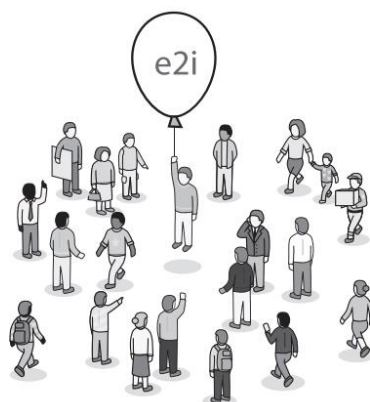


# e2i Built Environment & ISS Facility Services Pte Ltd

Together, Potential Meets Opportunities

## JOB LISTING BOOKLET



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**Date: 12 April 2024**  
**Time: 10am to 4pm**



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

### 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](http://www.e2i.com.sg).

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Housekeeper</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• General cleaning.</li> <li>• with or without toilet cleaning.</li> <li>• Sanitizing and clearing of rubbish.</li> <li>• Cleaning of compound.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Physical fit</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days   5.5 days   6 days</li> <li>• 44 Hours</li> <li>• Full time/Permanent</li> <li>• Location: 098633</li> </ul>
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<b>Patient Transfer Porter</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner.</li> <li>• Deliver and collect medical/patient records, specimens, medications, or any other items within a hospital environment.</li> <li>• Comply with quality service, safety and health requirements of ISS and customers.</li> <li>• Build strong relationships with stakeholders and anticipate their needs.</li> <li>• Implement productivity related initiatives.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum "O" Levels / ITE Cert</li> <li>• Day and Night shift available.</li> <li>• Basic IT knowledge is required to handle e-system, computer, smartphones.</li> <li>• Able to handle difficult customer.</li> <li>• Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days   6 days</li> <li>• 44 Hours</li> <li>• Full time/Permanent</li> <li>• Location: 098633</li> </ul>
<b>Technician</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• Carry out preventive and corrective maintenance of the designated Building premises.</li> <li>• To attend and assisting in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak.</li> <li>• Knowledge in repairing of door accessories and hardware, painting works, carpentry.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Higher NITEC (or equivalent) in relevant FM discipline, with minimum 3 years relevant experience; or</li> <li>• NITEC (or equivalent) in relevant FM discipline, with minimum 5 years relevant experience; or</li> <li>• Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with minimum 5 years relevant experience; or</li> <li>• Minimum 10 years of experience working in healthcare environment.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• Office Hours</li> <li>• Harbourfront Place</li> <li>• Full time/Permanent</li> <li>• Location: 098633</li> </ul>

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<b>Electrical Engineer</b>	<p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"> <li>• To supervise the supervisor and technician, lead and manage the day-to-day operations of the hospital as outsourced facility management service provider in the specific area to take a fresh look at the hospital facilities and provide best practices in engineering maintenance so as to achieve a safer environment for patients, visitors and staff.</li> <li>• Experience in Electronic repair and maintenance works.</li> <li>• Able to operate building automated system (BMS).</li> <li>• To manage the team consist of technicians, supervisor in the respective areas or central operations to carry out daily front end engineering maintenance works and ensuring excellency in operational supports to various specialist clinics, wards, operating theatres, retail shops, back of the house etc.</li> <li>• To manage the customers and end users' relationship and meet customer and end user's expectations with reference to the KPI and service level agreement spelt out in the contract.</li> <li>• Strategize, plan, and implement business process and procedure aligning with the operational requirements of the Hospital.</li> <li>• To continue to seek for opportunity to improve and enhance the structure, working hours and shift detailing and the supports of supervisor and technician to support the hospital operations to a new level.</li> <li>• To work closely with the client to identify opportunities to improve the facilities and generate additional revenue by securing additional works.</li> <li>• To address principal concerns from the client on Fix IT program and devise system to improve it by working closely with the team.</li> <li>• To obtain quotation from sub-contractor and process purchase order for all repair works and work with all sub-contractors to perform repair works to maintain the facilities within the improving expectations of the client.</li> <li>• To stabilize the team during upon operations and continued to seek improvement in the organization structure and operations process to improve supports to the hospital.</li> <li>• Identify engineering issues and troubleshooting to response to end users' request.</li> <li>• Resolving and mitigating potential engineering problems and potential cause to system breakdown.</li> <li>• Work closely with the Central Operations to tackle engineering problems.</li> </ul> <p><b><u>Job Requirement:</u></b></p> <ul style="list-style-type: none"> <li>• Degree in Electronics or Electrical Engineering / FM discipline with minimum 3 years' experience; or Diploma in Electronics or Electrical Engineering / FM discipline with minimum 5 years of relevant experience.</li> <li>• Preferably minimum 2-3 years of working experience in a facility management environment.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 days</li> <li>• Office Hours</li> <li>• Full time/Permanent</li> <li>• Location: 098633</li> </ul>