

e2i Built Environment & Minestone Corporation Pte Ltd Job Fair @ Clementi Bus Interchange #01-04

JOB LISTING BOOKLET

Date: 7th November 2024 (Thursday)
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

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#1 Minestone Corporation Pte Ltd

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Estate Manager	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • To lead a team of resident service executives, security officers and cleaning team members. • To conduct random unit inspection to ensure that no prohibited items are brought into the dormitory premises and only authorized residents are allowed into the dormitory. • Responsible for alerting the Estate Manager of any unusual occurrence and/or damage that have taken place or that may occur. • To assist to maintain and update in the dormitory system. • Ensure that residents adhere to dormitory rules and take appropriate action against offending workers. • To assist in isolation/sick bay cases and follow up with team members. • To organize the dormitory's fire safety drills and emergency exercises. • To assist activities (e.g. flea markets, variety shows, sports activities). • To perform any other duties as and when directed by Management. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Minimum 5 years of experience in facility/estate management and 3 years in managerial position. • Have a strong interest in the dormitory management industry. • Ability to multi-task and initiate in a fast-paced and challenging environment. • Pleasant personality and good communication skills. • Able to start work immediately will be advantageous. 	<ul style="list-style-type: none"> • 5.5 days • Full Time/ Permanent • 8am to 5pm 12pm to 9pm • Location: 1595459
Senior Resident Service Executive	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Preparation of vacant rooms for new residents to check in and taking over of rooms from residents. • Assist in monitoring all work being performed by external contractors and comply in accordance to WSH requirements. • Assist to enforce MOM, NEA, SCDF and any regulations stipulated in the dormitory licence conditions. Assist in the required servicing of the building M&E systems. • Conduct hygiene inspections for rooms, compound and contractor cleaning works. • Attend promptly to residents' service requests and support community engagement activities. • Responsible for alerting the Estate Manager of any unusual occurrence and/or damage that have taken place or that may occur. • To assist and ensure compliance of all work-related activities in a fair, ethical, and consistent manner. • Plan and execute enforcement actions in accordance to house rules. • Plan and conduct various inspections in the dormitory as well as execution of additional measures required by government agencies implemented in the dormitory. 	<ul style="list-style-type: none"> • 5.5 days • Full Time/ Permanent • 8am to 5pm 12pm to 9pm • Location: 1595459

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 3 years of experience in facility/estate management. • Have a strong interest in the dormitory management industry. • Ability to multi-task and initiate in a fast-paced and challenging environment. • Pleasant personality and good communication skills. • Able to start work immediately will be advantageous. 	
<p>Resident Service Executive</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Preparation of vacant rooms for new residents to check in and taking over of rooms from residents. • Assist in monitoring all work being performed by external contractors and comply in accordance to WSH requirements. • Assist to enforce MOM, NEA, SCDF and any regulations stipulated in the dormitory licence conditions. • Assist in the required servicing of the building M&E systems. • Conduct hygiene inspections for rooms, compound and contractor cleaning works. • Attend promptly to residents' service requests and support community engagement activities. • Responsible for alerting the Estate Manager of any unusual occurrence and/or damage that have taken place or that may occur. • To assist and ensure compliance of all work-related activities in a fair, ethical, and consistent manner. Plan and execute enforcement actions in accordance to house rules. • Plan and conduct various inspections in the dormitory as well as execution of additional measures required by government agencies implemented in the dormitory. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Minimum 1 year of experience in facility/estate management. • Have a strong interest in the dormitory management industry. • Ability to multi-task and initiate in a fast-paced and challenging environment. • Pleasant personality and good communication skills. • Able to start work immediately will be advantageous. 	<ul style="list-style-type: none"> • 5.5 days • Full Time/ Permanent • 8am to 5pm 12pm to 9pm • Location: 1595459
<p>Senior Security Officer</p>	<p>Job Description:</p> <ul style="list-style-type: none"> • Check and log in all visitors and contractors entering and leaving the dormitory during operation hours. • Monitor and direct vehicular traffic entering and leaving the dormitory premises, assist in maintaining safe traffic flow during start and end of the day. • Investigate alarms and disturbances and report all such situations to the Estate Manager. • Record details of security-related incidents, eg. break-ins, dangerous driving within dormitory premises, activation of the security alarm system etc. in the Occurrence Book and alert the Estate Manager immediately. • Issue warning of rule infractions or violations as directed by the Estate Manager. • Follow the security SOP meticulously and carry them out diligently and sensibly. 	<ul style="list-style-type: none"> • 6 days • Full Time/ Permanent • 8am to 8pm 8pm to 8am • Location: 1595459

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Possess a minimum secondary school qualification and a valid security license issued by PLRD. • Must have a minimum 3 years of working experience in security industry. • Able to deal with unexpected emergencies calmly and sensibly. • Must follow the chain of command and comply with directives from supervisors. • Must maintain a smart and professional appearance and able to interact with the staff and residents politely and firmly as needed. 	
<p>Security Officer</p>	<p><u>Job Description:</u></p> <ul style="list-style-type: none"> • Check and log in all visitors and contractors entering and leaving the dormitory during operation hours. • Monitor and direct vehicular traffic entering and leaving the dormitory premises, assist in maintaining safe traffic flow during start and end of the day. • Investigate alarms and disturbances and report all such situations to the Estate Manager. • Record details of security-related incidents, eg. break-ins, dangerous driving within dormitory premises, activation of the security alarm system etc. in the Occurrence Book and alert the Estate Manager immediately. • Issue warning of rule infractions or violations as directed by the Estate Manager. • Follow the security SOP meticulously and carry them out diligently and sensibly. <p><u>Job Requirement:</u></p> <ul style="list-style-type: none"> • Possess a minimum secondary school qualification and a valid security license issued by PLRD. • Must have a minimum 1 years of working experience in security industry. • Able to deal with unexpected emergencies calmly and sensibly. • Must follow the chain of command and comply with directives from supervisors. • Must maintain a smart and professional appearance and able to interact with the staff and residents politely and firmly as needed. 	<ul style="list-style-type: none"> • 6 days • Full Time/ Permanent • 8am to 8pm 8pm to 8am • Location: 1595459