

e2i-Future-Ready PWM Workforce Day 2026 for Built Environment Sector

JOB LISTING BOOKLET

Date: 22 September 2026

Time : 10am to 4pm



About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

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1. AETOS HOLDINGS

Our purpose drives us to do what we do best every day – leveraging our security expertise and decades of know-how to protect and keep our clients, communities, and the people around us safe from harm. We go beyond expectations to secure our future - turning belief into positive impact by building a diverse workforce, harnessing innovative technologies and going further with our partners with a collaborative mindset.

Job Positions	Key Responsibilities	Working Hours / Location
Auxiliary Police Outrider	<u>Job Description:</u> - Attend to queries in regard to security within premises. - Conduct armed security patrol in the premises. - Control crowds in public settings, respond to incidents and emergencies. - Regulate traffic on roads. - Perform armed access control and security screenings. - Performing armed security surveillance at the command centre or assigned premises. - To maintain law and order and perform law enforcement duties. - Provide armed guarding, escorting services and assets protection. - Provide quick responses to incidents that threatens the safety of members of the public, such as suspicious and/or terrorist activities. - Compiling of incident reports. <u>Job Requirement:</u> - At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy). - Able to work shift duties (Including extended shift, weekends & public holidays) .Applicants who are not able to do IPPT may consider applying for unarmed APO positions. - At least class 2/2A license.	- Rotational day or night shifts - Full time/ Permanent - Location: Islandwide
Auxiliary Police Officer(Armed)	<u>Job Description:</u> - Attend to security enquiries in the premises. - Conduct armed security patrol in the premises. - Consolidate incident reports. - Perform armed access control and security screenings. - Perform armed security surveillance at the command Centre. <u>Job Requirement:</u> - At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy).	- Rotational day or night shifts - Full time/ Permanent - Location: Islandwide
Auxiliary Police Officer(Enforcemen(U armed)	<u>Job Description:</u> - Attend to security enquiries in the premises. - Conduct security patrol in the premises. - Consolidate incident reports. - Perform crowd control in public areas and manage traffic on the roads. - Perform law enforcement duties. - Provide quick responses to incidents and emergencies. <u>Job Requirement:</u>	- Rotational day or night shifts - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities	Working Hours / Location
	At least 3 GCE 'N' / 'O' Levels / NITEC or WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy).	
Security Officer / Senior Security Officer (Unarmed)	<u>Job Description:</u> - Manning of static/access control points. - Checking of passes and other documents at static/access points. - Screening and checking of all personnel and vehicles entering and exiting the premise.s - Patrolling and guarding client's personnel and properties. - Operating metal/explosive detectors/x-ray machines at checkpoints. - Issuing of visitor/contractor pass in exchange for their identification cards. - Attending to alarm activation. - CCTV Monitoring. - Responding to incidents such as unattended bags, etc. - Maintaining records of all incidents. - Checking of boarding, staff, and valid entry passes.. <u>Job Requirement:</u> - Minimum Secondary 2 and above. - No colour blindness or hearing defects . - Able to work shift duties (Including extended shift, weekends & public holidays). - Proficient in spoken and written English. - Additional requirements for Part-Time - Must be a trained security officer with a valid PLRD License.	- Rotational day or night shifts - Full time/Permanent - Location: Islandwide

2. ALBA W&H SMART CITY PTE LTD

ALBA has more than 50 years of experience in Europe and more than 20 years in Asia in the waste management and recycling industry. ALBA Group Asia has its headquarters in Hong Kong SAR, and has its operating facilities in China, Indonesia, and Singapore. With its vision for a World without Waste, the company focuses on four business areas, namely: Smart City Solutions, Plastics Recycling, Green Gas & Green Fuel Technology, Hazardous Waste Recycling & Management. ALBA is globally renowned for top-quality recycling and smart waste management solutions.

Job Positions	Job Description / Job Requirement	Working Hours / Location
FIELD INSPECTORS	<u>Job Description:</u> - To establish and ensure adherence to procedures for Quality Control with respect to the regulatory and contractual standards in fulfilling our operational responsibilities. - To do internal Quality Checks on the Operations Team during the operation process as well as on equipment deployed on site. - To be responsible for inspections on work processes and equipment to ensure quality is consistently met. - To compile data and communicate with the operations for follow-up action of the respective non-conformity issues. - To prepare for inspection based on daily operational requirements and NEA feedback. - To report on any non-conformity at work and compile summary of such issues for Management review. - To conduct checks at all locations for overflowing issues and bins upgrading & downgrading procedures. - To go to physical spots for investigative work and work hand in hand with Operations & Customer-Service to resolve the specific issue. <u>Job Requirement:</u> - Minimum N/O level with 3 years in similar role. - Clear verbal and written communication skills for report purposes. - Excellent people skills, Conversant with Microsoft suite, Good organisational skill.	6 days 7am to 4:30pm - Full time/ Permanent - Location: 639142
OFFICE CLEANERS	<u>Job Description:</u> - Clean and maintain office areas including. workstations, meeting rooms, pantry, and common areas. - Sweep, mop, vacuum floors. - Empty trash bins and dispose of waste properly. - Clean and sanitize toilets and replenish supplies (e.g. soap, tissue). - Wipe and disinfect surfaces such as desks, tables, and door handles. - Refill pantry items and ensure cleanliness of pantry area. - Report any maintenance issues or damage. - Follow cleaning schedules and safety procedures. <u>Job Requirement:</u> - Physically fit and able to perform manual work. - Basic understanding of English language. - Responsible, punctual, and able to work independently. - Prior cleaning experience is an advantage.	6 days 8:30am to 5:30pm - Full time/ Permanent - Location: 639142

Job Positions	Job Description / Job Requirement	Working Hours / Location
WAREHOUSE SORTER	<u>Job Description:</u> - To sort materials individually by category from the bin. - To handle and unload items from Open Top Container (OTC). - To weigh each individual pallet / bag after sorting - Weekly clearance / sorting of Battery only Bins, Battery / Bulb Bins. - Unloading of OTC (ie. average of 02x per day). - Daily unloading of Ad-hoc bulky LHA collected by external logistics / ALBA EW. - Daily unloading of Ad-hoc bulky LHA collected by external logistics / ALBA EW Commercial door step collection, Residential door step collection, Retailers Ad-hoc collection, Events / Ad-hoc collection drives, Schools (ie. NUS). <u>Job Requirement:</u> - Work experience as general worker, preferably in warehouse. - Prefer candidates with forklift license. - Physically strong, agile and dexterous, and undeterred by heights and adverse climatic conditions.	5 days 8:30am to 6:30pm - Full time/ Permanent - Location: 637350
WASTE TRUCK ATTENDANT	<u>Job Description:</u> - To work as a team together with the assigned truck driver to ensure that all required waste is collected on time. <u>Job Requirement:</u> - Willing to work on weekends on a rostered basis.	6 days 7am to 4:30pm - Full time/ Permanent - Location: 639142
WASTE TRUCK DRIVER	<u>Job Description:</u> - To perform waste collection from both public and private housing estates, government, and commercial premises within assigned timeline. <u>Job Requirement:</u> - Possess class 4 driving license; Willing to work on weekends on a rostered basis.	6 days 7am to 4:30pm - Full time/ Permanent - Location: 639142

3. ATL MAINTENANCE PTE. LTD.

Established in 1990, ATL Maintenance has been a trusted provider of comprehensive environmental solutions for over three decades. From Janitorial & Custodial to pest control, external façade cleaning and beyond, we offer a wide range of services to meet the diverse needs of our clients.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Multi-skilled Periodic Float Cleaners	<u>Job Description:</u> - Perform various periodic cleaning tasks using machines, e.g, auto scrubber, carpet traction machine, wet & dry vacuum, etc. <u>Job Requirement:</u> - Preferred with Prior Working-at-Height training. - Good working experience operating different cleaning equipment. - Willing to travel to work at different locations.	6 days 5pm to 11pm - Full time/ Permanent - Location 593215
Pest Control Technician	<u>Job Description:</u> - Check residential and commercial buildings for signs of pests, nests, and entry points. - Spray, fog, mist, bait, or set traps to remove roaches, ants, termites, and rodents. - Complete service reports and daily logs of treatments used. <u>Job Requirement:</u> - Valid local vector control certification. - Ability to work outdoors, stand for long periods, and enter tight spaces. - Valid license to operate company transport across service routes.	6 days 8am to 5pm (Mon to Fri) 8am to 12pm (Sat) - Full time/ Permanent - Location 593215

