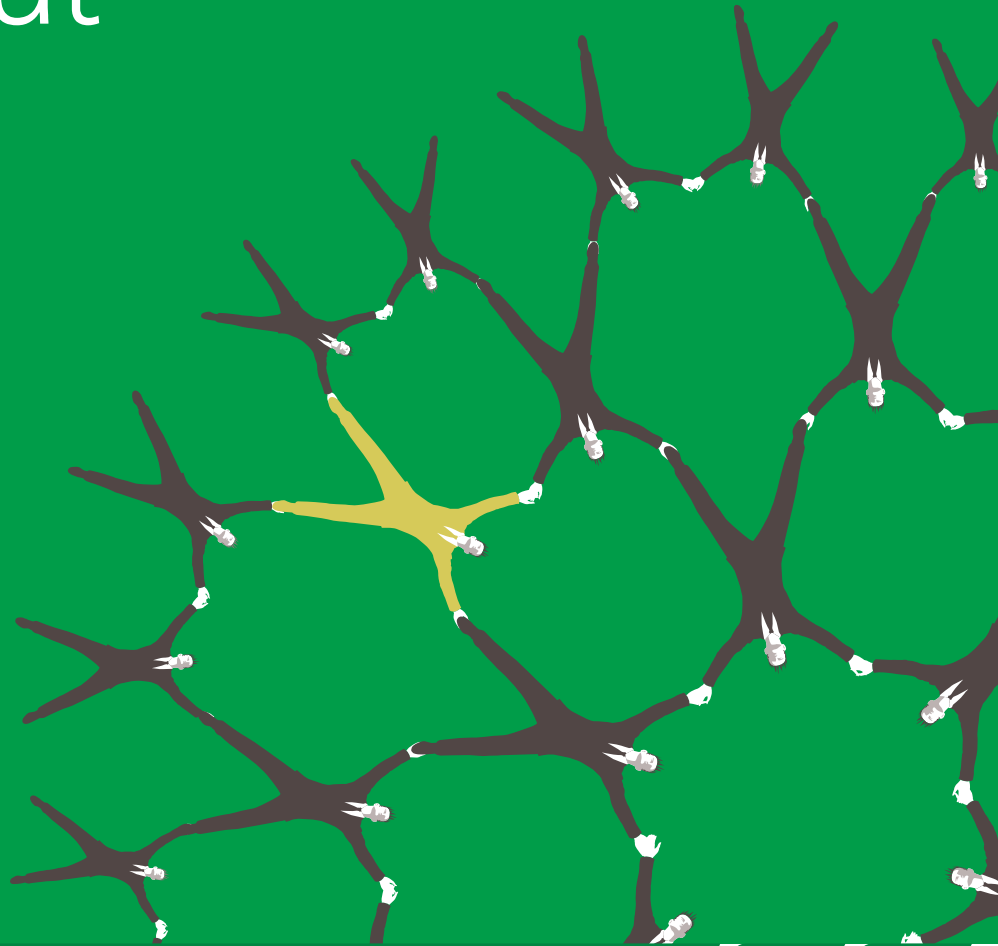


The original always
stands out



Singapore Salary Handbook **2008/09**
| A Practitioner's Insight to Salaries Across Industries |

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Talent at work

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FOREWORD


We are pleased to present the Kelly Services Singapore Salary Handbook 2008/09, a comprehensive reference tool on the latest salary trends and new job titles.

The aim of this handbook 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. 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 your reference.

For 2008, we will continue to see an increased number of opportunities in the Finance and Research sectors as well as in the growing and diversifying Service sector. We expect an exciting year with more new job titles being created and an increased demand for talent with specialised skills. Competitive and attractive remuneration packages will continue to be strong components in attracting specialised talent.

Whilst, we hope this guide will serve as a handy reference tool for you, we are always on hand to assist you with current data and also support you in developing recruiting strategies and programs to suit your specific needs.

We trust you find this 2008/09 Singapore Salary Handbook from Kelly Services useful to your business.



Dhirendra Shantilal
Senior Vice President – Asia Pacific

A copy of this guide can also be found on our website. Visit us at: www.kellyservices.com.sg

Disclaimer: Please note that the salary ranges in this publication are subject to changes from fluctuations in market and economic conditions. Salary ranges are based on a monthly basis and exclude other bonuses, allowances and employer's CPF contribution.



