risk Management, and Technology Application have been marked as some of the emerging skills that banking and finance professionals should hone.

While hard skills are a focus for upskilling, banks are not neglecting soft skills. The first in-house programme accredited by the Institute of Banking and Finance Singapore was introduced last year to broaden banking professionals' digital and data skills, as well as develop a growth mindset and complex problem-solving skills. As job roles continue to be redefined, cultivating an open and curious mindset will lay a firm foundation for employees to thrive in the future of work.



HOT JOBS FOR 2020

Financial Analyst

Bank Teller/ Service Executive

Loans Operation

Credit Analyst

Risk Analyst (Market/ Liquidity Risk)

Bancassurance

Client Relationship Officer

Officer (Settlements)



HOT SKILLS*

Financial Analysis

Accounting

Budgeting

Financial Planning




Credit Risk

Data Analytics

Risk Management






Technology Application

BANKING & FINANCE

				Salary Range (per month) Unit: SGD	
				MIN	MAX
				QUALIFICATIONS	EXPERIENCE (YEARS)
COMPLIANCE					
	Head of Compliance		Degree/ Master	10-12	14,000 - 18,000
	Senior Associate/ Associate, Financial Controls		Degree	4-8	5,200 - 8,300
	Senior Officer/ Officer, Compliance		Diploma/ Degree	3-7	4,100 - 7,000
	KYC Analyst		Diploma/ Degree	1 - 5	2,500 - 5,500
	AML Analyst		Diploma/ Degree	2 - 5	3,000 - 6,000
FINANCE					
	Associate Financial Analyst		Degree	2-3	4,200 - 5,500
	Business Analyst		Degree	5-8	5,500 - 8,700
	Chief Financial Officer		Degree/ Master	>15	20,000 - 25,000
	Finance Controller		Degree	10-15	10,000 - 17,500
	Finance Director		Degree	>15	15,500 - 20,000
	Financial Analyst 		Degree	5-8	5,500 - 8,000
INSURANCE					
	Claims Executive		Degree	2-6	2,800 - 4,200
	Underwriter		Degree	4-7	5,200 - 6,800
OPERATIONS					
	Bank Teller/ Service Executive 		Diploma	2-4	2,200 - 3,500
	Banking Senior Officer/ Officer		Diploma/ Degree	3-5	3,800 - 5,500
	Branch Manager		Degree	6-8	6,000 - 7,900
	Loans Operation 		Diploma/Degree	3-5	3,400 - 5,000
	Manger/ Assistant Manager		Degree	5-10	5,500 - 10,500
	Regional Director		Degree	>10	16,000 - 20,000

BANKING & FINANCE

Salary Range (per month)
Unit: SGD

		QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
RISK					
Credit Analyst		Diploma/ Degree	2-4	3,500	5,500
Credit Control Assistant/ Officer		Diploma/ Degree	1-3	2,500	4,200
Risk Analyst (Market/Liquidity Risk)		Diploma/ Degree	4-7	5,500	9,000
Senior Manager/ Manager		Degree/ Master	4-7	6,500	10,500
Vice President		Degree/ Master	8-10	11,000	17,000
SALES					
Bancassurance		Diploma/ Degree	1-5	2,600	4,500
Client Relationship Manager		Degree	2-8	3,000	7,700
Client Relationship Officer		Diploma/ Degree	2-4	2,000	3,400
SETTLEMENTS					
Officer		N/'O' Levels/ Diploma	2-4	2,700	3,300
Senior Manager/ Manager		Degree	5-8	6,500	8,400
TRADE FINANCE					
Executive		Diploma/ Degree	1-3	3,200	4,500
Senior Manager/ Manager		Degree/ Master	4-7	6,700	11,600
Senior Officer/ Officer		Diploma/ Degree	1-3	2,100	3,200
Vice President		Degree/ Master	8-10	9,000	12,400
Analyst		Diploma/ Degree	1-3	2,300	4,400

ENGINEERING & TECHNICAL



Amid an overall weaker economy, Singapore's manufacturing sector expanded by 6.6% year on year in the first quarter of 2020.¹ This was due largely to increased output in several sectors, especially biomedical production.

As an outward-oriented sector, manufacturing on the whole may be adversely affected in the coming months by supply chain disruptions and a slowdown in key markets. However, biomedical manufacturing should continue expanding, shored up by increasing production of pharmaceutical and biological products.

At present, Singapore is also focused on building up vaccine manufacturing capacity to ramp up production quickly once a COVID-19 vaccine has been found.