4. BESTWAY CLEANING SERVICES PTE LTD

Established in 1995 as a private limited company with a paid-up capital of S\$1 million, Bestway Cleaning Services Pte Ltd has grown into a trusted partner for cleaning solutions across Singapore's commercial, residential, and industrial sectors.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Cleaner	<u>Job Description:</u> - Responsible for all basic cleaning in and around office buildings/healthcare etc. - Cleans floors and rooms. including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, and spot cleaning glass and windows. - Cleans restrooms, including restocking dispensers, emptying trash, cleaning and sanitizing fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping tile floors, and cleaning toilets and urinals. - Vacuums, empties trash. <u>Job Requirement:</u> - No experience required.	5.5 days 44 hours - Full time/ Permanent - Location: 659554
Cleaning Supervisor	<u>Job Description:</u> - Supervise and coordinate a team of cleaners to complete all scheduled cleaning tasks efficiently and effectively. - Inspect cleaning work to guarantee quality standards are met. - Identify any issues or areas for improvement and implement corrective measures. - Ensure cleaning supplies and equipment are well-stocked and properly maintained. <u>Job Requirement:</u> - At least 2 years previous experience as a Cleaning Supervisor or or in a similar role. - Strong leadership and organizational skills. - Excellent attention to detail and commitment to maintaining high cleaning standards - Ability to multitask, prioritise and work efficiently under pressure - Ability to work independently and manage a team effectively. - Familiarity with cleaning chemicals, supplies, and equipment.	5.5 days 44 hours - Full time/ Permanent - Location: 659554

5. CBRE PTE LTD

A worldwide commercial real estate services & investment company, CBRE has clients in 100+ countries, including over 95% of the Fortune 100. It offers real estate services to occupiers, owners, lenders and investors in office, retail, industrial, multifamily, and other types of commercial real estate categories. CBRE provides services to occupiers and investors such as facilities management, project management, property sales and leasing, loan origination and servicing, investment management, valuation and development services and workspace solutions.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Facilities Manager	Job Description: • Provide formal supervision to employees. • Monitor the training and development of staff. Conduct performance evaluations and coaching. • Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. • Establish work schedules, assign tasks, and cross-train staff. • Set and track staff and department deadlines. • Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. • Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes. Job Requirement: • Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. In lieu of a Diploma, a combination of experience and education will be considered. • Tier 3 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions.	• 5.5 days • 9am to 6pm • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage.	
Engineers	Job Description: - overseas and inspects the work performed by outside contractors. Contracted work includes landscaping, HVAC, plumbers, and cleaning. - Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. - Assist on audit requirements. - Review and recommend Standard Operation Procedure (SOP) and propose changes for review. - Liaise with government authorities on M&E initiatives for compliance. - Mentor and coach maintenance engineers and technicians. - Determine material, equipment, tools and spare parts to be used for maintenance jobs. - Perform risk assessment and evaluate content of maintenance plans in CMMS (computerized maintenance management system) including methods, maintenance frequencies, resources, spares and tools needed. - Improving the efficiency on the operational processes, innovating and implementing systems improvement on energy conservation. - Responsible for the planning and execution of corrective/preventive maintenance programmers. - Responsible for the planning, coordination and execution of annual shut down. Job Requirement: - Diploma in Mechanical Engineering or related studies. - Flexible to work on 5.5 work week - Ability to establish and maintain effective working relationships with co-workers, managers and clients. - Must have good communication and leadership skills. - Strong Mechanical and Electrical knowledge and skills - Around 5 years of experience in manufacturing and life science facilities.	5.5 days 9am to 6pm - Full time/ Permanent - Location: Islandwide
Facilities Coordinator / Property Executive	Job Description: - Act as the frontline representative for the contract, ensuring all works and services are delivered professionally, efficiently, and in line with contractual requirements. - Support the Facilities Manager in site operations, including measurements, records, field data uploads, work planning, quotation preparation, coordination of subcontractors and specialists - Allocate, schedule, and review work orders, ensuring timely execution, accuracy of vendor submissions, and compliance with contractual and operational standards. - Monitor site conditions by conducting inspections, identifying repair or improvement needs, resolving minor issues, and supporting day-to-day operational continuity. - Analyze operational data and reports to track performance, resolve issues, and recommend process or service improvements to enhance efficiency and effectiveness.	5.5 days 9am to 6pm - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<u>Job Requirement:</u> • Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. • In lieu of a Diploma, a combination of experience and education will be considered. • Tier 4 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage.	
Facilities Manager	<u>Job Description:</u> • Provide formal supervision to employees. • Monitor the training and development of staff. • Conduct performance evaluations and coaching. • Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. • Establish work schedules, assign tasks, and cross-train staff. • Set and track staff and department deadlines. • Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. • Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes. <u>Job Requirement:</u> • Bachelor's Degree preferred with 5 - 8 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. Facility Management certification preferred.	• 5.5 days • 9am to 6pm • Full time/ Permanent • Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention is preferred. - Ability to lead the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. - Leadership skills to motivate the team to achieve broad operational targets with impacts on own job discipline, multiple job disciplines, and department. - In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. - Extensive organizational skills and an advanced inquisitive mindset. - Intermediate math skills. Ability to calculate complicated figures such as percentages, fractions, and other financial-related calculations.	
Finance & Administration Executive	<u>Job Description:</u> - Respond to client inquiries and concerns and ensure timely and quality service delivery and follow-up to ensure satisfaction. - Understand the scope of the contract and make sure that all work is carried out accordingly. - Be a financial and operational systems champion. - Suggest efforts to put in place cost-saving opportunities to maximize customer and financial savings targets. - Coordinate and onboard vendors for reactive and planned works and manage sub-contractor paperwork. - Review processed invoices and ensure accurate cost center coding. - Coordinate the billing application, calculating margins, raising invoices, and submitting to clients. - Work closely with site teams and head office, ensuring accurate processing of quotations and purchase orders. - Review and approve maintenance billing invoices and projects as per contracted agreements. Ensure consistent delivery of core operational and financial outputs on the account. - Respond to inquiries on financial reports for Accounts Receivable, Payable, and open POs. - Deliver monthly reporting support on Contract and Business Unit Reviews. - Assist in ensuring compliance with Health & Safety requirements, including HSE reporting and promoting a safe work environment. Maintain QHSE documentation and ensure it is available using company systems. - Gather and analyze data to identify and solve complex problems that arise with little or no precedent. May recommend new techniques. - Impact own team and other teams whose work activities are closely related. - Suggest improvements to existing processes and solutions to improve the efficiency of the team. <u>Job Requirement:</u> - Diploma with 3-4 years of job-related experience. - A comprehensive understanding of a range of processes, procedures, systems, and concepts within own job function is required.	5.5 days 9am to 6pm - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Ability to evaluate and communicate unusual and/or complex content in a concise and logical way. - In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. - Organizational skills with an advanced inquisitive mindset. - Advanced math skills. Ability to calculate advanced figures such as percentages, discounts, and markups.	
Project Manager	<u>Job Description:</u> - Lead project initiation, defining scope, objectives, timelines, and alignment with organisational goals. - Develop and execute detailed project plans, including scheduling, cost estimates, and resource planning. - Act as the main liaison between project owners, stakeholders, consultants, and contractors to ensure clear communication and alignment. - Manage end-to-end procurement, including tender preparation, evaluation, contractor appointment, and value engineering. - Review and coordinate design submissions, ensuring compliance with requirements and timely approvals from relevant authorities. - Monitor project progress, identifying risks, delays, and deviations, and implementing corrective actions to maintain schedule and quality. - Ensure effective control of scope, budget, and changes, maintaining compliance with contractual and regulatory requirements, including safety standards. - Oversee project execution, ensuring works are delivered to specification, quality standards, and operational expectations. - Manage project completion and closeout, including inspections, defect rectification, documentation (as-builts, warranties), final accounts, and lessons learned. <u>Job Requirement:</u> - Degree in Building, Engineering, Construction, Project Management, or any related disciplines from a recognised tertiary institution. - Certified as Project Management Professional (PMP) from the Project Management Institute (PMI). - A minimum of 3 years of relevant experience and proven expertise in managing facility management related and office renovation projects. - Hands-on experience in Government led initiatives and public sector project processes, including the use of the Public Sector Standard Conditions of Contract (PSSCOC) in Singapore would be highly preferred. - Results-oriented with strong attention to detail and accuracy.	5.5 days 9am to 6pm - Full time/ Permanent - Location: Islandwide
Quantity Surveyor	<u>Job Description:</u> - Prepare and submit cost estimates and quotations, ensuring timely approval and issuance of purchase/work orders. - Apply Schedule of Rates (SOR) accurately and justify deviations or special pricing to stakeholders where required. - Assess and validate star rate items against market benchmarks prior to work commencement. - Maintain and analyse cost databases (e.g., star rates, quotations) to improve pricing accuracy and procurement strategies.	5.5 days 9am to 6pm - Full time/ Permanent - Location: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Develop and prepare tender documents, including detailed cost breakdowns, ensuring alignment with scope, specifications, and procurement policies. - Collaborate with internal teams to ensure tender and cost submissions reflect operational and technical requirements. - Evaluate contractor tenders, identifying risks, discrepancies, and ensuring competitiveness and compliance. - Verify and process payment claims, invoices, and work order submissions, ensuring accuracy, completeness, and timely certification. Job Requirement: - Diploma in Quantity Surveying, Building Engineering, Construction, or any related tertiary institution. - Minimally 3 years of relevant experience within the Facilities, Construction and Engineering industry. - Familiar with Cost Assessments, Tender and Payment Claims.	
Technicians	Job Description: - Perform ongoing preventive maintenance and repairs on mechanical, electrical, and other building systems. - Conduct routine maintenance inspections, diagnose potential problems, and make repairs. - Assist with the installation and modification of building equipment and systems. - Review assigned work orders and partner with available systems to track completion. - Support energy management by ensuring all building systems are operating efficiently. - Inspect existing installations for compliance with building codes and safety regulations. - Use existing procedures to solve straightforward problems. Exchange straightforward information in a clear, concise manner. - Impact team through defined duties, methods and tasks as described in detail. - Deliver own output by following defined procedures and processes under close supervision and guidance. Job Requirement: - Minimum NITEC in Engineering or its equivalent, with 1-2 years of job-related experience. In lieu of a NITEC, a combination of experience and education will be considered. - Ability to follow basic work routines and standards in the application of work. - Communication skills to exchange straightforward information. - Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. - Strong organizational skills with an inquisitive mindset.	5.5 days 9am to 6pm - Full time/ Permanent - Various Location

6. GREATSOLUTIONS PTE. LTD.

GreatSolutions is a cleaning company that provides off-site automated dish-washing (back-end washing) and one-stop cleaning services (front-end dish collection and site cleaning services to name a few) to food courts, coffee shops, restaurants island-wide. We pride ourselves to be the premier off-site automated dish-washing Company in Singapore. We are an innovative, environment-friendly solutions provider targeting to accomplish continual productivity, efficiency and scalability.

