

## Nan, Shu Lian

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**From:** Asmah Hassan  
**Sent:** Thursday, September 1, 2022 12:52 PM  
**To:** Nan, Shu Lian  
**Cc:** Aw, Tian Cai David; Yiap, Chun Kang Sam; Helm, Matthew; Benites Urrutia, Jose Antonio  
**Subject:** RE: Sous Chef Candidate MK

Hi Shu Lian

As shared yesterday Main Kitchen supposedly to have 1 Sous chef open position, during the pandemic SweetSpot MICE was closed temporarily all their headcount was transferred to Main Kitchen including 1 Sous Chef. Till date these TMs are still supporting SweetSpot MICE production.

We are in need to hire for Main Kitchen production, if you could assist to explain and get the relevant approval.

Regards  
Asmah

A	B	H	J	K
Main Kitchen		2022 Budget		
		Dec	2022 Act/Fest Dec with addition	Remarks
	<b>3225 PASTRY/BAKERY</b>	<b>13.0</b>	<b>16.0</b>	
	BAK003 SOUS CHEF (S10)	1.0	2.0	from SweetSpot MICE
	BAK005 JUNIOR SOUS CHEF (S07)	2.0	2.0	
	BAK006 CHEF DE PARTIE (S05)	1.0	3.0	from SweetSpot MICE
	BAK007 COMMIS I (S03)	2.0	2.0	from SweetSpot MICE
	BAK008 COMMIS II (S02)	3.0	2.0	
	BAK009 COMMIS III (S01)	2.0	3.0	
	BAK012 EXECUTIVE PASTRY CHEF (S15)	1.0	1.0	
	BAK014 CHIEF BAKER (S11)	1.0	1.0	
	BAK016 SENIOR SOUS CHEF (S11)	0.0	0.0	
	BAK017 ADMINISTRATOR (S07)	0.0	0.0	

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**From:** Nan, Shu Lian <ShuLian.Nan@marinabaysands.com>  
**Sent:** Wednesday, August 31, 2022 6:51 PM  
**To:** Asmah Hassan <asmah.hassan@marinabaysands.com>  
**Cc:** Aw, Tian Cai David <David.Aw@marinabaysands.com>; Yiap, Chun Kang Sam <Sam.Yiap@marinabaysands.com>; Helm, Matthew <Matthew.Helm@marinabaysands.com>; Benites Urrutia, Jose Antonio <Antonio.Benites@marinabaysands.com>  
**Subject:** RE: Sous Chef Candidate MK

Dear Asmah,

Thank you for the call earlier today, pleasure speaking with you. 😊

As spoken, please find below headcount for Main Kitchen- Pastry/ Bakery.

Unfortunately there is no balance MK- Pastry Sous Chef headcount available to hire for in 2022. Understand that requests have been raised to increase headcount in 2023 to support the operations, however, for us to bring Chef Louis onboard asap/ in 2022, we will have to identify headcount to hire in Main Kitchen- Pastry:

Department	Area	Position
MAIN KITCHEN	PASTRY/BAKERY	EXECUTIVE PASTRY CHEF
MAIN KITCHEN	PASTRY/BAKERY	EXECUTIVE CHEF
MAIN KITCHEN	PASTRY/BAKERY	EXECUTIVE PASTRY CHEF
MAIN KITCHEN	PASTRY/BAKERY	PASTRY CHEF
MAIN KITCHEN	PASTRY/BAKERY	SENIOR SOUS CHEF
MAIN KITCHEN	PASTRY/BAKERY	CHIEF BAKER
MAIN KITCHEN	PASTRY/BAKERY	MASTER BAKER
MAIN KITCHEN	PASTRY/BAKERY	SOUS CHEF

All additional unbudgeted headcount requests for **JG 10+** will require Comp Council and COO's approval. Appreciate if you can provide us the email approval from both as supporting. Thank you!

**Regards,**  
**Shu Lian Nan**

Senior Talent Acquisition Specialist – Human Resources

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**From:** Nan, Shu Lian  
**Sent:** Monday, August 29, 2022 10:50 AM  
**To:** Benites Urrutia, Jose Antonio <[Antonio.Benites@marinabaysands.com](mailto:Antonio.Benites@marinabaysands.com)>; Asmah Hassan <[Asmah.Hassan@Marinabaysands.Com](mailto:Asmah.Hassan@Marinabaysands.Com)>  
**Cc:** Aw, Tian Cai David <[David.Aw@marinabaysands.com](mailto:David.Aw@marinabaysands.com)>; Yiap, Chun Kang Sam <[Sam.Yiap@marinabaysands.com](mailto:Sam.Yiap@marinabaysands.com)>; Helm, Matthew <[Matthew.Helm@marinabaysands.com](mailto:Matthew.Helm@marinabaysands.com)>  
**Subject:** RE: Sous Chef Candidate MK

Dear Chef Antonio,

Well noted on the below.

Aside to [@Asmah Hassan](#), appreciate for your inputs and supporting details for us to raise the job requisition. Thank you.