As Singapore enters its next phase of development, engineering will be a major force of growth, and creating a sustained pipeline of skilled talent has become even more crucial. Around 6,000 vacancies remained in manufacturing as of June last year.²

To help address talent gaps, the capacity of two manufacturing Professional Conversion Programmes (PCPs) – PCP for Manufacturing

Professional and the PCP for Technical Sales Engineer/Manager – will be increased by 1,000 over the next three years.³ The move will be a welcome one, given the government's intentions to tighten skilled foreign manpower in manufacturing and construction.

In the short-term, construction has taken a hard hit from COVID-19, and may contract by 10.3% this year.⁴ Construction firms felt the pinch from the temporary suspension in construction work, as part of tighter Circuit Breaker measures. They are also facing ongoing manpower shortages and supply disruptions – a result of stringent labour laws and production and materials shipment delays.

Although gradual recovery is expected in the second half of the year, it is unlikely that construction activity will return to 2019 levels this year. Due to low business sentiment worldwide, foreign direct investments are falling. The buildings construction sector may be harder hit than the infrastructure sector, as most infrastructure projects in Singapore are supported by the government.

The long-term impact of COVID-19 is still unclear, but construction is likely to grow

[Cont'd on next page]

ENGINEERING & TECHNICAL

steadily once demand rebounds. Before the onset of COVID-19, construction growth had remained strong. Last year, construction demand reached a five-year high, with an estimated S\$33.4 billion worth of projects awarded.⁵

A key issue that must be addressed is the dwindling interest among Singaporeans in PMET (professionals, managers, executives and technicians) construction roles. Over the past decade, the proportion of local PMETs in the sector has fallen.

The government and industry are collaborating to nurture more skilled graduates and mid-career professionals, especially in areas such as engineering and project management. A new scheme, Built Environment Accelerate to Market Programme (BEAMP), is transforming research and innovation in the built environment sector, and creating new opportunities for start-ups and innovators. Clearer career paths will also be mapped out for professionals through a new skills framework. At the same time, firms have begun to invest in digitalisation to redefine job roles and increase their attractiveness to professionals.

There is a pressing need for workers to acquire technology skill sets such as Technology Application, Technology Infrastructure Management and Integration, as well as Automated System Operations and Process to support industry growth.

Sustainability is another key trend in construction. More developers are offering green leases to tenants, while more large companies are relocating their operations within green buildings. By 2030, 80% of Singapore's building spaces are expected to turn green, incorporating the use of energy and water efficiency methods integrated with green spaces, and construction using eco-friendly materials.⁶

The green building push was given further impetus from a S\$20 million injection to the Building and Construction Authority's (BCA) Green Buildings Innovation Cluster (GBIC) programme.⁷ Industry professionals who are adept at Green Manufacturing Design and Implementation will be in good stead as the building sector grows green.



HOT JOBS FOR 2020

BIM Manager/ BIM Modeller

Maintenance Engineer/ Assistant Engineer

Mechanical/ Electrical Design Engineer

Research and Development Engineer

Senior Process Engineer/ Engineer

Production Engineer

Property Manager

Property/ Mall Executive



HOT SKILLS*

Process Engineering

Mechanical Engineering

Project Management

Chemical Engineering

Budgeting

Automated System Operations and Process

Green Manufacturing Design and Implementation

Technology Application

Technology Infrastructure Management and Integration



^{5,6,7} Building and Construction Authority | *Commonly-demanded skills by employers, and emerging skills, as identified by SSG

ENGINEERING & TECHNICAL





Salary Range (per month)
Unit: SGD

	QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
ADMINISTRATION & SUPPORT				
Executive, Customer Relations	Diploma	1-3	3,100	4,000
Technical Executive	Diploma/ Degree	4-6	3,500	5,600
Technical Officer	Diploma	2-3	2,900	3,200
Technical Sales Engineer	Diploma/ Degree	4-5	3,000	5,500
Technical Services Manager	Diploma	4-6	6,400	9,300
Technical Support Engineer	Diploma	1-3	3,600	5,000