Job Positions	Job Description / Job Requirement	Working Hours / Location
BACKEND TECHNICIAN	Job Description: - We are seeking a skilled Backend Hardware Technician to join our team. - The successful candidate will be responsible for diagnosing, repairing, and maintaining various hardware components, ensuring optimal performance and reliability. - Key duties include troubleshooting hardware issues, performing regular maintenance, installing and upgrading hardware, and documenting all repair and maintenance activities. - The ideal candidate will have strong technical skills, experience with hardware repair, and the ability to work efficiently in a fast-paced environment. Job Requirement: - Need to have TV repair experience / hardware. Need to work 5.5 days a week. - Need to converse in Mandarin with clients and customers.	5.5 days 8 or 10 hours per day - Full time/ Permanent - Location: Islandwide
Cleaner/Steward	Job Description: - Washing plates and utensils, ensuring the cleanliness and hygiene of equipment through cleaning and wiping, conducting the wiping clean and drying of all washed products, performing area cleaning, assisting in carrying and arranging boxes, and contributing to the prevention of damaged products during the cleaning and washing processes. Job Requirement: - Able to commit shift work, carry heavy load 20 Kg, need to wear safety boots.	6 days 8 or 10 hours per day - Full time/ Permanent - Location: Islandwide
COFFEE MAKER	Job Description: - We are looking for an experienced and enthusiastic Coffee Maker to join our team at our bustling neighbourhood coffeeshop. - The Coffee Maker will be responsible for preparing and serving a variety of coffee beverages, maintaining high standards of quality and customer service. - Key duties include brewing coffee, preparing tea and other beverages, and keeping the work area clean and organized. - The ideal candidate will have prior experience in coffee making, a passion for beverages, and the ability to work efficiently in a fast-paced environment. Job Requirement: - Must have relevant experience in coffeeshop drink stall preparation. Need to know basic cashiering duties. 5-6 days a week. Applicants also need to commit to long hours shift and 5-6 days a week.	5 days 8 or 10 hours per day - Full time/ Permanent - Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
COOK	<u>Job Description:</u> - We are seeking a skilled and dedicated Cook to join our team at our bustling neighbourhood coffeshop. - The Cook will be responsible for preparing and cooking a variety of dishes according to our recipes and standards, ensuring high-quality food is served to our customers. Key duties include food preparation, maintaining a clean and organized kitchen, and adhering to food safety regulations. - The ideal candidate will have previous cooking experience, strong culinary skills, and the ability to work efficiently in a fast-paced environment. <u>Job Requirement:</u> - Must have relevant experience in economic rice, tze char and know how to cook with a wok. Applicants also need to commit to long hours shift and 5-6 days a week.	5 days 8 or 10 hours per day - Full time/ Permanent - Location: Islandwide
F&B OPERATIONS MANAGER	<u>Job Description:</u> - Commitment to weekend work and a capacity for a fast-paced environment, demonstrating strong team player qualities, possessing 2 years of relevant supervisory experience in the F&B sector, and exhibiting excellent communication, leadership, and team management skills. <u>Job Requirement:</u> - Commitment to weekend work and a capacity for a fast-paced environment, demonstrating strong team player qualities, possessing 5 years of relevant supervisory experience in the F&B sector, and exhibiting excellent communication, leadership, and team management skills.	6 days 8 or 10 hours per day - Full time/ Permanent - Location: Islandwide
KITCHEN ASSISTANT	<u>Job Description:</u> - Assisting in food ordering, washing all cooking appliances, supporting the Cook in the preparation of meal ingredients (which involves washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat), packing chopped products, aiding in cooking in the absence of the head chef, and maintaining cleanliness in the designated areas. <u>Job Requirement:</u> - Minimum one year of cooking experience with strong teamwork skills, demonstrating the ability to multitask and collaborate effectively as a team player. Need to wear safety boots.	6 days 8 or 10 hours per day - Full time/ Permanent - Location: Islandwide
MAINTAINENCE AND REPAIR	<u>Job Description:</u> - We are looking for a reliable and skilled Maintenance and Repair Technician to join our team. - This role involves traveling to multiple sites to diagnose, repair, and maintain equipment and systems, ensuring they operate efficiently and safely. - Key responsibilities include performing routine maintenance, troubleshooting issues, and executing repairs as needed. - The ideal candidate will have strong technical abilities, excellent problem-solving skills, and the flexibility to travel between various locations. - Experience in maintenance and repair is essential.	6 days 8 or 10 hours per day - Full time/ Permanent - Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<u>Job Requirement:</u> Need to travel from site to site daily. Need to have own transportation. Need to have senior experience in the repairing field.	
OPERATIONS EXECUTIVE	<u>Job Description:</u> - In this role, responsibilities include understanding and enhancing operational SOPs, submitting regular reports to management, inspecting the work environment and staff KPIs, conducting daily QC checks, ensuring workplace safety and hygiene, providing feedback on staff behavior and performance, actively participating in problem-solving and client/customer interactions, assisting with staff attendance and scheduling, overseeing training, and ensuring safe work procedures are implemented to control risks. Additionally, the position involves the responsibility of ensuring all staff meet their job expectations. <u>Job Requirement:</u> - Commitment to weekend work and a capacity for a fast-paced environment, demonstrating strong team player qualities, possessing 2 years of relevant supervisory experience in the production/operation sector, and exhibiting excellent communication, leadership, and team management skills.	6 days 8 or 10 hours per day - Full time/ Permanent - Location: Islandwide
SERVICE CREW	<u>Job Description:</u> - We are looking for enthusiastic and hardworking individuals to join our team as Service Crew members. Responsibilities include taking orders, serving food and beverages, handling customer queries, ensuring cleanliness of the dining area, and assisting in food preparation. Excellent communication skills, a friendly attitude, and the ability to work efficiently in a fast-paced environment are essential. <u>Job Requirement:</u> - Commitment to weekend work and a capacity for a fast-paced environment, demonstrating strong team player qualities, customer service experience and upselling skills.	5 days 8 or 10 hours per day - Full time/ Permanent - Location: Islandwide
STALL ASSISTANT	<u>Job Description:</u> - We are seeking a friendly and efficient Cashier to join our team. - Responsibilities include greeting customers, taking orders, processing transactions, handling cash and card payments, providing accurate change, answering inquiries, and maintaining a clean checkout area. - Previous cashier or customer service experience is preferred. - Candidates should possess strong communication skills, basic math skills, and the ability to work efficiently in a fast-paced environment. - Reliability, punctuality, and a positive attitude are essential. - We are seeking a friendly and efficient Cashier to join our team. - Responsibilities include greeting customers, taking orders, processing transactions, handling cash and card payments, providing accurate change, answering inquiries, and maintaining a clean checkout area.	5 days 8 or 10 hours per day - Full time/ Permanent - Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Previous cashier or customer service experience is preferred. Candidates should possess strong communication skills, basic math skills, and the ability to work efficiently in a fast-paced environment. • Reliability, punctuality, and a positive attitude are essential. <u>Job Requirement:</u> • Able to converse in mandarin, 5-6 days a week, some cashiering knowledge.	