**Regards,**  
**Shu Lian Nan**

Senior Talent Acquisition Specialist – Human Resources

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**From:** Benites Urrutia, Jose Antonio <[Antonio.Benites@marinabaysands.com](mailto:Antonio.Benites@marinabaysands.com)>  
**Sent:** Friday, August 26, 2022 5:18 PM  
**To:** Nan, Shu Lian <[ShuLian.Nan@marinabaysands.com](mailto:ShuLian.Nan@marinabaysands.com)>; Asmah Hassan <[asmah.hassan@marinabaysands.com](mailto:asmah.hassan@marinabaysands.com)>  
**Cc:** Aw, Tian Cai David <[David.Aw@marinabaysands.com](mailto:David.Aw@marinabaysands.com)>; Yiap, Chun Kang Sam <[Sam.Yiap@marinabaysands.com](mailto:Sam.Yiap@marinabaysands.com)>; Helm, Matthew <[Matthew.Helm@marinabaysands.com](mailto:Matthew.Helm@marinabaysands.com)>  
**Subject:** RE: Sous Chef Candidate MK

Hi Shu Lian

As mentioned before, please take the position given free by Nirosham who was transferred to SSE [@Asmah Hassan](#) can you please assist on this; we had this conversation with Matthew and decided to place Niro in MK headcount to leave Club55 SSC position available.

Thanks

Antonio

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**From:** Nan, Shu Lian <[ShuLian.Nan@marinabaysands.com](mailto:ShuLian.Nan@marinabaysands.com)>  
**Sent:** Friday, August 26, 2022 3:37 PM  
**To:** Benites Urrutia, Jose Antonio <[Antonio.Benites@marinabaysands.com](mailto:Antonio.Benites@marinabaysands.com)>  
**Cc:** Aw, Tian Cai David <[David.Aw@marinabaysands.com](mailto:David.Aw@marinabaysands.com)>; Yiap, Chun Kang Sam <[Sam.Yiap@marinabaysands.com](mailto:Sam.Yiap@marinabaysands.com)>; Asmah Hassan <[asmah.hassan@marinabaysands.com](mailto:asmah.hassan@marinabaysands.com)>  
**Subject:** RE: Sous Chef Candidate MK

Dear Chef Antonio,

In addition to below email, we identified that there is no available headcount for Pastry Sous Chef hire at Main Kitchen.

Please find below available headcount and may I request for you to identify headcount for hire.

Please do note that if utilization of a lower job grade for a higher job grade hire will be considered as an unbudgeted headcount.

To highlight, all additional unbudgeted headcount requests for **JG 10+** will require Comp Council and COO's approval. Do provide us the email approval from both as supporting. Thank you.

Department	Area	Posi
MAIN KITCHEN	PASTRY/BAKERY	EXECUTIVE PASTRY CHEF
MAIN KITCHEN	PASTRY/BAKERY	EXECUTIVE CHEF
MAIN KITCHEN	PASTRY/BAKERY	EXECUTIVE PASTRY CHEF
MAIN KITCHEN	PASTRY/BAKERY	PASTRY CHEF
MAIN KITCHEN	PASTRY/BAKERY	SENIOR SOUS CHEF
MAIN KITCHEN	PASTRY/BAKERY	CHIEF BAKER
MAIN KITCHEN	PASTRY/BAKERY	MASTER BAKER
MAIN KITCHEN	PASTRY/BAKERY	SOUS CHEF
MAIN KITCHEN	PASTRY/BAKERY	JUNIOR SOUS CHEF

Regards,

**Shu Lian Nan**

Senior Talent Acquisition Specialist – Human Resources

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**From:** Nan, Shu Lian

**Sent:** Friday, August 26, 2022 3:27 PM

**To:** Benites Urrutia, Jose Antonio <[Antonio.Benites@marinabaysands.com](mailto:Antonio.Benites@marinabaysands.com)>

**Cc:** Aw, Tian Cai David <[David.Aw@marinabaysands.com](mailto:David.Aw@marinabaysands.com)>; Yiap, Chun Kang Sam <[Sam.Yiap@marinabaysands.com](mailto:Sam.Yiap@marinabaysands.com)>

**Subject:** RE: Sous Chef Candidate MK

Dear David, thanks for connecting. I will take over from here.

Dear [@Benites Urrutia, Jose Antonio](#), thank you for the resume and EIAF.

Meanwhile can I check if this hire is for backfill for TM# 817098 Twu Swu Liang?

We will connect with the candidate to retrieve his salary documents.

We will keep you posted on the hiring. Thank you.

Regards,

**Shu Lian Nan**

Senior Talent Acquisition Specialist – Human Resources

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**From:** Aw, Tian Cai David <[David.Aw@marinabaysands.com](mailto:David.Aw@marinabaysands.com)>  
**Sent:** Thursday, August 25, 2022 10:01 AM  
**To:** Benites Urrutia, Jose Antonio <[Antonio.Benites@marinabaysands.com](mailto:Antonio.Benites@marinabaysands.com)>; Nan, Shu Lian <[ShuLian.Nan@marinabaysands.com](mailto:ShuLian.Nan@marinabaysands.com)>  
**Subject:** FW: Sous Chef Candidate MK

Hi Antonio,

Thank you for the details.

I am looping my colleague @Nan, Shu Lian that will be taking over your portfolio. Do contact her for future recruitment matters.

Best Regards,

**David Aw**

Senior Talent Acquisition Specialist  
Human Resources  
Contact: +65 9105 1334

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**From:** Benites Urrutia, Jose Antonio <[Antonio.Benites@marinabaysands.com](mailto:Antonio.Benites@marinabaysands.com)>  
**Sent:** Wednesday, August 24, 2022 7:22 PM  
**To:** Aw, Tian Cai David <[David.Aw@marinabaysands.com](mailto:David.Aw@marinabaysands.com)>  
**Subject:** Sous Chef Candidate MK

Hi David,

Please assist to proceed with Louis Heng application.  
Find attached Matthew's approval and IAF.  
He will be on MK taking Niro slot who has been transferred to SSE ( attached email )  
Will propose him SC position

Kindly update on the process

Thanks

Antonio

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