CONSTRUCTION/ PROJECT MANAGEMENT




BIM Manager 	Diploma/Degree	4-6	6,500	8,000
BIM Modeller 	Diploma/Degree	3-5	4,000	5,500
Cost Engineer/ Quantity Surveyor	Diploma/ Degree	3-5	3,500	5,500
Facility Engineer	Diploma/ Degree	2-5	3,900	5,500
Product Support Engineer	Degree	5-8	5,000	8,800
Project Coordinator	Diploma	1-3	2,100	3,900
Project Manager	Diploma/ Degree	5-9	6,500	10,600
Sales Engineer	Diploma/ Degree	2-5	2,400	5,200
Senior Architectural Engineer/ Engineer	Degree	3-8	3,500	6,500
Senior Civil Engineer/ Engineer	Degree	3-8	3,500	7,800
Senior Geotechnical Engineer/ Engineer	Degree	3-8	3,800	7,000
Senior Planning Engineer/ Engineer	Diploma/ Degree	2-8	3,800	7,300
Senior Project Engineer/ Engineer	Diploma/ Degree	4-7	5,500	7,000
Senior Tunnel Engineer/ Engineer	Degree	3-8	4,500	8,500
Service Engineer	Diploma/ Degree	1-5	2,300	6,600

ENGINEERING & TECHNICAL

				Salary Range (per month) Unit: SGD	
		QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
HEALTHCARE & MEDICAL					
	Application Specialist/ Engineer	Diploma/Degree	4-7	3,500	5,000
	Customer Support Engineer	Diploma/Degree	1-4	3,100	4,200
	Field Service Engineer	Diploma/Degree	5-8	4,500	7,500
	Product Specialist (Medical/ Scientific Equipment)	Degree/Master	4-6	3,500	6,000
	Technical Sales Engineer	Diploma/Degree	2-5	3,200	4,500
MAINTENANCE					
	Machinist	'N'/'O' Levels/ Diploma	1-3	1,800	3,000
	Maintenance Engineer/ Assistant Engineer 	'N'/'O' Levels/ Diploma	2-4	3,000	6,200
	Maintenance Technician	'N'/'O' Levels/ Diploma	2-5	2,400	3,800
	Pump Mechanic	'N'/'O' Levels/ Diploma	1-5	2,100	4,600
MECHANICAL & ELECTRICAL					
	Drafter	Diploma/ Degree	2-4	3,300	4,500
	Layout Engineer	Degree	1-3	3,300	4,200
	Lead Design Engineer	Degree	3-5	4,200	6,300
	Mechanical/ Electrical Design Engineer 	Degree	3-5	3,700	6,000
	Mechanical/ Electrical Engineer	Degree	2-3	3,700	6,000
	Mechanical/ Electrical Quantity Surveyor	Diploma / Degree	3-5	3,500	5,400
	Mechanical/ Electrical Technician	Diploma	1-2	2,050	3,100
	Senior/ Telecommunications Engineer	Diploma/ Degree	1-6	3,600	8,000
PROCESS					
	Chemical Process Technician	Diploma	1-3	2,100	3,500
	Research & Development Engineer 	Diploma/ Degree	3-5	3,400	5,000
	Senior Process Engineer/ Engineer 	Diploma/ Degree	5-8	4,500	6,500

ENGINEERING & TECHNICAL

Salary Range (per month)
Unit: SGD

		QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
PRODUCTION					
Production Engineer		Diploma/ Degree	1-3	3,000	4,300
Production Technician		N/'O' Levels	1-3	1,800	2,400
QUALITY ASSURANCE/ CONTROL					
Quality Control Technician		Diploma	1-4	2,300	4,800
Senior Product Quality Engineer/ Engineer		Diploma/ Degree	4-6	5,600	7,000
Senior QA Engineer/ Engineer		Diploma/ Degree	2-4	3,000	5,200
Senior Supplier Quality Engineer/ Engineer		Diploma/ Degree	2-4	3,200	4,800
REAL ESTATE/ PROPERTY DEVELOPMENT					
Architect		Degree	5-7	6,000	7,800
Deputy Manager, Commercial		Degree	>8	7,000	13,000
Estate/ Condominium Manager		Diploma	3-5	3,500	5,000
Interior Design		Diploma / Degree	1-3	2,500	4,000
Property Manager		Diploma/ Degree	5-7	4,700	8,000
Property/ Mall Executive		Diploma	1-3	1,700	3,000
Senior Civil Design Engineer/ Engineer		Degree	3-7	3,500	6,500
WORKPLACE/ ENVIRONMENT SAFETY & HEALTH					
Quality, Health, Safety, Environmental Manager		Diploma/ Degree	4-8	5,300	8,000
Security Engineer		Diploma	1-4	2,300	4,200
Senior Environment, Health & Safety Engineer/ Engineer		Diploma/ Degree	3-6	3,400	6,000

FMCG & RETAIL



Retail players have taken a significant beating since the onset of COVID-19. In March, Singapore closed its borders, and subsequently entered the Circuit Breaker period. In April alone, the border closures resulted in an almost 100% fall in international tourist arrivals.¹ Circuit breaker measures, which restricted movement and non-essential activities, resulted in a plunge in footfall at malls. This has hit retail and F&B outlets hard, with retail sales tumbling 40.5% and F&B sales 53.0% year on year in April.²

Phase 2 of Singapore's reopening remains a challenging period for the sector. Recovery may be gradual, as consumer demand is not

expected to pick up immediately. Despite rental rebates and relief measures, many companies are struggling to retain workers and stay afloat. In the first few months of this year, several major retail and F&B players have already permanently shuttered their doors.