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7. Henderson Security Services Pte Ltd

Henderson Security founded in 2005, is a well-established full-service security firm in Singapore that combines manpower, monitoring, and technology to deliver security & facility-management solutions across multiple sectors.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Building Technician	Job Description: - A Building Technician is responsible for the maintenance, repair, and proper functioning of building facilities, systems, and equipment. - The role ensures that mechanical, electrical, plumbing, and structural components of the property are in good working order, supporting smooth daily operations. Job Requirement: - NITEC / Higher NITEC / Diploma in Electrical, Mechanical, Building Services, or Facilities Management (or equivalent). 1–2 years of relevant working experience in building or facilities maintenance preferred. - Familiar with M&E systems, preventive maintenance schedules, and basic troubleshooting. - Physically fit and able to perform hands-on maintenance work. - Team players with good communication and customer service skills.	6 days 8am-8pm - Full time/ Permanent - Location: 368242
Security Officer (Full-Time)	Job Description: - A Security Officer is responsible for maintaining the safety and security of assigned premises, personnel, and property. - The role involves patrolling, monitoring, access control, incident reporting, and ensuring compliance with site and regulatory requirements under the Police Licensing & Regulatory Department (PLRD). Job Requirement: - Must hold a valid PLRD Security Licence. - Physically fit and able to work shift duties. (day/night/weekends/public holidays). - Good communication and observation skills.	5 days 7am-7pm or 8am-8pm - Full time/ Permanent - Location: 368242
Security Officer (Part-Time)	Job Description: - A Security Officer is responsible for maintaining the safety and security of assigned premises, personnel, and property. - The role involves patrolling, monitoring, access control, incident reporting, and ensuring compliance with site and regulatory requirements under the Police Licensing & Regulatory Department (PLRD). Job Requirement: - Must hold a valid PLRD Security Licence. - Physically fit and able to work shift duties (day/night/weekends/public holidays). - Good communication and observation skills.	3 days 7am-7pm or 8am-8pm - Part time/ Temporary - Location: 368242

Job Positions	Job Description / Job Requirement	Working Hours / Location
Security Supervisor (Full-Time)	<u>Job Description:</u> • A Security Supervisor oversees and manages the daily security operations of assigned sites. • The role involves supervising teams of Security Officers and Senior Security Officers, ensuring compliance with SOPs, handling incidents, and maintaining safety and order across premises. <u>Job Requirement:</u> • Valid PLRD Security Supervisor Licence. • Minimum 2–3 years of relevant experience in security operations or supervision. • Strong leadership, communication, and problem-solving skills. • Physically fit and willing to work rotating shifts, weekends, and public holidays.	• 5 days • 7am-7pm or 8am-8pm • Full time/ Permanent • Location: 368242
Security Supervisor (Part-Time)	<u>Job Description:</u> • A Security Supervisor oversees and manages the daily security operations of assigned sites. • The role involves supervising teams of Security Officers and Senior Security Officers, ensuring compliance with SOPs, handling incidents, and maintaining safety and order across premises. <u>Job Requirement:</u> • Valid PLRD Security Supervisor Licence. • Minimum 2–3 years of relevant experience in security operations or supervision. • Strong leadership, communication, and problem-solving skills. • Physically fit and willing to work rotating shifts, weekends, and public holidays.	• 3 days • 7am-7pm or 8am-8pm • Part time/ Temporary • Location: 368242
Senior Security Officer (Full-Time)	<u>Job Description:</u> • A Senior Security Officer supervises and supports daily security operations to ensure the safety of people, property, and assets. • The SSO performs both frontline duties and coordination roles, assists in incident handling, and provides guidance to Security Officers on site. <u>Job Requirement:</u> • Valid PLRD Senior Security Officer Licence. • Minimum 1–2 years of experience as a licensed Security Officer. • Good leadership, communication, and problem-solving skills. • Physically fit and able to work rotating shifts (day/night/weekends/public holidays).	• 5 days • 7am-7pm or 8am-8pm • Full time/ Permanent • Location: 368242
Senior Security Officer (Part-Time)	<u>Job Description:</u> • A Senior Security Officer supervises and supports daily security operations to ensure the safety of people, property, and assets. • The SSO performs both frontline duties and coordination roles, assists in incident handling, and provides guidance to Security Officers on site. <u>Job Requirement:</u> • Valid PLRD Senior Security Officer Licence.	• 3 days • 7am-7pm or 8am-8pm • Part time/ Temporary • Location: 368242

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Minimum 1–2 years of experience as a licensed Security Officer. - Good leadership, communication, and problem-solving skills. - Physically fit and able to work rotating shifts (day/night/weekends/public holidays).	
Senior Security Supervisor (Full-Time)	<u>Job Description:</u> - Appointed as Site-in-charge of fire command centre, - conduct security audits and risk assessment and general supervision. <u>Job Requirement:</u> - Valid PLRD Senior Security Supervisor Licence. Minimum 3–5 years of security experience with at least 1–2 years in a supervisory role, strong leadership and communication skills, and relevant security qualifications.	5 days 7am-7pm or 8am-8pm - Full time/ Permanent - Location: 368242

8. LS 2 SERVICES PTE LTD

With more than 20 years of established track record, LS 2 Holdings is a home-grown integrated environmental services provider, which specializes in providing a full suite of cleaning services.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Cleaner	<u>Job Description:</u> • Perform cleaning on the premises as directed by your supervisor • Maintain cleanliness of assigned areas • Sweep and vacuum the floor or carpets in the assigned area • Wash and maintain the cleanliness of the surroundings and toilets • Wipe tabletops, shelves and partitions of assigned areas • Empty waste bins • Any other duties as assigned. <u>Job Requirement:</u> • NIL.	• 5.5 days • 44 hours • Full time/Permanent • Location: 658064
Cleaner Team Leader	<u>Job Description:</u> • Perform cleaning on the premises as directed by your supervisor • Maintain cleanliness of assigned areas • Sweep and vacuum the floor or carpets in the assigned area • Wash and maintain the cleanliness of the surroundings and toilets • Wipe tabletops, shelves and partitions of assigned areas • Empty waste bins • Any other duties as assigned. <u>Job Requirement:</u> • NIL.	• 5.5 days • 44 hours • Full time/Permanent • Location: 658064
Storeman	<u>Job Description:</u> • Prepare, count and distribute stocks to various designated locations within the workplace. Receive, inspect, and store stocks in good order. • Ensure the stocks are stored in compliance with safety standards and industry best practices. • Maintain accurate inventory records, tracking stock levels and replenishes supplies, as required, • Monitor stock level and update quantities daily via system. • Moving heavy pallets and goods using a forklift. Dilution of chemical daily. • Maintain clean, organised, and safe storage areas. • Work closely with procurement to ensure timely availability of materials. • Any ad-hoc assignment <u>Job Requirement:</u> • Minimum at least 1 years of relevant experience • Ability to work independently or as part of a team. Previous experience as a service technician or in a related field. • Hands-on experience in installation, maintenance, and repair of equipment or systems. • Good organizational and time management skills to handle multiple tasks. • Adherence to workplace safety standards and protocols.	• 5.5 days • 7.30am - 5pm (Alternate Saturday) • Full time/Permanent • Location: 658064

Job Positions	Job Description / Job Requirement	Working Hours / Location
Technician	<u>Job Description:</u> • Servicing and repairing cleaning equipment including high pressure jet, leaf blower, scrubbing machine, vacuum cleaner, battery operated cart etc • Inspecting and assessing the functionality of cleaning machines • Trouble shooting machineries breakdowns • Conducting routine maintenance and safety checks • Preparation and submission of maintenance reports • Liaise with external vendors for necessary equipment repair • Inspect and monitor quality standards of cleaning chemical, equipment / tools • Perform asset tagging to ensure accountability of equipment • Prepare inspection finding reports and communicate with internal staff / vendors on any faults, and follow up to ensure rectification • Any ad-hoc assignments <u>Job Requirement:</u> • Minimum NITEC/Higher NITEC in Engineering or related discipline. • Relevant experience in maintenance and repair of mechanical or electrical equipment preferred. • Able to troubleshoot equipment faults and perform preventive maintenance. • Basic computer skills for report preparation and record keeping. • Responsible, hands-on, and able to work independently. • Willing to work at Changi Airport. • Working Hours: 5.5-day work week, Monday to Friday: 8:00 AM to 5:00 PM, Saturday: 8:00 AM to 12:00 PM	• 5.5 days • 44 hours • Full time/Permanent • Location: 658064