BANKING & FINANCE

With the surge in employment and economic factors in 2006 and 2007. We saw the Banking & Finance industry enjoy rapid growth and change in 2007. Upon the onset of the sub-prime crisis, activity and hiring slowed down in the fourth quarter of 2007 and early 2008. Singapore's continuing growth as a financial hub, creates a constant need for talent in this industry and thus hiring is expected to pick up and remain healthy for the rest of 2008. Although base salaries are expected to remain stable, employers are expected to recruit and retain talent by providing them with commissions and performance based bonuses out of the usual bonus and welfare employees are already entitled to.

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
BANKING				SGD	SGD
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 & collection 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 initiatives.	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
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



BANKING & FINANCE

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
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 & collection policy. Negotiate with past due accounts. Take appropriate action against delinquent accounts. Supervisory duties.	3200	5500
Auditor	Degree / Professional Certification	2-4	Ensure authenticity & accuracy of financial statements, especially assets & liabilities. Analyse samples of work done & conduct procedural interviews.	3000	4800
Accountant	Degree / Professional Certification	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



CALL CENTRE

The Call Centre industry will continue to grow phenomenally in Singapore and across Asia Pacific, although there is a trend of relocating Call Centres to Malaysia and India. In 2008, Call Centre Agents remain high in demand due to their value as key contact points for businesses and their ability to provide one-stop service function to customers. Call Centre Agents are well-trained to cross-sell products and to project a professional image as they play a key role in generating revenue for the organization. Organizations face strong competition in retaining talent and there is also an anticipated growth in demand for foreign talent due to an increased demand for multi-lingual skills.

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
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 products or services, 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



CALL CENTRE

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
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 or 1 st 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
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



ENGINEERING & TECHNICAL

The setting up of more research hubs, prominent MNCs setting up new operations and the construction of the Integrated Resorts in Singapore will result in the continuous expansion of the Engineering industry. The demand for engineers with specific skills is expected to increase and thus companies face the challenge of competing with each other to attract and retain talent. The sectors where we expect increased hiring are, Oil & Gas, Petrochemical, Wastewater Treatment and Construction.

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
Engineering Director	PHD/MSc/MBA	> 10	R&D, design and patent for company products. Oversee and lead entire engineering teams (QA, R&D, Design, Failure Analysis) to success. Master Black Belt holder. Financial management.	11000	15000
Engineering Manager	PHD/MSc/MBA Degree	> 10	R&D, design and patent for company products. Lead entire engineering team R&D, QA, Lead and oversee engineering team. Master Black Belt/Black Belt holder. Conduct induction training. Products development.	7000	11000
Procurement Manager	MSc/Degree	> 8	Strategic sourcing of suppliers and materials. Proficient in mechanical, electrical, electronics parts. >50% travel.	6000	10000
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	10000
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.	5000	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.	6000	8000
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



ENGINEERING & TECHNICAL

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
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	6000
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	6000
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	5500
Systems Design Engineer	Degree/ Diploma	3-5	Product development support/system level design/ failure analysis.	3000	5500
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, ISO16949.	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	4500
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

Hiring expectations for 2007 increased substantially in the Healthcare and Life Sciences industry. This is expected to continue in 2008 as we see more research hubs being set up in Singapore. As specific skills are required for this industry, there is a talent crunch and thus employers are expected to pay out higher bonuses and have better remuneration packages. Employers are also attracting foreign talent to cope with the talent crunch.

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
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 Technology, 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
Dairy End - Use Manager	Graduate in Food, Science and Technology	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 Technology, MT (ASCP) certification	5-6	Manage daily operations of the laboratory.	5000	7000
Medical Technologist	BS in Medical Technology	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



HEALTHCARE & LIFE SCIENCES

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
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



HUMAN RESOURCES

Human Resources (HR) has increasingly played a more strategic and business partner role in organizations. Retention, career development, competitive compensation and benefits are some of the areas that are critical to many organizations today to attract and retain talent. HR practitioners will need to strengthen their knowledge to keep themselves updated on evolving trends and innovative recruitment and retention strategies. With the lack of talent, many organizations are expected to hire HR Specialists with specific skills in recruitment and compensation a benefits to recruit and retain talent.

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
Compensation & Benefits Specialist	Diploma / Degree	3-6	Design, plan & implement compensation and benefits for staff. Evaluate on effectiveness of schemes.	2500	5000
HR Clerk / Assistant	'O' levels / Certificate	1-2	General HR admin duties. Maintenance of leave/medical records. Coordinate interviews.	1200	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 Training Executive	Diploma / Degree	2-5	Conduct company training programmes. Knowledge of commonly used concepts, practices & procedures. Source for external trainers.	2000	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



INFORMATION TECHNOLOGY

With the implementation of the Personal Employment Pass scheme and with the talent crunch in the Information Technology (IT) industry, there was an increased hiring of foreign talent in 2007. Contract and temporary positions also gained momentum and this will continue throughout 2008 as employers in the IT industry like the flexibility of placing candidates with specific skills on special projects. At the same time, IT professionals will continue to seek different challenges and exposure. Although there will be an expected increase in salaries, rising employee cost will be kept in check partly due to a good supply of foreign talent and this will continue to allow Singapore to remain competitive as a business destination for more organizations.