The FMCG sector, on the other hand, has fared better. In April, sales at supermarkets and hypermarkets rose 74.6 per cent, as essential stores had remained open during Circuit Breaker.³ Before COVID-19, FMCG e-commerce had also been growing at an astounding rate, reflecting a growing demand for convenience among consumers. An annual growth rate of

15.2% had been forecast for the online food delivery segment, which will reach a market volume of US\$358 million by 2023.⁴

Now, with more working from home or staying indoors due to COVID-19 concerns, e-commerce and delivery services, including online grocery deliveries, have experienced a sharp spike in demand. During this COVID-19 period, 7 in 10 consumers in Singapore had turned to online shopping for FMCG products.⁵ The outbreak has accelerated the shift in consumer behaviour from offline to online shopping, which experts predict will last beyond this pandemic.

[Cont'd on next page]

FMCG & RETAIL



With the rapid rise of e-commerce, optimising supply chains and delivery processes will be a priority. Industry professionals with key competencies such as Delivery Optimisation as well as Order Fulfilment and Returns Processing will be vital in enabling brands to meet e-commerce demand.

E-commerce will be the lifeblood of many companies in the near future. Companies that had not built up their online infrastructure prior to COVID-19 will now need to reassess and expedite their digital strategy, and pivot quickly to tap on opportunities.

For smaller players, who may lack infrastructure and knowledge of the online space, this may be a challenge. Fortunately, new government grants and initiatives will help SMEs adopt digital and e-commerce solutions to remain competitive in the long run.

As more companies kick-start their e-commerce journeys, Social Media Management, Content Management, as well as User Interface and User Experience (UI/UX) Optimisation skill sets will be especially in demand, as companies build up their online presence and engage with customers on digital channels.



HOT JOBS FOR 2020

Area Manager

Boutique Assistant

Merchandiser

Promoter

Retail Associate/ Senior Associate

Retail Executive



HOT SKILLS*

Sales

Merchandising

Customer Service

Retail Sales

Sales Goals

Content Management

Delivery Optimisation

Order Fulfilment and Returns Processing

Social Media Management

User Interface and User Experience (UI/UX) Optimisation

*Commonly-demanded skills by employers, and emerging skills, as identified by SSG

				Salary Range (per month) Unit: SGD	
		QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
Area Manager		Diploma	4-6	3,800	4,100
Boutique Assistant		'N'/'O' Levels/ Diploma	1-5	2,000	2,500
Channel & Territory Executive		Diploma	1-4	2,650	3,000
Department Manager		'N'/'O' Levels/ Diploma	2-5	2,980	3,500
Distribution Analyst		Degree	2-4	4,000	4,000
Merchandiser		'N'/'O' Levels	1-4	2,200	2,700
Promoter		'N'/'O' Levels	1-2	1,750	2,100
Retail Associate/ Senior Associate		'N'/'O' Levels	1-7	1,600	2,500
Retail Executive		'N'/'O' Levels/ Diploma	1-3	1,800	3,000
Sales & Marketing Manager		Diploma/ Degree	4-9	4,900	9,500
Shop Manager/ Supervisors		'N'/'O' Levels/ Diploma	2-5	1,850	3,600

HEALTHCARE & LIFE SCIENCES



Singapore's healthcare expenditure is rapidly increasing, spurred partly by the aging population, increasing life expectancy, and unhealthy lifestyles leading to greater prevalence of chronic illnesses. Through the years, manpower and infrastructure have been bolstered with increases in the number of doctors and nurses, rising medical and nursing school intakes, and new hospitals being built.

However, concerns are rife that the current increase in healthcare spending is unsustainable; from 2010 to 2019, Singapore's healthcare expenditure has tripled from S\$4 billion to S\$12 billion.¹ As outlined in the Unity Budget, Singapore set aside S\$800 million in the fight against COVID-19, with the bulk going to the health ministry.²

Healthy living is being actively promoted through various programme and initiatives, as staying healthy may be the most effective way to keep expenditure affordable. Healthcare professionals will need to be skilled in areas such as Patient Education and Health Promotion as well as Patient Empowerment on Self-care to support patients in managing their conditions and health.