9. Re Sustainability International Pte Ltd

Re Sustainability Singapore is one of the leading environmental management solutions providers in Singapore. We offer a full spectrum of environmentally sustainable solutions in our specialised areas in commercial, public cleansing and facilities, auxiliary services, waste management, car park management and Pneumatic Waste Conveyance System (PWCS). Our key focus is on the advancement and adoption of technology to offer the latest solutions to support our customers to achieve long term sustainable objectives, as we embark on the journey of safeguarding our environment and the ecosystem at large.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Cleaner Supervisor	<u>Job Description:</u> • Manage a site team • Supervise General Cleaning operations • Supervise Toilet Cleaning operations • Plan and supervise periodical cleaning task • Ad hoc cleaning as per Operations / Area Manager instructions • Track and report daily attendance • Perform quality checks and join inspection with OM and client • Handle feedback from clients • Interview and recruit cleaners. • Working days: 5 / 5.5 / 6 days' work per week. <u>Job Requirement:</u> • Good leadership skills • Always setting as a role model to the team • Have good customer service quality and cleaning standards • Good interpersonal and communication skills.	• 5.5 days • 44 hours • Full time/Permanent • Location: 658064
Driver Assistant	<u>Job Description:</u> • Identify and sort collected waste and recyclables • Ensure mechanical motorised vehicles, tools and equipment are replenished, reinstated and maintained. Maintaining proper records and check as directed. • Prepare and use appropriate tools and equipment as well as personal protection equipment (PPE) for waste and recyclables collection. • Operate equipment to compress collected waste and recyclables. • Upkeep of vehicle's interior and exterior and maintain its cleanliness. • Ensure safety measures are adhered to during operations. • Provide advisory to members of the public/clients/occupants and surface any complaint or feedback to Senior Crew/Team Lead and/or Supervisor. • Report operation abnormalities such as overfull bins, damaged bins, improper placements, equipment faults, central refuse chutes faults, excessive garden waste, and contamination in recycling bins to the relevant in-charge. • Assist driver to complete any service/ delivery order forms as assigned whether in copy or digitally where applicable. • Respond to incidents and emergencies as directed • Any other duties as assigned/directed. <u>Job Requirement:</u> • Relevant experience in garbage collectors is preferred. • To attend relevant training as directed whether it is on-the-job or training provider. • To abide with all the relevant regulatory bodies requirements.	• 5 or 5.5 days • Full time/Permanent • Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	Good working attitude, reliable, punctual, and motivated with a strong work ethic.	
Driver Specialist (Class 4)	<u>Job Description:</u> - Ensure mechanical motorised vehicles, tools and equipment are replenished, reinstated and maintained including and not limited to greasing, fluid top-ups, to ensure vehicle in tip-top working condition. Maintaining proper records and check as directed. - Upkeep of vehicle's interior and exterior and maintain its cleanliness. - Ensure safety measures are adhered to during operations. - Report of road hazards which can cause delays in collection services. - Complete any service/ delivery order forms as assigned whether in copy or digitally. - Any other duties as assigned/directed. <u>Job Requirement:</u> - Possess a valid Singapore Class 4 Driving Licence at all times to perform the driver specialist duties. - A minimum of 3 years class 4 driving experience is preferred. *Candidate with related experience is added advantage. - To attend relevant training as directed whether it is on-the-job or training provider. - To abide with all the relevant regulatory bodies requirements. - Good working attitude with professional and safe driving skills. - Be reliable, punctual, and motivated with a strong work ethic.	6 days - Full time/Permanent - Location: Islandwide
General Cleaner	<u>Job Description:</u> - The cleaner is responsible to carry out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition. - Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning and etc). - Performing and documenting routine inspection and maintenance activities. <u>Job Requirement:</u> - Have a good level of hygiene and cleanliness - Good and responsible team players - Able to start immediately or short notice of period - Open to retirees - Willing to travel within an area.	5/5.5/6 days - Full time/Permanent - Location: Islandwide
Restroom Cleaner	<u>Job Description:</u> - The cleaner is responsible to carry out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition. - Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning and etc). - Performing and documenting routine inspection and maintenance activities.	5.5 days - Full time/Permanent

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<u>Job Requirement:</u> • Have a good level of hygiene and cleanliness • Good and responsible team players • Able to start immediately or short notice of period • Open to retirees • Willing to travel within an area.	

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10. SAVILLS PROPERTY MANAGEMENT PTE LTD

For over 170 years, we've been helping people thrive through places and spaces. With more than 42,000 professionals dedicated to commercial and prime residential real estate across 70 countries, no matter where you are, we have the expertise to bring your vision to life.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Account Admin Assistant	Job Description: • Issuing cheques • Prepare cash management form weekly • Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties. Job Requirement: • Minimum GCE 'O'/'N' Level • At least 1 year of relevant working experience in Accounting/Admin preferred • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide
Account officer (PM)	Job Description: • Handle full set of accounts (AR, AP and GL) • Prepare monthly financial reports • Issuing invoices, statement of accounts and reminders • Issuing payments to suppliers • Prepare and submitting GST • Coordinate and liaise with external parties like external auditors • Attend to owners one enquires regarding their statement • Supervise and guide Accounts Assistants • Receiving, courier or handling cash/cheques from clients • Banking of cash/cheques • Complete ad-hoc projects or tasks as assigned. Job Requirement: • Minimum Diploma in Accounting related • Possess minimum 1 year of experience handling full set of accounts • Proficient in MS Office applications • Meticulous, resourceful& motivated • Strong interpersonal and communication skills	• 5 days • 8am-5pm or 9am-6pm • Full time/ Permanent • Location: 239070
Admin Assistant / Executive	Job Description: • Prepare and submit regular facility operation reports to management. • Track and report key facility metrics. • Maintain incident and service request logs for audit and review purposes. • Provide updates on compliance with safety, health, and environmental regulations. • Serve as the main point of contact for internal departments regarding facility needs.	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Coordinate with employees to address workspace concerns and requests. - Liaise with building management for shared facility issues and updates. - Ensure all stakeholders are informed of facility-related activities and schedules. - Manage contracts and service agreements with external vendors - Monitor vendor performance and ensure service delivery meets agreed standards. - Schedule and coordinate routine and emergency maintenance with service providers. - Review and approve vendor invoices and service reports. - Maintain and update facility documentation and records. - Coordinate facility access passes, keys, and security systems for staff and visitors. - Manage procurement of office and facility supplies. - Ensure compliance with administrative policies and procedures. - Organize and participate in facility-related meetings with internal teams and external vendors. - Record and distribute meeting minutes and action points. - Follow up on tasks and resolutions discussed during meetings. - Assist in preparing presentation materials for management reviews or planning sessions. - Conduct regular facility inspections and audits to identify areas for improvement. - Recommend and implement facility upgrades, layout changes, or efficiency improvements. - Support sustainability initiatives and cost-saving measures. - Evaluate feedback from users to enhance facility operations and services. - Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). - Collaborate with finance and operations teams to align facility functions with revenue goals. Job Requirement: - Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management - Outgoing and vocal with good communications skill. - Excellent client management skills in a corporate environment and a strong team player. - Proactive and independent. - Familiar with CMMS for work order management; - Dynamic and multi-tasking capabilities.	
Asst Facilities Manager	Job Description: - Proactively engage stakeholders to ensure that on site client's expectations are met - Build and develop effective client /stakeholder relationships across multiple levels of the organization; - On-site key point of contact for Facilities in the client's premises; - Ensure effective communications and reporting to clients on operation matters;	5.5 days 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) - Full time/ Permanent

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Evaluate service response time and analyse occupants' service request trends and suggestions; - Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; - Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites - Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. Lead by example and groom the team in achieving maximum client satisfaction level; - Preparing weekly, monthly facilities reports; - Assist the FM to develop and review planned maintenance schedules with maintenance vendors; - Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. - Ensure critical operations and sites are identified across the region. - Establish HSSE plan for the account on site. - Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. - Implement and ensure escalation procedures are in place and observed for incident and problem reporting. - Have good knowledge of statutory legislations and requirements - Managing work orders using CMMS and analysing maintenance data; - Any other scope and roles assigned by the reporting manager. Job Requirement: - Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute; - At least 3 years of relevant experience as a manager in facilities management - Able to lead independently the team of Facilities Management and properties at site with minimum supervision; - Excellent client management skills in a corporate environment and a strong team player. Proactive and independent; Dynamic and multi-tasking capabilities; Familiar with CMMS for work order management; Fire Safety Manager Certificate.	Location: Islandwide
Cleaners	Job Description: - Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. - Clean and sanitize restrooms, break rooms, and common areas. - Empty waste bins and dispose of rubbish according to company procedures. - Clean machinery, equipment, and workstations as required. - Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners.	5.5 days 9am-6pm - Full time/ Permanent - Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Replenish cleaning supplies, toiletries, and consumables. - Follow workplace health, safety, and environmental regulations. <u>Job Requirement:</u> - Previous experience in commercial, industrial, or janitorial cleaning is preferred. - Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. - Knowledge of cleaning chemicals, equipment, and safe handling procedures. - Ability to work independently and as part of a team.	
Cleaning Supervisor	<u>Job Description:</u> - Team Supervision: Assign daily tasks and coordinate work schedules for all cleaning staff. - Quality Control: Inspect cleaned areas regularly to ensure compliance with company and hygiene standards. - Training and Guidance: Conduct induction and on-the-job training for new cleaners on proper cleaning methods and equipment use. - Equipment and Supplies: Check that all cleaning tools and machines are safe and well-maintained. Report low stock levels of chemicals and materials to management. - Client Communication: Listen to client requests or feedback on-site, share them with the team, and ensure proper follow-up. - Safety Compliance: Enforce all workplace health and safety rules and proper handling of cleaning chemicals.. <u>Job Requirement:</u> - Experience: Minimum 1 to 2 years of experience in commercial or industrial cleaning, with some supervisory or lead experience. - Skills: Strong leadership, clear communication, and basic problem-solving abilities. - Knowledge: Familiarity with professional cleaning chemicals, tools, and safety regulations (such as proper dilutions and PPE use). - Physical Fitness: Ability to stand, bend, walk, and lift equipment for extended periods. - Education: Secondary school certificate or equivalent..	5.5 days 9am-6pm - Full time/ Permanent - Location: Islandwide
Facility Manager	<u>Job Description:</u> - To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. - To apply for Permit to Work at occupier site. (if applicable) - To maintain a Safe Work Environment/Conditions at workplace. - To assist on the overall operational effectiveness WSH management at the site as per contract requirements. - To conduct weekly random safety inspection as required by Client. - To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence.	5days 9am-6pm - Full time/ Permanent - Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- To adhere/ implement WSH and all safety regulations in the workplace under WSHA and its applicable subsidiary legislation. - Ensure all workers at site always wear the appropriate PPE. - Conduct daily toolbox briefing with attendance recorded for the contractors. - Advise external customers of safety needs when visiting the sites. - Attend ad-hoc/ outstanding safety related issues whenever required. - Any other duties as assigned by the superiors. Job Requirement: - Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. - At least 5 years of relevant experience as a manager in Facilities Management - Able to lead independently the team of Facilities Management and properties at site with minimum supervision; - Excellent client management skills in a corporate environment and a strong team player; - Dynamic and multi-tasking capabilities; - Familiar with CMMS for work order management; - Fire Safety Manager Certificate.	
Facility Officer	Job Description: - Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. - Respond promptly to building issues, equipment malfunctions, and customer complaints. - Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. - Keep records of on-site maintenance works and manage inventory of spare parts used. - Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. - Assist in the coordination of installation, renovation, refurbishment and building improvement projects. - Assist in tracking utility consumption and identifying anomalies. - Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. - Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. - Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance work or adhoc replacement works. - Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. - Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. - Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines.	5.5 days 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) - Full time/ Permanent - Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client. Job Requirement: - Diploma in Engineering, Facilities Management or equivalent. - No experience are welcome to apply as training will be provided. - Self-motivated with good written and communication skills and computer literate. Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. - Meticulous and a good team player.	
Key Account Manager (Cleaning)	Job Description: Client Relationship & Stakeholder Management - Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. - Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. - Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. Operational Leadership & People Management - Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. - Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation solutions for operational challenges. - Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for site staff to boost productivity and retention. Financial & Administrative Governance - Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. - Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. - Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization. - Balance high-level operational execution with rigorous administrative compliance. Strategic Value-Adds & Innovation - Innovation & Automation: Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. - Sustainability & ESG: Align cleaning operations with modern sustainability goals, ensuring the eco-friendly use of chemical	5 days 9am to 6pm - Full time/ Permanent - Location: 416191