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
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



INFORMATION TECHNOLOGY

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
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 project 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 telephony and internet technologies.	3500	6000
Pre-sales Consultant	Degree	3-5	Help in the sales of IT products or services by providing technical support, product demonstration to customers, RFP participation and solution architecting.	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 products marketing, strategy & business planning, advertising & promotions, lead generation, event management, integrated marketing communications, public relations & corporate communications, market analysis & reporting.	6500	9500



INFORMATION TECHNOLOGY

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
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	8500
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
Team Lead Sales Manager	Degree	7-8	Provide direction and duties to business team and partner in achieving quota.	10000	13000
Country Manager	Degree	7-8	Responsible for country business operations, development of strategic plans and profit & loss of business unit.	13000	18000



LOGISTICS & WAREHOUSING

With the growing competitiveness of the supply chain industry, specialised cost optimization solutions and key success factors that will drive the logistics and warehousing industry. Logisticians have to constantly upgrade their skills set to keep up with the evolving changes in this industry.

Jurong Branch

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
Warehouse / Store Assistant / Operations Assistant	'O' / 'N' levels	1-3	Basic warehouse operations. Receive, stock-take & packing duties.	1400	1700
Shipping Assistant	'O' levels / Certificate	1-3	Prepare shipping documentation. Knowledge of LC/BL. Ensure smooth delivery & handle customers' enquires. Verification of freight invoices, cycle count, etc.	1500	2000
Warehouse Supervisor	'O' / 'N' levels	3-5	Manage warehouse operations. Receive, stock-take pack. Ensure timely shipment.	1800	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	2500
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	5000
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



OFFICE SUPPORT

In 2007, there was an increased trend in organizations seeking capable and well-rounded candidates who would be able to handle receptionist, administrator and basic accounting responsibilities. Some of these roles in great demand for talent are Secretaries, Office Administrators and Personal Assistants. In 2008, we foresee this trend to continue as talent who can handle a diverse portfolio will be an active participant in the organization's growth.

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
Data Entry Clerk	'O' / 'N' levels Certificate	1-2	Data entry, processing & transmission of data.	1350	1700
Security Officer	'O' / 'A' levels	3-4	Protect property against fire, theft & illegal entry. Make routine periodic checks around buildings & grounds. Check for proper identification & clearance of visitors.	1300	1800
Dispatch cum Office Boy	'N' / 'O' levels	1-2	Mail delivery & collection. Run simple errands.	1200	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 Clerk / Coordinator	'N' / 'O' levels Certificate	1-3	Sort & distribute mail. Prepare simple business correspondence & reports. Attend to telephone enquiries & visitors. Filing.	1500	2000
Secretary	PSC / Diploma	2-4	Schedule appointments, travel arrangements & attend to phone calls. Clerical work & administrative duties.	2200	3000
Executive Secretary	PSC / Diploma	3-5	Support senior management. Take minutes of meetings. Execute routine secretarial assignments.	3000	5000
Administration / Officer Manager	Degree / Diploma	4-6	Responsible for office administration & management, i.e. human resources, office lease, property facilities & records. Assigning work to other clerical employees & ensuring conformance to office policies.	3500	6000



SALES, MARKETING & ADVERTISING

Sales, Marketing and Advertising talent are essential in most, if not all industries. Organizations are placing more emphasis on branding and meeting sales targets. With the upgrading of the Orchard Road shopping zone, the upcoming Intergrated Resorts, more retail outlets at Changi Airport Terminal 3 and the Singapore government's emphasis on raising service levels and promoting Singapore as a retail hub, we expect to see an increased demand for talent (Sales, Marketing and Advertising). Professionals in this line will need to have specific skills in market research as well as a flair for creativity and a specialised knowledge of an industry products and services.

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
Promoter / Retail Assistant	'O' / 'N' levels	1-2	Promote products in store or over the counter.	1500	1800
Sales Coordinator	'O' / 'N' levels	2-3	Coordinate client leads & customer sales. Process sales orders.	1700	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	5000



SALES, MARKETING & ADVERTISING

POSITION	QUALIFICATION	YEARS	JOB DESCRIPTION	MIN. SALARY	MAX. SALARY
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.	3000	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

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