[Cont'd on next page]

^{1,2} Singapore Budget 2020

HEALTHCARE & LIFE SCIENCES

The aging population is changing the profile of patients visiting hospitals. Hospitals are increasingly receiving patients who are frail and require a longer duration of care. To cater to evolving needs, a ninth community hospital was opened in December last year, adding 545 beds to Singapore's healthcare system.³

Despite nurses forming the largest professional group in healthcare, and increases in registered nurses in Singapore, manpower shortage remains a challenge. At the frontlines of the COVID-19 outbreak, healthcare professionals are also currently working on overdrive, taking on longer working hours and increased workloads. Continuous efforts are being made to draw more Singaporeans to the profession, while also developing and retaining the current pool of nurses, to ensure a sustainable workforce.

Initiatives to raise productivity have also been introduced, such as automation, streamlining nursing work, and shifting care from hospitals into the community. Care Transition in Nursing

as well as Nursing Productivity and Innovation are some of the core skills that nursing professionals will be expected to adopt in view of these developments.

Artificial Intelligence (AI) could further augment healthcare professionals' abilities. Its uses expand beyond merely improving the accuracy and efficiency of administrative tasks – as it is currently and widely used by healthcare professionals today – to flagging patient anomalies, reducing diagnostic errors, empowering patients with access to own data, and even speeding up the development of life-saving drugs.

Healthcare professionals skilled in Continuous Improvement Management can play a significant role in identifying such areas that can be enhanced, and implement action plans to optimise services and processes.



HOT JOBS FOR 2020

Nurse Clinician/ Nurse Manager

Pharmacist

Physiotherapist

Radiographer

Senior Staff Nurse/ Staff Nurse



HOT SKILLS*

Patient Care

Nurse Management

Patient/ Family Education and Instruction

Vital Signs Measurement

Radiography

Care Transition in Nursing






Continuous Improvement Management

Patient Education and Health Promotion

Patient Empowerment on Self-care

³ Ministry of Health | *Commonly-demanded skills by employers, and emerging skills, as identified by SSG

HEALTHCARE & LIFE SCIENCES

			Salary Range (per month) Unit: SGD	
	QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
Dental Surgery Assistant	'N'/ 'O' Levels	1-4	2,000	2,500
Enrolled Nurse	Nitec	2-6	1,800	3,500
Laboratory Manager	Diploma/ Degree	6-10	5,000	7,800
Laboratory Technician	'N'/ 'O' Levels/ Diploma	1-3	2,300	2,700
Medical Sales Representative	Diploma/ Degree	1-5	3,150	4,200
Medical Social Worker/ Social Worker	Degree	2-5	3,450	5,300
Medical Technologist	Diploma	1-5	1,800	3,700
Nurse Clinician/ Nurse Manager 	Degree	8-13	4,500	6,700
Occupational Therapist	Degree	1-5	3,100	5,500
Operations Executive	Diploma/ Degree	1-4	2,400	3,500
Operations Manager	Diploma/ Degree	6-10	4,000	6,300
Patient Service Associate/ Clinic Assistant	'N'/ 'O' Levels	1-4	1,800	2,700
Pharmacist 	Degree	2-4	3,000	4,500
Pharmacy Technician	Diploma	1-4	2,000	3,050
Phelebotomist	'N'/ 'O' Levels	1-4	1,600	2,600
Physiotherapist 	Degree	1-5	3,400	5,000
Radiographer 	Degree	2-7	3,450	7,000
Research Fellow	Degree	1-5	3,000	4,500
Sales Manager (Pharmaceutical/ Medical Devices)	Diploma/ Degree	6-10	5,500	8,000
Senior Staff Nurse/ Staff Nurse 	Diploma	1-7	2,100	5,500

INFORMATION TECHNOLOGY



Skilled IT professionals have never been more essential than in the age of COVID-19, but meeting the sector's manpower needs is a huge challenge. Between 2019 to 2021, demand for infocomm professionals is projected to grow by 61,600.¹ However, Singapore's education system produces only 2,800 infocomm graduates each year.² Tech talent scarcity and skills mismatches continue to be pervasive today.

The shift to remote working has underscored the importance that tech talent will play in the future workforce. Right now, the IT sector's growth is propped up by firms' sustained demand for IT and digital solutions. Employers have realised that technology is critical to maintaining a productive and engaged workforce. Nearly half of employers in Singapore plan to improve their technology capabilities and find longer term solutions to enable remote working.