Job Positions	Job Description / Job Requirement	Working Hours / Location
	consumables, waste reduction practices, and compliance with green standards. - Proactive Risk Management: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact the client. Job Requirement: - Minimum 5+ years of experience in operations management within the Cleaning, Facilities Management, or Environmental Services industry, with at least 2 years in managerial/key account capacity. - Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. - Leadership: Strong track record of leading diverse teams and managing multi-site operations. - Communication: Exceptional interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. - Tech-Savvy: Familiarity with digitized operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	
Strata Commercial Manager	Job Description: - Manage and maintain commercial property sites as assigned - Conduct regular checks and inspection on grounds to ensure property is well-maintained - Ensure building statutory requirements are complied with - Conduct meetings of the management corporation, preparation and record meeting minutes - Ensure good record keeping and filing administration - Review and recommend replacement/improvement plans for managed sites - Provide essential customer service support staff to the tenants and owners - Supervise and manage a team of site staff - Other job related and ad-hoc duties as assigned Job Requirement: - Degree or Diploma in Building/Estate Management or related disciplines - At least 3-5 years relevant working experience - Knowledge of Building Maintenance and Strata Management Act will be advantageous - Good leadership ability with excellent interpersonal and communication skills - Outgoing and approachable - Possess good customer service skills - Good decision-making skills and effective problem solver - An eye for details - Proficient in MS Office applications	5.5 days 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) - Full time/ Permanent - Location: Tuas
Strata Residential Executive M&E	Job Description: - Manage and maintain property sites as assigned - Conduct regular checks and inspections on grounds to ensure property is well maintained - Ensure building statutory requirements are complied with	5.5 days 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat)

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Conduct meetings of the management corporation, preparation and record minutes of meetings • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support to the residents and owners • Supervise and manage a team of site staff • Other job-related ad hoc duties as assigned. Job Requirement: • At least 2 years of M&E experience required • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Possess good customer service skills • Good decision-making and effective problem solver • Proficient in MS Office applications	• Full time/ Permanent • Location: Central/East •
Strata Residential Manager	Job Description: • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government authorities; d. Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out.	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide •

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the superior. Job Requirement: • Degree or Diploma in Building/Estate Management or related discipline • At least 3-5 years relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications	
Strata Residential Officer / Executive	Job Description: • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance work when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils / Owners on financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative work: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters;	• 5.5 days • 8:30am-5:30pm or 9am-6pm (Mon to Fri), 8:30am-12:30pm or 9am-1pm(sat) • Full time/ Permanent • Location: Islandwide

Job Positions	Job Description / Job Requirement	Working Hours / Location
	c. Submission of returns when required by various government authorities; d. Preparation of reports for review by Councils / Owners; • Assist potential clients of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager. <u>Job Requirement:</u> • Degree or Diploma in Building/Estate Management or related discipline, at least 2-year relevant experience • with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision-making skills and effective problem solver	

11. SERVCARE SERVICES PTE LTD

Since 1999, **Servcare Services Pte Ltd** are committed to keeping your spaces pest-free with safe, effective, and sustainable pest control solutions. With over two decades of expertise, our dedicated team provides comprehensive pest management services for residential, commercial, F&B, and industrial sectors across Singapore. With a focus on efficiency and reliability, Servcare delivers **pest control solutions** to meet your unique needs. Partner with us for peace of mind and long-term protection against pests.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Office Coordinator	<u>Job Description:</u> Customer Service - Coordinate daily pest control service schedules between technicians and customers. - Act as the main point of contact for customers regarding appointments, service enquiries, and follow-ups. - Handle incoming calls, customer enquiries, and general correspondence in a professional manner Office Support - Prepare and update work schedules for technicians to ensure smooth daily operations. - Monitor job progress and assist in resolving operational issues when required. - Provide administrative support including data entry, filing, invoicing, and basic bookkeeping duties. - Maintain proper records and documentation for office and operational matters. - Support the General Manager and operations team in day-to-day coordination work. - Assist with general office duties to ensure smooth office operations. - Participate in 24/7 rotational standby duty on a weekly basis when scheduled. <u>Job Requirement:</u> - Good organisational and multitasking skills. - Able to communicate clearly and professionally with customers and colleagues. - Responsible, dependable, and willing to take initiative. - Comfortable working in a fast-paced environment. - Basic knowledge of invoicing, bookkeeping, and office administrative work is preferred. - Proficient in Microsoft Office, including Word, Excel, and Outlook. - Able to work independently and follow through on assigned tasks. - Prior experience in office administration, operations coordination, customer service, or a similar role will be an advantage.	5. days 9am to 6pm - Full time/Permanent - Location: 529435
Pest Control Technician	<u>Job Description:</u> - Perform pest control treatments at residential, commercial, and industrial sites. - Inspect premises to identify pest infestations and recommend appropriate treatment solutions. - Apply pesticides and other treatment methods safely and in accordance with NEA regulations. - Prepare service reports and maintain accurate treatment records.	5.5. days 9am to 6pm - Full time/Permanent - Location: 529435

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Maintain company equipment and ensure the service vehicle is clean and in good condition. • Provide professional advice and excellent customer service to clients. • Follow company safety procedures and operational guidelines. <u>Job Requirement:</u> • Minimum N-Level or equivalent. • Class 3 driving licence preferred. • NEA Vector Control Technician Licence is an advantage (training and licensing. • Support provided for suitable candidates). • Responsible, punctual, and willing to work outdoors. • Good communication skills and a positive working attitude. • No experience required – training will be provided.	

12. SQ 1 DEVELOPMENT PTE LTD

We are a professional cleaning company based in Singapore, committed to delivering high-quality cleaning services across various sectors including commercial, industrial, and residential environments. Our team is trained to maintain hygiene standards and ensure client satisfaction through reliable and efficient service. With a strong emphasis on safety, consistency, and excellence, we aim to create clean and healthy spaces for all our clients. Whether it's daily upkeep or specialized cleaning, we tailor our services to meet diverse needs across different industries.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Multi-skilled cleaner / Machines Operator	<u>Job Description:</u> - Responsible for performing a variety of cleaning tasks using both manual methods and cleaning machinery such as scrubber dryers, vacuum cleaners, and high-pressure washers. - Tasks may include floor care, carpet cleaning, glass cleaning, and general upkeep of premises. - Ensure proper handling and maintenance of cleaning. <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	5.5 days - Full Time / Contract - Location: Islandwide
Outdoor Cleaner	<u>Job Description:</u> - Responsible for maintaining cleanliness and tidiness of outdoor areas such as walkways, car parks, parks, and building exteriors. - Duties include sweeping, picking up litter, emptying bins, and washing surfaces. - Must work efficiently, follow safety guidelines, and ensure a clean and hygienic environment. <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	5.5 days - Full Time / Contract - Location: various
Pantry lady / Tea lady	<u>Job Description:</u> - Responsible for preparing and serving beverages such as tea, coffee, and light refreshments to staff and visitors. - Duties include maintaining cleanliness and hygiene of the pantry area, replenishing pantry supplies, washing used cups and utensils, and assisting in basic pantry stock inventory <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	5.5 days - Full Time / Contract - Location: various

Job Positions	Job Description / Job Requirement	Working Hours / Location
Restroom Cleaner	<u>Job Description:</u> - Responsible for maintaining the cleanliness and hygiene of restrooms in public or private facilities. - Duties include cleaning toilets, urinals, sinks, mirrors, and floors, replenishing supplies (toilet paper, soap, hand towels), and ensuring proper waste disposal. - Must follow safety and sanitation standards at all times. <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations.	5.5 days - Full Time / Contract - Location: various
Supervisor	<u>Job Description:</u> - Responsible for overseeing cleaning operations, managing a team of cleaners, and ensuring all assigned areas are cleaned to company standards. - Duties include scheduling, conducting inspections, training staff, handling. <u>Job Requirement:</u> - To follow standard operating procedures (SOP) workplace safety & health (WSH) as well and MOM rules and regulations. - Requires Supervisor certificate.	5.5 days - Full Time / Contract - Location: various

13. UEMS Solutions Pte Ltd

UEMS delivers integrated facilities management in Singapore across healthcare, education, commercial and hospitality sectors. Combining smart FM technologies, skilled teams and sustainable practices, we optimise operations, enhance asset performance and create environments where people thrive.