Recognising that jobs will continue evolving rapidly, even beyond COVID-19, the government has concentrated its support measures on developing and training skilled local IT talent, including encouraging mid-career joiners to the industry. As part of the SGUnited Jobs initiative, GovTech is also actively recruiting fresh graduates and experienced tech professionals to strengthen its internal capabilities.

[Cont'd on next page]

INFORMATION TECHNOLOGY



This builds on earlier measures, including a new Enterprise Grow Package that will help businesses innovate, adopt digital solutions, and enter new markets, and the SMEs Go Digital Scheme, which supports SMEs in building up their digital capabilities.

As a major player in the global start up scene, Singapore sees over 220 venture capital deals worth close to S\$5.7 billion per year.³ While the COVID-19 pandemic might negatively impact early-stage start up finding, promising start-ups

may benefit from the fourth round of budget measures to bridge financing gaps. A total of \$285 million has been allocated to catalyse and match private investments, supporting start-ups in retaining workers and gaining access to credit.⁴ This comes on top of enhanced funding support, announced earlier in the year, through the existing Startup SG Equity Scheme to help deep-tech start-ups.

As companies hunt for talent to support their growth, technical IT specialists across IT

Development, Network & Infrastructure, Data Analytics/Artificial Intelligence, Cyber Security, and Infocomm Research and Development will be in high demand, and expected to grow by about 49,400 between 2019 to 2021.⁵ Software engineers and application developers are among the most sought-after job roles. Professionals that possess emerging skill sets such as Applications Development, Business Innovation, Data Analytics and Infrastructure Design will be well-equipped in the new digital economy.

Economic concerns over COVID-19 have not displaced the importance of cybersecurity. With data now a prized commodity, and working from home part of the “new normal”, cybersecurity continues to be a concern for enterprises and the government.

Among Southeast Asian countries, Singapore is at high risk of cyberattacks due to system and infrastructure vulnerabilities. The country has been victim to a string of cybersecurity breaches in past years – a total of 6,179 cybercrime

[Cont'd on next page]

INFORMATION TECHNOLOGY

cases were reported in 2018, up from 5,351 in 2017, according to a Cyber Security Agency of Singapore (CSA) report.⁶

Most recently, it came to light that Singapore may be the target of a global phishing campaign purporting to help businesses during the COVID-19 pandemic. Singapore must also be prepared for other cyber security threats, such as potential attacks on smart buildings and connected systems, or supply chains. A new Cybersecurity Masterplan for Operational Technologies, which aims to grow the sector's talent pool and develop better cybersecurity capabilities, was unveiled last year to safeguard critical sectors.

The Tech@SG programme will help alleviate manpower woes by facilitating the hiring of skilled foreign talent by technology companies to complement the local workforce.⁷ Private cyber security companies are also being welcomed to Singapore to help bolster the country's digital defences.

With cyberattacks posing an escalating threat to companies and countries, Cyber Risk Management, Threat Intelligence and Detection, as well as Security Administration have inevitably become in-demand skill sets for IT professionals.



HOT SKILLS*

Software Engineering

Software Development

SQL

Java

Python

Cyber Risk Management

Security Administration

Threat Intelligence and Detection



HOT JOBS FOR 2020

SOC Analyst/ Senior SOC Analyst

Cyber Security Engineer/ Consultant

Data Analyst

Big Data Analyst

Software Engineer/ Senior Software Engineer

Mobile Application Developer

Senior Mobile Application Developer

Java/ J2EE Software Engineer

Senior Java/ J2EE Software Engineer

Application Support Analyst

Helpdesk Support Engineer

Service Desk Engineer

IT Support Engineer/ Executive





Desktop Support Engineer

Network Engineer

Senior Network Engineer

Network Security Engineer

INFORMATION TECHNOLOGY

				Salary Range (per month) Unit: SGD	
				MIN	MAX
BUSINESS DEVELOPMENT					
Product Executive/ Senior Product Executive		Diploma/ Degree	1-5	2,700	5,200
Product Manager		Diploma/ Degree	5-8	4,500	8,000
Sales Engineer		Diploma/ Degree	1-5	2,800	5,000
IT Account Manager		Diploma/ Degree	6-10	4,000	8,000
IT Pre-Sales Consultant		Diploma/ Degree	5-10	5,000	10,000
CYBERSECURITY					
SOC Analyst/Senior SOC Analyst		Degree/ Masters	1-3	3,000	4,000
Cyber Security Engineer/Consultant		Degree	1-5	3,500	6,000
IT Audit Manager		Degree	5-10	6,000	10,000
Cyber Security Manager		Degree	5-8	7,000	12,000
IT Security & Compliance Manager		Degree	5-8	7,000	12,000
DATA ANALYSIS					
Data Analyst		Degree	2-6	4,000	6,300
Big Data Analyst		Degree	3-7	5,000	8,000
Big Data Engineer		Degree	3-7	6,000	9,000
Data Scientist/ Senior Data Scientist		Degree	3-8	4,000	10,000
AI Developer		Degree	1-6	4,000	7,000
MANAGEMENT					
Chief Technology Officer		Degree/ Masters	>15	12,000	20,000
Chief Info-Security Officer		Degree/Masters	>15	15,000	25,000
IT Senior Manager		Degree	6-11	10,000	13,000
IT Director		Degree	>12	11,000	15,000
IT Manager/ Assistant Manager		Degree	3-6	4,400	8,750

INFORMATION TECHNOLOGY







Salary Range (per month)
Unit: SGD

QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
----------------	--------------------	-----	-----

PROJECT MANAGEMENT








Project Administrator	Diploma/ Degree	2-4	3,100	4,500
Project Executive/ Senior Project Executive	Diploma/ Degree	1-4	2,600	4,200
Business Analyst	Degree	1-3	3,000	4,500
Senior Business Analyst	Degree	3-10	4,000	8,500
Project Manager/ Senior Project Manager	Degree	5-15	6,000	12,000
Service Delivery Manager	Degree	1-3	2,000	4,000

SOFTWARE ENGINEERING

Software Engineer/ Senior Software Engineer	 Degree	3-6	4,000	8,000
Software Technical Lead	Degree	5-8	5,700	8,000
Mobile Application Developer	 Degree	1-3	3,300	6,000
Senior Mobile Application Developer	 Degree	3-6	5,000	8,000
Java/ J2EE Software Engineer	 Degree	3-5	3,500	6,000
Senior Java/ J2EE Software Engineer	 Degree	5-10	6,000	10,000
Solution Architect	Degree	6-10	8,000	13,000
Application Support Analyst	 Degree	2-6	3,000	6,500
System Analyst / Senior System Analyst	Degree	3-8	4,000	6,500
UI/ UX Designer	Degree	3-5	4,000	6,500
UI/ UX Lead Designer	Degree	6-10	7,000	12,000
QA Engineer/ Senior QA Engineer	Degree	5-10	5,000	8,000

INFORMATION TECHNOLOGY

Salary Range (per month)
Unit: SGD

		QUALIFICATIONS	EXPERIENCE (YEARS)	MIN	MAX
SUPPORT					
Helpdesk Support Engineer		Diploma/ Degree	1-2	2,100	2,600
Service Desk Engineer		Diploma/ Degree	1-3	2,200	3,500
IT Support Engineer/ Executive		Diploma/ Degree	1-5	2,700	4,000
Desktop Support Engineer		Diploma/ Degree	1-5	2,500	3,500
SYSTEMS & NETWORK					
System Administrator		Degree	1-3	3,000	4,500
System Engineer/ Senior System Engineer		Degree	3-8	4,000	8,000
Cloud Engineer		Degree	3-6	5,000	7,000
Network Engineer		Degree	3-5	3,800	6,000
Senior Network Engineer		Degree	5-7	6,000	8,500
Network Security Engineer		Degree	3-7	4,000	9,000
Linux Systems Administrator		Degree	4-6	4,500	5,500
System & Network Lead		Degree	5-8	7,000	8,500
Infrastructure Manager		Degree	6-8	6,500	8,750
Infrastructure Solution Architect		Degree	6-10	8,000	10,000

JAPAN DESK



Japan's investments in Singapore rose from US\$9 billion in 2017 to more than US\$15 billion in 2018, according to data from the Japan External Trade Organization (JETRO).¹ Japan is also the largest infrastructure investor in Southeast Asia, with most of its projects concentrated in three of the region's largest economies, including Singapore.²

Just last year, both countries reaffirmed their strong relations and economic ties, and are among a group of 15 Asia Pacific nations aiming to sign the world's largest trade agreement, Regional Comprehensive Economic Partnership (RCEP) soon.




The past year has been marked by various high profile moves and investments from corporations on both ends, notably, home-grown co-working space provider JustCo making its foray into Japan, a comprehensive tie-up between Japanese carrier All Nippon Airways and Singapore Airlines, among other collaborations and expansions in the banking, retail fronts and more.