Job Positions	Job Description / Job Requirement	Working Hours / Location
Admin Assistant	<u>Job Description:</u> - Performing operation administrative duties support and preparing operation reports for the operation managers/HOD. - Take charge on all reconciliation of attendance in the payroll system. - Responsible for all vendor's billing approval routing and ensure billings are processed accordance. - Responsible to track all departmental follow ups and schedules. - Participate in annual internal audits and safety initiatives organize by the company. - Assist the HOD/ Managers on various claims matters. - Maintaining and upkeeping documents, records and filing according to IMS system - Coordinate full spectrum of HR and payroll duties with Operations Managers/ Executives/Supervisors. - Handling Office store Management and Inventories (uniforms, stationaries, stocks) - Stand-in as operation role in critical situation or exigency situation - Taking on the secretary role for event preparation; preparing meeting materials, minutes taking and etc. - Attending to any enquiries and escalate to superior when necessary - Coordinating with various departments when necessary - Adhere to any government regulation and company policy such as, but not limited to, accommodation checks and incident reporting - Handles company VIPs visit and coordinate with other department or sites on various visit schedule. To prepare formal internal communication with various stakeholders. - Coordinate executive communications, including taking calls, responding to emails, managing meeting rooms, provide logistical support for all meetings - Any other ad-hoc duties as assigned by direct superior. <u>Job Requirement:</u> - At least 2 years of admin experience. - Team player with good communication and interpersonal skills. - Proficient in Microsoft Office applications (Excel, Powerpoint, Word & etc.).	5 days 44 hours - Full Time / Permanent - Location: 348615
Concierge	<u>Job Description:</u> - Be the first point of contact for our valued clients, providing exceptional service and personalized attention. - Manage access to all the properties, keeping all security protocols and SOPs in line with directives. - Coordinate well with other teams and colleagues to ensure a seamless service is provided to each and every client and visitor, regardless of time of day. - Anticipate needs and proactively provide solutions, ensuring a stress-free experience for our clients.	5 days 44 hours - Full Time / Permanent - Location: 348615

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Build meaningful relationships with regular tenants by showing genuine interest and concern, and recording personal guest preferences for a better service experience <u>Job Requirement:</u> - You have good customer service skills and a genuine passion for meeting new people - You project a polished and professional demeanour, leaving a lasting first impression. - Whether in the driveway, lobby or concierge area, you maintain an elegant presence while offering warm and attentive service. - You possess a keen eye for detail and a talent for anticipating guest preferences, ensuring a truly personalized touch. - You are a problem-solver at heart, adept at resolving tenant concerns efficiently and leveraging feedback to continuously improve service satisfaction. - A local area expert, you can share insightful recommendations on dining, attractions, and sporting events, catering to diverse cultural needs. - You excel in building rapport and fostering strong relationships with tenants, even within a short timeframe. - You're comfortable dealing with different cultural nuances of people from around the world. - You're a team player, always ready to lend a hand with additional duties when needed.	
Executive,(Commercial Operations)	<u>Job Description:</u> - Manage daily operations and manpower deployment across assigned commercial sites. - Coordinate with clients and internal teams to ensure smooth service delivery. - Monitor staff attendance, performance, productivity, and service standards. - Handle operational issues, customer feedback, and prepare operational reports. - Support recruitment, onboarding, payroll, training, and employee administration. - Ensure compliance with company policies, workplace safety, and contractual requirements. <u>Job Requirement:</u> - Diploma in Business, Facilities Management, Hospitality, or a related discipline. - Minimum 2 years of operations, facilities, or manpower management experience. - Good communication and interpersonal skills. - Strong organisational and problem-solving abilities. - Proficient in Microsoft Office applications. - Able to work independently in a fast-paced environment and manage multiple priorities. - Experience in facilities management, cleaning, security, or integrated facilities management will be an advantage..	5 days 44 hours - Full Time / Permanent - Location: 348615

Job Positions	Job Description / Job Requirement	Working Hours / Location
Executive(Hospitality Operations)	<u>Job Description:</u> - Oversee daily operations and manpower deployment to ensure smooth service delivery at the hotel/worksite. - Liaise with clients and internal stakeholders on operational requirements, staffing arrangements, and service standards. - Monitor staff attendance, productivity, performance, and discipline, taking appropriate follow-up actions when required. - Conduct regular staff engagement, daily briefings, and ensure compliance with grooming, safety, and operational standards. - Handle customer feedback, operational issues, and prepare monthly operational reports and budgets. - Coordinate recruitment, onboarding, payroll submissions, attendance, overtime, leave, and exit processes with HR. - Ensure employees complete mandatory training and maintain accurate training records. - Maintain staff records, system updates, employee databases, and other administrative documentation. - Organise team engagement activities and support continuous improvement initiatives. - Provide operational support during the absence of the Contract Manager and perform other duties as assigned. <u>Job Requirement:</u> - Diploma in Business, Facilities Management, Hospitality, or a related discipline. - Minimum 2 years of operations, facilities, or manpower management experience. - Good communication and interpersonal skills. - Strong organisational and problem-solving abilities. - Proficient in Microsoft Office applications. - Able to work independently in a fast-paced environment and manage multiple priorities. - Experience in facilities management, cleaning, security, or integrated facilities management will be an advantage.	5 days 44 hours - Full Time / Permanent - Location: 348615
Executive, Business Development	<u>Job Description:</u> - Support in end-to-end bid process from pre-qualification to award, including delivering winning submissions that are of high quality and accuracy and in compliance with the client requirements. - Work together with the manager to proactively generate effective leads to build up a robust sales pipeline and adopt best practices and strategic goals to meet revenue objectives. - Engage with clients to understand their needs and build rapport with them. - Develop and deliver high standard presentations to clients. - Understand contractual terms and conditions to perform effective negotiations. - Identify and build rapport with service partners to ensure good support. - Provide clients with clarifications, information and assistance in a prompt and professional manner. - Monitor and report on the sales pipeline and progress, including tracking and following up closely on leads and opportunities. <u>Job Requirement:</u>	5 days 44 hours - Full Time / Permanent - Location: 348615

Job Positions	Job Description / Job Requirement	Working Hours / Location
	• Diploma with at least 5 years of relevant working experience. • Strong MS Office and numeracy skills. • Fluent written and oral communication skills. • Creative and resourceful, with a strong eye for design. • Highly self-motivated and results-driven with solid business acumen. • Good conceptualisation, planning and organisation skills. • Meticulous, detail-oriented, pro-active and possess good relationship building skills.	
Executive, Healthcare Operations	<u>Job Description:</u> • Assist Manager in daily operational activities. • Conduct daily roll-call and ensure that staff are properly attired and groomed and necessary information cascaded during the roll-call. • Supervise and assess the work performance of the staff in the daily deployment basis, to ensure the delivery service of operational needs is delivered as accordance to the contractual requirement. • Ensure timely completion of all planned work schedules, prepare and maintain records as per standards required by the Company and Customer. • Handle feedback and complaints and update to the Manager accordingly. • Respond to user's request promptly and update when it's completed, escalate to Manager when necessary. • Assist in preparation of monthly reports, operating budgets and other relevant reports. • Perform any other relevant duties as and when assigned by the Superior. • Any other relevant duties as and when assigned by the Superior. <u>Job Requirement:</u> • At least 2 years of experience in Operations and leading a team. • Proficient in Microsoft Office Application for reports and preparation of presentation slides for monthly meetings. • Strong interpersonal skill to interact with all levels of stakeholders such as clients on site, end users, and internal departments. • Able to be a team player to assist the management team on the required inspections and reports. • Self-starter with minimal supervision needed on the operation ground.	• 6 days • 44 hours • Full Time / Permanent • Location: 348615
Healthcare Attendant	<u>Job Description:</u> • Accompanies the patient during intra-hospital and inter-hospital transfers when the need arises. • Assist in the transfer of specimens, documents and other material as assigned by the department staff. • Assist in case-notes management for clinic operations. • Assist in the proper storage of CSSD, linen and other supplies as directed. • Assist in preparation, collection, sorting and storage of ward linen. • Assist in collection, segregation and disposal of soiled linen.	• 6 days • 44 hours • Full Time / Permanent • Location: 348615