Singapore continues to be a key innovation gateway for Japanese companies, due to its connectedness to fast-growing Southeast Asian markets, and strong support from the local government.

The government is encouraging Japan to deepen collaborations with Singapore on regional infrastructure projects, as an Asian base for companies, and as a venue for dispute resolution. Among the various ways Japanese firms could come on board includes tapping on Singapore firms' expertise in master planning, along with legal, tax and accounting services.

At the end of last year, the Japanese economy contracted at its fastest pace in more than five years.³ The International Monetary Fund is predicting Japan's economy to contract 5.8% this year due to COVID-19, more so than during the 2008 global financial crisis.⁴

With a strong government push behind Singapore-Japan collaborations, we anticipate continued demand for native Japanese and Japanese-speaking professionals, as well as professionals familiar with the Japanese market and culture, to facilitate cross-border business.

				Salary Range (per month) Unit: SGD	
				MIN	MAX
				QUALIFICATIONS	EXPERIENCE (YEARS)
ACCOUNTING					
Accounts Assistant/ Executive		Diploma/ Degree	3-5	3,500	5,000
Accountant		Degree	5-8	5,500	8,000
Accounts/ Finance Manager		Degree	6-8	8,000	12,000
Financial Controller		Degree	8-15	10,000	15,000
BANKING & FINANCE					
Analyst		Degree	1-4	3,200	4,400
Accounting Assistant Manager/ Manager		Degree	4-7	5,000	8,000
Credit Control		Diploma/ Degree	1-5	4,000	6,000
Relationship Manager		Diploma/ Degree	2-5	4,500	6,500
Researcher		Diploma/ Degree	1-4	4,500	6,500
AVP/ VP		Degree	7-15	6,300	11,000
ENGINEERING					
Field Service Engineer		Diploma/ Degree	2-5	3,500	6,500
QA QC Engineer		Diploma/ Degree	3-6	4,000	5,500
Sales Engineer		Diploma/ Degree	1-4	4,000	6,500
Technical Sales Engineer		Diploma/ Degree	2-6	3,500	7,000
Project Engineer		Diploma/ Degree	3-5	4,500	6,000
Project Manager		Degree	6-10	7,000	15,000

				Salary Range (per month) Unit: SGD	
				MIN	MAX
				QUALIFICATIONS	EXPERIENCE (YEARS)
GENERAL AFFAIRS & OFFICE SUPPORT					
	Admin Executive		Diploma/ Degree	1-3	3,000 - 4,000
	Admin Manager		Diploma/ Degree	2-5	4,500 - 6,500
	Customer Service Executive		Diploma/ Degree	1-5	3,300 - 4,500
	Customer Service Manager		Diploma/ Degree	5-10	5,000 - 7,500
	Sales Coordinator		Diploma/ Degree	1-5	3,000 - 4,500
	Secretary		Diploma/ Degree	3-5	3,800 - 5,500
	Translator/ Interpreter		Diploma/ Degree	2-6	3,500 - 6,000
HUMAN RESOURCES					
	HR Executive		Diploma/ Degree	1-5	3,500 - 4,500
	Senior HR Executive		Diploma/ Degree	5-7	4,500 - 5,500
	HR Manager		Degree	8-10	6,000 - 10,000
	Regional HR Manager		Degree	8-15	7,000 - 12,000
IT					
	Business Analyst		Degree	5-8	7,000 - 10,000
	Pre-Sales Executive		Diploma/ Degree	3-6	5,000 - 6,500
	Account Manager		Diploma/ Degree	3-5	4,000 - 6,000
	Project Manager		Degree	5-8	7,000 - 12,000
SALES & MARKETING					
	PR & Marketing Senior Executive/ Executive		Diploma/ Degree	2-6	3,300 - 4,000
	PR & Marketing Assistant Manager/ Manager		Degree	5-7	4,500 - 6,500
	Regional/ Sales Executive		Diploma/ Degree	3-5	3,800 - 5,500
	Regional/ Sales Manager		Degree	5-8	6,000 - 10,000

Kelly Services (S) Pte Ltd
(A PERSOLKELLY Company)

8 Marina View,
#11-01 Asia Square Tower 1,
Singapore 018960
Phone: (65) 6709 3388
kellyservices.com.sg

EA License No. 01C4394 | RCB No. 200007268E

Capita Pte Ltd
(A PERSOLKELLY Company)

8 Marina View,
#11-01 Asia Square Tower 1,
Singapore 018960
Phone: (65) 6709 3388
capitasingapore.com

EA License No. 08C2893 | RCB No. 200701282M