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Maintain general tidiness and cleanliness of wards, offices and waiting areas. - Assist in transporting equipment / furniture to appropriate department for repair and maintenance. - Assist in preparing and serving diets and beverages to patients. - Perform bed discharge and terminal cleaning procedures when the need arises. - Maintain cleanliness of patient pantry and ensure sufficient kitchen rations. - Comply with hospital infection control guidelines. - Adheres to hospital policies and procedures according to IQEHS requirements. - Demonstrate proper and economical usage of the consumables and supplies. - Other adhoc duties as assigned. Job Requirement: - No experience required.	
Housekeeping Specialist	Job Description: - To perform daily housekeeping tasks (changing bedsheets, compound area cleaning, toilet washing, office cleaning, high dusting, surface wiping, floor sweeping and mopping, replenish of consumable items, clearing of rubbish, etc) a) Attend regular roll call meetings to know daily operational deployment. b) Attend in-service training to learn new skills and service knowledge to perform housekeeping services. d) Use various cleaning chemicals and disinfectants on deployed areas. e) Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required. f) Ensure the environmental service standards are met. g) Escalate any matter/ feedback to the upline superior when necessary. h) Any other relevant duties as and when assigned by the Supervisor. Job Requirement: - No experience required.	6 days 44 hours - Full Time / Permanent - Location: 348615
Management Associate(Healthcare – Portering & Environmental Services)	Job Description: - Support daily portering and environmental services, manage manpower, workflows, and ensure service excellence even during peak or disruption periods. - Be part of safety, housekeeping, and infection control audits, support incident investigations, and help foster a strong safety culture. - Work closely with nurses, clinicians, and hospital teams, support service recovery, and turn feedback into action. - Contribute to process improvement, Lean initiatives, digitalisation, and pilot new systems and workflows using data-driven insights. - Support onboarding, training, and competency tracking while engaging frontline teams in continuous improvement. Job Requirement:	6 days 44 hours - Full Time / Permanent - Location: 348615

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Diploma / Degree in Business, Healthcare Management, Engineering, Facilities Management, Environmental Studies, Operations Management, or related disciplines. - Internship or project experience in healthcare, facilities, operations, or service industries will be an advantage. - Strong interest in healthcare operations and patient-centric service delivery. - Resilient, adaptable, and able to thrive in a 24/7 operational environment. - Proficient in Microsoft Office, especially Excel and PowerPoint.	
Meal Service Associate	<u>Job Description:</u> - Updating patient's meal requirements in meal ordering system. - Serving meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service. - Preparation and serving of beverages. - Serving of adhoc beverages, snacks and supper. - General maintenance and stocking of ward pantry (includes wipe down of ward trolleys). - Gather patient feedback and attend to and resolve patients' feedback on meal related issues. - May be required to conduct beverage preparation in Central Kitchen. - Any other Meal Service Associate related work scope as required. <u>Job Requirement:</u> - Minimum N' Level with relevant frontline customer service experience. - Able to read, write and speak English.	6 days 44 hours - Full Time / Permanent - Location: 348615
Quality Assurance Assistant	<u>Job Description:</u> - Maintain, organise, and control QA and ESG documents, records, and databases. - Ensure documents are properly version-controlled, approved, archived, and retrievable. - Support updates to policies, SOPs, manuals, and ESG-related documentation. - Assist in planning and coordinating internal and external audits. - Track audit findings, corrective and preventive actions (CAPA), and follow-up timelines. - Maintain audit logs, reports, and evidence for compliance purposes. - Provide administrative support for QA and ESG initiatives, meetings, and reporting. - Prepare basic reports, dashboards, and summaries for management review. - Coordinate training records, attendance, and compliance documentation. - Support ESG data collection and submission where required. <u>Job Requirement:</u> - Diploma or equivalent qualification in Business, Sustainability, or related fields. 2 years of relevant administrative or QA support experience. - Basic knowledge of quality management systems (e.g. ISO standards) and/or ESG principles is an advantage.	5 days 44 hours - Full Time / Permanent - Location: 348615

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- Strong organisational and documentation skills with attention to detail. - Good communication skills and ability to coordinate across departments. - Self-motivated, systematic, and able to meet deadlines.	
Team Leader (Visitor Management Service)	<u>Job Description:</u> - Oversee the operations for Visitor Management Services. - Oversee and monitor performance of staff to ensure service levels are met. - Manage resources including manpower, equipment and supplies in daily operation. - Handle complaints/ feedback and resolve issues by performing service recovery. To escalate to Superior when need arises. - Investigate causes of discrepancies and complaints and to take corrective actions. - Disseminate operational updates/ information to staff promptly and accurately. - Conduct on-the-job training and refresher training programs. - To perform temperature taking and other data collection as and when required by the Company. - To operate and manage work areas required as per the role of a Patient Service Associate in the event of shortage of staff. - Any other relevant duties as and when assigned by the Superior. <u>Job Requirement:</u> - At least 3 years of working experience in frontline customer service with 1 year of experience in team leading. - Prior experience in healthcare industry will be an added advantage. - Prior experience in team leading.	5 days 44 hours - Full Time / Permanent - Location: 348615
Training Executive	<u>Job Description:</u> - Submit monthly training reports, feedback, assessment and audit reports on time. - Plan and submit monthly training calendar, learning needs analysis, training plan and trainer hours report. - Develop and / or improve training materials in order to better facilitate training, ensuring consistency, quality and up to date. - Review and / or develop any new OJT blueprints with better quality and up to date that meet the requirements of client. - Manage and maintain up to date facility training databases, records and documentation in order to ensure proper tracking and reporting. - Handle facility training administration & coordination, including registration of training courses. - Conduct and facilitate training including orientation, On-the-Job (Practical / Hands on) training and WSQ Programs. - Conduct and facilitate assigned sites training quality audits, including to support facility audit. - Improve training and audit processes, documents, and forms for better productivity and efficiency at work. - Assist in the company's continuous improvements and training-related areas and its status as a SSG Approved Training Organisation (ATO), ITE audits, and administration if required.	5 days 44 hours - Full Time / Permanent - Location: 348615

Job Positions	Job Description / Job Requirement	Working Hours / Location
	<u>Job Requirement:</u> - Degree / Diploma in any discipline - Candidates with relevant experience in training, healthcare and as trainer will have an advantage. - Candidates with ACTA / ACLP and/or DACE preferred - Proficiency in Microsoft Office applications especially excel, word and powerpoint. - Independent and ability to work with minimum supervision in fast-paced environment. - Proactive and takes initiatives. - Willing to work on weekends if there are any training needs / adhoc training request by clients.	
Vistor Service Associate	<u>Job Description:</u> - Assist visitors & patients with registration (kiosk/AVMS). - Provide directions and general assistance. - Manage crowd control at gantry/lobby. - Handle basic enquiries and visitor access. - Perform simple data entry & system updates. - Ensure equipment is working properly. - Support safety screening when required. - Assist with wheelchair transfers when needed. <u>Job Requirement:</u> - Minimum N' Level with 3 years of relevant experience in frontline customer service / - Able to read, write and speak English.	5 days 44 hours - Full Time / Permanent - Location: 348615
WSH Lead	<u>Job Description:</u> - To review, implement and maintain the workplace safety and health standards of our premises to ensure compliance to all the regulatory requirements of the WSH Act and its subsidiary legislative requirements. - To perform duties of a WSH executive to support the team in regard to WSH matters to be compliance to the WSH Act and its subsidiary legislative requirements. - Maintain proper safety-related documentation, certificates and other related EHS records as required by the regulatory authorities. - To evaluate WSH non-compliance, unsafe work conditions and practices to identify WSH performance gaps (as and when required). - To carry out WSH compliance audit and inspection (as and when required). - To attend, to conduct WSH incident investigations (including non-working hours when required) and to review investigation findings to identify root cause of incident. - To act as covering Secretary of WSH Committee meeting of the workplaces. - To implement, conduct document reviews of WSH Management System (WSHMS), identify areas for improvement in the WSHMS and maintain documentation. - To coordinate and implement WSH programme initiatives. - To develop, prepare and deliver presentations, safety briefings, training materials, circulars, etc. - To support WSH policy and procedure implementation.	5 days 44 hours - Full Time / Permanent - Location: 348615

Job Positions	Job Description / Job Requirement	Working Hours / Location
	- To prepare and tabulate monthly reports relating to WSH matters such as statistic update. - To conduct periodic review of incident trends and effectiveness of WSH performance and make recommendations for improvements. - To assist in all administrative works, such as minutes writing relating to safety committee meeting and department's meeting. - Any other ad-hoc job assignments by the company. <u>Job Requirement:</u> - Diploma in Engineering, preferably Occupational Safety and/or Environmental Health or related fields. - Completed the Specialist Diploma in Workplace Safety & Health (Level C) course or the equivalent. - Internal Auditor trained in ISO 45001: 2018. 2 years of relevant work experience in WSH relating to engineering, facilities management, including WSH programme management in such field. - Good interpersonal and communication skills. - Excellent decision-making, analytical and problem-solving skills and a good team player. - Familiar with local regulatory requirements related to workplace safety and health, and all other aspects of safety. - Able to work independently under minimum supervision, within a dynamic work environment.	

14. e2i services

- Career Coaching & Job Matching
- Skills Future Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.



<https://e2i.com.sg/app>

You can also reach them at the following centres (By appointment only):

**e2i Career Centre
(Devan Nair Institute for Employment and Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

NTUC Job Security Council's Telegram Channels

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(e.g. Analysts, Engineers, Executives, Technicians etc)

<https://bit.ly/jsc-ja-pmet>



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